



Eau Claire City-County  
**Health Department**

**EAU CLAIRE CITY – COUNTY HEALTH  
DEPARTMENT HANDBOOK**

**EAU CLAIRE CITY-COUNTY HEALTH DEPARTMENT HANDBOOK  
TABLE OF CONTENTS**

**INTRODUCTION ..... 4**

**STRATEGIC PLAN 2017-2021 ..... 5**

**SECTION 1 - ADMINISTRATIVE ..... 6**

    1.01 - MANAGEMENT RIGHTS ..... 6

    1.02 - SUCCESSION OF AUTHORITY IN ABSENCE OF DIRECTOR ..... 6

    1.03 - REVIEW OF HANDBOOK ..... 6

**SECTION 2 - POSITION MANAGEMENT..... 7**

    2.01 - EMPLOYMENT TYPES..... 7

    2.02 - COMPENSATION/PAY PLAN..... 8

    2.03 - RECRUITMENT, SELECTION AND APPOINTMENT ..... 8

    2.04 - INTRODUCTORY PERIOD AND FULL EMPLOYMENT STATUS POSITIONS ..... 9

    2.05 - RECLASSIFICATION/PROMOTION ..... 10

    2.06 - EMPLOYEE PERFORMANCE EVALUATION ..... 10

    2.07 - EMPLOYMENT OF RELATIVES ..... 11

    2.08 - HOURS OF WORK ..... 11

    2.09 – FLEXIBLE WORK SCHEDULES GUIDELINES ..... 11

    2.10 - COMPENSATORY TIME/OVERTIME/FLEX TIME ..... 12

    2.11 - TIME RECORDING ..... 12

    2.12 - PAY DISTRIBUTION ..... 12

    2.13 - PAYROLL DEDUCTIONS ..... 13

    2.14 - ATTENDANCE AND PUNCTUALITY..... 13

    2.15 - ASSIGNMENT OF WORK..... 13

    2.16 - LAYOFFS & FURLOUGHES ..... 14

    2.17 - RESIGNATIONS/SEPARATION/RETIREMENT..... 14

**SECTION 3 - EMPLOYEE BENEFITS ..... 16**

    3.01 - HEALTH INSURANCE..... 16

    3.02 - COBRA ..... 17

    3.03 - LIFE INSURANCE ..... 17

    3.04 - LONG TERM DISABILITY ..... 18

    3.05 - WORKERS COMPENSATION ..... 18

    3.06 - DEFERRED COMPENSATION PLANS ..... 18

    3.07 - FLEXIBLE SPENDING PROGRAM ..... 19

    3.08 - STAFF EDUCATION, PROFESSIONAL DEVELOPMENT AND TRAINING..... 19

    3.09 - EMPLOYEE ASSISTANCE PROGRAM ..... 20

    3.10 - RETIREMENT BENEFITS ..... 21

    3.11 - UNEMPLOYMENT COMPENSATION ..... 24

    3.12 – DENTAL PLAN - AFLAC..... 24

    3.13 – SHORT TERM DISABILITY PLAN - AFLAC..... 24

    3.14 – CANCER PLAN - AFLAC..... 24

    3.15 – DENTAL INSURANCE ..... 24

    3.16 – WELLNESS BENEFITS ..... 25

<b>SECTION 4 - LEAVE .....</b>	<b>26</b>
4.01 - VACATION .....	26
4.02 - HOLIDAYS .....	27
4.03 - PERSONAL/FLOATING HOLIDAYS .....	27
4.04 - SICK LEAVE .....	27
4.05 - MATERNITY/PATERNITY LEAVE .....	28
4.06 - FAMILY & MEDICAL LEAVE – STATE/FEDERAL.....	29
4.07 - INJURY LEAVE .....	30
4.08 - BEREAVEMENT LEAVE .....	31
4.09 - UNPAID LEAVE (LEAVE WITHOUT PAY).....	32
4.10 - MILITARY LEAVE .....	32
4.11 - JURY DUTY.....	33
4.12 - BLOOD DONATION .....	33
4.13 - VOTING LEAVE.....	33
4.14 - EXECUTIVE LEAVE.....	33
4.15 – BONE MARROW AND ORGAN DONATION LEAVE .....	33
<b>SECTION 5 - EMPLOYEE DISCIPLINE .....</b>	<b>35</b>
<b>SECTION 6 - EMPLOYEE COMPLAINTS/GRIEVANCE .....</b>	<b>37</b>
6.01 - COMPLAINTS.....	37
6.02 - GRIEVANCES.....	37
<b>SECTION 7 – EMERGENCY PLANNING/RESPONSE.....</b>	<b>38</b>
7.01 - INCLEMENT WEATHER/EMPLOYEE EMERGENCY PLAN .....	38
7.02 - EMPLOYEE HANDBOOK POLICIES DURING A PUBLIC HEALTH EMERGENCY .....	38
<b>SECTION 8 - WORKPLACE CONDUCT/RULES.....</b>	<b>39</b>
8.01 - CODE OF CONDUCT.....	39
8.02 - ACCEPTANCE OF GIFTS .....	39
8.03 - OUTSIDE EMPLOYMENT.....	39
8.04 - CONFLICT OF INTEREST .....	39
8.05 - POLITICAL ACTIVITY .....	40
8.06 - NO SMOKING POLICY.....	40
8.07 - ALCOHOL AND DRUG FREE WORKPLACE .....	40
8.08 - WEAPONS .....	41
8.09 - PHONE/CELL PHONE USE .....	41
8.10 - ELECTRONIC COMMUNICATIONS .....	41
8.11 - MEDIA COMMUNICATION.....	42
8.12 CONFIDENTIALITY OF RECORDS .....	42
8.13 - HARASSMENT.....	43
8.14 - WORKPLACE VIOLENCE .....	43
8.15 - SAFETY AND INJURIES.....	44
8.16 - PERSONAL APPEARANCE.....	44
8.17 - SOLICITATION .....	44
8.18 - ECCCHD IDENTIFICATION/KEYS/KEY CARDS .....	45
8.19 - TRAVEL REIMBURSEMENT .....	45
8.20 - MEAL REIMBURSEMENT .....	46
8.21 - HOTEL AND MOTEL EXPENSES .....	46
8.22 - TRANSPORTATION .....	46
8.23 - TRAVEL TIME OUTSIDE OF REGULARLY SCHEDULED WORKING HOURS.....	47
8.24 - EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION.....	47
8.25 - AMERICAN’S WITH DISABILITIES ACT (ADA).....	47

8.26 - PERSONNEL RECORDS AND REPORTS.....	48
8.27 - TB SKIN TESTING .....	49
<b>GLOSSARY OF TERMS.....</b>	<b>50</b>
<b>RECORD OF CHANGES .....</b>	<b>51</b>

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## INTRODUCTION

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The Eau Claire City-County Health Department (ECCCHD) has existed since 1941 as the statutorily authorized local Health Department for the City of Eau Claire and Eau Claire County. The Health Department is governed by an independent Board of Health and is unique in Wisconsin with its structure and function as a City-County agency.

As an Employee of the Health Department, you play a large role in allowing us to excel at our mission of *promoting health and safety for all Eau Claire communities*. You are part of a long tradition of dedicated public service to the residents, community organizations and businesses of the Eau Claire community. We hope that your service with the Health Department will add to that tradition and be enjoyable and rewarding for you.

This handbook provides information about working conditions, Employee benefits, Employee responsibilities and employment policies. As a Health Department Employee, it is your responsibility to read, understand and comply with all provisions of this handbook. Our goal is to provide a work environment that is conducive to the personal and professional growth of all Employees.

This edition of the handbook cannot anticipate every possible circumstance or question about Health Department employment policies. To meet the evolving needs of the organization, the Department retains the right to revise, supplement or rescind such policies as may be deemed appropriate. Future handbook revisions will be incorporated in the electronic version of the handbook maintained on the Health Department site.

This handbook is not, and should not be construed as, an employment contract or guarantee of employment. All Health Department employees are considered at-will.

If you have questions regarding this handbook or employment policies, please bring them to the attention of your Supervisor or the Operations Division Manager.

Thank you for the work you do to assure the success of the ECCCHD!

# Eau Claire City-County Health Department Strategic Plan 2017-2021

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## Mission

**Promoting health and safety for all Eau Claire communities**

## Guiding Principles

**Prevention** - Promotion of health and prevention of disease, injury and disability is critical in saving lives and money

**Health Equity** - Everyone should have equal opportunity to be healthy

**Collaboration** - People working together provide the best solutions

**Quality** - Efficiency and effectiveness is critical in programs and services

**Data Informed** – Collection and analysis of data guides decisions

**Evidence Based** – Building and utilizing evidence and promising practices in programs and services

**Ethical Practice** – Acting with the highest standards of professional practice

## Goals

Strategic goals have a five-year horizon and they represent what needs to be done to move toward our vision.

### **Goal 1:** Increase utilization of program and population data

Rationale – Accurate, timely and relevant data has been consistently identified as crucial to planning, decision-making and effective communication. Considerable work has been done to identify areas to improve information management and identify data to support our performance management system, our community partners and coalitions, and future priorities and planning.

### **Goal 2:** Invest in a strong workforce and infrastructure

Rationale – Our workforce is our greatest asset. We are committed to retaining and recruiting an expert team and providing them with the necessary tools and environment to provide service and program excellence. We will strategically prioritize resources to meet our current and future needs for training, professional development and working conditions.

### **Goal 3:** Engage the community in collaborative efforts to improve health and safety

Rationale – In order to address challenging community health issues we need to provide a community leadership role in mobilizing community action, particularly in priorities identified by Eau Claire Community Health Assessment. These community partnerships are critical in identifying and addressing complex health issues and building shared priorities. We will continue our existing work, along with exploring new and innovative ways, to engage with the community and policy makers to address health priorities and social determinants of health. We will specifically focus on the need to strategically address health equity concerns in our community.

### **Goal 4:** Develop long-term fiscal and operational strategies supporting innovation and sustainability

Rationale: In order to reach our vision and to be mission-focused in our work, we need a department that has a strong operational infrastructure. Both short and long-range fiscal and organizational planning are vital to maintaining the necessary levels of programs and services. Innovation and improvement in our internal operations (Department policies and practices) and external operations (how we provide our programs and services) will assure a strategic and strong foundation for the future. We will strive to create an environment where staff at all levels are encouraged to find creative opportunities for the department to grow.

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## SECTION 1 - ADMINISTRATIVE

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### **1.01 - Management Rights**

The Director of the Department is responsible for the operation and direction of Department Employees including, but not limited to:

- the right to determine policy and to set the standards of service offered to the public;
- to plan, direct, control and determine the operations or services to be conducted by Employees of the ECCCHD;
- to determine the methods, means and number of personnel needed to carry out Board of Health policies;
- to hire, schedule, assign or transfer Employees within the ECCCHD;
- to promote, suspend, discipline or discharge Employees for disciplinary reasons;
- to layoff Employees due to lack of work or funds or for other legitimate reasons;
- to make, publish and enforce rules and regulations;
- to introduce new or improved methods, equipment or facilities;
- to contract out for goods and services; and
- to take any action as may be necessary to carry out the mission of the Board of Health in situations of civil emergency.

### **1.02 - Succession of Authority in Absence of Director**

In a public health emergency, the Incident Command System (ICS) will be used to determine line of authority in the absence of the Director.

In other circumstances, when the Director of the Department is unable to function in the required role, the Director of the Department will designate an Acting Health Officer/Director. If the Director is not able to make an appointment the Board of Health President will do so.

### **1.03 - Review of Handbook**

The ECCCHD will review and update the handbook as needed and no less than annually.

