

**Ozaukee County Employee Handbook for Employees  
Previously Covered Under a Collective Bargaining  
Agreement**



**EFFECTIVE JANUARY 1, 2012**

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## Introduction

### ***Mission Statement***

Ozaukee County government, as an administrative arm of the State of Wisconsin, will sustain and enhance the quality of life for all citizens by being proactive, innovative, and responsive in providing quality services in a fiscally responsible manner.

### ***General Policy Statement***

Ozaukee County will provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that Ozaukee County complies with its obligations under state and federal law. This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures that require modification due to the State Budget and Budget Repair Bill. The Handbook applies to general municipal employees previously covered under a collective bargaining agreement. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Handbook.

Status-quo is no longer an option in terms of many terms and conditions of employment. This Handbook is a starting point in addressing core operating policies and procedures and, as such, it is subject to change and modification with or without notice.

### ***At Will Employment***

Wisconsin is considered an at-will state for purposes of employment, which means that employment with the County is voluntarily entered into, and the County may terminate the employment relationship at-will at any time, with or without notice or cause. Similarly, employee is free to terminate their own employment at-will at any time, with or without cause.

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# The Role of Management

## ***Management Rights***

Management Rights refers to types of discretion reserved to management officials. Ozaukee County reserves, retains, and possesses, solely and exclusively, all of the inherent rights and authority to manage and operate its facilities and programs. The sole and exclusive rights and authority of management include specifically, but are not limited to the following:

1. Determine the business practices of the County, including the purchase and utilization of equipment;
2. Manage and direct the workforce;
3. Hire, train and retrain, promote, transfer, discipline, demote, discharge or lay off employees;
4. Make job assignments;
5. Establish and revise job descriptions;
6. Determine the competence and qualifications of employees;
7. Determine the size and composition of the work force;
8. Determine and schedule the work to be performed by the work force;
9. Establish the manner and method of selection of new employees;
10. Make reasonable rules and regulations governing conduct and safety;
11. Take necessary actions in situations of emergency;
12. Schedule and assign overtime;
13. Make promotions and assignments to non-bargaining unit supervisory positions;
14. Create new positions or departments;
15. Introduce new or improved operations and work practices;
16. Terminate or modify existing positions, departments, operations or work practices, and consolidate existing positions, departments or operations; and;
17. Contract or subcontract county operations.
18. To make and amend work rules

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## State and Federal Policies

### ***Americans with Disabilities Act (ADA)***

Ozaukee County government complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. Ozaukee County Government is committed to providing reasonable accommodations to qualified individuals with disabilities, unless it would impose an undue hardship on the employer. If an employee has a disability, he or she may request a reasonable accommodation at any time during the application process or during the period of employment. This may be done verbally or through a written request. Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that the employee has an ADA disability, and that the disability necessitates a reasonable accommodation.

### ***Equal Employment Opportunity Grievance Procedures***

It is the policy of Ozaukee County to establish a procedure for employees to follow in order to bring grievances of discrimination or harassment to the attention of management. The County policy is available in [Section 4.04 of the County Code of Ordinances](#)

### ***Equal Employment Policy***

Ozaukee County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including but not limited to assignment, transfer, promotion, and compensation, are governed by the principles of equal opportunity. The County policy is available in [Section 4.04 of the County Code of Ordinances](#)

### ***HIPAA***

Ozaukee County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and follows the guidelines involving the protected health information of employees, dependents, and patients.

### ***Title VI of the Civil Rights Act of 1964***

Ozaukee County complies with Title VI of the Civil Rights Act of 1964. This act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color, or national origin. Title VI grievances should be reported to the Human Resources Director.

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## **Workplace Harassment/Sexual Harassment**

Ozaukee County believes that all employees should be provided with a working environment free from harassment. It is the policy of Ozaukee County Government that verbal or physical conduct by an employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment will not be tolerated. The County policy is available in [Section 4.041 of the County Code of Ordinances](#)

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## Employee Classification and Compensation

### ***Break Periods***

Unless otherwise specified by a department work rule, employees are entitled to one (1) fifteen (15) minute break for each four (4) hours of work. The breaks will be scheduled by the County and will commence when the employee leaves his or her work station and the employee is to be back at his or her work station by the end of the break. If an employee is unable to take a break, break time will not accumulate.

