



CHANGES TO RUSK COUNTY PERSONNEL HANDBOOK CHAPTER 4

RUSK COUNTY

TO THE RUSK COUNTY BOARD OF SUPERVISORS

Table with 4 columns: ROLL CALL Board Members, AYE (Yes), NAY (No), Abstain/Excused. Lists 19 board members and a TOTAL row.

1 WHEREAS, the Personnel Committee has been charged by the Rusk County
2 Board of Supervisors with responsibility for the County's personnel handbook
3 and of making changes and revisions to the handbook; and
4
5 WHEREAS, the Personnel Committee has determined the need for additions
6 and/or edits to the language of Chapter 4: Recruitment - Selection - Affirmative
7 Action; and
8
9 WHEREAS, the Personnel Committee has reviewed and approved the attached
10 revision to the Rusk County Personnel Handbook and recommends them for
11 adoption by the County Board.
12
13 NOW, THEREFORE, BE IT RESOLVED, that the Rusk County Board of
14 Supervisors adopt the revision to the Rusk County Personnel Handbook as
15 presented, a copy of which is attached hereto and made a part of, with an
16 effective date of October 22, 2024.
17

BOARD ACTION
Vote Required: Majority Vote of a Quorum
Motion to Approve Adopted [ ]
1st [ ] Defeated [ ]
2nd [ ]
No: [ ] Yes: [ ] Exc: [ ]

Reviewed by: [ ], Corp. Counsel
Reviewed by: [ ], Finance Director
FISCAL IMPACT: (Note if there is any fiscal impact or not)

Certification:
I, Connie Meyer, Clerk of Rusk County, hereby certify that the above is a true and correct copy of a resolution that was adopted on the [ ] day of [ ], 2024 by the Rusk County Board of Supervisors.

Connie Meyer
County Clerk, Rusk County

SUBMITTED BY:
Rusk County Personnel Committee

[Signature line] Jim Meyer
[Signature line] Sherry Wallace, Vice Chairman
[Signature line] Dave Willingham
[Signature line] Mike Russell

**CHAPTER 4**  
**RECRUITMENT – SELECTION – AFFIRMATIVE ACTION**

- Section 1 Policy Statement: It shall be the policy of Rusk County to recruit and select the best qualified persons for positions in the County's service. Recruitment and selection shall be conducted in an affirmative manner to ensure open competition, provide equal employment opportunity and prohibit discrimination because of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, genetic testing, honesty testing, arrest record, conviction record, military service, membership in National Guard, state defense force or any other reserve component of the military forces of the United States or this state, use or nonuse of lawful products of the employer's premises during non-working hours, or any other protected classification under state or federal law.
- Section 2 Recruitment Process: ~~With the approval of the Personnel Committee, t~~The Human Resources Manager will be responsible for coordinating recruitment activities necessary to meet current and projected staffing needs of the affected department. The recruitment process shall be tailored to the number and type of positions to be filled and to meet labor market conditions.
- A. Promotional Opportunities: Promotional recruitments may be conducted in an effort to encourage upward mobility. Applicants for promotion will have satisfactorily completed their introductory employment period and possess the qualifications as set forth in the job announcement(s). ~~All job promotions, transfers, reassignments, or lateral transfers are at the discretion of the Personnel Committee. A promotion shall be approved by the Department Head and Human Resources Manager and typically shall not be required to go through the established interview process.~~
- B. Open Recruitment: ~~The Personnel Committee may direct r~~Recruitment efforts may be directed to external sources if a position is not filled by an internal candidate or ~~the Personnel Committee determines- if~~ it is determined it is in the best interests of the County to consider a pool of both internal and external candidates. External sources may include, but are not limited to:
- Electronic job boards and/or social media sites
  - Local or national newspapers
  - Professional journals
  - University placement services
  - WI Job Center
- Open recruitment may run until the position is filled or for a set time frame which would typically be ~~will run for~~ two weeks for full-time and regular part-time vacancies, ~~in general~~ and one week for limited or short-term vacancies, ~~in general~~.
- C. Job Postings: Internal job postings and external job ads will be developed and placed by the Human Resources Manager. If necessary, the affected department may be asked to assist the Human Resources Manager in formulating the job announcement or ad or in determining

special placement sources.