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## SECTION 2 - POSITION MANAGEMENT

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### 2.01 - Employment Types

Positions at the Health Department are identified as:

- **Regular Full-Time** – Those who are not in a temporary or introductory status and who are regularly scheduled to work the Health Department’s full-time schedule (40 hours). Employees in this category are eligible for the Health Department’s benefits.
- **Regular Part-Time** – Those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule but more than 20 hours per week. Regular part-time Employees are eligible for most benefits.
- **Other Part-Time** – Those who work 20 hours or less per week. May be flexible or set-schedule part-time. Ineligible for some benefits. The Employee will only receive legally mandated benefits. If time off is needed it may be allowed if it does not conflict or interfere with the Department’s activities or responsibilities. A performance review is not required and no step increases on the pay scale will be granted automatically. If an Employee is subsequently assigned to a regular employment status position, the date that they are assigned to that position will become their start date of their introductory period and the start date for accrual of benefits and length of service.
- **Limited Term Employment** – A limited term position is defined as less than one year of employment, if at the time of employment the position’s job duties or funding source are not expected to last beyond one year. No benefits are available to limited term Employees. The Employee will only receive legally mandated benefits. If time off is needed during the term of employment, time off may be allowed if it does not conflict or interfere with the Department’s activities or responsibilities. There will be no introductory period. A performance review is not required for limited term Employees. No step increases on the pay scale will be granted during limited term employment. If a limited term Employee is subsequently assigned to a full employment status position, the date that they are assigned to that position will become their start date of their introductory period and the start date for accrual of benefits and length of service.

Additionally, each Employee is designated as either non-exempt or exempt for wage and hour laws. Non-exempt Employees are entitled to overtime pay under the specific provisions of the law. Exempt Employees are those categorized as Executive, Administrative, or Professional and are excluded from overtime requirements according to federal and state wage and hour laws.

The Health Director approves class titles and specifications for each position. Jobs with similar duties and responsibilities are placed in the same classification. This system ensures that Employees receive equal pay for equal work.



## **2.02 - Compensation/Pay Plan**

The Employee compensation plan and the assignment of classes of positions to salary ranges shall be established by the Board of Health. The pay plan will be re-examined periodically to evaluate pay ranges/practices in comparable jurisdictions, changes in cost of living and the Department's financial position. See the current Pay Plan ([K:\1-Handbook\Handbook Policies\Pay Plan Current](#)) with job classifications, pay ranges, and steps.

New Employees shall be placed in a salary range based on job classification, education, experience and Department needs. Starting compensation for new Employees is approved by the Health Department Director.

New Employees will normally be eligible for a step increase upon completion of their introductory period (6 months) and satisfactory performance evaluation. Subsequent step increases after the introductory period will be scheduled as follows:

- Employees that start from January 1 – June 30 will receive step increases on July 1 of each year thereafter with satisfactory performance evaluation.
- Employees that start from July 1 – December 31 will receive step increases on January 1 of each year thereafter with satisfactory performance evaluation.

The Department Director must approve all regular salary increases. Discretionary increases may be granted.

The Board of Health will annually establish the Health Department Director's salary and fringe benefits. The Department Director will annually evaluate and set the salaries for any positions without an identified step plan based on performance and the ranges established by the Board of Health.

"Economic" increases determined by the Board of Health shall be in addition to the regular step increases.

If any Employee is not performing satisfactorily, the Department Director may withhold a regularly scheduled salary increase pending the accomplishment of the satisfactory performance by the Employee. In such cases, the Director shall notify the Employee in writing of the action.

Employees working less than twenty hours per week will be considered for salary increases only upon recommendation of the Supervisor and typically within the step schedule.

## **2.03 - Recruitment, Selection and Appointment**

The Health Department seeks to hire the best-qualified applicants for each available position by utilizing recruitment and selection processes that identify highly competent candidates to enrich the workforce.

The hiring decision is determined in the following manner:

- Health Department Director – Appointed by Board of Health
- All other Positions – Forwarded by the recruiting Supervisor/Department Director with appointment by Health Department Director.

The Department Director shall have the right to make all original appointments. Appointments shall be based on the following principles:

- Open recruitment in the relevant labor market encouraging all potentially qualified applicants to apply from within the agency, outside the agency, or combination thereof.
- Candidate assessments may include written tests, performance tests, oral examinations, interviews and evaluations of education and experience, which would be needed to fulfill the job requirements.
- Selection only from those applicants certified as qualified, giving first consideration to the highest ranked candidates.
- Previous applicants for similar position can be considered for up to one year for subsequent vacancies.
- Limited term Employees are appointed through a modified/abbreviated recruitment process.

A noncompetitive, temporary, provisional internal appointment generally not to exceed six months may be made providing the individual appointed meets the minimum qualifications of the position. When exceptional program emergencies exist, an individual may be appointed without regard to these standards.

#### **2.04 - Introductory Period and Full Employment Status Positions**

The introductory period is intended to give Employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Health Department uses this period to evaluate Employee capabilities, work habits and overall performance. The length of the introductory period is typically six months. This may be pro-rated based on FTE.

When due to the nature of the work an Employee cannot be evaluated effectively in six months, the introductory period may be extended for a period of not more than one year. This will normally be indicated to the Employee in writing prior to the extension.

Full employment status shall be determined by the Department Director before completion of the introductory period. Each Supervisor shall complete the necessary evaluations and provide such to the Department Director at least three weeks before the end of the Employee's introductory period.

Employees promoted or transferred into new positions within the Health Department must complete a six-month introductory period. During this period, an Employee who, in the judgment of management, is not successful in the new position can be removed from that position at any time during the introductory period. If this occurs, the Employee may be allowed to return to his or her former job, or to a comparable job for which the Employee is qualified, depending on the availability of such positions and the Health Department's needs.

## **2.05 - Reclassification/Promotion**

Employees are provided an opportunity for their position classification to be reviewed related to job responsibilities. Reclassification/promotion decisions are made based on actual work performed, market analysis and Supervisory recommendation. Health Department Director determines all reclassifications/promotions.

Upon the movement of an entire job class to a higher salary range, all Employees in the class at the time of the change normally shall be placed in the same step in the new range as they occupied in the old range but shall not exceed more than one step.

Upon movement of a class to a lower salary range, the Employees in the class at the time of change normally will not be reduced in salary unless such action is necessary to bring them within limits of the lower range.

The Health Department will normally provide Employees an opportunity to indicate interest in promotional opportunities. Job openings may be advertised simultaneously to the public. To be eligible to apply for a job notice, internal candidates should possess the skills, competencies and qualifications required of the position. In most cases, Employees who meet the minimum qualifications will be given the opportunity to interview for the opening with selection based on merit. Upon individual promotion to a class having a higher salary range, an Employee may receive a pay increase. Upon individual reclassification to a class having a lower pay range, an Employee may receive a pay decrease.

## **2.06 - Employee Performance Evaluation**

Performance evaluations are an ongoing process and are designed to facilitate two-way communications between a Supervisor and an Employee. The evaluation process is intended to accomplish the following:

- Provide an opportunity to review performance in relation to Health Department goals and objectives and Supervisor expectations.
- Provide an opportunity to recognize achievements, accomplishments and contributions made by the Employee.
- Help identify areas for training and development.
- Provide a basis for planning future performance.
- Identify and correct any performance issues.

A written evaluation based upon performance standards will normally be completed annually for all full-time and part-time Employees working more than 20 hours per week and shall be considered in all personnel actions such as promotion, demotion, termination and in determining the order of layoffs. Performance evaluation as appropriate/necessary of Employees working 20 hours per week or less is expected.

The performance report shall be discussed and signed by the Supervisor and the Employee at the time of evaluation and a copy of the report will be placed in the Employee's personnel file.

The Department Director's performance will normally be reviewed at least once each year by the Board of Health.

### **2.07 - Employment of Relatives**

Relatives shall not be employed in an immediate superior-subordinate relationship.

Relative shall include: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepchild, stepparent, grandchild and grandparent.

### **2.08 - Hours of Work**

The normal full time workweek shall be 40 hours. The standard workday shall be 8 hours per day and 5 days per week. The office will be open from 8:00 am to 4:30 pm each workday. The phones will be staffed at the main desk between 8:00 am and 4:30 pm. In case of emergency or unusual circumstances, the specified hours of work may be varied with approval of the Department.

The department is required to be staffed to service the public during these times. Normal work hours are 8 a.m. to 4:30 p.m., however, scheduling may be adjusted according to operational needs within a given division.

For every four hours of work, Employees may take a 15-minute break. A break not taken cannot be added to a lunch break or allow an Employee to leave early or come in later. Employees working more than 4 hours per day should take at least a ½ hour meal break. To facilitate as much flexibility in working schedules as possible, Supervisors are authorized to approve changes in the lunch break time.

### **2.09 – Flexible Work Schedules Guidelines**

The Health Department supports staff in having a work-life balance through offering flexible work schedules when possible.

- Participation in this program is available to full-time and part-time Employees with the approval of Supervisor and based on program expectations and individual performance.
- Each Employee may choose his/her workday within the defined time constraints, subject to the restriction imposed by departmental obligations such as staff meetings, in-service clinics or other scheduled program commitments. Constraints are as follows:
  - All divisions must be adequately staffed between 8:00 am and 4:30 pm Monday through Friday as determined by Management.
  - The set work schedule hours must be between 7:00 am to 6:00 pm each workday.

Employees taking courses toward degrees related to their job positions may apply to the Department Director for exceptions to the time frames of the Flexible Work Schedule Guidelines when necessary to accommodate required class schedule. Approval shall be contingent upon,

but not limited to, factors such as relevance of the degree to the individual's employment position and ability to fulfill job responsibilities during the requested time schedule.

Proposed work schedules shall be submitted to Supervisor for approval.

### **2.10 - Compensatory Time/Overtime/Flex Time**

Employees are expected to complete their work during normally scheduled hours. Compensatory time for planned hours worked beyond the normal work schedule requires prior authorization of the Supervisor.

Non-exempt Employees accrue compensatory time or overtime pay at time and ½ for each hour worked over 40 hours per week.

Exempt Employees may need to work in excess of 40 hours per week in fulfilling their normally assigned responsibilities. Exempt Employees are expected to work with their Supervisor to flex their schedule when excess hours in any week are anticipated because of work responsibilities. For Exempt Employees compensatory time can be granted in limited circumstances with approval and accrued at straight time for each hour worked over the Employee's regularly scheduled daily work hours.

Compensatory time can be accumulated up to 24 hours. Compensatory time that exceeds the maximum of 24 hours must be used within two weeks.

Management/Supervisory personnel shall be responsible to work the hours necessary to fulfill their job responsibilities and will not earn Compensatory time.

### **2.11 - Time Recording**

Employees are expected to accurately record hours worked, sick leave, vacation and all other leaves that occur during the pay period. The record of these hours must be properly approved, dated and submitted as requested by management.

Fraudulent reporting may lead to disciplinary measures up to and including termination.

### **2.12 - Pay Distribution**

Paychecks will be automatically deposited into checking or savings accounts on payday through direct deposit. New Employees receiving pay for the first time will receive a paper check on their first payday. Employees are currently authorized to have funds deposited in up to two financial institutions.

Earning statements are available every other Friday except in the event of a holiday. Each statement includes earnings for all work performed through the end of the two-week payroll period, less voluntary and involuntary deductions. Compensation may also include miscellaneous

reimbursements for travel expense and other compensation. If a regularly scheduled payday falls on a banking holiday the direct deposit will normally be made on the previous day.

If payday falls during a leave of absence, the earnings statement will be available upon return to work, unless other arrangements have been made. However, the pay will automatically be processed and deposited into the applicable bank account at the usual time. The *Direct Deposit Authorization Form* (<K:\1-Handbook\Handbook Policies\Direct Deposit Authorization>) to change direct deposit banking information is available here or from the Operations Division Manager.