### ***Call-in Pay***

Call in pay shall be paid at one and a half (1.5) times the employee's hourly rates. Call-in time are hours worked when the employee is not scheduled to work. Employees called into work shall be paid two (2) hours minimum.

### ***Flextime***

Differential scheduling (flextime) will be permitted on a limited basis. Implementation of flextime requires a plan for the employees schedule approved by the Department Head

### ***Hours of Work and Work Schedules***

It is County policy to provide employees with regular work schedules and ensure staffing coverage required for effective County operations. Hours of work and work schedules may vary to meet the operational needs of each County department. Normal hours of operation are Monday through Friday, 8:30 AM to 5:00 PM, unless otherwise specified by departmental work rules.

#### *Hours of work for Highway Department Employees*

Unless otherwise specified in a departmental work rule, the normal workday of employees shall be Monday through Friday between the hours of 7:00 a.m. to 3:30 p.m. For said hours worked, employees shall be compensated at the regular rate of pay established under the County Policy and Procedure Manual.

### ***Job Classification***

All employees in the County are compensated on a job evaluation system known as a Position Classification Plan. Every position in the County is assigned an employment status. The Plan can be found in [Chapter 3 of the County Policy and Procedure Manual](#). The position classification plan is the organization of positions into groups of classes on the basis of similar duties, responsibilities and qualifications.



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Classification specifications are determined by written descriptions of each position in the classification plan. Specifications include a class title, a general statement of duties and responsibilities, typical examples of duties performed, and minimum qualification requirements for entrance into a class. Special requirements such as licensure or certification are also included where applicable. The classification plan provides the basic structure for dealing with a wide variety of personnel matters including:

1. Establishing a sound pay policy by providing a basis for consistent salary relationships within County government.
2. Establishing meaningful requirements for jobs.
3. Establishing job performance standards.
4. Developing recruitment and selection programs.
5. Establishing appropriate promotional sequences.
6. Developing training programs.
7. Establishing manpower planning and budgeting.

The Finance Committee has the responsibility for the review and administration of the classification plan. The Human Resource Director shall periodically review the classification plan or any part thereof at the Director's initiative or at the request of others.

The objective of the County Classification Plan is to provide an appropriate wage structure to recruit and retain competent individuals in order to provide the required services in the County.

### ***Life Insurance***

Ozaukee County will provide group life insurance to all permanent full-time employees who receive their entire salary from the County of Ozaukee. The amount of coverage shall be based on the annual straight time salary or wage, rounded-off to the next higher \$1,000.00, with a maximum amount of \$125,000.00. Employees will be eligible for this benefit upon successful completion of the probationary period. Employees will be responsible for any personal income tax liability incurred with this County funded benefit

### ***Long Term Disability Insurance***

Ozaukee County will provide group long-term disability insurance for all permanent full-time employees. Employees shall be eligible for this benefit upon completion of the probationary period. The monthly benefit will be 60% of the monthly salary. There shall be a period of elimination of 90 consecutive days for sickness and accidents. Benefits payable as a result of sickness may be continued for 5 years. If an employee is totally or partially disabled after attainment of age 69, the benefit period will be one year.

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## **Lunch Periods**

All regular full-time employees shall receive up to a one (1) hour unpaid lunch period. The time is not considered part of the basic workday and no pay is earned during this period.

A workday may not be shortened by “working through” or reducing the lunch period on a voluntary basis. Eliminating or reducing a lunch period requires prior approval from the immediate supervisor. Such approvals must be limited and will typically be for one day due to unusual or special circumstances. Working through the lunch period is not to be used as an ongoing solution for scheduling issues.

Highway Department Employees, Lasata Campus Employees and Sheriff's Department Dispatchers working more than six (6) hours shall receive a one-half (1/2) hour paid lunch period during which the employee is subject to call to duty without additional compensation; Lasata Campus employees working third shift employees have no designated lunch period, but will take lunch during the paid breaks referred to in this handbook.

## **Overtime Compensation/Compensatory Time**

Employees are entitled to overtime pay for hours worked in excess of 40 hours per week. (Time off, such as holidays, annual leave, or sick leave does not count as time worked.)

