Marathon County
Personnel Policies and Procedures Manual

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Chapter 1
Objectives & Scope

Section 1 Purpose of Manual

This is the Marathon County Personnel Policies and Procedures Manual. It is designed to be a working guide for all employees in the day-to-day administration of the County human resources programs.

These written policies should increase understanding, minimize the need for individual decisions on matters of County wide policy, and help to assure uniformity throughout the County organization. It is the responsibility of every member of management to administer these policies in a consistent and impartial manner.

Although the County has tried to be comprehensive, the Personnel Policies and Procedures Manual does not, and cannot, include policies which address every situation that may arise. The County has, and reserves the right to adopt new procedures and policies, or modify, alter, change or cancel existing policies and procedures at any time. Procedures and practices in the field of personnel relations are also subject to modification and further development in the light of experience and changes in law.

Promulgated under authority of the County Administrator. The Human Resources Director is responsible for the overall administration of the Personnel Policies and Procedures Manual.

Department Heads are granted the authority to develop departmental policies which determine:

A. Tool and Shoe Allowances
B. Special Activity Pay
C. Uniform Allowances
D. Procedures for paid time off requests
E. Shift Selection
F. Assignment of Overtime
G. Minimum Staffing and Coverage

Written notification must be submitted to the Human Resources Director within thirty (30) calendar days prior to implementation of any benefit or procedural changes to the current policy. The Human Resources Director shall provide written comment regarding the policy changes.

Section 2 Mission Statement

Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities

that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business.

Section 3 Vision Statement

Marathon County Government leads by providing high quality infrastructure and integrated services and by developing trusting, collaborative relationships among diverse partners. It is proactive in enhancing health and safety, protecting the environment, and providing cultural, recreational, and economic opportunities which make Marathon County and the surrounding area a preferred place to live, work, visit, and do business.

Section 4 Core Values

These core values are principles for which we stand and provide us direction on how people are to conduct themselves as representatives of Marathon County:

SERVICE is responsively delivering on our commitments to all of our internal and external customers.

INTEGRITY is honesty, openness, and demonstrating mutual respect and trust in others.

QUALITY is providing public services that are reflective of "best practices" in the field.

DIVERSITY is actively welcoming and valuing people with different perspectives and experiences.

SHARED PURPOSE is functioning as a team to attain our organizational goals and working collaboratively with our policy makers, departments, employees, and customers.

STEWARDSHIP OF OUR RESOURCES is conserving the human, natural, cultural, and financial resources for current and future generations.

Employees are encouraged to directly address coworkers who behave in a way inconsistent with our Core Values. Marathon County will not tolerate any retaliation towards employees who confront others for inappropriate behaviors.

Section 5 Guiding Principles

Marathon County is a preferred employer which attracts and retains employees capable of supporting a high performing organization.

Marathon County provides a progressive workplace where:

- the best possible climate supports maximum development and goal achievement for all employees.
- each employee is treated as an individual and in an equitable manner.

- a spirit of teamwork thrives with individuals working together to attain a common goal.

- communication is open and problems are discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee.

- direct communication resolves any difficulties that arise and cultivates a mutually beneficial relationship.

- employees' pursuits of their educational and professional development goals for their current jobs and future career tracks are supported.

- managers manage performance and compensation; promote accountable performance, foster innovation and creativity; and encourage educated risk taking.

- investment in future leaders/managers is consistent with the County's succession plan.

- a collaborative working environment is fostered.

- compensation systems are externally competitive and internally equitable.

Section 6 Objectives

The general purpose of this manual is to establish a system of personnel administration consistent with the following principles:

A. Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills – including open competition of qualified applicants for initial appointment.

B. Establishing equitable pay rates.

C. Training employees to assure high quality performance.

D. Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate job performance cannot be corrected.

E. Assuring fair treatment of applicants and employees in all aspects of personnel administration, without regard to race, creed, pregnancy, color, national origin, ancestry, disability, military status, sexual preference, sex, age (except where sex or age is a bona fide occupational qualification), or other legally protected class.

F. Treat employees fairly but not exactly the same. We reserve the right to treat employees as individuals and to make exceptions to the rules.

Section 7 Compliance with Policies, Rules and Expectations of Conduct

The County has established these policies and its rules of conduct in furtherance of the effective operation of the County and to provide high quality service to all Marathon County citizens, those persons interacting with County employees, and visitors. The County expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules, core values, and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career in the County. Failure to comply with these policies, rules, and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the County must have in that employee. Nothing in this policy manual should be construed or applied to prohibit employees' rights under the National Labor Relations Act or state law.

The County treats all violations of policy, the rules, and general expectations of conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

Section 8 Employees Covered

This manual shall govern personnel administration of all employees of the County except the following:

A. Members of the Marathon County Board of Supervisors.

B. Elected department heads (e.g. Sheriff, Register of Deeds, Clerk of Courts, Treasurer, County Clerk).

C. Members of Boards, Commissions and Committees who are not County employees.

D. Employees of the North Central Health Care Center.

E. Employees of the City-County Information Technology Commission.

F. Employees of the Department of Special Education.

G. Persons employed by contract to perform special services for the County.

H. Employees covered by a collective bargaining agreement in areas of

wages, hours, and conditions of employment which are specifically addressed in their labor agreement.

Section 9 Employment Contracts

Any employment contracts in force will supersede the provisions of this subchapter to the extent that the two conflict.

Section 10 Employer Rights and Responsibilities

The employer shall have the following rights among others:

A. To direct all operations of government.

B. To hire, promote, transfer, assign, retain and terminate employees.

C. To establish and enforce work rules and to determine work schedules.

D. To suspend, demote, discharge and take other disciplinary action against employees.

E. To relieve employees from their duties because of lack of work or for other reasons.

F. To maintain the efficiency of government operations.

G. To introduce new or improved methods or facilities.

H. Changing existing methods or facilities.

I. To contract out for goods or services.

J. To determine the methods, means and personnel by which such operations are to be conducted.

K. To take whatever action must be necessary to carry out the functions of government in situations of emergency and.

L. To take whatever action is necessary to comply with state or federal law.

Section 11 At-Will Status of Department Heads/Employees

Employment with Marathon County is governed by the common law doctrine of "at will" employment. An employee may be dismissed at any time at the option of the County. An employee may quit employment with Marathon County at any time. Decisions as to whether or not to dismiss an employee shall be discussed with the Human Resources Director, or his/her designee, prior to taking action. Nothing in this policy should be construed or applied to affect employees' rights to alter their "at-will" status through a collective bargaining agreement.

Department heads serve at the pleasure of the County Administrator except those

department heads which are elected or report to an independent board, including: the Airport Director, City-County Information Technology Director, Executive Director ADRC-CW, and Library Director.

Chapter 2
Classification and Job Evaluation

Section 1 Policy Statement

It is the policy of Marathon County to maintain a classification and compensation plan that will provide equitable and adequate compensation so as to allow for the recruitment and retention of a high quality work force.

Section 2 Definitions

A. Allocated Position: means any regular job position created and approved by the Marathon County Board.

B. Limited Term or casual position: A position created to fill a temporary or intermittent staffing need.

- Limited Term Position – A position created to fill a temporary staffing need.
- Casual Position – A position created to fill an intermittent staffing need.

C. Seasonal Position: Positions created to fill a temporary and or intermittent staffing need on a seasonal basis.

D. County Administration: Means the county administrator, or their designee, including members of Marathon County Department of Administration or any other county staff person whose department is supervised by the administrator.

New Position: Board approved creation of an additional allocated position

E. Expanded Position: Board approved increase in FTE for an existing allocated position

F. Position Reclassification: Moving an existing allocated position from one compensation classification to another

G. Abolish and Create: The elimination of an allocated position and the creation of a new allocated position

Section 3 Position Allocation

The Human Resources Department shall assist the Human Resources, Finance and Property Committee in the performance of its duties herein by providing staff support and investigation/research for the Human Resources, Finance and Property Committee as to position requests under consideration by said Committee.

A. Filling Positions: County Administration shall review and decide all requests from all county departments to fill, either on a permanent or temporary basis, any approved County personnel positions. The

decision(s) of Count Administration not to fill allocated positions may be appealed to the Human Resources, Finance and Property Committee. The decisions of the Human Resources, Finance and Property Committee shall be final.

County Administration may review and issue advisory opinions to all independent or semi-independent Boards or Commissions receiving financial support from the County as to any and all vacant allocated positions seeking to be filled.