### **2.13 - Payroll Deductions**

Each payroll, wages will be subject to withholding of state and federal taxes as mandated by law, as well as other deductions that may be either voluntary or involuntary. Deductions are withheld from payroll checks according to the following schedule:

Health Insurance	1 <sup>st</sup> and 2 <sup>nd</sup> Payroll of Month
Dental Insurance	1 <sup>st</sup> and 2 <sup>nd</sup> Payroll of Month
Aflac	1 <sup>st</sup> Payroll of Month
Life Insurance	1 <sup>st</sup> Payroll of Month
Disability Insurance	1 <sup>st</sup> Payroll of Month
United Way	2 <sup>nd</sup> Payroll of Month
Flexible Spending	Every Payroll
Deferred Compensation	Every Payroll
WRS	Every Payroll

### **2.14 - Attendance and Punctuality**

Frequent absence or tardiness places an extra burden on coworkers, is disruptive, and affects a department's ability to carry out its schedules and meet the needs of the citizens of Eau Claire.

The ECCCHD expects all Employees to be reliable and punctual in reporting for scheduled work. In the rare instance when Employees cannot avoid being late to work or are unable to work as scheduled, the Employees must notify their Supervisor as soon as possible in advance of the anticipated tardiness or absence and receive approval to use leave or make up any needed time.

### **2.15 - Assignment of Work**

The Health Department has the authority to determine the methods, means, processes and personnel by which operations are to be conducted. This includes reserving the right to assign work in whatever manner it deems necessary to maintain an efficient workforce.

## **2.16 - Layoffs & Furloughs**

Reductions in the workforce sometimes occur through layoffs or furloughs due to a temporary or permanent lack of work, a lack of funds, the abolishment of a position, changes in job duties, changes within the Health Department's organization or other reasons outside of the Employee's control. Layoffs and furloughs will be based upon operational needs. Seniority and performance evaluation will be considered in the decision-making process related to specific layoff. The affected Department may choose to solicit volunteers for the reduction in work force. All layoffs and furloughs shall be subject to review and approval by the Health Department Director. Written notice of layoffs or furloughs shall be given to affected Employees as early as feasible.

Reinstatement of laid off Employees will be based upon their demonstrated abilities, past performance and qualifications. Reinstatement rights shall continue for a period of one year following the date of layoff. In addition, the following shall apply:

- An Employee on layoff who, upon reinstatement, fails to report to duty within the time period specified and without good cause shall be subject to termination.
- An Employee on layoff who rejects a job offer of a comparable position shall forfeit any further reinstatement rights.
- An Employee on layoff who voluntarily applies for a vacant position but is not awarded the position will continue on layoff status.
- An Employee who voluntarily resigns employment does not hold reinstatement rights.

For purposes of layoff, when a job opening or opportunity occurs, consideration will be given to Employees on layoff status along with other internal and external candidates. However, when all other qualifications are relatively equal, a preference will be given to Employees on layoff status with the greatest length of Health Department service.

When an Employee's hours are reduced to 20 or less hours/week, the Employee will retain the vacation and sick time balances earned to that point but will no longer be able to accrue these benefits.

## **2.17 - Resignations/Separation/Retirement**

One-month notice of intended resignation is requested for Exempt Employees and two weeks' notice for all others, unless otherwise agreed to by the Department. It is expected that Employees will give as much notice as possible in order to facilitate recruitment and orientation of a new staff member. All resignations shall be in writing.

It is sincerely hoped that when an Employee decides to retire from the Health Department, they have had a long and rewarding career with the Health Department. When an Employee has reached their desired retirement age and have made the decision to retire, they will need to set up an appointment with the Operations Division Manager. Additional retirement benefits information is available in the [Employee Benefits section](#). The Wisconsin Retirement System (also known as The Employee Trust Fund) defines normal retirement age.

Employees should consider requesting a retirement estimate from ETF at least 60 days before their projected retirement. This can be done online or over the phone. Wisconsin Retirement also has an informative website (<http://etf.wi.gov>) featuring retirement videos, literature and a benefit calculator that can assist Employees in the understanding of the retirement process.

When an Employee's services are involuntarily terminated, the Director shall attempt to give the Employee two weeks advance notice under usual circumstances. Immediate termination may be necessary for disciplinary reasons (see [Employee Discipline](#) – Section 5).



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## SECTION 3 - EMPLOYEE BENEFITS

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Employee benefits are an important part of the employment relationship. Many benefits are available to all Employees, regardless of employment status. Some benefits are available to full-time Employees working forty hours and on a prorated basis to part-time Employees working over 20 hours but less than 40 hours per week. See *Benefit Summary* (<K:\1-Handbook\Handbook Policies\Benefit Summary CURRENT>) page and the <K:\FORMS\Benefits\ECCCHD Total Benefits Program.pdf> as reference to determine eligibility and timing.

### **3.01 - Health Insurance**

All regular full-time and regular part-time Employees working over 20 hours per week are eligible for health insurance coverage for themselves, spouses and their families as a part of their benefit package with the Health Department.

Employees are eligible for health insurance on the first of the month following 30 consecutive calendar days of employment. Employees and the Health Department share the cost of this benefit as determined by the Board of Health. All Employee-paid portions of health insurance are set up on a pre-tax basis and deducted from payroll in the first two paychecks of the month.

For an Employee that works 40 hours/week, the Health Department will pay 100% of the annual Board determined Employer portion of the policy chosen. For Employees working less than 40 hours/week and more than 20 hours/week, the Health Department will pay the FTE percentage of the amount the Health Department is paying for 40 hour/week Employees for the chosen policy (i.e. for a .80 Employee the Health Department will pay 80% of the employer share of the premium for the policy with the Employee paying the balance). If the hours worked changes, the percent of the premium covered by the Health Department will also change. Paid leave and FMLA leave will not impact calculation of premium amount covered but leave without pay will.

An Employee is no longer eligible for coverage if hours worked are 20 or fewer per week. If the Employee's scheduled hours are reduced to 20 hours or less/week than health insurance coverage will be dropped at the end of the month in which the change occurred. The Health Department's contribution towards health insurance continues until the end of the month in which an Employee's last working day occurs.

Eligible Employees may elect to add, drop or change coverage during the open enrollment period each year for an effective date of January 1. Changes to coverage during the plan year can be made if a *qualifying event* occurs, or if an Employee wishes to cancel their policy. A *Certificate of Credible Coverage* letter is required from the previous provider to enroll in the health plan with a loss of coverage. Changes in coverage due to a qualifying event must be reported to the Operations Division Manager within 30 days of the qualifying event.

The Department and/or the City determine the carrier, plan, deductions, benefit levels and other plan requirements.

Any Employee working 40 hours per week electing not to receive Health Department offered health insurance will be eligible for a \$100 per month contribution to a deferred compensation program starting on the first of the month following 30 consecutive calendar days of employment. Eligible Employees that work more than 20 and less than 40 hours per week will have this amount pro-rated. Employees must be covered by another health insurance plan and show proof of such coverage upon request in order to be eligible for this benefit.

### **3.02 - COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives past Employees or qualified beneficiaries the opportunity to continue health insurance coverage at the participant's expense under the Health Department's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an Employee, a reduction in hours or a leave of absence, an Employee's divorce or legal separation, military leave, or a dependent child no longer meeting eligibility requirements.

Length of coverage is determined by the qualifying event that has occurred.

All Employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the Employee begins. If a qualifying event which entitles the Employee and/or qualified dependents to continuation coverage occurs, the Operations Division Manager will notify the qualified beneficiaries of their right to elect continuation coverage

### **3.03 - Life Insurance**

Term life insurance through the Health Department offers Employees and their families important financial protection at a reasonable cost. Term group life insurance policies are available to Employees during the first 30 days from hire. The employer and Employee each contribute toward the premium cost of Basic coverage.

Additional, supplemental term life insurance and spouse, domestic partner and dependent coverage are available to Employees carrying the Basic Coverage. There are no Health Department contributions towards these levels of insurance.

If an Employee does not elect to enroll in life insurance within 30 days of becoming eligible but decides to enroll at a later date, an *Evidence of Insurability Form* will need to be submitted to the life insurance carrier to request coverage. Based on medical background, the insurance company may decline coverage or require a physical before making their decision on coverage. This also applies if an Employee is already enrolled in the plan, but wishes to pick up additional levels without a qualifying event. An exception exists after a qualifying family status change, where there is an opportunity to enroll in the basic level of life insurance or, if already enrolled, to increase coverage on the Employee by one level without the need to provide satisfactory evidence of insurability. An Employee may increase coverage by one level for each qualifying

event, up to the number of levels of coverage offered. The application must be made within 30 days of one of the following family status change events: the date of Employee's marriage; or the date of birth, adoption, placement for adoption, or award of legal guardianship of the Employee's dependent child.

Details of the life insurance plan, including benefit amounts and costs, are described in the *Wisconsin Public Employers Group Life Insurance Program booklet* provided during orientation. They are also available on the Wisconsin Retirement System's website at <http://etf.wi.gov>.

Life insurance coverage ends on the last day of the month of employment.

### **3.04 - Long Term Disability**

The Health Department offers a long-term disability benefit plan that provides financial assistance in the event of an illness or injury that results in a long-term absence from employment. Employees have the ability to purchase an optional short-term disability policy through the health department agreement with Aflac or to use sick leave benefits in lieu of a short term disability plan. Long term disability insurance is designed to ensure a continuing income for Employees who are disabled and unable to work for a period greater than 90 days. After the 90 day elimination period, participants are eligible for benefits at up to 66 ⅔ percent of regular monthly wages until the disability is resolved. Eligible Employees can enroll in disability insurance on the first of the month following successful completion of their six-month introductory period. Social security payments and pension payments may reduce the calculated payment.

Those Employees who are eligible and working 30 hours or more per week are allowed to participate in the disability plan.

Details of the disability plan are described in the certificate provided to eligible Employees upon hire.

### **3.05 - Workers Compensation**

All Employees are covered under the Health Department's Workers' Compensation Insurance Program. Workers' compensation covers injuries or illnesses sustained in the course and scope of employment that require medical, surgical or hospital treatment. All injuries must be reported immediately to the Employee's Supervisor, no matter how minor the injury may appear. A *First Report of Injury Form* (<K:\1-Handbook\Handbook Policies\Employer's First Report of injury template.doc>) must be completed and sent to the Operations Division Manager within one (1) working day of the injury. See section [4.07](#) for leave policy.

### **3.06 - Deferred Compensation Plans**

Upon successful completion of six months of employment, all regular full-time and part-time Employees can elect to participate in a retirement savings plan. This provides Employees with an

opportunity to set aside earnings on a pre-tax or post-tax basis to supplement their retirement income. The plans allow bi-weekly contributions via payroll deduction up to the maximum annual limit permitted by law and also provide for a variety of investment options.

The Health Department currently offers four plans, two through the ICMA Retirement Corporation and two through the Wisconsin Deferred Compensation Plan. Employees can participate in one or more of the plans, and changes to contribution amounts or investment options can be made at any time. Both companies have a website that allows participants to view their account balances, change investment options, view historical trends and much more.

For more information on the ICMA's deferred compensation plan, please access ICMA's website at [www.icmarc.org](http://www.icmarc.org) or call their toll-free number at 1-800-669-7400. Information on the Wisconsin Deferred Compensation program can be accessed at [www.wdc457.org](http://www.wdc457.org) or call their toll-free number at 1-800-257-4457.