All overtime must be approved in advance by management.

Employees may not voluntarily begin work early, or work after hours, to extend the workday for the purpose of accumulating overtime. Prior approval from the immediate supervisor is required for any adjustment to the work schedule

In accordance with the Fair Labor Standards Act, Ozaukee County grants Non Exempt Employees the ability to earn compensatory time off instead of payment for time worked in excess of forty (40) hours in a workweek.

Any use of compensatory time must be approved in advance by management. Employees may use accrued compensatory time within a reasonable time period after making the request, if the absence does not unduly disrupt the operations of the department.

Compensatory time is cumulative to a maximum of 80 hours annually for all eligible Ozaukee County employees. No hours of compensatory time may be accrued beyond the maximum of 80 hours. Unused accumulations of compensatory time may be carried over into the next calendar year. An employee is responsible to elect between November 15 and December 1, by notifying the Finance Department, to be paid for all unused accumulation as of the last pay period of December.

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### *Overtime and Compensatory Time Provisions for Highway Employees*

Each employee may elect at the beginning of each calendar year the option of compensatory time off. The first 54 hours of work on an overtime basis (81 calculated as straight time) shall be available for usage by the employee as compensatory time off.

All compensatory time off which has not been liquidated by December 1st of the year involved, will not be carried over, but will be paid out to the employee on the next paycheck.

Lasata Campus Employees shall not be eligible to earn compensatory time, with the exception of Custodial Maintenance Assistant employees on stand-by duty. No Lasata Campus employee will be allowed to accumulate at any time more than twenty four (24) hours of compensatory time. Any hours in excess of twenty four (24) shall be paid the employee.

### ***Payroll and Deductions***

Employees are paid on a bi-weekly basis, based on weeks starting Sunday through Saturday, with a five (5) day hold back. Payroll checks are available until the close of business every other Friday.

It is the County's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with Human Resources and the Payroll Manager.

The 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 you were subjected to an improper deduction from pay, you will be reimbursed and the County will take whatever action it deems necessary to ensure compliance in the future.

### ***Probationary Employees***

Regular full-time and regular part-time employees serve a probationary period. During the probationary period, performance and suitability to the job are evaluated. Most employees shall serve a six (6) month probationary period, which may be extended at management's discretion.

An employee's supervisor will evaluate employee performance during the probationary period. The evaluation will be in writing, reviewed with the employee, and placed in the employee's personnel file. If it is determined that the employee's work performance does not meet the performance standards of the department, and the department head believes that the employee can meet these standards if allowed to work some additional period of time, the department head may extend the employee's probationary period.

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During the probationary period vacation and sick benefit hours shall accrue.

Employees serving their initial probationary period shall be ineligible for holiday pay, sick leave, as well as, life and long-term disability benefits, unpaid leave may be substituted for leave with the approval of management.

Employees terminated during the probationary period are not eligible for vacation leave payout.

If an employee chooses to transfer another position within the County a new six (6) month probationary period shall be enacted.

### ***Regular Full-Time Employees***

A regular full-time employee can be comprised of the following:

1. An employee who has a normal work schedule of at least 75 hours biweekly on a year round basis working a 7 ½ hour workday.
2. An employee who has a normal work schedule of at least 80 hours biweekly on a year round basis working an 8 hour workday.

### ***Regular Part-Time Employees***

Regular part-time employees are those who have a regular work schedule of at least 37 ½ or 40 hours biweekly.

### ***Standby Duty***

Employees who are required by their Department Head to be on stand-by duty will be credited with .12 hours of compensatory time for each hour of stand-by duty. Additionally, employees on stand-by duty will receive the appropriate overtime pay rate for actual work performed during the stand-by period, except for telephone calls, with a minimum credit of two (2) hours at the appropriate overtime rate.

### ***Temporary and Seasonal Employees***

Temporary and/or seasonal employees are those who have a full-time or part-time work schedule for a limited, seasonal, on-call, or indefinite period of time.

### ***Total Base Wages Compensation Plan***

It is the policy of the County to provide total base wages in accordance with the laws of the State of Wisconsin, which authorizes collective bargaining for total base wages only; The County may, at its sole discretion, allow for consideration of other forms of compensation outside of collective bargaining.