B. County Administration Authority: The authority of County Administration shall not only be to review vacant positions, but also to work to identify positions that are currently filled and can be reclassified, eliminated, combined or reduced. This process will include creating a strategy for reassigning employees to different positions in order to meet identified operational and financial goals. The transition to a more efficient workforce is to be managed consistent with our core values and commitment to continuous improvement.

C. New Classifications: The Human Resources Director shall establish new classifications when appropriate.

D. Abolition of Classifications: When it is determined that a classification or classifications are no longer appropriate, the Human Resources Director shall abolish them.

E. New/Expanded Position Requests for all allocated positions:

Step 1 Any Department Head requesting the creation of a new position or expanding an existing part-time allocated position shall review the request with the County Administrator. The County Administrator shall make an initial determination whether to forward the request for further consideration. The County Administrator shall not forward the request unless they support the request. The County Administration should appear with the Department Head and be prepared to defend the decision to support the request.

Step 2 Department heads, managers, and/or supervisors must complete the "New/Expanded Position Request" form and if requested a Position Description Questionnaire (PDQ) and work with the Finance Department on fiscal impact of requested change(s). The completed forms need to be submitted to the Human Resources Department by May 31st for new/expanded position(s) taking effect the next budget year

Step 3 The Department Head will present the request to the appropriate Standing Committee for its approval.

Step 4

Step 5 Upon approval of a new or expanded position request from the appropriate standing committee, the Department Head shall present the request to the Human Resources, Finance and Property Committee. The Human Resources, Finance and Property Committee shall form a recommendation regarding the position(s) request and forward pursuant to the procedure set forth below.

Step 6 The County Administrator shall group requests effective prior to the next budget year for consideration by the Human Resources, Finance and Property Committee in March and August, unless the position is funded in its entirety by grant funds.

Step 7 County Board procedure:

a) If the new/expanded position(s) is to take effect **prior** to the next budget year, the Human Resources, Finance and Property Committee will place the position(s) request on the next County Board agenda. The County Board will make the final decision regarding creating/expanding the position(s). In most cases, an amendment to the budget will be required.

b) If the new/expanded position(s) is to take effect in the next budget year, the County Board will make the final decision regarding creating/expanding the position(s) at its regular budget meeting.

F. Review of Position Classification

A request for a reclassification of a current position may be initiated by a department head by contacting the Human Resources Department and must be submitted to the Human Resources Department by May 31st to take effect the next budget year.

1. A request for reclassification must be supported with documentation of substantial changes in job duties, responsibilities, certifications or education requirements necessary to performance job functions and or market changes since the last review. Changes may result from departmental reorganization, changes in operational needs, external factors, or from a gradual change occurring over an extended period of time.

   Reclassifications shall not be considered for temporary changes (see Chapter 5, Section 8, Temporary Appointments).

2. The Human Resources Department will coordinate the evaluation of a position reclassification. Interviews may be conducted with

the employee, department head, and other appropriate persons, as necessary, and outside consultants may be consulted. All expenses incurred will be billed back to the department requesting the classification review.

3. The Human Resources Department submits a written report and recommendation concerning the requested change to the Human Resources, Finance and Property Committee.

4. Approved changes will become effective the first pay period of the upcoming budget year.

G. Vacant Position Control: Positions which are vacant for a period of fifteen (15) months are deleted from the allocation list unless an extension is granted by County Administration. Extensions of up to twelve (12) months can be granted by County Administration in response to requests from department heads which involve special circumstances.

Chapter 3
Recruitment and Selection

Section 1 Policy Statement/Equal Opportunity Employment

We endeavor to recruit and select the best qualified people for positions in the County's service. We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applications will receive consideration for employment without regard to race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest or conviction records, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

The Human Resources Director shall be responsible for initiating and coordinating all recruitment activities necessary to meet current and projected staffing needs. The recruitment program shall be tailored to number and type of positions to be filled and to labor market conditions. Special emphasis shall be placed on recruitment efforts to attract minorities, women and other groups that are under-represented in the work force.

The Human Resources Director, through the development and administration of job-related selection procedures, shall be responsible for the overall coordination of the employee selection process. The selection process shall maximize reliability, objectivity, and validity through a practical assessment of applicant attributes necessary for successful job performance and career development. The selection procedure shall also provide promotional opportunities as well as open competitive opportunities at all levels of County employment.

The appointment of an eligible candidate to a vacant position shall be made by the appointing authority or their designee. ***Appointing authority*** is defined as the department head who has the authority to appoint and remove individuals to and from positions in the County service.

Section 2 Recruitment Process

The Human Resources Director shall develop and conduct an active recruitment program designed to meet the County’s current and projected human resource needs. Recruitments shall be tailored to the position to be filled and directed to sources likely to identify the most qualified candidate Recruitments practices should aim to yield a diverse pool of qualified candidates while creating opportunity to internal mobility and advancement.

A. Job Announcements: Job announcements shall include the following:

1. Job Profile / Business Title

2. Salary information and FLSA status

3. Statement relative to the duties and responsibilities of the position.

4. Process for applying for the position.

5. Application deadline.

6. Minimum qualifications for the position.

7. Screening and evaluation procedures.

8. Other information concerning recruiting, evaluation, and placement.

B. Union Postings: Where job posting is required by a labor agreement, notice of the job opening will be posted in designated places for positions represented by the bargaining unit.

C. Promotional Opportunities: Promotional recruitments (internal only) may be conducted in an effort to encourage upward mobility. Applicants for promotion must possess the qualifications as set forth in the job posting for the class for which promotion is sought. Regular County employees are eligible to apply.

Applicants who meet the posted qualifications may be evaluated based upon a review of formal written performance appraisal documents and through other formal processes. Subsequent to this evaluation process, the appointing department head may select an employee for promotion.

D. Open Competition: The Human Resources Director shall direct recruitment efforts to outside sources; these may include, but are not limited to the following:

1. Review of applications on file.

2. Post on Marathon County's website and other job boards, etc.

3. List with community agencies encouraging them to refer qualified persons who are under-represented in the County's work force.

4. List with targeted disabilities resource agencies.

5. Advertisement in area newspapers.

6. Advertisement in regional/national newspapers or professional journals when area coverage may not provide a reasonable number of qualified applications.

E. Eligibility Lists: We may conduct recruitments from time to time to establish eligibility lists for positions that become available regularly within the County system. Individuals wishing to make application for future openings must do so during the open recruitment period. Applications are screened and kept on file and used to fill openings in this classification for a period of time determined by the Human Resources Director.

F. Application Form: All applications for employment shall be made through the on-line application system or forms prescribed by the Human Resources Director.

G. Disqualification of Applicants: The Human Resources Director may disqualify any application if the applicant:

1. Has knowingly falsified the application.

2. Has been convicted of a crime which is substantially related to the duties or responsibilities of the position.

3. Is not within legal age limits prescribed for the position or for County employment.

4. Has an unsatisfactory employment record or has engaged in personal conduct which indicates unsuitability for the position or employment with the County.

5. Does not meet the minimum qualifications established for the position.

6. Is physically or mentally unable to perform the essential functions of the position with or without reasonable accommodations.

7. Has failed to adequately complete the required application materials.

H. Internal Candidates: To ensure a fair and consistent work environment, employees who are interviewing for other job opportunities within the organization must adhere to the following guidelines:

1. Employees who are participating in internal job interviews during their scheduled work hours are required to take time off in one of the following ways:

- Paid Time Off: If pre-approved by their supervisor, employees may use accrued PTO or other paid time off that they have available to cover the time taken for interviews.
- Unpaid Leave: If applicable (all eligible time off banks total 40 hours or less) and pre-approved by their supervisor, employees may request unpaid leave for the duration of the interviews.
- Flex Time: If applicable and pre-approved by their supervisor, employees may adjust their work schedule to accommodate the interview.

2. Employees should schedule their interviews and time off in a manner that minimally disrupts department operations.
3. Failure to adhere to this policy may result in disciplinary action, leading to, and including termination of employment.

Note: The intent of this policy is to maintain productivity and fairness, while also supporting internal career growth and opportunities within the organization.

Section 3 Selection

The selection process shall assess attributes necessary for successful job performance at the full performance level of the position as well as career potential.