### **3.07 - Flexible Spending Program**

All regular full-time and part-time Employees who have successfully completed six months of employment are eligible to participate in a Section 125 Flexible Spending Program. This program allows for pre-tax payroll deductions to pay for medical expenses and childcare. The maximum IRS-allowed amounts may be set aside each year to pay for medical expenses such as dental care, eyeglasses, doctor-prescribed over the counter medications, deductibles, co-pays, and for dependent care.

The program is offered on a 12-month basis. The dependent care option requires that all dollars withheld in the plan year be utilized or they will be forfeited. The health care reimbursement option allows for amounts between \$50 and \$500 per plan year to be carried forward and used in the following plan year. Other dollars beyond the \$500 carryover allowance not spent will be forfeited, so an accurate estimate is important to realize the full savings of participating in the plan.

Mid-year changes to the annual election for health care reimbursement can be made only with qualifying status change such as a marriage, divorce, death of a spouse, legal separation or change in dependency status. Mid-year changes to the dependent care election can be made with a change in dependency status or a change in the cost of dependent care expenses.

### **3.08 - Staff Education, Professional Development and Training**

In order to meet Department priorities and support staff development, the Department shall make paid time available to staff for training required by the Department. Staff desiring further work-related training may, with approval of the Director, be permitted to attend courses that meet identified Department need. The Employee's salary may be paid during this period with the understanding that they will return to the Department for a period of not less than one year. Failure to fulfill this agreement will require the Employee to reimburse the Department for the

time and money expended for the educational leave. Additional information specific to Tuition Reimbursement can be found at <K:\Administration\Administrative Policies & Procedures>.

### **3.09 - Employee Assistance Program**

The Health Department acknowledges that personal problems such as alcoholism, drug dependence, emotional illness and other personal problems are complex treatable illnesses and that the same consideration should be given to affected Employees as to Employees with any other treatable illness. An Employee assistance program (EAP) is provided to help Employees and their dependent family members deal with any problems in their life that may jeopardize their health, family life or job performance.

The Health Department contracts with an EAP provider to provide this service to Employees and their families, and encourages Employees to utilize the provider's resources for such problems as:

- Alcohol and other drug abuse
- A breakdown in family or other relationships
- A distressing living situation
- Interpersonal conflict on the job
- The death of a family member or close friend
- Health problems
- Emotional or psychological distress
- Career concerns
- Legal problems
- Financial difficulties
- Retirement concerns

The Health Department will:

- Coordinate and maintain a structure for early identification, referral and follow up of Employees whose work performance is impaired through personal medical/behavioral problems such as alcoholism, drug dependency or emotional illness.
- Plan and implement an information program to maintain awareness of the Employee assistance program among Employees and their dependents.
- Assume a system of confidential record keeping outside of an Employee's personnel file which will protect individual identities and provide assessment of program progress.
- Assure that the Employee has the option to either accept or reject referral for diagnoses or professional treatment. The fact that an Employee accepts, rejects or fails to respond to treatment of medical/behavioral problems in no way diminishes the Employee's responsibility to meet required job performance standards.
- Assure that job security or promotional opportunity will not be jeopardized because of referral to treatment by either the Employee assistance program or that sought by the individual through outside treatment programs on his or her own initiative.

There is no charge to Employees or their family members for EAP services. Initial discussions and short-term support and counsel are available to Employees as an Employee benefit. If a referral is needed for ongoing counseling, hospitalization or the resolution of other problems, the cost of these services will be the Employee's responsibility. However, health insurance will often cover a portion of these expenses.

This EAP program is completely confidential when utilized by Employees or their family members on a voluntary basis. The identity of those voluntarily taking advantage of the program will never be disclosed to the Health Department. The City of Eau Claire Human Resources Department is responsible for coordinating the EAP Program.

The Health Department Operations Division Manager or the City Human Resources Department can be contacted for more information or questions about the Employee Assistance Program.

### **3.10 - Retirement Benefits**

Staff retiring from ECCCHD service may be eligible for benefits following their retirement.

All Employees who work more than 1200 hours annually and are expected to work for at least a year are enrolled in the Wisconsin Retirement System upon hire.

The Wisconsin Retirement System is a public pension plan designed to attract qualified Employees by offering a variety of benefits to Employees and their survivors. These benefits, when combined with other income, are designed to provide Employees with financial security during their retirement years.

The WRS benefit consists of employer-required and Employee-required components shared equally. The contribution percentage may change annually. The Employee contribution will be deducted pre-tax as a percentage of wages each payroll.

For more information on the Wisconsin Retirement System, please consult the WRS Benefit Handbook or access the WRS website at <http://etf.wi.gov/>. WRS can also be contacted directly by calling toll free 1-877-533-5020.

#### **Retiree Health Insurance – Bridge to Medicare** (Employees hired prior to 7/1/14)

An employee who meets the age requirements for retirement under the Wisconsin Retirement System and retires from the ECCCHD Claire City/County Health Department has the option of continuing in the health insurance plan that is carried by the Department for current employees up to Medicare eligibility age. Any change in carrier or health insurance plan design made for current employee shall be applicable to retirees.

If the Employee decides to continue the insurance, the Retiree portion of the insurance will be deducted from the employee's bank account on the 20<sup>th</sup> of each month for the following month's premium.

The percentage paid by the Department is based on years of continuous service (more than 20 hours/week) as defined by the Department. Upon such retirement, and until the age of Medicare eligibility, the Department will pay the following percentage of the annual Board determined employer share of a single health insurance premium, based upon an employee's years of service:

SERVICE YEARS AT RETIREMENT

- More than 30= 100% of employer share of premium covered
- More than 25 and less than 30= 95% of employer share of premium covered
- More than 20 and less than 25= 90% of employer share of premium covered
- More than 15 and less than 20= 85% of employer share of premium covered
- More than 10 and less than 15= 65% of employer share of premium covered

The employee shall be responsible for paying the balance of the premium for a single policy and the full cost of any additional coverage for a family member. For example, employees wishing to purchase a limited family or family plan are responsible for the difference in premium cost.

The insurance available under this plan shall consist of the current carriers of the Department. If upon retirement an Employee is covered or is eligible or during retirement becomes eligible for a comparable, private health insurance plan, the Employee shall transfer to the new coverage and upon withdrawal from the Health Department policies, the retired Employee forfeits their right to be re-enrolled in the Department's health plan.

No coverage is provided for employees hired 7/1/2014 or later.

Retirement and Health Insurance – Directors

For employees holding Director-level positions at the time of retirement, the Department will pay the following percentage of the annual Board determined employer share of a single health insurance premium, based upon an employee's years of service until the age of Medicare eligibility:

- more than 20 years of service at retirement = 100% of employer share of premium covered
- more than 15 years and less than 20 years at retirement = 90% of employer share of premium covered
- more than 10 years and less than 15 years at retirement= 80% of employer share of premium covered

Grandfather Clause – Health Insurance post-Medicare

Upon retirement and after reaching the age of Medicare eligibility, the Department will pay a portion of a single Medicare supplement plan chosen by the employee for up to fifteen (15) years, provided such coverage is available, based upon the employee's years of service or age as of February 1, 2014. The portion the Department pays will be based on a percentage of an index amount determined by the Department annually after a review of available supplemental plans. Eligible Employees receive an annual payment amount based on their qualifying

percentage, which may not exceed their total payment toward an employee chosen Medicare supplement and, if applicable, Part D plan. In order to receive payment, Employee must have insurance carrier provide a yearly cost summary of their chosen plan. Payment may not exceed the total cost of premium. Non-payment of the retiree share of premium at any point will end coverage. Coverage also ends if/when retiree is covered or is eligible or during retirement becomes eligible for a comparable, private health insurance plan. The Employee shall transfer to the new coverage and upon withdrawal from the Health Department policies, the retired Employee forfeits their right to be receive coverage payment from the Department's toward a Medicare Supplement or Part D plan.

The benefit amounts for Grandfather clause premium payment with existing Employees meeting the requirements below on 2/1/2014 are:

As of 2/1/2014	<50 years old	50-54 years old	55-59 years old	60-64 years old	65+ years old
15-19 years of service	10% of index	20% of index	30% of index	40% of index	50% of index
20-24 years of service	20% of index	30% of index	40% of index	50% of index	70% of index
25-30 years of service	30% of index	40% of index	50% of index	70% of index	75% of index
30 + years of service	40% of index	50% of index	70% of index	75% of index	80% of index

Current Employees who do not meet the age/years of service eligibility requirements on 2/1/2014 will be ineligible for this grandfather clause.

Retirees may only utilize this benefit if they enroll in the Medicare supplement plan immediately after retirement or immediately after the retiree's continuation of coverage under A (Bridge to Medicare) ends. If the retiree does not immediately enroll in the Medicare supplement plan, the retired employee forfeits their right to be enrolled in the Medicare supplement plan. The retiree shall not be allowed to enroll at a later date.

The ECCCHD expressly reserves the right to modify or eliminate the benefits set forth above at any time, and no employee has a vested right to these benefits prior to the employee's actual retirement.



### **3.11 - Unemployment Compensation**

The Health Department pays unemployment for qualified Employees to receive benefits when a loss of employment occurs. The extent of benefits allowed is governed by state and federal law.

### **3.12 - Dental Plan - Aflac**

The Health Department offers its employees the opportunity to purchase a dental plan through Aflac. This is optional insurance to meet employee or an employee's family's needs for affordable dental care. Employees are eligible to enroll as of the first of the month following one full month of employment. In order to be eligible, employees must be working more than 20 hours per week.

### **3.13 - Short Term Disability Plan - Aflac**

The Health Department offers its employees the opportunity to purchase short term disability plan through Aflac. This is optional insurance to meet employee needs in the event of a short-term disabling event (less than 90 days) before long-term insurance becomes available. Employees are eligible to enroll as of the first of the month following one full month of employment. In order to be eligible, employees must be working 30 hours or more per week.

### **3.14 - Cancer Plan - Aflac**

The Health Department offers its employees the opportunity to purchase a cancer plan through Aflac. This is optional insurance to meet employee needs for income should a qualifying event occur. Employees are eligible to enroll as of the first of the month following one full month of employment. In order to be eligible, employees must be working more than 30 hours per week.

### **3.15 - Dental Insurance**

All regular full-time and regular part-time Employees working over 20 hours per week are eligible for dental insurance coverage for themselves, spouses and their families as a part of their benefit package with the Health Department.

Employees are eligible for dental insurance on the first of the month following 30 consecutive calendar days of employment. Dental insurance is set up on a pre-tax basis and deducted from payroll in the first two paychecks of the month.

An Employee is no longer eligible for coverage if hours worked are 20 or fewer per week. If the Employee's scheduled hours are reduced to 20 hours or less/week than health insurance coverage will be dropped at the end of the month in which the change occurred.

Eligible Employees may elect to add, drop or change coverage during the open enrollment period each year for an effective date of January 1. Changes to coverage during the plan year can be made if a *qualifying event* occurs, or if an Employee wishes to cancel their policy

The Department and/or the City determine the carrier, plan, deductions, benefit levels and other plan requirements.

### **3.16 – Wellness Benefits**

ECCCHD is fully committed to improving the health and wellbeing of its employees. A summary of the various healthy lifestyle programs and activities offered is linked here along with the [Wellness Policy](#). Any suggestions to enhance the wellness program offerings can be shared with a member of the wellness committee.

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## SECTION 4 - LEAVE

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### **4.01 - Vacation**

Vacation leave is available to all regular full-time and regular part-time Employees to provide opportunities for rest, relaxation and personal pursuits. Vacation accrual begins with the first date of employment and is available to use as soon as it is earned.

<b>Years of Continuous Service</b>	<b>Annual Vacation Accrual</b>
From start of employment up to 3 years of service	80 hours/10 days
After 3 years of Service	96 hours/12 days
After 5 years of Service	120 hours/15 days
After 11 Years of Service	160 hours/20 days
After 17 Years of Service	200 hours/25 days
After 25 Years of Service	224 hours/28 days

Positions less than full time (40 hours) will receive a prorated vacation accrual based on hours worked.