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The 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 bargained, by the employer.

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## General Personnel Policies

### ***Alcohol and Drugs – Drug Free Workplace Policy***

[See Section 4.10 of the Ozaukee County Code of Ordinances](#)

### ***Attendance***

All employees are important members of the Ozaukee County team; committed to providing the highest level of government services and functions to better serve the public. In order to accomplish this, prompt and regular attendance is required.

Failure to provide notification of absence for three (3) consecutive workdays will result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances are not eligible for rehire.

### ***Attendance at Conventions, Conferences, Training Sessions, etc***

[See Section 4.05 of the County Policy and Procedure Manual](#)

### ***Bulletin Boards***

The County will keep employees informed about activities and provide a bulletin board for use by employees for posting of communications.

Authorization for employees to use the bulletin board must first be obtained from management. All persons who post notices, letters, and the like on bulletin boards without first obtaining authorization will be subject to disciplinary action, up to and including termination. There shall be no posting of information that is not in good taste, derogatory or political in nature.

### ***Electronic Communications Policy***

[See Section 4.10\(1\) of the County Policy and Procedure Manual](#)

### ***Employee Discipline Procedure***

[See Section 4.08 of the County Policy and Procedure Manual](#)

### ***Garnishments and Levies***

In the event that garnishment or similar proceedings are instituted against an employee, Ozaukee County Government will deduct the required amount from the employee's paycheck. Correspondence regarding wage garnishments should be sent to:

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Ozaukee County Finance Department  
Attention: Payroll  
County Administration Building  
121 W Main Street  
Port Washington, WI 53074

### ***Identification Badges***

[See Section 4.03\(29\) of the County Policy and Procedure Manual](#)

### ***Inclement Weather***

Inclement Weather without Official Closing: Inclement weather usually does not warrant closing County offices; see [Section 4.01\(4\) of the County Policy and Procedure Manual](#)

### ***Internet Access Policy***

[See Section 4.10\(2\) of the County Policy and Procedure Manual](#)

### ***Job Posting***

When the County seeks to fill a vacancy in an existing position, a notice of the position may be posted including posting it on the bulletin boards and electronically on the County intranet for a period of ten (10) working days. The posting shall include the date the position is to be filled, title of position, requirements, rate of pay and benefits. The County retains the right to determine whether and when to recruit outside applicants.

### ***Licensing and Certifications***

The County will reimburse employees for all necessary licensing and certifications legally required to fulfill their job duties.

### ***Performance Evaluation Program***

Employees shall be eligible for step increases in pay as defined in [Chapter 3 of the County Policy and Procedure Manual](#). The increase will be granted upon the completion of a satisfactory Ozaukee County Performance Development and Review on or before the employee's anniversary date. Employees who have reached the maximum step of the pay plan shall not be eligible for step increase.

Ozaukee County Performance Development and Review System; all employees, shall be evaluated annually on or before their anniversary date.

Anniversary date is defined as the employee's hire date or position changes in grade, whichever occurs last.

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Employees eligible for step increases shall be evaluated as defined in the Performance Development and Review guidelines available in the Human Resources Department. Employees shall be evaluated by their immediate supervisor, the review shall be approved by their department head, supervisors shall be evaluated by the department head.

Step increases will be granted for the first full pay period following the completion of an annual satisfactory Performance Development and Review.

### ***Personnel Files***

Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.

Employees, and other authorized viewers of records, shall have the authority to review and copy, but not remove or alter, personnel records. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining his/her position which shall be included in the file.

### ***Power Outages***

[See Section 4.01\(5\) of the County Policy and Procedure Manual](#)

### ***Promotions, Transfers, and Reassignments***

Ozaukee County strives to promote employees from within and fill job vacancies on an equal opportunity basis. Permanent job transfers and promotions will be based on the County's operational needs, employee ability, experience and any other qualifications as determined by the County.

A transfer is a change from one position to another position in the same classification in a different department; or, a change from one classification to another classification having the same maximum salary.

An employee may request a voluntary transfer by applying for a posted open position; however, to be eligible for a voluntary transfer, you must meet the requirements of the new position. The employee must also have satisfactory performance in their current position, and have held their current position for at least six months.