A. Selection Devices: The Human Resources Director is responsible for determining methods to be used to screen applicants for job vacancies. In developing the selection devices, the Human Resources Director may confer with department heads, consultants, and others familiar with the knowledge, skills and abilities required and devices to best measure these factors. Such methods or devices may include, but need not be limited to, one or more of the following:

1. Review of education, training and experience as shown on the application and other supplemental materials.
2. Job related written, computerized or oral tests, work samples or performance tests.
3. Physical tests of strength, stamina or dexterity necessary for the job.
4. Drug and alcohol testing [see Section 4(F) of this Chapter].
5. Background and reference inquiries.

B. Notification of Applicants: Each person submitting an application will be

notified of their status.

C. Notification of Final Interviewed Applicants: Each of the final applicants who are interviewed and not hired shall be given proper notice from the department conducting the interviews or the Human Resources Department.

Section 4 Hiring

A. Screening: The Human Resources Department shall screen or assist the hiring manager with screening employment applications in relation to the qualifications for the position.

B. Interviews: The hiring manager in consultation with the Human Resources Department may select a team to interview candidates. Final candidates may be required to take additional assessments and departments shall conduct reference checks.

C. Offer of Employment: The hiring manager may orally offer employment to the candidate that best fits the department's needs. Hiring manager shall consult with Human Resources Department regarding rate of pay for new hires (See Chapter 5, Section 9-A). Human Resources Department shall issue the selected candidate a written offer of employment. When a post-offer medical, drug and alcohol screen and/or psychological exam is required, the offer of employment shall be conditioned upon successful completion of the exam/screen.

D. Post-Offer Medical and Psychological Exams: Post-offer medical and psychological exams, when conducted, will be scheduled after a written offer of employment has been made and before the selected candidate actually starts work.

1. Purpose: The purpose of a post-offer medical and/or psychological exam is to:

- Determine whether the selected candidate can perform the essential functions of the job.
- Determine whether the selected candidate can perform the essential functions without endangering the safety of him or herself, other employees or the public.
- Determine if and how the position may be restructured to accommodate the physical limitations and/or medical condition of the selected employee to allow them to perform the essential functions of the job.

2. Procedure: The following procedure will be used for determining when a post-offer medical exam will be conducted:

- A "Statement of Job Requirements" is completed for positions by the hiring manager.

- The completed assessment and other information about the job is reviewed by the Human Resources Department to determine whether the job duties:

    - Involve moderate to heavy lifting or other similarly strenuous activity.

    - Require the use of personal protective equipment which necessitates a medical assessment to ensure safe operation.

    - Raise public health concerns (e.g., food preparation, contact with medical supplies, etc.).

    - Require that the candidate has good mental and emotional health because of the vulnerability of the clients and the potential for abuse.

    - Involve work in noise exposure.

- When the Human Resources Department determines that a post-offer medical evaluation will be conducted, the offer of employment shall be conditioned upon successful completion of the medical exam, and:

    a) The medical and/or psychological examination will be required of all selected candidates in that job classification.

    b) The information gathered from the exam will be treated as a confidential medical record.

    c) The assessment procedures utilized will be job-related.

    d) The results of the exam will be used in a manner consistent with the Americans with Disabilities Act and any other laws which protect against discrimination on the basis of disability.

- Findings of the post offer medical and psychological assessment will be reviewed by the Human Resources Department. When necessary, efforts will be made to reasonably accommodate an employee with a physical or

mental disability so that they can perform the essential job functions. If a reasonable accommodation cannot be made, the Human Resources Director shall notify the selected candidate of this decision and withdraw the conditional offer of employment.

If a candidate is dissatisfied with the report of the physical or psychological examination, they may be reexamined by another physician or licensed psychologist selected by the County at the candidate's expense.

E. Criteria for Consideration of Reasonable Accommodation: The following factors shall be considered in determining whether a reasonable accommodation exists for a selected candidate:

- The nature and extent of the disability of the selected candidate.
- The number of persons employed by the hiring department in the same or a similar position classification.
- The geographic location(s) in which work is performed.
- The nature and cost of the accommodation needed to perform the essential job functions.
- The financial resources of the department and the governmental program.
- The impact of the accommodation on the operation of the department and the County.
- The interests and desires of the selected candidate and their expressed willingness to pay for all or part of the necessary accommodation, if the accommodation would represent an undue hardship on the County.

F. Drug Testing: Applicants for the certain positions may be required to submit to a drug screen after a conditional offer of employment has been made. A positive drug screen may form the basis for disqualification of the applicant.

If the drug test results indicate a negative-diluted specimen, the candidate will be required to submit to another test paid by the County. The second test must show a negative result, or the applicant will be disqualified.

Section 5 Transfer of Benefits

Regular employees transferring from one department to another covered by this manual may be given credit for length of employment in the first department as

it relates to eligible benefits.

Section 6 Reinstatement

An employee who separates in good standing may be reinstated to a position in the same classification without participating in the recruitment process if the employee is appointed within two (2) years after terminating service and meets the current minimum qualifications. Prior to being reinstated, the employee will be required to complete any required post-off medical exams and updated background and reference checks. With prior approval of the Human Resources Director, the employing department may reinstate an employee up to the same salary the employee was at when they previously terminated employment and credit may be given for prior length of service for eligible leave benefits (i.e., PTO and Floating Holidays). Without approval, the reinstated employee will have a new hire date which applies to eligible benefits and leaves. Reinstated employees may be required to serve a new introductory period.

Section 7 Introductory Period

New employees shall serve a one (1) year introductory period. During this time, employees will have an opportunity to get acquainted with their new jobs, fellow employees and County government. Likewise, supervisors will be observing new employees to determine aptitude for the work, how conscientiously they carry through the work assigned, their attitude toward co-workers, their record of punctuality and attendance, and all other areas of total job performance.

Supervisors will inform employees of their progress on the job and will review County policies and practices during the introductory period. Completion of the introductory period does not guarantee continued employment of any specified period, nor does it modify or change the employee's at will status.

Section 8 Unfair Advantage Practices Prohibited

County officers and employees are prohibited from seeking any unfair advantage for any applicant for County employment or attempting to unduly influence any department head in the selection for County employment.

If any County officer or employee attempts to seek any unfair advantage or attempts to unduly influence any department head in the selection for County employment, such department head is directed to immediately report the same to the Human Resources Committee.

Alleged violations of this policy shall be investigated by the Human Resources Committee and appropriate action will be taken.

Section 9 Nepotism

A. Department heads are prohibited from hiring a person related to them for County employment within their department.

B. No person shall be employed, promoted, or transferred to any department, division, or work unit when as a result they would be directly supervising or receiving direct supervision from a related person.

C. Related person shall mean spouse, parents, children, siblings, uncle, aunt, nephew, niece, grandparents, grandchildren, father-in-law, mother-in-law, stepchildren, stepparents, and any person sharing the employee's residence.

D. An exception to this policy for casual/seasonal positions may be considered with approval from Administration and Human Resources.

Section 10 Mandatory Background Checks for Positions Which Require a Commercial Driver's License

All applicants possessing a CDL or CDL learner permit must register for the Department of Transportation (DOT) clearinghouse (a database under the Agency's administration that will contain information about violations of FMCSA's drug and alcohol testing program) and provide a full query consent electronically through the clearinghouse within three business days from request.

Applicants who do not possess a CDL or CDL learner permit at time of hire, will be required to obtain one within 6 months from hire. After obtaining CDL learner permit, the employee shall forward a copy of their CDL learner permit to the Human Resources Department. The employee shall also register for the Department of Transportation (DOT) clearinghouse and provide a full query consent electronically through the clearinghouse within three business days from obtaining their CDL learner permit.

The Human Resources Department will complete the full query through the clearinghouse to obtain information regarding any positive drug or alcohol test results and test refusals.

A final decision on the status of a job candidate who either tested positive or refused an alcohol/drug test shall be made by the appointing authority after consultation with the Human Resources Director.