Vacation is to be used in the year earned. The maximum number of vacation hours available to the Employee on their anniversary date cannot exceed 120 hours (15 days), prorated by FTE. Vacation hours in excess of the allowable balance will be forfeited on an Employee's anniversary date each year unless approval received from Supervisor and Department Director. Negative vacation balances of up to 40 hours are allowed with approval from Supervisor and Department Director with proration based on FTE. Form can be found at <K:\FORMS\Negative Vacation Request.docx>.

All vacation must be scheduled at the mutual convenience of both the Employee and the Department. Management reserves the right to deny vacation requests to meet operational needs.

Employees shall continue to accrue vacation while on any other compensated leave. Vacation shall accrue during approved and paid sick leave. When a holiday occurs during an Employee's assigned vacation, it will not be counted as part of the vacation time.

Unused vacation will be paid on the final paycheck at the Employee's current pay rate. Unearned vacation already taken must be paid back if the Employee terminates.

#### **4.02 - Holidays**

The following ten paid holidays will be observed by the Department: New Year's Day, Spring Holiday (Friday before Easter), Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.

Holidays which fall on Saturday will normally be observed on the preceding Friday, and holidays which fall on Sunday will normally be observed on the following Monday.

When a holiday occurs during an authorized leave of absence for which an Employee received compensation, the holiday will not be counted as part of the leave of absence. An Employee must be in an in-pay status the day before and after the holiday in order to receive holiday pay.

Part-time Employees receive holiday pay at FTE level. Full-time employees working alternate schedules will be eligible for 8 hours of holiday pay regardless of hours typically worked that day. Supervisors will work with employees to flex time during rest of week (non-exempt) or pay-period (exempt) or use other paid leave to assure scheduled hours. Based on Department need, Supervisors may request employees receive the additional holiday pay in lieu of flex time. Leave without pay may be used by non-exempt staff only to fill-in holiday hours but is not encouraged.

#### **4.03 - Personal/Floating Holidays**

Employees working 40 hours per week will be eligible for up to 12 hours of personal holiday time. Employees are eligible to use Personal/Floating Holidays at start of employment. Employees hired between January 1-June 30 will receive 12 hours in first year of employment. Employees hired between July 1 – December 31 will receive 6 hours in first year of employment. Personal holidays will be prorated for Employees working more than 20 hours per week and less than 40. Personal holidays must be used within the calendar year or they will be forfeited. Personal holidays not taken before end of employment will not be paid.

#### **4.04 - Sick Leave**

The Health Department provides paid sick leave benefits to all full-time and regular part-time Employees for periods of temporary absence due to illness or injury, or medical and dental appointments. Sick leave benefits may also be used for an absence due to the birth or adoption of a child, or to care for an ill family member, including a covered service member with a serious injury or illness. Up to two weeks (pro-rated by FTE) of Family Sick Leave may be used for a spouse, children, spouse's children, parents, spouse's parents, partner, and partner's parents and children. Please refer to the [FMLA](#) and [Maternity/Paternity Leave](#) sections of the handbook for detailed information on those related policies.

Employees will accrue sick leave benefits at the rate of one day per month, with a maximum sick leave accrual of 120 days (960 hours). Sick leave accrual will be prorated for Employees working more than 20 hours/week.

In the event that an Employee has used all of their accrued sick leave, leave without pay can only be used in the event that all other paid leave balances such as vacation and comp-time have been exhausted (exception- maternity/paternity leave). Benefit accruals such as vacation, sick leave and holiday benefits will continue during the paid portion of any sick leave. Negative sick balances are not allowed.

If unable to report to work due to illness or injury, the Supervisor must be notified as soon as possible and before the scheduled start of the workday.

Sick leave benefits are intended solely to provide Employees with income protection in the event of their own or a family member's illness, injury, medical or dental appointments, and may not be used for any other absence. The Supervisor may request medical documentation to verify any illness or use of sick leave.

When a serious illness or injury keeps an Employee from work, or is expected to keep them from work for more than three consecutive calendar days, an *FMLA Leave Request Form* (<K:\1-Handbook\Handbook Policies\FMLA Leave Request Form>) and a *Physician's Certification Form* (<K:\1-Handbook\Handbook Policies\FMLA Physician Certification Form>) as required must be completed and submitted to the Operations Division Manager. Any leave taken for this reason will be applied towards an annual FMLA leave entitlement. In some instances, a fitness-for-duty certificate may be required before an Employee is allowed to return to work after sick leave.

If an Employee has exhausted all other accrued leaves, unpaid leave can be taken for sick time without pay using the *Leave Without Pay-FMLA* code on the timesheet. In the event that an Employee with a qualifying FMLA circumstance elects to take leave without pay, health insurance benefits would continue for the first 12 weeks of leave from the qualifying circumstance. The Employee would continue to be responsible for their portion of the benefit and would need to arrange for payment with the Operations Division Manager.

#### **4.05 - Maternity/Paternity Leave**

Employees are granted up to six months for maternity/paternity leave for the birth or adoption of a child, six weeks of which may be taken using accrued sick leave, if available. Leave time such as vacation and comp time may be used to extend the paid portion of leave.

Maternity/paternity leave must begin within 16 weeks before or after the birth/adoption of a child if planning to substitute accrued sick leave for unpaid maternity/paternity leave. An *FMLA Leave Request Form* (<K:\1-Handbook\Handbook Policies\FMLA Leave Request Form>) and a *Physician's Certification Form* (<K:\1-Handbook\Handbook Policies\FMLA Physician Certification Form>) must be completed as soon as reasonably possible to allow the Supervisor time to plan the workflow during the absence. Employees should include with the leave form a written leave plan outlining the expected leave days and the type of leave that will be used. Maternity/paternity leave may be taken intermittently during the 16 weeks before or after the birth/adoption of a child.

If sick leave balances have been exhausted, leave can be extended by using leave without pay. During the first 12 weeks of leave without pay, if FMLA eligible, the Health Department will

continue to contribute their portion towards health insurance providing that the Employee has worked for the Health Department for at least one year. After week 12, the Employee will be responsible for the full cost of the health insurance premium. All unpaid time off will result in a reduction in accrued leave benefits such as vacation and sick time. Contact the Operations Division Manager to make arrangements to pay for insurance premiums if unpaid maternity/paternity extends beyond 12 weeks.

#### **4.06 - Family & Medical Leave – State/Federal**

To assist Employees in caring for certain family members during times of illness, the Health Department has established a family leave provision based upon federal and state Family and Medical Leave Act regulations. Examples of family members, as defined by the federal and state for FMLA purposes, include spouse, children, parents, spouse's parents, domestic partner, and domestic partner's parents and children.

Eligible Employees are allowed a combined total of up to 12 weeks per calendar year of Federal and State FMLA leave for their own illness or injury, or for the care of a sick or injured family member as defined by FMLA law for serious health conditions.

The federal law also provides for 26 weeks of unpaid leave during a single 12-month period for covered service member caregiver leave if the Employee is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness. This 12-month period begins on the first day the eligible Employee takes leave for this purpose. A covered service member is:

- a current member of the Armed forces, National Guard or Reserves, or
- a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

For family leave, two weeks per calendar year of your sick leave accrual may be used for qualified family members. Other leave balances, such as vacation or comp time may be used to extend paid time off if needed.

An *FMLA Leave Request Form* (<K:\1-Handbook\Handbook Policies\FMLA Leave Request Form>) and a *Physician's Certification Form* (<K:\1-Handbook\Handbook Policies\FMLA Physician Certification Form>) must be completed if more than three (3) consecutive calendar days are requested to care for a family member that has a serious health condition. The forms should be completed in advance when a leave can be anticipated or as soon after as possible. Forms can be obtained from the Operations Division Manager.

Please follow Department guidelines when requesting time off to care for family members. Keep in mind that family sick leave may not be used for childcare purposes, for example, if a spouse or day care provider is ill and cannot provide care to a child.

A "serious health condition" for a family member means a disabling physical or mental illness, injury or condition which requires inpatient care in a hospital, nursing home, or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

A “serious health condition” for an Employee includes:

- Hospital care
- An absence of three or more consecutive days followed by a regimen of continuing treatment under the supervision of a health care provider
- Pregnancy
- Chronic conditions requiring treatments
- Permanent/long term conditions requiring treatment and supervision by a health care provider
- Non-chronic conditions requiring multiple treatments.

The Employee requesting family and medical leave has an obligation to provide reasonable advance notice to management, when practicable, of the nature and extent of any leave requested. In any event, Employees will always have a duty to cooperate with management in arranging and processing leave requests under the state and federal laws. The employer requests that 30 days' advance notice be provided whenever possible.

A return to work form from a physician will, in most cases, be required in the case of an Employee's serious illness, injury, work-related injury (worker's compensation) or illness which has caused a prolonged absence from work, or if the Employee's Supervisor reasonably determines for the sake of safety that a medical authorization is advisable.

Intermittent or Reduced Leave: An Employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or work week.

Job and Benefits Protection: Upon return from FMLA leave, most Employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Employers may deny restoration to certain highly compensated Employees, but only if necessary to avoid substantial and grievous economic injury to the employer's operation.

#### **4.07 - Injury Leave**

All injuries that occur during work time must be reported immediately to the Employee's Supervisor, no matter how minor the injury may appear. A *First Report of Injury Form* ([K:\1-Handbook\Handbook Policies\Employer's First Report of injury template](#)) must be completed and sent to the Operations Division Manager within one (1) working day of the injury.

When missing time due to a work injury, the Employee must provide medical documentation from their health care provider, as well as an FMLA Leave Request Form. Any leave taken for injuries will be applied to the Employees FMLA leave entitlement. A return-to-work slip from the treating physician must be provided to the Employee's Supervisor directly following the physician visit. When the Employee is able to return to work, medical documentation releasing him or her to return to work with restrictions or regular duty must be given to the Supervisor. The Supervisor will keep a copy and will send a copy to the Manager of Internal Operation.

If the physician indicates restrictions, the Health Department may assign an Employee a temporary light duty job that meets with the physician's restrictions. Any concerns regarding the ability to perform the light duty assignment must be shared with the Supervisor and will be reviewed with the physician prior to beginning the assignment.

Hours on injury leave should be recorded on the Employee's timesheet using the *Injury Leave-Lost Time* code. If a medical appointment (related to a work injury) during regular work hours is necessary, the code for *Injury Leave-Medical* should be indicated to record the medical visit. All Employees should try to schedule medical appointments before or after work as much as possible. Light duty work is recorded using the code *Injury Leave-Light Duty*.

Regular injury leave, not to exceed 60 working days, may be granted by the Department Director after determining the nature and extent of the injury, the nature of the job at the time of the injury and the status of the Employee.

Extended injury leave may be granted by the Board of Health if an Employee has exhausted earned sick leave and vacation and has received the full 60 working days of regular injury leave and is still unable to return to work.

#### **4.08 - Bereavement Leave**

Bereavement leave is granted to take time off with pay due to the death of certain family members. All full-time and part-time Employees are allowed bereavement leave according to the following schedule. Days do not need to be consecutive and are pro-rated by FTE based on an 8-hour workday.

- Up to five work days to make arrangements for/attend the funeral of immediate family members consisting of the following: parents, step-parents, spouse, domestic partner, child, step-child, grandchild, siblings, step-siblings.
- Up to four work days for other family members consisting of the following: Mother or father in-law, brother or sister in-law (by blood or marriage), grandparents and any other relative living in the same household.
- Up to three days of sick leave can be used in the case of death of a family member not identified above.
- Employees may be allowed time off with pay to attend the funeral of a deceased current Health Department Employee. The number able to attend shall be limited so that essential services continue. Such leave shall not exceed four hours. Final decision shall be made by the Department Director.