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### ***Reduction in Force – Layoff and Recall***

The County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

The operational needs of the County shall be the prime consideration used in the determination of which employees shall be laid off. The rehiring of employees that have been laid off shall be determined by the County based on its need for the most qualified person to perform the available work.

### ***Resignations and Retirements***

Resignations are to be submitted in writing to the employee's Department Head at least fourteen (14) calendar days prior to the date of termination. Failure to comply may result in the withholding of paid benefits, as allowable under State and Federal Law.

### ***Safety***

Ozaukee County is concerned with its employees health and safety during the performance their job. It is the intent of Ozaukee County to provide the safest possible working conditions for its employees. All employees must observe all safety rules. Any workplace accidents, incidents, or injuries must be reported immediately, by filing an Incident Report with the direct supervisor and the Human Resources Department. If an employee is injured and unable to report the incident immediately, then the incident should be reported within twenty four (24) hours. The Employee's supervisor will also have to file an Incident Report.

Use of cellular phones while operating a motor vehicle is prohibited. Employees must inform their supervisor of any hazardous situations.

All accidents, no matter how small, must be reported to your supervisor immediately. Your supervisor will see that you get appropriate medical care and may require you to obtain medical attention.

Employees are covered by Worker's Compensation Insurance in accordance with State law. Worker's Compensation provides payment to employees injured at work to replace lost income. It also provides payment of medical bills and related expenses. It covers diseases if due to employment, as well.

It is essential that an accident report be filed with the Human Resources Department or your Worker's Compensation may be jeopardized. Employees submitting, or assisting those submitting, false Worker's Compensation claims will be subject to disciplinary action up to and including termination. Legal action may also be taken against employees submitting fraudulent claims.

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Employees may be asked to submit to post accident drug testing following the report of an accident. Failure to comply will result in termination of employment.

Ozaukee County supports a Light Duty program. This program allows employees to return to work with temporary restrictions during the healing process for work related injuries or illnesses. Employees may be utilized in other departments and may complete work outside of their normal duties while involved in the Light Duty program. Decisions regarding the ability of the employer to meet an employee's restriction will be made by the Human Resources Department in conjunction with applicable departments.

### ***Tobacco Use***

Tobacco products may only be used outside buildings in specific area designated by the building manager. Employees should ask their supervisor where this area is located in or near their building. Additionally, tobacco products may not be used in any County owned or leased vehicle.

### ***Uniform Allowances***

The Employer will furnish uniforms for Sheriff's Department Clericals, Dispatchers, and Jail Health Service Nurses. In addition, the County will furnish uniforms for Custodial Maintenance Assistants, Maintenance Mechanics unless specified by departmental work rules

Employees may wear their uniform to and from work, but shall not wear uniforms for personal use. These uniforms are the property of Ozaukee County and are to be returned to the County upon termination of employment.

### ***Use of Time Records***

It is the employee's responsibility for completing an Ozaukee County time card with all beginning and ending work times, including lunch. This is necessary for payroll calculation of earnings. Even if an employee is classified as "exempt" (from overtime), completing time cards in full provides the most complete information to the Payroll Department.

Knowingly falsifying a time card will result in termination.

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## Leave Policies

### ***Bereavement Leave/Funeral Leave***

All regular full-time County employees will be granted funeral leave as defined below with pay, provided they are scheduled days of work between the date of death and the day after the funeral.

1. A maximum of three (3) days after the death of a parent, step parent, spouse, child, brother, sister.
2. A maximum of one (1) day for the death of a brother-in-law, sister-in-law, parent-in-law grandparent, grandson, granddaughter, son-in-law and daughter-in-law.

Supervisors will make any decisions on the number of additional days approved for bereavement/funeral leave based on factors such as required travel and level of involvement in funeral arrangements. If additional leave time is needed, the time will be deducted from the employee's vacation leave balance.