Section 11 Standards for Evaluating Driving Record

During the initial recruitment process for a position requiring travel, the following standards are used for evaluating driving records:

STANDARDS FOR EVALUATING DRIVING RECORD

	WITHIN 12 MONTHS OR LESS	WITHIN 13 TO 36 MONTHS	WITHIN 37 TO 60 MONTHS
Excellent		Clear driving record	
Good - no more than:			One accident or moving violation
Acceptable - no more than:	One accident or moving violation and no other violation in five years	One accident or moving violation	Two accidents or moving violations
Marginal - no more than:	One accident or moving violation plus other accidents or violations in five years	Two accidents or moving violations	Three accidents or moving violations -OR- One major or statutory violation (OWI/Reckless Driving/ Hit and Run/Homicide/Fleeing/ Suspension) -AND- no other accidents or violations
*Unacceptable	Two accidents or moving violations -OR- One major or statutory violation (OWI/Reckless Driving/Hit and Run/Fleeing/Homicide/ Suspension)	Three accidents or violations -OR- One major or statutory violation (OWI/Reckless Driving/Hit and Run/Fleeing/Homicide Suspension)	More than three accidents or moving violations -OR- More than one major or statutory violation (OWI/Reckless Driving/ Hit and Run/Homicide/Fleeing/ Suspension)

1. Applicant whose license has been suspended or revoked must have a one-year violation-free record to receive consideration.

2. Employees who occupy positions that require a valid driver's license must immediately report any loss or suspensions of their driver's license to their immediate supervisor.

3. Applicants who do not meet the standards and have property damage may be contacted to provide a copy of the corresponding accident report.

4. Deputy Sheriff must meet the Sheriff's Department driving standards.

Chapter 4
Performance Appraisal Process

Section 1 Performance Appraisal Process

A. Purpose: Provide guidance and feedback to employees so that they can be as productive and successful on the job as possible in support of the County's strategic plan.

The County has implemented a performance appraisal template to be used across the organization. Employees are evaluated on core value behaviors, job deliverables, professional development and goals. Departments may supplement the appraisal form with additional information.

B. Frequency: Effective performance evaluation is an ongoing communication and feedback process. Frequent informal performance feedback helps in the overall evaluation process. Formal performance appraisals should be completed annually for all employees along with a formal mid-year performance feedback meeting. The Human Resources Department will communicate annual timelines and audit compliance.

C. Results: The results of the performance appraisal should be shared in a face-to-face meeting between the employee and their immediate supervisor. In that way, the employee who has been evaluated knows exactly what their rating is and on what basis the judgments were made. This meeting is a very important component of the appraisal process during which both participants can learn more about barriers to effective work performance and actions which can be taken to improve the quality of the work. In addition, a training and development program can be planned and implemented.

D. Pay Increases: Pay increases are granted at the discretion of the department head based on employee performance, relationship to salary control point, internal pay equity, pay for performance guidelines and budgetary allocations.

Section 2 Completing the Performance Appraisal Form

The performance appraisal form is designed to link employee performance to Marathon County's mission and core values and to provide guidance and consistency to the performance evaluation process. It should be used to summarize and evaluate an employee's overall performance for the past year and to set job deliverables/work goals and professional development goals for the next year. Job deliverables relate to the essential functions, or primary responsibilities, of an employee's position and serve to identify results (i.e. specific tasks or projects) to be achieved.

Professional development goals relate to the competencies, knowledge, skills and abilities that an employee needs to perform the essential functions of his/her current position and/or to prepare him/her for future career growth.

Section 3 Performance-Based Pay Increase Groupings

County Departments will be distributed a sum of funds annually that can be distributed among department employees consistent with performance ratings. Non-represented regular employees, except the department head, shall be included in this group and pay increases can be distributed as lump sum and/or base wage increases with the final determination of amounts made by the department head.

Appointed department heads who report to the County Administrator will be grouped together, with the evaluation and salary determinations made by the County Administrator.

Department heads, including the County Administrator, who report to an independent board or committee such as the Library Board, ADRC-CW Board, CWA Airport Board, or Executive Committee/County Board are evaluated by their independent board/committee. Salary determinations for these positions are within the purview of each respective governing body; however, each respective body is encouraged to be guided by Marathon County compensation policies and philosophy when making such determinations.

Elected department head salaries are determined by the county board prior to term of office.

Chapter 5
Compensation

Section 1 Classification Listing - Marathon County Allocated Positions

The Hourly and Annual Pay Grids and Classification Listing are located under the for employees area on our website: **Click Here**

Section 2 Deputy Sheriff's

See Labor Agreements: **Click Here**

Section 3 Elected Department Head Salaries

The elected department heads may elect to receive other County fringe benefits under the same terms and conditions offered to non-represented employees. The annual salaries and hourly rates for the elected department heads noted are as follows:

	2023	2024	2025	2026
Sheriff	$115,922.40	$118,820.46	$121,196.87	$122,408.84
Clerk of Court	$ 89,690.34	$ 91,932.60	$ 93,771.25	$ 94,708.96

	2025	2026	2027	2028
County Clerk	$ 93,733.00	$ 96,545.00	$ 99,441.00	$102,425.00
Treasurer	$ 76,511.00	$ 78,806.00	$ 81,170.00	$ 83,605.00
Register of Deeds	$ 76,511.00	$ 78,806.00	$ 81,170.00	$ 83,605.00

Section 4 County Board Member Salaries

The annual salaries for County Board Member:

Effective 1/5/2025

Chair $33,765
Vice Chair $10,120
Board Member $6,181
Chair of Standing Committee $7,381
Excluding County Board Chair and Vice Chair
(Board Member Salary + $1,200)
Vice-Chair of Standing Committee $6,581
Excluding County Board Chair and Vice Chair
(Board Member Salary + $400)

Section 5 Deadlines for Changes– Guidelines and Expectations

Change requests are due to the Human Resources Department at 1:00 p.m. the Thursday prior to the start of the payroll period when the change will occur.

A. Effective Date for Payroll/Classifications Changes: Effective date for the following changes will occur the pay period after all necessary information to implement the requested pay/classification change (i.e. employee report form, clarification, etc.) is received in the Human

Resources Department. The Human Resources Department will notify the department of the actual effective date.

- Pay rate
- Classification
- FTE allocations
- New position title
- Etc.

B. Pay Rate Changes for Independent Departments:

The following departments with independent governing boards are encouraged to follow County's procedures regarding employee classification and pay matters:

- Aging Disability Resource Center – Central Wisconsin
- Library

The following guidance is recommended to those independent departments when making classification/pay changes:

- Develop pay rate changes (increases) that are consistent with the pay for performance system not to exceed the position assigned pay range maximum.

- Position classification and pay grades are consistent with Marathon County's classification system.

- Effective date will occur the pay period after all necessary information to implement the requested pay/classification change (i.e. employee report form, clarification, etc.) is received in the Human Resources Department. The Human Resources Department will notify the department of the actual effective date.

Section 6 Salary Determination

A. Our pay philosophy is to pay each employee within a compensation range that is competitive with that paid for similar work in our community and industry. All pay increases are discretionary and based upon performance as evaluated in the County's performance appraisal system, with an opportunity to earn above-market pay for employees demonstrating successful/exceptional performance.

B. Starting Pay: In general, starting salary will be at the minimum of the assigned salary range. Starting salaries higher than the minimum of the assigned range may be acceptable for a combination of reasons, such as qualifications, years of directly related experience, competitive market

situation, and/or specific skill. The salary and experience of current incumbents in the same classification or salary level will be considered when determining the salary for a new employee. A new employee may be compensated at a rate up to and including the market rate for their classification with the approval of the appropriate Department Head and Human Resources Director. Increases beyond the market rate will require approval of the Human Resources Director and the Deputy County Administrator.

C. Promotion: An employee who is promoted from a classification in one salary level to a higher level shall receive at least the minimum rate of the new level. The employee may be compensated at a rate up to and including the market rate for their classification with the approval of the appropriate Department Head and Human Resources Director. Increases beyond the market rate will require approval of the Human Resources Director and the Deputy County Administrator. Justifications for increases beyond the minimum rate may include market conditions, internal equity, education and experience, or a track record of consistent high performance.

D. Transfer: An employee who transfers or is transferred from one classification to another classification in the same salary level shall receive no pay adjustment as a result of the transfer. An exception to this may be made with approval or the Human Resources Director.

E. Demotion/Voluntarily Transfer to Lower Salary Level: An employee who is demoted to a classification in a lower salary level for performance reasons or voluntarily transfers to a position in a lower salary level may be placed in the new salary level at the rate the employee was receiving when the demotion occurred, not to exceed the salary level maximum. If the employee's pay at the time of the demotion exceeds the new salary level maximum, the employee's pay may be adjusted to the new maximum. Department heads may place the demoted employee anywhere within the new salary level with approval of the Human Resources Director.