Employees wishing to attend funerals of other family and friends may do so with the use of vacation or compensatory time with Department approval.



#### **4.09 - Unpaid Leave (Leave Without Pay)**

Under most circumstances, Employees are expected to be at work when scheduled unless they are using an approved paid leave. However, circumstances do arise where Employees do not have the available leave time and may have to be placed in an unpaid leave status. All available accrued leave must be used before leave without pay can be considered, except in the case of maternity/paternity leave or military leave.

In addition to illness that falls under the FMLA rules and regulations, extended unpaid leave requests may be considered for special circumstances, and must be approved by the Supervisor and Health Department Director. Except when covered by FMLA or due to non-active duty military leave, all hours reported as leave without pay will immediately suspend or prorate accruals such as vacation and sick leave and will shift health insurance and other benefit costs to the Employee on a prorated basis.

#### **4.10 - Military Leave**

##### *Military Reservists-*

Employees who are members of the National Guard or Military Reserve will receive differential pay for up to 15 days of military training each year. Upon presentation of satisfactory military pay verification data, Employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. Benefit and leave accruals will continue as usual during this leave. The code designated for military leave should be indicated on the timesheet for the days on military leave.

All hours that would have been worked had the Employee not been called to military duty will be reported to the Wisconsin Retirement System. Upon return from a military leave of absence, Employees will be provided with a [USERRA Certification form](#). This form allows the Employee to receive WRS service credit for the period of time when on a military leave of absence, and also gives the Employee the choice whether to make up none, some, or all of the WRS Employee required contributions dating to the military leave of absence, within a time period of three times the length of service, up to a maximum of five years.

##### *Call to Active Duty-*

All regular full-time and part-time Employees who are called to active military duty will be placed in a "leave without pay" status. When the assignment with the military is complete, Employees will be reinstated to their former position, or in some cases a comparable position, providing they are physically capable of performing the job and have completed the tour of duty within a five-year period. Employees will also retain their pay level, unused leave balances, and any salary adjustments that may have occurred while on active duty. Leave balances such as vacation and sick leave will not accrue while on active duty. The USERRA regulations discussed in the previous section will also apply to all active duty service.

COBRA law provides military personnel an opportunity to continue health insurance coverage at their own expense for 24 months beyond the call to active duty. Life insurance can also be continued for up to 36 months at the service member's expense. Disability insurance will end the last day of the month that a service member is called to active duty and may be reinstated upon the service member's return to work.

#### **4.11 - Jury Duty**

Employees will be granted leave for jury duty and the Health Department encourages Employees to fulfill this civic responsibility. They will receive the wage differential between regular pay and jury duty pay for scheduled workdays so that no loss of pay will occur as a result of jury duty service. The jury duty summons must be presented to the Supervisor as soon as possible so arrangements for absence can be made.

#### **4.12 - Blood Donation**

Employees may use up to two (2) work hours for donating blood during a specifically designated City, County or ECCCHD sponsored blood drive.

#### **4.13 - Voting Leave**

Employees unable to vote at their polling place on election days during non-working hours will be granted up to three consecutive hours of time off to vote utilizing any available leave time before leave without pay can be taken. Requests for the time off should be submitted to the Supervisor at least two working days prior to Election Day.

#### **4.14 - Executive Leave**

Supervisors and Directors are eligible for 5 executive leave days annually related to the position requiring a frequent need to work uncompensated hours. Days not used will be forfeited at the end of the year. New Supervisors/Directors hired between January 1-June 30 will receive full 5 days in first year of employment. Employees hired between July 1 – December 31 will receive 2½ days in first year of employment.

#### **4.15 - Bone Marrow and Organ Donation Leave**

Bone marrow and organ donation leave is available to employees as specified below. The intent of this Policy is to comply with the Wisconsin Bone Marrow and Organ Donor Leave law (WDLA). Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations will control.

Employees who have been employed by ECCCHD for fifty-two (52) consecutive weeks and who have worked one thousand (1,000) hours during the preceding fifty-two (52) weeks are eligible for the leave provided under Wisconsin law. Wisconsin Bone Marrow and Organ Donation leave is separate from and does not run concurrently with Wisconsin or Federal Family and

Medical Care Act leave. The Wisconsin Bone Marrow and Organ Donation Leave Law provides six (6) weeks of unpaid leave to serve as a bone marrow or organ (e.g., kidneys, partial livers, partial lungs, partial pancreas, partial intestine) donor in a calendar year. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from it. If more than six (6) weeks are necessary, refer to ECCCHD's FMLA policy.

An employee requesting WDLA leave must provide ECCCHD with medical certification by the health care provider of the bone marrow/organ donee or of the employee (whichever is applicable) that a transplant or donation is to occur, and the amount of time expected for recovery. Employees must make reasonable effort to schedule the procedure so that it does not unduly disrupt the employer's operations and give advance notice in a reasonable and practicable manner. The substitution of paid time for unpaid Wisconsin Bone Marrow and Organ Donation Leave (WDLA) time does not extend the length of WDLA leave - the paid time runs concurrently with an employee's WDLA entitlement.

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## SECTION 5 - EMPLOYEE DISCIPLINE

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Whenever and wherever people work together, certain standards of reasonable conduct need to be established in order to maintain an orderly and efficient workplace. Hopefully, your time working at the Health Department will be enjoyable, rewarding and free of workplace discipline. However, should any workplace discipline need arise, it should be viewed as an attempt to change substandard or unacceptable work behavior and to serve as encouragement for Employees to become better and more productive at their jobs. The Health Department is committed to applying all disciplinary rules and regulations in an equitable and consistent manner.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the Employee and the Department. Instances may occur when an Employee has exhibited questionable behavior and corrective action is necessary. The following is a list of examples of behavior which would normally justify corrective action (not to be considered an all inclusive list):

- poor or unsatisfactory performance
- insubordination
- excessive absenteeism or tardiness or abuse of paid time off.
- absence from work without leave or leaving work without permission
- sleeping on the job
- failure to follow work procedures
- misuse of equipment
- demeaning or abusive language toward others including fellow Employees or members of the public
- falsification of records or making untruthful statements
- theft
- making threats of workplace violence, fighting or disruptive activity
- safety violations
- sexual or other unlawful or unwanted harassment
- illegal discrimination against others
- the use or sale or possession of controlled substances or alcohol while on duty
- other activity that is not compatible with good public service
- immoral or otherwise improper conduct which adversely and substantially injures or brings the ECCCHD into disrepute; being charged with or convicted of a crime which is directly related to the job which the person was hired to perform; or unavailability for work due to incarceration.
- Violation of state law, administrative rules, departmental work rules, employee policies or other Health Department policies or safety rules.
- Negligent behavior regarding confidential/proprietary material or following security of work area or equipment.

The offenses listed above are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

As a part of the disciplinary process, and prior to imposing any discipline, the Health Department shall conduct a fair investigation, including a meeting with the Employee to discuss the allegations and any response the Employee may have in their defense. During an investigation, Employees shall be treated with dignity and respect. Suspensions, with or without pay, may occur due to non-disciplinary reasons. For example, Employees may be suspended during an investigation, hearing or trial on a criminal charge when that charge bears a substantial relationship to their job and/or conflicts with Department interests.

Depending upon the severity of the issue, the resulting action chosen by the Health Department may involve one or more of the following:

- Verbal Warning: For minor offenses, the Employee may be given a verbal warning, advising that another offense may result in a written reprimand or suspension.
- Written Warning: The Employee may be given a written reprimand, informing him/her of the nature of the offense committed and advising him/her that failure to correct such defect will result in a suspension.
- Suspension: For a second related offense or in the event of an initial offense, which justifies such action, the Employee may be suspended from work with or without pay for a period of time to be determined upon the basis of the seriousness of the offense committed.
- Termination: For a serious offense or regular/repeated occurrences of minor offenses, an Employee may be terminated.

Persons administering discipline shall systematically document each incident. The documentation shall include the Employee's name, date and type of infraction; names and statements of witnesses; description of action taken; and other relevant details. Copies of all written disciplinary actions shall be maintained in departmental files, filed in the Employee's permanent personnel file and shall be provided to the Employee.

The discipline imposed shall be fair and considered. Fair and considered discipline is disciplinary action that is not arbitrary or capricious and that considers the fair investigation of the events resulting in discipline, the severity of the offense, and any prior infractions or discipline. Suspensions, demotions and terminations must be approved by the Supervisor, Division Director/Manager, and the Department Director. Repeated or prior infractions may result in increasingly severe disciplinary actions. Warnings are not required to be used before suspension or discharge nor are the listed corrective actions required to be used in any specific order.

The Health Department is an at-will employer which means that the Employee or Department may terminate the employment relationship. Nothing in this handbook shall be construed as creating an employment contract or guarantee of continued employment.

Employees may challenge discipline through the grievance process explained in [Section 6](#) of this Handbook. If an Employee is subject to a statutory or contractual disciplinary procedure, that procedure must be followed and it supersedes the above disciplinary language.

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## SECTION 6 - EMPLOYEE COMPLAINTS/GRIEVANCE

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An effective Employee-Employer relationship is necessary to carry out the ECCCHD responsibilities to its residents in an efficient and effective manner. For the purpose of maintaining a professional and respectful relationship, prompt consideration of Employee concerns is a priority for management. When practical, it is preferred to address concerns informally with the expectation that both Supervisors and Employees will make every effort to resolve problems as they arise. However, it is recognized that there will be concerns which will be resolved only after formal review and appeal.

### **6.01 - Complaints**

Generally, if an Employee has a problem with an individual, the Employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the Employee should address the problem through the Employee's immediate Supervisor or Division Director. In some cases, the Employee's Supervisor may decide to refer the problem through the chain of command where it can be addressed by the Department Director. If an Employee feels harassed by another person based on protected status, then the Employee is directed to follow the [harassment reporting policy](#) in this handbook. Employees will not be discriminated or retaliated against or in any way penalized for using this procedure.

### **6.02 - Grievances**

An Employee has the opportunity to address concerns regarding discipline, termination or workplace safety matters and to have those matters reviewed by an impartial hearing officer and to appeal to the Board of Health, where appropriate, as required by Wis. Stat. 66.0509. The Board of Health expects Employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure. Employees will not be discriminated or retaliated against, or in any way penalized for using this procedure. Please see the procedure for appeals for the grievance procedure which can be found at [K:\1-Handbook\Handbook Policies\Procedures for Appeals CURRENT](#).

Grievances related to discipline/termination/safety will be addressed through the following steps with specific time frames connected to each step (see procedure) including:

- Resolution with immediate Supervisor and/or Division Director.
- Resolution with Department Director.
- Resolution with Impartial Hearing officer appointed by the BOH.
- Resolution with the BOH.

At each step there may be a decision that results in:

- Sustaining the discipline/termination/safety decision.
- Modifying the discipline/termination/safety decision.
- Denying the discipline/ termination/safety decision.
- Recommending additional investigation prior to final determination.

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## **SECTION 7 – EMERGENCY PLANNING/RESPONSE**

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In a public health emergency, the appropriate ICS structure will be followed and Public Health Emergency Plan (PHEP) utilized.

### **7.01 - Inclement Weather/Employee Emergency Plan**

If the offices of the County courthouse are closed due to extreme weather conditions or emergency situations, Employees are asked not to come to work unless requested to do so by their Supervisor or Director. When the County Administrator determines that weather is sufficiently severe to delay the opening of the courthouse or close the courthouse for the day, this information will be communicated to the local media. The Health Department will follow the recommendations of the County Administrator.