- D. Applications: Applications for employment shall be submitted using the electronic County Employment Application. Applications are screened and may be used for interviewing purposes to fill openings in employment categories for 6 months

Section 3 Selection: The Human Resources Manager and Department Administrator shall select the best qualified candidates to be interviewed by reviewing applications and recognizing attributes that are necessary for successful job performance.

- A. Selection Methods: The Human Resources Manager shall be responsible for determining methods to be used to screen applicants for job vacancies which may include, but are not limited to:

1. Review of education, training and experience-
2. Practical, written, or oral tests, work samples or performance tests, if jobrelated.
3. Physical tests of strength, stamina or dexterity if job related and validated, subject to any requirements of the Americans with Disabilities Act.
4. Background and reference inquiries.

- B. Notification of Applicants: Each person completing an application who was not selected for interview may be given proper notice in writing of non-selection.

Section 4 Nepotism: Within this section "family member" shall include wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, mother-in-law, father-in-law, aunt, uncle, nephew, niece, stepparent, stepchild, stepbrother, stepsister and for County Board members includes "immediate family" as defined in Wis. Stat. 19.42(7).

- A. Family members shall not be employed in an immediate supervisor-subordinate relationship.

\*In addition, County Board supervisors must comply with Wis. Stat. 19.41 et. seq.

- B. No County Board supervisor, county elected official or employee shall hire a family member nor participate in a selection and appointment procedure if a family member is an applicant under consideration.
- C. No County Board supervisor, elected official or employee shall try to influence the employment decisions on behalf of a family member.
- D. An applicant shall disclose any family member described in Section 4 above who is employed by, or an elected official of, Rusk County. Should any job applicant provide false information concerning family members, that applicant, if hired, may be subject to discipline, up to and

including termination.

Section 5 Testing: Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available. The examination may consist of a structured questionnaire, practical tests, written tests, or assessment center testing, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities (KSA's) for the position.

- A. The examination contents are developed or acquired by the Human Resources Manager with assistance provided by the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
- B. The Human Resources Manager shall ensure that all testing is based on bonafide occupational qualifications.
- C. The Human Resources Manager shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner. The following are ways in which the County may accommodate an applicant with a disability: replace written test with on-the-job tests or verbal testing, enlarge print in exams, magnification, amplification devices, and/or interpreters.

Section 6 Interview Process: The primary function of the interview is to obtain data or certain knowledge, skills, abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

~~A. The Human Resources Manager will coordinate with Committee Chair and Department Head to select interview panel members.~~

~~B.A.~~ The Human Resources Manager shall coordinate the interview process, including, scheduling candidates, development of interview questions, etc.

~~C.B.~~ The ~~Ad Hoc Interviewing Committee~~ Human Resources Manager and Department Head shall reach consensus and make the final selection for the position. The notice of selection is to be made by the Human Resources Manager.

~~D.C.~~ Each of the final applicants who are interviewed and not hired may be given proper notice in writing from the Human Resources Manager.

Section 7 Reference Checks, Criminal Background Checks, Pre-employment Drug Testing, Medical Exams:

- A. The Human Resources Manager ~~will~~ may conduct reference checks on the final candidate. The reference checks may include verification of employment duties, dates of employment, work

record, attendance record, strengths, weaknesses, safety record, and other pertinent information.

- B. No criminal background check will be conducted without first notifying the applicant.
- C. When a position is to be filled, the Human Resources Manager will work with the employing department to determine whether pre-employment drug tests or medical exams are required. These exams will be coordinated and scheduled by the Human Resources Manager.
- D. The final offer of employment is contingent upon the results of these exams.

Section 8 Appointment: For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and sent by the Human Resources Manager in cooperation with the affected department.

Section 9 Initial Employment Period: The first twelve (12) months of employment (18 months for employees of the Sheriff's Department) or longer for selected positions will serve as the introductory employment period. Supervisors will be observing new employees to determine performance.

Supervisors will inform employees of their progress on the job and will review County policies and practices during the initial employment period. If an employee's performance is not satisfactory during this period, his/her employment may be terminated. Employees who separate from employment for any reason (voluntary or involuntary) during the initial period of employment will not receive pay out of accrued PTO. Unless otherwise provided by state statute, all employees are employees "at will" and may be dismissed by the County at any time with no notice or reason and the employee is free to quit at any time with no notice or reason, unless contrary to the terms of an applicable collective bargaining agreement. Employees at-will employment status does not change after completing their initial employment period.