F. Position Reclassification to a Higher Salary Level: An employee in a position which has been reclassified to a higher salary level shall be placed in the new salary level. The employee may be compensated at a rate up to and including the market rate for their classification with the approval of the appropriate Department Head and Human Resources Director. Increases beyond the market rate will require approval of the Human Resources Director and the Deputy County Administrator. Justifications for increases beyond the minimum rate may include market conditions, internal equity, education and experience, or a track record of consistent high performance.

G. Position Reclassification to a Lower Salary Grade: An employee in a position which has been reclassified to a lower salary level may be placed in the new salary level at the rate the employee was receiving when the demotion occurred, not to exceed the salary level maximum. If the

employee's pay at the time of the demotion exceeds the new salary level maximum, the employee's pay may be adjusted to the new maximum. Department heads may place the demoted employee anywhere within the new salary level with approval of the Human Resources Director.

Section 7 Red Circle Policy

A red circle may be authorized when an employee's current salary exceeds the salary level maximum and the employee's base salary will be frozen.

The Human Resources Director, with concurrence from the Deputy County Administrator, may red circle the salary of an employee when one of the following conditions exists:

A. A transfer, elimination of job duties and responsibilities, or a market pay analysis results in an employee being paid more than is appropriate.

B. An employee moves to a lower salary level position in response to the elimination of his/her position because of budget cuts or departmental reorganization.

Section 8 Temporary Appointments

When the services of an employee are temporarily needed in a position with a classification different from the employee's regular position, the employee may be assigned by the department to temporarily perform the duties of such position. A written statement outlining the reasons for the assignment shall be submitted to the Human Resources Director for approval before such an assignment is made. Such assignment shall not confer on an employee any privilege or right to this position.

An employee temporarily assigned to a classification in one salary level to a higher level shall receive at least the minimum rate of the new salary schedule. The employee may be compensated at a rate up to and including the market rate for their classification with the approval of the appropriate Department Head and Human Resources Director. Increases beyond the market rate will require approval of the Human Resources Director and the Deputy County Administrator. Justifications for increases beyond the minimum rate may include market conditions, internal equity, education and experience, or a track record of consistent high performance.

Section 9 Work Schedules

A. The normal workday shall commence at 8:00 a.m. and end at 4:30 p.m. with a ½-hour unpaid lunch period. A department head may determine a different start and end time to better serve the public and/or to meet operational needs. The workday for full-time employees will generally be considered eight (8) hours and the workweek will generally be considered forty (40) hours. The workweek shall begin at 12:00 a.m. on Sunday and run through 11:59 p.m. on the following Saturday.

B. Work schedules for employees vary throughout the County organization.

Scheduled hours of work are set by the County. Supervisors will advise employees of their individual work schedules. Staffing needs and operation demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week. Except for positions that the employer requires to be staffed at all times, an employee may not combine paid time off with hours actually worked to exceed his or her normally scheduled hours.

C. The County places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the department. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed, workday ends, or the employee is relieved from duty.

D. An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. Departments may have their particular requirements. Absenteeism or tardiness may lead to discipline, including discharge and may be taken into consideration when the County reviews each employee for wage changes or promotion. Two or more unexcused absences or tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive.

E. Each employee is responsible to accurately record their work time and unpaid lunch time each workday and will be held accountable for failing to completely and accurately record their time. Each employee should record their time. Each employee is responsible for accurately reporting their hours of work or use of paid time off unless unique circumstances prevent it. Each employee will be required to verify that the hours on the employee's timecard record are complete and accurate by signing/submitting the time card. Errors must be immediately reported by the employee to their immediate supervisor or departmental payroll designee. Employees should never assume a supervisor or departmental payroll designee would notice or edit any time discrepancy, as this is the employee's responsibility. If errors are not resolved at the department level, the employee or department designee should contact the Finance Department (Payroll). If not resolved at that level, contact the Human Resources Director. Hourly employees must not report in more than (7) seven minutes before the start or end of their shift unless such time has been previously authorized by a supervisor.

F. Restricted Duty: Employees assigned to restricted duty shall work the hours and days when work is available within their restrictions and adequate supervision can be provided Section 4 Return to Work Program

Section 4 Return to Work Program).

G. Sheriff's Department:

1. Recording of Time: Sheriff's Department employees working in the below classifications should record time off based on their regular scheduled workday (i.e. 11.25 hours, 12 hours, etc.).

- Corrections Supervisor
- Corrections Team Leads
- Corrections Officers
- Communication Center Supervisor
- 911 Communication Dispatchers

Section 10 Flex Time

Marathon County encourages and supports employees to balance their work and personal life. Flexible work schedules are one way we can help employees achieve this goal. Employee may request flexible work schedules provided that:

A. The department head approves the alternative schedule.

B. Service to the public during the normal workday hours remains unaffected by the alternative schedule.

C. Non-exempt employees should maintain the same hours worked or paid in a workweek. Exempt employees should maintain the same hours worked or paid in a pay period. In the case of absences, employees may use an amount of paid leave equal to that day's scheduled hours or they may flex up their work hours that week (non-exempt staff) or pay period (exempt staff) to reach their regularly scheduled hours.

Section 11 Overtime/Compensatory Time

All employees must receive prior supervisory approval to work beyond their normal workday. Department heads will determine if compensatory time will be paid or banked for eligible employees based on operational needs. Employees must receive supervisory approval to use compensatory time. Compensatory time off requests will not be unreasonably denied and will be based on operational needs. Compensatory time will be paid out at the end of each calendar year or termination for non-exempt employees. Exempt employees receiving the compensatory time benefit will not be paid out at any time. Exempt Law Enforcement, Communications and Corrections Supervisors will be paid out compensatory time as long as the employee leaves in in good standing and provide required notice – See Chapter 8, Employee Separation/Retirement, Section 1.

A. Non-Exempt Staff: Non-exempt staff will be eligible for overtime payment (time and one-half) according to the Fair Labor Standards Act requirements (after 40 hours of straight time worked in a week). These positions are identified as "Non-Exempt" on the County's classification listing.

Any employee earning less than $684 weekly base salary regardless of classification, will be classified as non-exempt.

Non-exempt Corrections Officers OR Corrections Team Leads will be granted overtime at time and one-half after 80 hours worked in a 14-day pay period. These positions are identified as "Non-Exempt-COR" on the County's classification listing.

As a condition of employment, employees will receive it as pay or compensatory time depending on departmental policy, compensatory time will be capped at 40 hours and will be prorated for part-time employees. All compensatory time will be paid out at the end of each year or upon termination.

B. Exempt Staff: Exempt staff will not be eligible for overtime unless the County has granted an overtime benefit as outlined below.

1. Professional/Administrative Staff Overtime – Exempt 88: Professional/administrative exempt staff will receive a benefit of straight time (hour for hour) compensatory time for hours worked after 88 in a pay period. Professional/Administrative exempt part-time employees will receive payment for hours worked up to 80 hours in a pay period and comp time (hour for hour) after 88 hours in a pay period. This compensatory time benefit will be capped at 40 hours and will not be paid out at termination of employment.

   These positions are identified as "Exempt-88" on the County's classification listing.

2. Social Workers– Exempt 80: Social Workers (including lead and licensed clinical) in the Social Services Department shall receive hour for hour compensatory time after working 80 hours in a pay period. This compensatory time benefit will be capped at 10 hours and will not be paid out at termination of employment. The above provision will be prorated for part-time employees. These positions are identified as "Exempt-80" on the County's classification listing.

3. Corrections Supervisor – Exempt-COR: Corrections Supervisors will be granted overtime at time and one-half after 80 hours worked in a 14 day pay period. These positions are identified as "Exempt-COR" on the County's classification listing. As a condition of employment, employees will receive it as pay or compensatory time depending on departmental policy, capped at 40 hours and will be paid out at the end of each year or termination of employment as long as the employee leaves in good standing and provides the required notice – Section 1 Separation/Retirement Procedures The above provision will be prorated for part-time employees.

4. Communications Center Supervisor – Exempt-COM: Communications Center Supervisors will be granted overtime at time and one-half after 40 hours worked in a 7 day pay period. These positions are identified as "Exempt-COM" on the County's classification listing. As a condition of employment, employees will receive it as pay or compensatory time depending on departmental policy, capped at 40 hours and will be paid out at the end of each year or termination of employment as long as the employee leaves in good standing and provides the required notice – Section 1 Separation/Retirement Procedures. The above provision will be prorated for part-time employees.