In cases when the courthouse is closed, Employees have the option of accounting for time by one or more of the following options:

- a. Make up the time lost on an hour-to-hour basis with approval by the Supervisor. Non-exempt staff time must be made up within the same week.
- b. Using vacation, personal holiday or compensatory time (for those who are eligible for compensatory time.)
- c. Taking leave without pay.

In cases when the courthouse or Health Department are closed during the course of a business day, the Health Officer/Director will make a determination on payment for closure time to employees who have already reported to work.

### **7.02 - Employee Handbook Policies During a Public Health Emergency**

If a public health emergency is declared, the Employee Handbook provisions may be altered by the Director. The Department Director will determine the effective date and the duration for use of this policy change. The goal is to accomplish the tasks necessary to address the emergency, to serve the community and assure public health services are continued.

Core services during a public health emergency are stated in the Department's Continuity of Operations Plan. Division Directors will establish the core services to be maintained during the specific emergency situations. Core services of the Department will be communicated to all staff.

During an emergency, policies, which may be altered, may include staff working from home and changes in work hours. A modified flexible schedule may be necessary to meet the workload. The Director will define the time frame when the Department will return to the standard policies as outlined in the Employee Handbook.

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## SECTION 8 - WORKPLACE CONDUCT/RULES

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### **8.01 - Code of conduct**

Employees are accountable to the Board of Health and the community for the highest standards and quality of service. All employees are expected to abide by workplace rules and policy/procedure to assure ethical and effective operations. The ECCCHD uses an open, transparent, inclusive, and consistent process for ethical decision making that incorporates the national Principles of Ethical Practice of Public Health. The ECCCHD [Ethics Policy and Procedure](#) are located on the shared drive.

### **8.02 - Acceptance of Gifts**

Employees shall not accept personal gifts, which can be assumed to be of greater magnitude and value than small gifts of a general advertising nature, offered to them because of their Health Department employment. If a gift is mailed or left for you either at work or at home, bring it to the Operations Division Manager for return along with a form letter ([K:\1-Handbook\Handbook Policies\Gift Return Letter](#)). Honorariums and other fees received for participation at meetings, court hearings, etc. shall also be submitted to the Operations Division Manager when incurred on the Department's time.

### **8.03 - Outside Employment**

1. No Employee may engage in outside employment if such employment conflicts with or affects the performance of the Employee's duties for the Department.
2. All forms of money compensation, except for expense reimbursements, for outside services performed during the hours when the Employee is actually providing services to the Department, shall be turned over to the Operations Division Manager for deposit with Department funds.
3. Failure to comply with this section shall be considered grounds for discipline, including discharge.

### **8.04 - Conflict of Interest**

Employees are expected to disclose any potential conflict of interest in conduct of ECCCHD business and work with Supervisor to assure that no actual/presumed conflict occurs. Conflict of interest may include personal relationship with client/customer, fiscal benefit related to interaction with client/customer and/or other situations where the actual/presumed relationship may impact impartial conduct of business.



### **8.05 - Political Activity**

Every Employee has the right to freely express personal views as a citizen and to cast his/her vote, subject to the following:

1. No Employee shall directly or indirectly use or seek to use his/her authority or influence of his/her position to control or modify the political action of another person.
2. No Employee during his/her hours of duty shall, except as provided by law, engage in political activities including, but not limited, to the following:
  - a. Campaign for any candidate or political party
  - b. Participate in political fund-raising
  - c. Display political badges, buttons, or stickers in any governmental building or wear such items during working hours

NOTE: Employees whose principal employment is in a federally grant-aided program are subject to the above prohibitions in addition to the Federal requirements.

### **8.06 - No Smoking Policy**

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in County offices and vehicles is strictly prohibited. Employees smoking in any non-smoking area may be subject to disciplinary action, up to and including discharge.

### **8.07 - Alcohol and Drug Free Workplace**

The ECCCHD is committed to maintaining an alcohol-free and drug-free work place ([www.dol.gov/elaws/asp/drugfree/require.htm](http://www.dol.gov/elaws/asp/drugfree/require.htm)). It is unlawful to sell, purchase, manufacture, distribute, dispense, possess, use or consume alcohol or a controlled substance in the work place. Anyone found to be selling, purchasing, manufacturing, distributing, dispensing, possessing, using or consuming alcohol or an illegal drug while in the work place or during working hours will be disciplined up to and including dismissal. This provision does not include possession of closed alcohol containers in employee vehicles.

An exception to this provision will be made for the Compliance Check program to purchase alcohol as part of program requirements. All purchases must be part of an approved compliance check, documented and products must be stored/disposed of according to program policy.

All Employees must notify the ECCCHD of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction. Within 30 days of receiving such notice, the Health Department will:

- Take appropriate personnel action against such Employee, up to and including termination, or
- Require such Employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

Any Employee with alcohol or other drug concerns is encouraged to contact EAP.

As a condition of employment, all Employees may be subject to drug testing.

### **8.08 - Weapons**

No Employee while on duty shall carry, possess or transport a weapon in an open or concealed manner. A weapon includes a firearm, an electric weapon, a knife (other than a small utility knife) or a billy club. Employees may transport and store weapons in their personal vehicles if transported and stored safely and according to state and federal law. Employees that elect to transport any weapon(s) in their personal motor vehicle are prohibited from removing that weapon from their vehicle at any time while on duty.

### **8.09 - Phone/Cell Phone Use**

Work and personal cell phones may be used per Department cell phone procedure. To minimize distractions, cell phones must be silenced when unattended in the office. Department assigned cell phones are not to be used while driving a vehicle. Use of personal cell phones for business-related purposes may be subject to open records laws.

Personal use of Department phones for long-distance calls is not permitted. Use of Department phones for personal use during work hours is discouraged except during approved break periods.

Voice mail messages should be current, brief, and specific so that the needs of our customers are met.

### **8.10 - Electronic Communications**

Electronic communications systems including Internet, Email, Facebook, and Twitter are provided by the ECCCHD for the conduct of Department business.

The Electronic Communications Systems shall be used in a manner that is thoroughly professional and in the best interest of the Department. The creation, receipt or accessing of offensive messages, including racial or sexual slurs, and obscene, vulgar and other inappropriate language is strictly prohibited.

All data, communications and information, including information transmitted or stored on the electronic systems of the Department, are the property of the Department and subject to inspection and monitoring at any time. The Internet may be used for incidental personal purposes as long as such use incurs no cost for the Health Department, does not violate any laws or policy, and does not interfere with work obligations. All users of Department Electronic Communications Systems should be aware that communications on the Internet and by e-mail may be subject to the Wisconsin Open Records Law and open to disclosure under the provisions of that law. They should be treated and retained in the same manner as any written or printed document.

Each user shall comply with all of the following:

- Protect individual user IDs and passwords from unauthorized use. Individual IDs and passwords may not be shared except as approved by the Operations Division Manager and Director.
- Access only data and files that are owned by the user, or data and files to which the user has been given explicit authorized access.
- Use copyrighted material in accordance with copyright law, abide by the provisions of any applicable license agreements and respect the intellectual property of others.
- Virus check all files that are downloaded onto Department systems.
- Download software only with the authorization from the Operations Division Manager.

No user shall do any of the following:

- Use another person's files, systems, software or data without permission.
- Knowingly engage in any activity that cause harm to systems or to any information stored on such systems, such as creating or propagating viruses, disrupting services or damaging files.
- Transmit, obtain or create any messages through the electronic messaging systems of the Department that espouses or promotes discrimination on account of race, creed, color handicap, marital status, sex, national origin or ancestry, sexual harassment, copyright infringement, personal political beliefs, personal business interests, outside organization or other non-job-related solicitations.
- Use the Internet for any purpose which would be a violation of any City or County ordinance or state or federal law.

Violation of the terms and conditions contained in this policy may result in discipline, up to and including discharge, and termination or limitation of access of the violator to the Internet or the electronic systems of the Department.

### **8.11 - Media Communication**

As a general rule, non-supervisory Employees should not attempt to represent the Health Department through contacts with the media on work related matters or situations without Supervisory direction and approval. Should Employees be contacted by the media, unless authorized by their Supervisor, they should refer the inquiry to their Supervisor with a comment like, "I'm sorry I don't have the full information regarding that issue. I will give your request to my Supervisor." All ECCCHD employees will follow Media procedure.

### **8.12 Confidentiality of Records**

It is the Department's policy to ensure that information, operations and activities of the Department and specific clients and Employees are kept confidential to the greatest possible extent. If, during the course of employment, you acquire confidential or proprietary information about the Department and/or its clients or Employees, such information is to be handled in strict confidence and not to be discussed with others. Employees are also responsible for the internal

security of such information. Employees found to be violating this policy are subject to disciplinary action, up to and including termination. All new hires and all Employees are required annually to successfully complete HIPAA training.

### **8.13 - Harassment**

The Health Department is committed to providing a work environment that is free of discrimination and unlawful harassment. Unwelcome, intimidating, hostile or offensive actions, words, jokes or comments based on an individual's gender, race, ethnicity, age, sexual orientation, religion or any other legally protected characteristic will not be tolerated. Sexual harassment (both overt and subtle) is a form of Employee misconduct that is demeaning to others and undermines the integrity of the employment relationship. This type of behavior is strictly prohibited.

Any incidents of sexual or other unlawful harassment, should be reported to the Affirmative Action Officer (City Human Resources Department) within 30 days of the alleged violation. Investigation into complaints will commence within 10 business days unless extenuating circumstances exist. Complaints can be filed without fear of reprisal. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Employees who believe that they are being retaliated against for pursuing a claim of harassment should immediately file a written complaint to the Affirmative Action Officer to report the retaliation. For a detailed description of the ECCCHD's sexual harassment policy, please reference the [Equal Opportunity and Affirmative Action Policy Statement](#).

### **8.14 - Workplace Violence**

The safety and security of Employees is critical. The ECCCHD is committed to preventing workplace violence and to maintaining a safe work environment for its employees. Given the increasing violence in society in general, the following guidelines have been adopted to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on Department premises:

- All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay or any other unacceptable type of conduct.
- Conduct that is viewed as a threat to another employee, a customer or a member of the public at any time, including off-duty periods, will not be tolerated. This includes all acts or threats of physical violence, including intimidation, harassment and/or coercion.
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. Any suspicious individuals or activities should also be

reported in a manner that does not place yourself or others in peril. When reporting a threat of violence, you should be as specific and detailed as possible.

- Acts or threats of physical violence, which involve or affect the Department or which occur on Department property, are considered misconduct and will be grounds for disciplinary action, up to and including termination of employment even on the first offense.

The ECCCHD will promptly and thoroughly investigate all reports of threats or actual acts of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the Operations Division Manager before the situation escalates into potential violence. We would like to assist in the resolution of employee disputes and will not discipline you for raising such concerns.

### **8.15 - Safety and Injuries**

ECCCHD takes workplace safety very seriously. As an Employee of the ECCCHD, you are expected to take steps to keep yourself and co-workers free from injury. Doing the job safely is as much a part of job performance as technical knowledge, skill or ability. Any unsafe practice and conditions must be reported to your Supervisor at once. Anyone that identifies or is given information about a workplace safety issue or incident must notify the Department Director as soon as is reasonably practical.

If you are injured on the job (or if you are a witness to an injury), you must report the incident as soon as possible after taking necessary action to prevent further injury or death. A written report (<K:\1-Handbook\Handbook Policies\Employer's First Report of injury template>) about the incident must be completed and given to management.

### **8.16 - Personal Appearance**

During business hours, you are expected to present a clean and neat appearance and to dress according to the needs/requirements of your position. The ECCCHD participates in charity-focused Jean's Day events and, when appropriate for work scheduled; jeans may be worn on these days when participating. [ECCCHD logo wear](#) is periodically made available for purchase by employees. Most items offered are acceptable dress on a daily basis. All are acceptable on Fridays and on casual dress days. The employee is responsible for ensuring they are not perceived as acting on health department business when wearing logo attire on personal time.