### ***Employee Leave Time Donation Policy***

[See Section 4.04\(8\) of the County Policy and Procedure Manual](#)

### ***Family Medical Leave Act (FMLA)***

[See Section 4.04\(6\) of the County Policy and Procedure Manual](#)

### ***Holidays***

[See Section 4.01\(1\) of the County Policy and Procedure Manual](#)

### ***Jury Duty or Court Appearance***

[See Section 4.03\(20\) of the County Policy and Procedure Manual](#)

### ***Military Leave***

[See Section 4.04\(3\) of the County Policy and Procedure Manual](#)

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## **Sick Leave**

Only full-time non-represented employees and part-time non-represented working more than 18.75 of a 37.5-hour workweek or 20 hours of a 40-hour workweek can accrue sick leave. Sick leave is accrued monthly beginning on the employee's hire date. Hours of accrual are in the table below and are prorated by the employee's normal work week at the time of accrual for employees working less than 37.5 Hours. Accruals will be credited to the employee on the first pay period of the month. Employees must be paid 10 or more days per month to be eligible for the accrual.

EMPLOYEE HOURS	MONTHLY ACCRUAL	MAXIMUM ACCRUAL
37.50	7.5 hrs.	90 hrs.
40.00	8.0 hrs.	96 hrs.
41.25	8.25 hrs.	99 hrs.

Full-time employees can accumulate sick leave, accruing to a credit, not used during the year in which it is earned. Sick leave can accumulate up to a maximum of 150 working days. Part-time employees can accumulate sick leave in proportion to the number of hours actually worked. Sick leave may not be used during the probationary period.

Sick leave earned in excess of 1,200 working hours which is not used in the calendar year earned can be reimbursed in one of two methods:

- a. In cash annually at fifty percent (50%) of the individual's salary or wage.
- b. Banked at one hundred percent (100%) of the excess sick leave to be used solely for health care costs.

Sick leave may not be granted prior to the time it is accrued. Sick leave may be granted only for the following reasons:

1. Incapacitation due to sickness or injury
2. Exposure to a contagious disease that is harmful to other employees
3. For medical, dental, or optical examination or treatment
4. If an immediate relative, or relative living in the home requires care of the employee, maximum of 10 working days per year.

### *Sick Leave for Lasata Campus Employees*

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Sick leave may not be granted prior to the time it is accrued. Sick leave may be granted only for the following reasons:

1. Incapacitation due to sickness or injury
2. Exposure to a contagious disease that is harmful to other employees

Employees are required to complete an Application for Leave Form immediately upon return to work for any absence in excess of three (3) days. The department head will approve the leave and forward the form to the Human Resources Department promptly.

### **Sick Leave Banking**

If an employee retires, dies or is employed by the County and is fifty-five (55) years of age or older and on the date of retirement or death has unused sick leave, the Employer will establish a health care account for such employee or the employee's spouse and/or dependent children from which the Employer will pay out the following:

Accumulated Sick Days	
60 or 79 days	40% of the days
Up to 80 to 99 days	50% of the days
Up to 100 to 120 days	60% of the days
Up to 150 days	65% of the days

### **Vacation Leave**

Only full-time non-represented employees and part-time non-represented working more than 18.75 of a 37.5 hour workweek or 20 hours of a 40-hour workweek can accrue vacation leave. Vacation leave is accrued monthly beginning on the employee's hire date.

An employee's vacation account cannot accrue more than twenty-four (24) months credit. If the twenty-four (24) month limit is reached, vacation leave time will no longer accrue. Vacation hours will not accrue during any unpaid leave of absence. Employees with accrued vacation leave, with the approval of the department head, can, in one year, use as many hours of vacation leave as have been accrued in a two year period. Employees may not use vacation leave during the first twelve (12) months of employment, or before it has accrued. Upon successful resignation or retirement of employment, the employee will be paid for all unused accrued vacation leave.

Hours of accrual are in the table below and are prorated by the employee's normal work week at the time of accrual for employees working less than 37.5 Hours, Accruals will be credited to the employee on the first pay period of the month. Employees must be paid 10 or more days per month to be eligible for the accrual.