C. In order to maintain exempt status, the employee's base weekly salary must exceed $684 (annual base salary must exceed $35,568). If their weekly base pay does not exceed $684, the employee will be classified as "non-exempt" staff (See Section 13, Paragraph A). To determine an employee's weekly base pay, take their hourly rate times the employee's standard daily hours in the payroll system (Employee FTE) times five days.

D. FLSA Status Changes:

1. Non-Exempt to Exempt: Employees who have a change from Non-Exempt to an Exempt Status, will have the following options with department head(s) and Human Resources Director approvals: receive comp time balance paid out, transferred to PTO or may request combination of payout and transfer. Any payout will be based on the rate of pay prior to the transfer.

2. Exempt to Non-Exempt: Comp time accrued as an exempt employee is not eligible for payout and any remaining comp time balance may be transferred to a different leave bank for time off purposes, if possible.

Section 12 On-Call Pay

A. On-Call Pay:

1. Professional/administrative staff as listed as "Exempt-88" and "Exempt-80" on the County's classification listing and non-exempt employees assigned paid on-call responsibilities shall receive an hourly differential of $2.25 per hour while on-call. Employees physically responding to call away from home shall receive a two hour minimum (straight time) of hours worked.

2. Professional/Administrative staff as "Exempt-88" and "Exempt-80" on the County's classification listing assigned on-call responsibilities on an actual or observed holiday shall receive eight (8) hours of compensatory time. Holiday pay will occur on the

observed holiday.

B. On-Call Emergency Response: Professional/administrative staff as "Exempt-88" and "Exempt-80" on the County's classification listing who respond to an emergency situation during a period when they are receiving on-call pay will receive straight time (hour for hour with a two hour straight time minimum) compensatory time for the period of time they are physically responding to a call away from home. Staff taking emergency phone calls while on-call can receive compensatory time for time associated with emergency phone calls. Compensatory time granted during on-call emergency responses will go straight to the employee's compensatory time bank and will not count towards the 88 or 80 work hour threshold for additional banking of compensatory time.

Section 13 Call-In Pay

Employees physically responding to call away from home or attending a required work-related meeting/event occurring outside of their regular work schedule shall receive a two hour minimum (straight time) of hours worked. The two hour minimum for Professional/Administrative staff classified as "Exempt-88" and "Exempt-80" on the County's classification listing shall counts towards the 88 or 80 work hour threshold for additional banking of compensatory time. The two hour minimum does not apply to employee classified as "Exempt" on the County's classification listing.

Employees who do not receive the eight (8) hours of compensatory time for being on-call during the actual holiday and are called in to work on a holiday, shall receive time and one half for hours worked in addition to their holiday pay on the observed holiday (See Section 3 Holidays – D Work on Holiday). If the employee does not work the two hour minimum, the employee will receive time and one half for hours worked and the remaining time of the two hour minimum shall be at straight time (i.e. employees work ½ hour, the ½ hour shall be at time and half and the 1½ hours shall be at straight time).

Section 14 Court Appearance

Employees who are required to report for a court appearance on a regular scheduled day off shall receive a minimum of three (3) hours of straight time pay at the applicable hourly rate. The call time payment for court appearances (3 hours) shall be paid if the employees are provided less than twenty-four (24) hours of advance notice of cancellation.

Section 15 Shift Differential

1. Any regular non-exempt employee whose normal work schedule requires working four (4) or more hours before or after the department's first shift shall receive thirty cents (30¢) per hour above the regular pay rate for each hour worked subject to department head approval. Shift differential is paid for hours worked and does not apply for paid time off.

2. 911 Communications Dispatchers, CorrectionsOfficers, CorrectionsTeam

Leads , Corrections Supervisors, and Lieutenants shall receive $40 per pay period when regularly assigned to the second, third or power shifts. Leave of absence is not to be included in the differential pay computation; however, such compensation shall include all paid time off. Employees whose shifts overlap the above shifts shall receive a pro-rata differential. This section does not apply to employees working a day shift.

3.

Section 16 Direct Deposit of Pay

Employees (including members of the County Board of Supervisors and casual/seasonal/temporary employees) shall receive their pay through direct deposit. The Finance Director shall be responsible for providing employees with the necessary authorizations to effectuate direct deposit of pay.

Chapter 6
Employee Benefits

Section 1 Benefits for Regular Part-Time Employees

Regular part-time employees are defined as persons employed in less than full-time positions established by Human Resources, Finance and Property Committee action. ***Please refer to "Marathon County Benefit Eligibility Chart" which identifies which percentage level employees are eligible for benefits.***

Employees must be in an allocated position and scheduled to work twenty-four (24) hours per week (60% FTE employee allocation) or greater to qualify for other applicable benefits (i.e., PTO, WRS, life insurance, ICI, PEHP and other benefits; – not including health and dental insurances and flexible benefit plan medical reimbursement account).

Employees who have their employee allocation increased to 60% FTE or greater will qualify for other applicable benefits (i.e., PTO, WRS, life insurance, ICI, PEHP and other benefits; – not including health and dental insurances and flexible benefit plan medical reimbursement account). The employee allocation increase must be the result of additional work expected to last at least 12 months, unless the Human Resources Director grants an exception.

Employees employed on December 31, 2012, in an allocated position will be grandfathered and will continue to receive other applicable benefits (i.e., PTO, WRS, life insurance, ICI, PEHP and other voluntary benefits). Employees allocated at 75% FTE or greater are also eligible for health and dental insurances. If an employee's FTE is reduced to less than 75%, the employee will be ineligible for health and dental insurances.

Employees eligible for benefits will receive the benefits prorated based on their full-time equivalent status. (For example, a newly hired full-time employee receives *6.1538 hours of PTO accrual biweekly,* and a sixty percent (60%) employee receives 3.6923 hours of PTO accrual biweekly.) The biweekly PEHP contribution is not pro-rated for eligible part-time employees.

Section 2 Work Hour Consideration in Relation to Affordable Care Act

Employees who are paid 1,560 hours or more during the County's measurement period will be eligible and offered health insurance coverage during the next plan year (stability period). Department Directors are responsible for monitoring employees paid hours and budgeting for any expense related to additional health insurance coverage. If an employee becomes eligible and the cost of the County's plan is determined to be unaffordable as defined by the Affordable Care Act, any penalties/costs incurred will be the department's responsibility.

Section 3 Wisconsin Retirement System (WRS) Employer

A. Eligibility: Employee eligibility for enrollment in the Wisconsin Retirement System shall be determined by the requirements of the State of Wisconsin Department of Employee Trust Fund (ETF). Consult the ETF website (http://etf.wi.gov) for details.

B. Contributions: The County pays the employer's share of retirement eligible earnings. Employees are required to pay their portion of retirement eligible earnings which is determined annually by the WRS. Employee contributions are made on a pre-tax basis.

C. Benefits: Benefits may be paid upon termination, retirement, disability or death. You must have five years of WRS creditable service to meet the vesting requirements for retirement. Consult the ETF website (http://etf.wi.gov) for more information. WRS normally mails annual statements of benefit in spring of each year.

Section 4 Insurances

A. Health Insurance: The County offers group health care coverage to its eligible regular employees. Consult the Summary Plan Description for details. The County operates an on-site employee health and wellness center located at the North Central Health Care facilities in Wausau. Services provided at the employee health and wellness center are cost free for the employee and covered dependents who are on the County's health plan.

1. Eligibility:

a. Eligible employees will need to work thirty (30) hours per week (75% FTE employee allocation) or more to be eligible for health insurance.

b. Eligible employees working less than thirty (30) hours per week (less than 75% FTE employee allocation) who have their employee allocation increased to 75% FTE or greater will be offered health insurance. The employee allocation increase must be the result of additional work expecting to last at least 12 months, unless Human Resources Director grants an exception. To qualify an employee must enroll in coverage within 30 calendar days of the date of the employee allocation increase. Coverage will become effective the first of the month following receipt of the completed enrollment form. If coverage is waived at this time, Paragraph 1 (c) and/or Special Enrollment, Paragraph #3 applies

c. Eligible employees working thirty (30) hours or more (75% or more FTE employee allocation) who declined health insurance are eligible to enroll if their employee allocation increases to full-time (100% FTE employee allocation). The employee allocation increase must be the result of additional work expecting to last at least 12 months, unless Human Resources Director grants an exception. To qualify an employee must enroll in coverage within 30 calendar days of the date of the employee allocation increase. Coverage will become effective the first of the month following receipt of the completed enrollment form.