Section 10 Re-hire: An employee who terminates his/her employment in good standing and is subsequently re-hired by the County will be treated the same as any other new hire for purposes of determining wage rates, benefits eligibility, initial periods, etc.

Section 11 Reduction in Force: In the event of a reduction in force, layoffs will be determined under the guidance of the Personnel Committee, by the Administrative Coordinator, Human Resources Manager, and Department Administrator after considering various job-related factors including, but not limited to, knowledge, skills, ability, performance, qualifications, efficiency and experience.

Section 12 Casual Employees

- A. Definition: Casual employees are defined as persons occupying positions not established by County Board action.
  - 1. Seasonal employee shall mean a part-time or full-time employee hired for an abbreviated time span to meet seasonal program needs. Seasonal employment terminates at the end

of the season or when the need no longer exists.

2. Temporary employee shall mean a part-time or full-time employee hired on a limited term basis to perform a specific special assignment. In the absence of contract language to the contrary, temporary appointments shall not exceed 2,080 hours in a calendar year.
  3. Employment/training program employee shall mean a part-time or full-time employee hired for a fixed term to receive job training or work experience funded by the state or federal government or to work-off government transfer payments through a Work Relief program.
- B. Benefits: Casual employees are not eligible for fringe benefits unless otherwise determined by the Personnel Committee. Casual employees may be eligible for participation in the Wisconsin Retirement System (WRS) subject to applicable requirements for hours worked and years of service.
- C. Compensation: All persons employed on a seasonal or temporary basis shall be paid a wage determined by the Personnel Committee.
- D. Status Change: If a current casual employee is selected for a regular allocated position, the employee ~~will maintain their date of hire. is considered a new employee from the date of status change.~~

Section 13 Reference Inquiries: Rusk County reserves the right to respond to reference inquiries from prospective employers with respect to current or past County employees and, in response to such inquiries, provide information and determine the form in which the information is provided, as it deems appropriate. Inquiries beyond confirming dates of employment, wage rates, and position(s) held must be made in writing. The County shall maintain a file of written responses to all reference inquiries.

When a past or current employee has provided a written request that the County not respond to reference requests, the County's response to a potential employer's inquiry will, in general, be restricted to dates of employment, wage rates, and position(s) held. Rusk County reserves the right, however, to provide any other information that it deems appropriate.

Further, the County may advise the potential new employer that further information is being withheld at the employee's request.



## Update to Rusk County Handbook Chapter 6 – Employee Benefits

### Section 6 Leaves of Absence-- Non-FMLA

~~1. General Leaves of Absence: An employee giving two weeks prior notice, may, at the sole and absolute discretion of the department administrator, be granted an unpaid leave of absence not to exceed five calendar days upon presenting a written request to the department administrator. For Department Administrators, or for employees requesting a leave of absence for longer periods of time, a leave or an extension of leave may be granted upon the approval of the Personnel Committee. In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. During the period of unpaid leave of absence, no benefits or hours of service shall be earned or accrued. Participation in the health insurance groups will be permitted if the employee pays the proportionate costs of such participation.~~

~~In order to be eligible for a general unpaid leave of absence, the employee must first exhaust all available paid leave, including their Extended Leave Bank.~~

~~2. Employees may be eligible for additional leave for the following reasons regardless of whether they have exhausted all forms of paid leave:~~

~~A. Educational Leave of Absence: Educational leave of absence may be granted at the discretion of the Personnel Committee.~~

~~B. Jury Duty: Employees who serve on a jury or are subpoenaed relating to their County job to appear as a witness before a court or administrative tribunal shall turn their jury or witness pay back to the County and will be compensated their regular scheduled hours for up to a maximum of two (2) weeks per calendar year. Employees when released from jury or witness duties shall immediately return to their job and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.~~

#### **NEW PROPOSED POLICY:**

##### 1. County Medical Leave (Non-FMLA)

###### A. Purpose

To provide time to an employee who has a serious health condition which renders the employee unable to perform his/her job duties and has exhausted, or does not qualify, for federal or state FMLA.