### **8.17 - Solicitation**

The maintenance of a professional atmosphere is important to the operation of the ECCCHD and protects Employees from undue interference while performing their jobs. We recognize and respect that Employees may have interests in events and organizations outside the workplace. However, the ECCCHD does not allow oral solicitation or distribution of literature for any

organization, fund, activity or cause to other Employees in work areas during work time except at posted bulletin board. Solicitation may occur before or after the normal workday, or during normal break or lunch times.

Non-Employees may not solicit or distribute written materials on behalf of any organization, fund, activity or cause in ECCCHD worksites, except in the case of charitable organizations that are sponsored by an Employee and approved by management. The same restrictions regarding working time and working areas apply to non-Employees.

### **8.18 - ECCCHD Identification/Keys/Key cards**

All Employees are issued key cards to access the work buildings during hours outside of normal working hours or areas that are secured during normal working hours. Employees may also have a need to access areas that require a key. Key cards for the Health Department will be distributed by the County Human Resources Office and keys will be distributed by the Operations Division Manager. Keys/key cards should always be kept in a secure place, and should never be given to another individual without Supervisory approval. Lost keys/key cards may result in a replacement charge to the Employee and must be reported to the Operations Division Manager as soon as possible.

All keys/key cards should be turned in to the Supervisor at end of employment. Please keep in mind that any misuse, alteration, or fabrication of ID cards or keys may subject the holder to disciplinary action.

### **8.19 - Travel Reimbursement**

Staff members are required to have an automobile, auto insurance and a current Wisconsin driver's license when travel is required as part of their position. When traveling out of the area, Staff are encouraged to make use of rental vehicles and utilize carpooling when possible.

Staff members are paid a mileage rate that matches the state mileage rate for work related travel. State rates can be found on the Department of Administration (DOA) website at <https://doa.wi.gov/Documents/DEO/PocketTravelGuide2015-2017.pdf> or on the shared drive at <K:\1-Handbook\Handbook Policies\PocketTravelGuide2015-2017.pdf>. Employees receiving reimbursement for personal vehicle use must have a minimum automobile liability insurance coverage of \$100,000 bodily injury per person/\$300,000 bodily injury per accident/\$50,000 damage or \$300,000 CSL (Combined Single Limit). Automobile insurance information can be found at <K:\FORMS\Personnel\Personal Auto Docs>.

## **8.20 - Meal Reimbursement**

Reimbursement for meals with receipt will be allowed on trips which necessitate an overnight stay. For trips not requiring overnight stay, the following conditions apply:

- Lunch, provided the Employee is in the field outside the City of Eau Claire between the hours of 10:30 and 2:30 for work required activities.
- Meal costs will not be allowed unless authorized by Supervisory personnel and in accord with time and mileage requirements.
- Reimbursement will be considered taxable.

Receipts must accompany reimbursement for meals. Meals will be reimbursed up to State rates which includes tax and tips. State rates can be found on the Department of Administration (DOA) website at <https://doa.wi.gov/Documents/DEO/PocketTravelGuide2015-2017.pdf> or on the shared drive at <K:\1-Handbook\Handbook Policies\PocketTravelGuide2015-2017.pdf>. Meals which are part of a meeting indicated by a receipt will be allowed in place of normal meal costs. No reimbursement will be made for alcoholic beverages.

## **8.21 - Hotel and Motel Expenses**

Employees shall request the government rate and indicate the Health Department's tax exempt (<K:\FORMS\Purchasing\ECCCHD WI Tax Exempt Cert>) status when reserving lodging. Lodging expenses will be paid only for the nights occupied. Failure to check out on time, which results in an additional charge, will not be paid by the Department. Maximum allowance for lodging in Wisconsin will be consistent with the current rates established by the State of Wisconsin. State rates can be found on the Department of Administration (DOA) website at <https://doa.wi.gov/Documents/DEO/PocketTravelGuide2015-2017.pdf> or on the shared drive at <K:\1-Handbook\Handbook Policies\PocketTravelGuide2015-2017.pdf>. Areas outside the State shall be considered on an individual basis. The room rate at the site of the convention, seminar or meeting, whether in-state or out-of-state will be allowed. Receipts are required before reimbursement will be made.

If breakfast is provided at no extra cost by the hotel, and hotel room rate is higher than the limit, the breakfast reimbursement can be added to the room rate up to the actual cost of the room or the limit of the room rate and breakfast, whichever is lower.

## **8.22 - Transportation**

Transportation expenses incurred on necessary trips away from the City/County are reimbursable. Employees are expected to use the most economical transportation method.

If traveling by air, reimbursement for air travel shall be limited to the fare for the lowest jet class. Insurance coverage for Employees traveling by air is not allowable as a reimbursable expense.

In addition to mileage, the operator of the car shall be reimbursed for overnight parking, bridge and road tolls. Receipts are required for reimbursement of these expenses. If mileage is allowed to the operator of a privately owned automobile, he/she should travel by the most direct route.

Employees traveling by another route without adequate justification shall assume any additional expense incurred.

Charges for gasoline, oil, lubrication, repairs, antifreeze, tires, tire repair, towing and other similar expenditures will not be allowed as reimbursable expenditures when privately owned cars are used as routine maintenance is included in the mileage allowance calculation.

### **8.23 - Travel Time Outside of Regularly Scheduled Working Hours**

Travel time exceeding normal work hours to out of town required training will be compensated. Staff is expected when possible to adjust their schedules to accommodate required training and travel time. Compensatory time at straight time is allowable with Supervisory approval for exempt Staff. Non-exempt Staff who work in excess of 40 hours per week due to travel/training and are not able to adjust/flex their schedule will be paid or receive compensatory time at time and one half with Supervisory approval.

### **8.24 - Equal Employment Opportunity/Affirmative Action**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of the ECCCHD will be based on merit, qualifications, and abilities. Race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, marital status, membership in military reserves, arrest record or conviction record, handicap, physical condition, developmental disability, use or no-use of lawful products off the employer's premises during non-working hours or other factors not pertinent to performance shall not be considered in recruitment, hiring, training, placement, promotion, salary determination, transfer, demotion, involuntary layoff or separation from employment or other conditions of employment. When using external recruitment data such as newspapers or professional journals, the agency will identify itself as an "Equal Opportunity Employer."

In addition, the ECCCHD operates to prevent unlawful discrimination of Employees and client/services recipients.

The Department operates under the EEO/Affirmative Action plan of the City of Eau Claire administered by the City of Eau Claire's Human Resources Department. Employees with information concerning a possible violation of the EEO/Affirmative Action Policy are encouraged to file a written complaint with the Department Director or City of Eau Claire HR Director within 30 days of the alleged violation. The ECCCHD prohibits retaliation against any Employee for filling a complaint or assisting in an investigation of a complaint.

### **8.25 - American's with Disabilities Act (ADA)**

It is the Health Department's policy to fully comply with the reasonable accommodation requirements of the American's with Disabilities Act to ensure that both applicants and Employees with disabilities can enjoy full access to employment with the ECCCHD. The ECCCHD



commits to providing reasonable accommodation when a qualified candidate or a current Employee needs an accommodation in order to be considered for a job, or to perform the essential functions of a job, or to gain access to the workplace.

Employees with a need for accommodation should inform their Supervisor or the Operations Division Manager of the need either orally or in writing. Some requests may require medical documentation of the individual's functional limitations to support the request. The Department will process requests for reasonable accommodations, and where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner.

### **8.26 - Personnel records and reports**

The ECCCHD shall maintain personnel records for each Employee. Personnel records other than name, classification, title, salary and dates of employment shall be confidential and shall be available to the Employee or the Employee's designee, the agency's administrative Supervisory staff, and authorized federal or divisional representatives who have cause to review such records for an official program or personnel transaction. Access to personnel records shall be in accord with Wisconsin Statutes Section 103.13. Inactive personnel records will be retained for at least seven years after employment is terminated.

An Employee's request for review of personnel records must be in writing and given to the Operations Division Manager in advance of viewing the records.

Employees should notify their Supervisor and the Operations Division Manager if any changes occur in their name, home address, home telephone number, marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes or individuals to be contacted in case of emergency. This information is necessary as it may affect compensation, dependents' eligibility for medical insurance and other important matters.

Employee files maintained by ECCCHD to include:

Employee Personnel File - personnel information as may be necessary for effective personnel administration and for compliance with applicable state and local requirements including:

- Name
- Title
- Salary
- Change in employment status
- Annual performance reports
- Driver's license
- Training records
- Immunization Forms
- Declination Forms
- Other necessary information

Employee Confidential File - Other records with confidential health information shall be kept separate including, but not limited to:

- TB skin test
- past exposure reports
- medical records for employment reasons
- insurance forms
- background checks
- drug testing tests

## **8.27 - TB Skin Testing**

A two-step tuberculin (TB) skin test will be performed by the ECCCHD on all Employees upon hire. If an Employee has documentation of a negative TB skin test or equivalent within the last year, only one test is required. Persons with a positive TB skin test will consult with their private physician for further follow-up and get a written note stating that they are free from TB disease before they can have any contact with clients.

At least annually, Employees will be screened using the "Risk-Based Tuberculosis Screening Questionnaire" provided by the WI State TB Program to determine their "risk-based" need for TB skin testing. Screening will be done at the same time the annual HIPAA training is done. Supervisors will be responsible to assure that each Employee receives annual screening. Questionnaires will be kept in the Employee's personnel file.

Education on signs and symptoms of tuberculosis (TB) and the need to notify their Supervisor if the Employee has any contact with a person with TB disease between annual screens will be done upon hire and annually thereafter.

Employees with a history of being a positive converter will be instructed to report promptly to their Supervisor any symptoms of tuberculosis and do not need to repeat a chest x-ray unless ill.

Interns placed at the ECCCHD will be screened using the "Risk-Based Tuberculosis Screening Questionnaire" to determine need for TB skin testing prior to their start date. If it is determined that the intern is at high risk for TB based on the questionnaire, the ECCCHD will provide testing at "no charge" to that individual before they start their intern experience. If they have a positive TB skin test, the intern will be required to follow-up with their private physician and get a written note stating that they are free from TB disease before they can have contact with clients.

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## GLOSSARY OF TERMS

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"Arbitrary and capricious" shall mean willful and unreasoned action taken without consideration and due regard for clearly established law or the relevant, credible, and probative facts.

"Discipline" means an employment action resulting in disciplinary suspension or disciplinary demotion/reduction in rank. "Discipline" does not include any written or verbal notices, warnings or reminders; verbal discipline will be documented, but not subject to, the grievance procedure. The purpose of written and verbal notices, warnings or reminders is to alert the Employee that failure to correct the behavior may result in disciplinary suspension, termination or disciplinary demotion/reduction in rank.

"Employee" for purposes of:

- Procedure for grievances concerning *Employee terminations and Employee discipline* includes all regular full-time and part-time Employees. In this case the term "Employee" excludes individuals hired on a limited term, temporary, casual, project or seasonal basis; independent contractors; and Employees within their introductory period.
- Procedure for grievances concerning *workplace safety* includes all regular full-time and part-time Employees, and individuals hired on a limited term, temporary, casual, project, or seasonal basis. In this case, the term "Employee" excludes independent contractors.

"Termination" means a separation from employment by the employer for disciplinary reasons. "Termination" does not include layoff; furlough or reduction in workforce; reduction in hours; job transfer or reassignment; or retirement.

"Workplace Safety" includes any conditions of employment related to the physical health and safety of Employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.