2. Enrollment: Eligible employees must apply for coverage within 30 calendar days of their date of hire. Coverage will become effective the first of the month following their date of hire.

   Employees who do not apply for medical coverage for themselves and/or their eligible dependents within 30 calendar days of the employees' hire date will be considered a Late Enrollee. Employees will not be eligible to enroll for coverage under this Plan until the next Annual Open Enrollment Period, except as stated under paragraph A 3. Special Enrollment.

3. Special Enrollment: Eligible employees and their dependents who declined coverage due to the existence of other health coverage (including COBRA) may be permitted a "special enrollment opportunity" if they incur a loss of other plan coverage or experience a change in family status.

   a. Loss of eligibility for other coverage may be due to one of the following qualifying events:

      1) Divorce, legal separation, or loss of dependent status
      2) Termination or reduction in hours of employment
      3) Death
      4) COBRA coverage is exhausted
      5) Employer contributions for the other (non-COBRA) coverage are terminated
      6) Other Federal qualifying event (see Summary Plan Description for more details)
      7) Loss of coverage under Medicaid or State Child Health Insurance Plan

Coverage will become effective the first of the month following receipt of the completed enrollment form provided coverage is requested from the Human Resources Department within 30 calendar days of the qualifying event date.

b. Change in family status includes marriage, birth of the employee's natural born child, or a qualified court order (adoption, medical child support order, etc.).

Coverage becomes effective upon the qualifying event date provided coverage is requested from the Human Resources Department within 30 calendar days of the qualifying event date.

Requests should be directed to the Human Resources Department.

4. Affordable Care Act Measurement, Administrative and Stability Periods: The Affordable Care Act requires the County to evaluate employee eligibility for health insurance coverage on an annual basis based on an established measurement, administrative and stability periods.

a. Measurement Period: The County has established the look back measurement method to determine employee eligibility for health care coverage. This standard measurement period will be November 1 through October 31st of each calendar year based on paid hours. Under Affordable Care Act, an employee must average at least 30 hours per week (1,560 hours per year) of paid time during the measurement period.

b. Administrative Period: The County has established November 1 through December 31 of each calendar year to determine who will be eligible to be offered health insurance coverage during next plan year (stability period).

c. Stability Period: The time an eligible employee must be guaranteed access to coverage. The County has established January 1 through December 31 of each year as the stability period.

5. Types of Coverage:

a. Single: Consists of one employee covered under the plan.

b. Employee Plus One: Consists of an employee plus spouse or one qualifying dependent under the plan.

c. Family: Consists of an employee and two or more eligible dependents covered under the plan.

At no time may two single plans be maintained when two employees are married to each other.

6. Insurance Premiums

The County will contribute a portion of the monthly premium as determined by County Administration (current employer contribution is 87.4% and employee's share is 12.6%).

Monthly insurance premiums will be deducted bi-monthly on a tax-free basis during the month of coverage.

Employees on approved unpaid Federal/State Family Medical leaves will continue to be responsible for only the employee's share of the health insurance premiums. Employees on County unpaid leave of absences may continue health insurance coverage by paying the full COBRA premium.

When two spouses are employed at Marathon County, the employee enrolled as the plan subscriber will have premium deductions apply. The County will annually determine which County department is responsible for paying the employer share of the family plan premium based on departmental revenue sources and employee circumstances. This may require a completion of a new enrollment form to change the plan subscriber.

7. No employee shall make any claim against the employer for additional compensation in lieu of or in addition to the County's contribution because s/he does not qualify for the Employee Plus One or Family plan or because s/he does not enroll in health benefits.

8. Continuation of Health Benefits (COBRA): The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law. The law requires employers to offer covered individuals continuation coverage (COBRA) under the Plan if coverage is lost or cost increases due to specific events such as termination of employment, reduction in hours, a child ceasing to be considered a dependent child as defined by the Plan, etc.
The covered employee or covered dependent must notify the Human Resources Department within 60 calendar days after the qualifying event date or the date coverage ends because of the

event. Failure to provide notification will jeopardize an employee's and/or dependent's rights under the health benefit plan. The laws are complex and are outlined in the health summary plan description.

B. Health Reimbursement Arrangement (HRA): Marathon County contributes to a HRA to help pay for employee and covered dependents health care costs. The HRA is an employer funded reimbursement account that will reimburse providers or employees for qualified medical expenses incurred under Marathon County's group health plan. The maximum amount available for reimbursement is determined by the County and is identified in the Summary Plan Description along with a list of qualified expenses.

Qualified employees and qualified COBRA participants are eligible for the HRA when they become covered by the County's group health insurance plan. Employees not covered by Marathon County's group health insurance are not eligible for HRA benefits.

C. Dental Insurance: The County offers group dental coverage to its eligible regular employees. Consult the summary plan description for details.

1. Eligibility:

a. Eligible employees will need to work thirty (30) hours per week (75% FTE employee allocation) or more to be eligible for dental insurance.

b. Eligible employees working less than thirty (30) hours per week (less than 75% FTE employee allocation) who have their employee allocation increased to 75% FTE or greater will be offered dental insurance. The employee allocation increase must be the result of additional work expected to last at least 12 months, unless Human Resources Director grants an exception. To qualify an employee must enroll in coverage within 30 calendar days of the date of the employee allocation increase. Coverage will become effective the first of the month following receipt of the completed enrollment form. If coverage is waived at this time, Paragraph 1 (c) and/or Special Enrollment, Paragraph #3 applies.

c. Eligible employees working thirty (30) hours or more (75% or more FTE employee allocation) who declined dental insurance are eligible to enroll if their employee allocation increases to full-time (100% FTE employee allocation). The employee allocation increase must be the result of additional work expecting to last at least 12 months, unless

Human Resources Director grants an exception. To qualify an employee must enroll in coverage within 30 calendar days of the date of the employee allocation increase. Coverage will become effective the first of the month following receipt of the completed enrollment form.

2. Enrollment: Eligible employees must apply for coverage within 30 calendar days of their date of hire. Coverage will become effective the first of the month following their date of hire.

   Employees who do not apply for medical coverage for themselves and/or their eligible dependents within 30 calendar days of the employees' hire date will be considered a "Late Enrollee". Employees will not be eligible to enroll for coverage under this Plan until the next Annual Open Enrollment Period, except as stated under paragraph #C3 Special Enrollment.

3. Special Enrollment: Eligible employees and their dependents who declined coverage due to the existence of other dental coverage (including COBRA) may be permitted a "special enrollment opportunity" in the PPO Dental Plan if they incur a loss of other plan coverage or experience a change in family status.

   a. Loss of eligibility for other coverage may be due to one of the following qualifying events:

      1) Divorce, legal separation or loss of dependent status
      2) Termination or reduction in hours of employment
      3) Death
      4) COBRA coverage is exhausted
      5) Employer contributions for the other (non-COBRA) coverage are terminated
      6) Other Federal qualifying event (see Summary Plan Description for more details)
      7) Loss coverage under Medicaid or State Child Health Insurance Plan

      Coverage will become effective the first of the month following receipt of the completed enrollment form provided coverage is requested from the Human Resources Department within 30 calendar days of the qualifying event date.

   b. Change in family status includes marriage, birth of the employee's natural born child, or a qualified court order (adoption, medical child support order, etc.).

Coverage becomes effective upon the qualifying event date. Requests should be directed to the Human Resources Department.

5. Types of Coverage:

   a. Single: Consists of one employee covered under the plan.

   b. Employee Plus One: Consists of an employee plus spouse or one qualifying dependent under the plan.

   c. Family: Consists of an employee and two or more eligible dependents covered under the plan.

6. Insurance Premiums

   The County will pay 50% and the employee will pay 50% of the dental insurance premium.

   Monthly insurance premiums will be deducted bi-monthly on a tax-free basis during the month of coverage.

   Employees on approved unpaid Federal/State Family Medical leaves will continue to be responsible for only the employee's share of the dental insurance premiums. Employees on County unpaid leave of absences may continue dental insurance coverage by paying the full COBRA premium.

   When two spouses are employed at Marathon County, the employee enrolled as the plan subscriber will have premium deductions apply. The County will annually determine which County department is responsible for paying the employer share of the family plan premium based on departmental revenue sources and employee circumstances. This may require a completion of a new enrollment form to change the plan subscriber.

