

## SECTION II – EMPLOYMENT POLICIES

### COLLECTIVE BARGAINING

**POLICY:** To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages only; to allow for consideration of other forms of compensation outside of collective bargaining.

#### **Procedure**

Douglas County is prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not collectively bargained, by Douglas County.

Douglas County may bargain with units comprised exclusively of public safety employees on most terms and conditions of employment, including any form of compensation. Public safety employees may not bargain on the design and selection of health care coverage plans or the Wisconsin Retirement System required contributions for new hires.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## **EMPLOYEE STATUS CATEGORIES**

**POLICY:** To define employee status categories based on the number of hours worked and type of position held.

### **A. Regular Full-Time**

Employees who work 37.5 – 40.00 hours per week on a continuous basis.

### **B. Regular Part-Time**

Employees who regularly work 20.00 but less than 37.5 – 40.00 hours per week on a continuous basis.

### **C. Temporary**

Employees holding jobs of limited or specified duration arising out of special projects, position vacancy pending appointment, the absence of a position incumbent, abnormal workloads, emergencies, or other reasons established by the Employer. Temporary employees may work either full- or part-time work schedules and may be eligible to receive benefits.

### **D. Seasonal**

Employees employed during the season in which services are required.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## **HOURS OF WORK**

**POLICY:** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations. Hours of work may vary as deemed necessary for the effective and efficient operation of each department.

### **A. Workday/Workweek**

1. Full-Time Employees: The normal workday will consist of 7.5 or 8.0 consecutive hours of work. The normal workweek is Sunday through Saturday, beginning and ending at midnight on Sunday, consisting of 37.5 or 40 hours.
2. Part-Time Employees: The normal workday/workweek for any part-time employee shall be designated by the respective department manager.
3. Departments providing 24-hour services may have different work schedules, and other work schedules, shifts, days, hours and periods can be established and modified by department managers based on operating conditions and requirements of the department, subject to the approval of the Human Resources Department.

### **B. Hours of Operation**

General hours of operation are from 8:00 a.m. to 4:30 p.m., with the exception of those departments providing 24 hour services, and departments which have established different hours of operation.

### **C. Compensable Hours**

Douglas County will compensate employees for hours worked as defined under the Fair Labor Standards Act (FLSA). Paid time may include waiting time, on-call time, rest periods, training attendance, and travel time, subject to the requirements of the FLSA. Any questions as to whether hours are to be compensated should be directed to the Human Resources Department.

### **D. Non-Compensable Hours**

The following is excluded from actual hours worked:

1. Paid benefit time (non-job related training, paid holidays, vacation, sick leave, personal leave, etc.).
2. Compensatory time off with pay.
3. Meal periods when completely relieved of all duties, whether or not the employee is free to leave premises.
4. Normal travel to and from residence to the assigned job location.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## **LAYOFF AND RECALL**

**POLICY:** Length of service and the qualifications to perform the available work will be the determining factors in the event of a layoff.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## **LENGTH OF SERVICE**

**POLICY:** To define length of service as it relates to employment with Douglas County and to be used for benefit determination.

### **Procedure**

1. Length of service will be computed from the first day of hire into regular status.
2. If a temporary employee changes to regular status, the employee's length of service will be computed from the first day of hire into regular status and will not include any prior temporary service.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## MERIT / REWARD SYSTEM<sup>i</sup>

**POLICY:** To recognize and reward employee performance above the meet expectations level. In so doing, we hope to encourage all employees to perform at the highest level possible. The Merit/Reward System is essential to realizing the County's vision to be an organization that expects, recognizes, rewards and nurtures exceptional performance.

### Eligibility

Non-represented employees who receive a Total Weighted Average Score above a 3.0 on their annual performance evaluation are eligible for merit/reward the following calendar year. (The Total Weighted Average Score is calculated from the scores given to the employee by his/her supervisor using performance evaluation forms hosted on the performance evaluation software).

The actual amount of the merit/reward received by the employee will be based on the employee's Total Weighted Average Score (TWAS). Employees who score at or above a TWAS of 3.5 will be eligible for the maximum merit/reward. Employees who score above a 3.0 and below or equal to a 3.49 will receive a prorated reward.

The Merit/Reward System does not apply to elected officials or employees who are covered by a collective bargaining agreement.

### Employee Choice

Employees can choose from one of the following merit/reward options depending on TWAS received:

Total Weighted Average Score	Reward
0 - 3.00	Not eligible
>3 – 3.49	Lump sum up to .96% or ½ of one week base wage/salary; or Merit days equal to ½ of one week base wage/salary (2.5 days; 20 hours; 18.75 hours); or HSA contribution equal to ½ of one week base wage/salary
3.5 - 5	Lump sum up to 1.92% or one week base wage/salary; or Merit days equal to one week base wage/salary; or HSA contribution equal to one week base wage/salary; or Vacation Incentive (offered to employees not at maximum vacation accrual – Addendum A attached)

## **Timing of Merit/Reward**

The funding and timing of the Merit/Reward System will be at the discretion of the Douglas County Board of Supervisors.