###### B. Eligibility

Employees may request county medical leave for continued time off upon exhausting Wisconsin and Federal FMLA entitlement; or if the employee does not qualify for Wisconsin and/or Federal FMLA. The medical leave is for the employee's own serious health condition.

###### C. Length of Leave

Employees may request a continuous (not intermittent) medical leave under this policy for up to (6) weeks, as supported by medical documentation supplied by the employee's health care provider upon request from the County.

###### D. Request



Any employee requesting a County Medical Leave of Absence, shall submit a Leave of Absence Request Form directly to the Human Resources Manager at least 30 days in advance and shall state the reason for such leave, the period of time expected to be absent, and medical documentation supporting the need for the leave. The 30-day notice may be waived under emergency circumstances by the Human Resources Manager.

E. Substitution of Paid Time

Employees on a County Medical Leave shall be required to substitute all available leave balances. An employee on an approved County Medical Leave is allowed to use their Extended Leave Bank.

F. Unpaid Time

Employees shall be on unpaid status once all leave balances are exhausted (PTO, compensatory time, vacation time, sick leave, and extended leave bank).

2. Personal Leave

A. Purpose

To provide employees time off for personal reasons when an employee is not eligible for other leave options or they have been exhausted.

B. Length of Leave

Employees may request a continuous (not intermittent) leave under this policy for up to (4) weeks.

C. Request

The employee requesting a Personal Leave of Absence shall submit a Leave of Absence Request Form directly to the Department Head. If the leave of absence is considered by the Department Head, the Department Head shall submit the written request to the Human Resources Manager for review and approval. Requests not being considered by the Department Head shall be denied in writing and returned to the employee.

Employees may request a continuous (not intermittent) leave for up to (6) weeks. The Department Head and/or HR may grant any amount of time up to (6) weeks. The approvals of personal leave of absences are discretionary, with consideration given to the staffing needs of the department, and determining the best interests of the County.

If the purpose of the personal leave request is for time off due to the employee's serious health condition or other reasons covered under FMLA, the employee shall exhaust FMLA and/or County Medical Leave before a personal leave may be requested or approved.

3. General Unpaid Leave of Absence

If an employee has exhausted all available paid leave, including their Extended Leave Bank if applicable, unpaid leave days may be granted at the sole discretion of the Department Head. Unpaid leave days are not to exceed five days in a calendar year.

4. Educational Leave of Absence

Educational leave of absence may be granted at the discretion of the Personnel Committee.

5. Jury Duty

Employees who serve on a jury or are subpoenaed relating to their County job to appear as a witness before a court or administrative tribunal shall turn their jury or witness pay back to the County and will be compensated their regular scheduled hours for up to a maximum of two (2) weeks per calendar year. Employees when released from jury or witness duties shall immediately return to their job and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.

6. Unauthorized Leave

An employee who is absent from work without approval receives no pay for the duration of the absence and is subject to disciplinary action involving failure to report to work. An employee who is absent from work without authorization for up to two (2) or more days is considered to have resigned their employment with the County.

7. Other Provisions While on Non-FMLA Leave of Absence

A. Outside Employment

An employee who is on a leave of absence is prohibited from working for another employer while on the approved leave.

B. Continuation of Benefits

A Non-FMLA Leave of Absence does not provide any benefit protections. If an employee is approved for a leave of absence, the employee's health, dental and vision benefits will terminate the last day of the month following the employee's last day in active pay status (this includes work time and use of leave balances). The County will discontinue its contribution towards insurance premiums and the employee will be eligible to enroll in COBRA or apply for portability coverage. If/when the employee returns to work after their Non-FMLA leave of absence, the group health insurance coverage would be reinstated the first day of the month that follows the return to full time employment.

The employee shall be required to pay for all disability, life insurance and select benefits. Failure to make the required payments shall result in termination of these insurance coverages as indicated under "Termination of Benefits".

C. Termination of Benefits

Maintaining health, dental, vision and/or all other benefits shall stop if and when the following occurs:

- a. An employee informs the county of intent not to return to work during or at the end of the leave period; or
- b. The employee fails to return to work when the leave period is used up; or
- c. The employee fails to make any required payments while on leave.

D. Other Conditions

Employees are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If the employee is unable to return to work on the first regularly scheduled work day after the leave

expires, the supervisor must be notified as soon as possible, but no later than the start of the scheduled work shift.

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