	NORMAL WORK WEEK	FULL-TIME	MAXIMUM ACCRUAL
Hire Date	37.50 hours	6.25 hrs.	75.00 hours
	40.00 hours	6.67 hrs.	80.00 hours
	41.25 hours	6.88 hrs.	82.50 hours
6 Years of Continuous Employment	37.50 hours	9.38 hrs.	112.50 hours
	40.00 hours	10.00 hrs.	120.00 hours
	41.25 hours	10.31 hrs.	123.75 hours
14 Years of Continuous Employment	37.50 hours	12.50 hrs.	150.00 hours
	40.00 hours	13.33 hrs.	160.00 hours
	41.25 hours	13.75 hrs.	165.00 hours
24 Years of Continuous Employment	37.50 hours	15.63 hrs.	187.5 hours
	40.00 hours	16.67 hrs.	200.00 hours
	41.25 hours	17.79 hrs.	206.25 hours

### ***Voting Leave/Elections***

In accordance with Wisconsin State Law (§6.76(1)), if an employee is entitled to vote in an election held in this state, he or she may be absent from work on the day of the election for a reasonable amount of time, not to exceed three (3) hours.

If an employee's shift begins three (3) or more hours after the opening of the polls or ends three (3) or more hours before the polls close in the county in which the employee lives, this leave policy is not applicable.

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## Employee Benefits

### ***Benefit Effective and Termination Dates***

The effective date of coverage is the first of the calendar month following sixty (60) days of continuous employment. For example, if the employee was hired on January 18, coverage would go into effect April 1.

Generally, benefits end the last day of the month in which the employee actively worked. If the employee does not receive paychecks to cover the entire month (and has premiums deducted) the employee may be required to submit a personal check to cover their portion of benefit costs.

### ***Benefit Premiums/Payroll Deductions***

It is the employee's responsibility to review paychecks to ensure the appropriate benefit deductions have been taken. Deductions from paychecks will begin the first pay period in the month before coverage begins.

### ***Change in Status***

Employees are required to report personal changes and/or changes in work status to Human Resources within thirty (30) days of any status change. This includes:

- Dependent status change
- Address changes
- Divorce
- Marriage
- Birth/Adoption
- Reduction in Work Hours
- Any other Changes Affecting Plan Eligibility

### ***COBRA***

If an employee loses coverage due to a termination of employment, a reduction in work hours, or other qualifying event, the employee and their covered dependents may be eligible to continue coverage through COBRA.

COBRA is the name of a federal law. COBRA contains provisions giving certain former employees, retirees, spouses and dependent children the right to temporarily continue their health coverage at group rates. The law generally covers group health plans maintained by employers with twenty (20) or more employees in the prior year. This coverage, however, is only available in specific instances.

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For a full explanation of COBRA terms and eligibility, contact Human Resources or refer to the 'COBRA Notice' received at time of enrollment.

### ***Dental Insurance***

To be eligible for dental coverage an employee must sign up for coverage within thirty (30) days of employment, during open enrollment, or at the time of an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Complete benefit packets are provided during new hire orientation. Additional packets may be obtained by contacting the Ozaukee County Human Resources Department.

### ***Group Health and Vision Insurance Eligibility***

[See Section 4.03\(13\)\(a\)\(1\) of the County Policy and Procedure Manual](#)

Regular full-time and part-time employees who are normally scheduled to work at least 50% of a normal workweek will be allowed to participate in the County's health insurance program. Regular part-time employees are required to pay the entire premium by the 15<sup>th</sup> day of the month preceding the month of coverage.

In the event a part-time employee becomes a full-time employee, the County will pay the employer portion of the premium effective on the first day of the month following completion of 2 full months of employment.

If any full-time employee has insufficient earnings to cover the required employee portion of the premium, payment of that amount must be made to the Human Resources Department by no later than the 15<sup>th</sup> day of the month preceding the month of coverage. Failure to pay this premium amount will result in cancellation of coverage.

### ***Medical Coverage***

To be eligible for medical coverage an employee must enroll for coverage within thirty (30) days of employment of an eligible qualifying event. Temporary employees, seasonal employees, and interns are not eligible for medical coverage. Complete benefit packets are provided during new hire orientation. Additional packets may be obtained by contacting the Ozaukee County Human Resources Department.

Ozaukee County offers a selection of medical insurance products with various types of coverage priced for both individual, single-plus, and family. The County contribution to premium is defined in See Section [4.03\(13\)\(a\)\(2\) of the County Policy and Procedure Manual](#).

Information about current medical plans and premiums are available from the Human Resources Department.