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<sup>i</sup> County reserves the right to modify the merit/reward system based on financial and operational considerations and federal regulations.

*Passed by County Board, Resolution #48-15; May 21, 2015  
Amended by County Board, Resolution #69-17; November 16, 2017*

**ADDENDUM A  
VACATION INCENTIVE SCHEDULE**

<b>Years of Service</b>	<b>Months of Service</b>	<b>Monthly Accrual</b>
<b>A</b>	<b>A</b>	<b>A</b>
1-6	1-71	6.67
7-11	72-131	10
12-16	132-191	13.34
17+	192+	16.67
<b>B</b>	<b>B</b>	<b>B</b>
1-3	1-35	6.67
4-9	36-107	10
10-14	108-167	13.34
15+	168+	16.67
<b>C</b>	<b>C</b>	<b>C</b>
1-2	1-23	6.67
3-7	24-83	10
8-12	84-143	13.34
13+	144+	16.67
<b>D</b>	<b>D</b>	<b>D</b>
1-2	1-23	6.67
3-5	24-59	10
6-10	60-119	13.34
11+	120+	16.67

- A = regular vacation accrual with no merit adjustment
- B = vacation accrual from A
- C = vacation accrual from B
- D = vacation accrual from C

Employees who receive 3.5 or greater may move on the vacation incentive table up one letter (A to B; B to C; C to D).



## **OVERTIME/COMPENSATORY TIME**

**POLICY:** To define overtime pay and compensatory time in relation to non-exempt and exempt employees as designated under the Fair Labor Standards Act.

### **A. Non-Exempt Employees**

Employees in non-exempt positions are paid on an hourly basis. Non-exempt employees who work in excess of 40 hours per week (paid benefit time does not count toward the accumulation of 40 hours; hours between 37.5 and 40 are paid at straight time) may receive either:

1. Overtime pay of one and one-half times the hours worked; or
2. Compensatory time off, if agreed to by the employee, at the rate of one and one-half times the hours worked, provided that the overtime is authorized by the department manager and taken during the same payroll period or the payroll period immediately following the overtime hours, or at a mutually agreeable time between the employee and department manager. Only compensatory time earned in December may be carried over into the new year with the approval of the Human Resources Department; provided it is used before January 31 of the following year. The payment for this compensatory time (if not used and, therefore, must be paid) shall be at the wage rate at which it was earned in December.

### **B. Exempt Employees**

Employees in exempt positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Exempt employees are expected to work the hours necessary to perform the duties and responsibilities of their positions. However, Douglas County recognizes that exempt employees work beyond their normal workday/workweek and will be given flexibility in regard to absences during normal work hours.

### **C. Documentation of Administrative Hours**

1. Exempt employees who work in excess of their normal weekly work hours should record those hours on a straight hour for hour basis. These hours may be used for absences from work, not to exceed 96 hours per year, and hours used cannot exceed hours recorded.
2. Administrative hours can only be accumulated within a calendar year and are zeroed out on December 31 of each year. Exempt employees will not be paid for any unused hours.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## **PAYROLL PRACTICES**

**POLICY:** To standardize payroll and payroll procedures in accordance with applicable State and Federal guidelines.

### **A. Pay Periods**

Paychecks are deposited, by direct deposit, bi-weekly. If payroll falls on a holiday, payroll checks are deposited the business day prior to the holiday.

### **B. Status Changes**

Employee shall notify the Human Resources Department or the Finance Department Payroll Coordinator of any status changes (such as name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, health/dental insurance classification, or beneficiary changes). This information is necessary as it may affect compensation, dependents' eligibility for insurance, and other important matters.

Douglas County is only required to accept changes to a Form W4, Employee's Withholding Allowance Certificate, if there has been a life change for an employee (i.e. marriage, birth, death, spouse begins working, child turns 18, etc.)

### **C. Deductions**

Douglas County will comply with applicable wage and hour laws and regulations. If employees have any questions or concerns about their salaried status or believe that any deduction has been made from their pay that is inconsistent with an employee's salaried status, the employee should immediately raise the matter with the Human Resources Department or the Finance Department Payroll Coordinator for assistance in understanding the information that is required in order to investigate the matter.

Douglas County is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that an employee was subjected to an improper deduction from pay, the employee will be reimbursed and Douglas County will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

*Passed by County Board, Resolution#4-12; January 19, 2012*

## **POSITION CLASSIFICATION/RECLASSIFICATION REVIEW**

**POLICY:** Douglas County, as an employer who values its employees and strives to compensate them fairly and equitably, has developed the following position reclassification procedure.

### **Procedure**

The Review Procedure provided here is the method for determining (1) classification of new positions or (2) reclassification actions involving substantial changes in the duties and responsibilities of an existing position.

#### **A. Classification or Reclassification**

Request for reclassification of a current position or the classification of a new position may be submitted to Administration/Human Resources during the month of April for incorporation into the following year's budget. Classification of a new position may also be submitted at any time during the year due to a department reorganization resulting from a vacated position.

Reclassification for existing positions requires documentation of substantial changes in existing duties since the most recent review. To be considered for reclassification, changes should be permanent, and typically have been in effect for at least six-months preceding the request. Reclassifications will not be considered for temporary changes in duties or increases in workload of existing duties.

#### **B. Procedure**

A request for classification or reclassification consideration should be accompanied by:

1. Position Classification Review Form
2. A new or revised Position Description Questionnaire (PDQ) which highlights duty changes. The Questionnaire must be signed by the employee and the supervisor/department head. The Questionnaire must also be submitted to the Human Resource Manager for verification and accuracy. New PDQ's are traditionally sent to the County's Compensation Study Consultant for review and recommendations of placement on the Grade Order grid.
3. All requests should also include the fiscal impact of the proposed change. The Finance Department will provide a Form B-5 that indicates the fiscal impact.
4. The Administrator will review the requests, related documentation and provide a recommendation for approval or denial. Employees and their Supervisor/Department Manager will be informed of the recommendation and be provided an opportunity to meet and discuss the recommendation with Administration/Human Resources.

5. All requests will be submitted to the Administration Committee with all supporting documentation. If approved, the request will either be incorporated into the following year's budget or, if the request resulted from a re-organization, it will be forwarded to the County Board for approval at the next scheduled meeting. Implementation of requests will begin on either the first day of the fiscal year or, in the case of a re-organization, within 30 days of the County Board action.

*Passed by County Board, Resolution#19-15; March 19, 2015  
Amended by County Board, Resolution#21-19; April 18, 2019*

## **RECRUITMENT AND SELECTION**

**POLICY:** To abide by all laws pertaining to fair employment practices. The recruitment and selection policy is designed to promote, recruit and select individuals on the basis of their relative knowledge, skill and ability.

### **A. Procedure**

The Human Resources Department is responsible for, and must be involved in, all steps of the recruitment and hiring process.

#### **1. New Positions – Approval to Hire**

New or additional county positions must be authorized by county board resolution and, under most circumstances, will only be considered at budget time.

#### **2. Vacant Positions – Approval to Hire**

All job openings are to be reported to the Human Resources Department.

The County Administrator must approve the replacement hiring for all positions. That process will include justification for the position and discussion of any potential for structural reorganization and/or reassignment of duties and responsibilities. The County Administrator may authorize early hire in extraordinary situations as long as there is no budget impact.

#### **3. Temporary Workers – Approval to Hire**

If a department manager determines a need to utilize temporary workers during the process to fill vacant positions or to meet workload needs, a request should be submitted to the Human Resources Department for County Administrator approval. The Human Resources Department will make arrangements and contract for temporary workers.

### **B. Recruitment/Posting Process**

If County Administrator approval is given to fill a position, the following occurs:

1. Job descriptions will be reviewed and updated, if needed.
2. In most instances, the position will be posted internally for five (5) days in the Government Center, courthouse and off-site facilities.
3. Recruitment may simultaneously be conducted internally and externally, or may only be conducted externally, depending on the circumstances.

## C. Selection Process

1. The Human Resources Department will conduct all phases of the selection/hiring process, including:
  - a. Receiving and reviewing of applications for qualifications.
  - b. Conducting or coordinating all reference checks and qualification verifications involving the final candidates.
  - c. Extending of job offer.
  - d. Arranging for all post-job offer testing, including physical examinations and psychological examinations as applicable.
2. If the minimum qualifications require meeting standards that can be only measured through written tests, performance tests or structured interviews, Human Resources staff will administer the tests prior to referral of candidates to the hiring manager. The county reserves the right to determine what testing requirements will be administered to determine if an applicant is qualified to fill any vacant position.
3. Per Wisconsin Statutes, the Administrator shall appoint department managers of the county except for those elected by the people. Any appointment made by the Administrator shall require the confirmation of the County Board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure.

*Passed by County Board, Resolution#4-12; January 19, 2012  
Amended by County Board, Resolution #64-13; August 15, 2013  
Amended by County Board, Resolution #31-21; August 19, 2021*