7. No employee shall make any claim against the employer for additional compensation in lieu of or in addition to the County's contribution because s/he does not qualify for the Employee Plus One or Family Plan or because s/he does not enroll in dental benefits.

8. Continuation of Benefits (COBRA). Refer to health insurance (Chapter 6, Section 4A #8).

D. Life Insurance:

1. Employees who meet the eligibility criteria for the Wisconsin Retirement System are eligible to enroll for life insurance through the Wisconsin Public Employers Group Life Insurance Program. This is term life insurance; it does not accrue any cash value. Consult the summary plan description for eligibility details.

   a. Premium: Employee premiums are dependent upon the selected plan, age and amount of coverage. The County pays the administrative fee only.

      Premiums are paid by payroll deduction, on the second paycheck of each month, two months in advance of coverage.

   b. Enrollment: Employees obtain coverage by completing an application provided by the employer and submitting the application to the employer within 30 days:

      - of date of hire
      - of the employee's return to active employment after a leave or layoff without earnings if, during that absence, insurance coverage was discontinued.
      - of a family status change such as marriage or birth of a child.

      If an employee does not enroll as specified above, they may obtain coverage if the employee provides the insurer with satisfactory evidence of insurability at the employee's own expense. Consult the summary plan description for details.

   c. Effective Date: Coverage will be effective on the first day of the month following 30 days from the date of hire, the first day of the month following 30 days from return from an approved leave of absence, or the first day of the month following 30 days from the date of the qualifying family status change event, whichever is applicable.

d. Benefit Options Available

- Basic Plan: Insurance equal to 100% of their last calendar year's earnings rounded to the next highest thousand. New employees' insurance equal to projected annual salary rounded to the next highest thousand.

- Supplement Plan: You must have Basic coverage to be eligible for the Supplemental Plan. This plan provides life insurance coverage in addition to the Basic Plan at one time your previous year's earnings, rounded to the next higher thousand dollar.

- Additional Plan: You must have Basic coverage to be eligible for the Additional Plan. This plan provides life insurance coverage in addition to the Basic Plan up to 3 times your previous year's earnings rounded to the next higher thousand dollar. Employees may choose to have one, two or all three Additional Units of coverage.

- Spouse/Dependent: To qualify for this coverage, an employee must have the Basic Plan. An employee may choose 1 or 2 units of Spouse Dependent coverage:

  1 Unit = $10,000 coverage on the spouse and $5,000 on each dependent child

  2 Units = $20,000 coverage on the spouse and $10,000 on each dependent child

2. Whole Life Insurance: Eligible employees (plus County Board Supervisors) are offered a 100% employee paid voluntary whole life insurance plan through Boston Mutual Life Insurance Company. Boston Mutual representatives visit Marathon County annually to explain their life insurance products and complete enrollment applications. For further information, contact the Human Resources Department.

E. Income Continuation Insurance: Employees who meet the eligibility criteria for the Wisconsin Retirement System are eligible to enroll for income continuation insurance through the Wisconsin Local Government Employees Group Income Continuation Insurance Program. Income Continuation Insurance helps employees and their families guard against the threat of loss of income due to a physical or mental disability. Consult the summary plan description for details.

1. Premium: Monthly premiums are based on employee earnings and the employee's chosen elimination period which includes 30, 60, 90, 120, or 180 days. The County pays the premium for a 90-day elimination period. If an employee chooses the 30- or 60-day elimination period, the premium will be the difference from the 90-day elimination period that the County contributes. At no time will the County reimburse employees premium if they choose an elimination period greater than 90 days. Employees should contact the Human Resources Department if they wish to change their elimination period.

   Employees may purchase supplemental coverage for annual salaries exceeding $64,000 up to a maximum of $120,000. Employees are responsible for 100% of the premium for supplemental coverage.

   Premiums are paid by payroll deductions one month in advance of coverage. Employees who obtain coverage through the evidence of insurability provision referenced in Paragraph E-2 may be required to pay retroactive premiums.

   The State Group Insurance Board may grant premium holidays in which no premiums are due.

2. Enrollment: Employees obtain coverage by completing an application provided by the employer and submitting the application to the employer within 30 days:

   a. Of date of hire

   b. Of the employee's return to active employment after a leave or layoff without earnings if, during that absence, insurance coverage was discontinued.

   c. If an employee does not enroll as specified above, they may obtain coverage if the employee provides the insurer with satisfactory evidence of insurability at the employee's own expense. Consult the summary plan description for details.

3. Effective Date: Coverage will be effective on the first day of the calendar month following the date of hire, or the first day of the month following return from an approved leave of absence.

4. Benefits Available: Income Continuation Insurance benefit provides up to 75% of your average monthly earnings based on your previous calendar year earnings rounded to the next highest thousand dollars and divided by 12. Benefits are payable after the employee's elective elimination period has been met and last day of County pay is determined. No Income Continuation Insurance benefits payments can be made while earnings (including paid time off, sick leave, etc.) are still being paid by the employer.

   Income Continuation Insurance offers two levels of coverage:

   a. Standard Coverage: Covers up to $64,000 of annual earnings. The maximum benefit is $4,000 per month.

   b. Supplemental Coverage: Provides an additional benefit to employees whose annual salary exceeds $64,000. It covers between $64,000 and $120,000 of annual earnings. The maximum combined benefit (Standard and Supplemental) is $7,500 per month. You must have Standard coverage to apply for supplemental coverage.

5. Elimination Period Met:

   At the time of becoming eligible for the Income Continuation Insurance benefits, an employee may choose either the Income Continuation Benefit or any accumulated county paid leave but not at the same time.

   When an employee begins receiving the Income Continuation Insurance benefit, they are placed on an unpaid leave of absence and will not receive or accrue benefits (unless on approved FMLA Leave). If not coved by FMLA leave, the employee must pursue unpaid leave approval and may be eligible for COBRA benefits.

   Once an employee begins receiving the Income Continuation Insurance benefit, they may elect to use paid leave if they provide the Human Resources Department a two-calendar week notice prior to using any paid time or when they are no longer eligible for the Income Continuation Insurance benefits.

   The above is a summary and overview of the income continuation insurance benefit. For specific questions, consult the plan document or the Human Resources Department.

Section 5 Section 125 Flexible Spending Benefits

Allows employees to withhold money from their paycheck on a pre-tax basis to use for eligible out of pocket expenses. Employees select a dollar amount (limit) of the total out of pocket expenses they expect to incur during the year. The pre-tax "premiums" are withheld from each of the employee's paychecks in equal installments. Employees may then submit claims to be reimbursed for eligible expenses. Employees may choose to enroll in a Medical Reimbursement Account and/or a Dependent Care Reimbursement Account.

A. Premium: Employees pay no premium to enroll in a Flexible Spending Account. The employee elects a limit of the total expenses (medical and/or daycare) they expect to incur during the current calendar (plan) year. The County will then deduct, on a pre-tax basis, equal installments each pay period to fund their account to the total limit the employee had elected.

Employees will pay their share of the health and dental insurance premiums automatically on a tax-free basis. Employees may elect to waive out of this option during the annual flex plan open enrollment.

B. Enrollment: There are three opportunities for employees to enroll in a Flexible Spending Account.

1. New Hire: New hires have 30 days from their date of hire to enroll in a Flexible Spending Account. Employees should keep in mind this is a calendar year plan. Only expenses incurred in the current calendar year are eligible for reimbursement.

2. Open Enrollment: Each year, employees are given the opportunity to make changes to their Flexible Spending Account election. Open Enrollment is typically through the month of November each year. Elections made during Open Enrollment are effective January 1 of the following year for that plan year.

3. Special Enrollment: Eligible employees who declined to enroll in a Flexible Spending Account may be permitted a "special enrollment opportunity" if they incur a qualified event or experience a change in family status. Coverage will become effective the first of the month following receipt of the completed enrollment form provided coverage is requested from the Human Resources Department within 30 calendar days of the qualifying event date.

C. Benefit Options Available:

1. Medical Reimbursement Account: Only employees who are eligible for County Health Insurance (75% FTE or greater) may participate in the Medical Reimbursement Account. The pre-tax contributions can be used to pay for IRS qualifying non-reimbursed expenses. Reimbursements are completed through

direct deposit to an employee's chosen banking institution.

Up to $500 of unused Medical Reimbursement Account dollars may be carried over to the next plan year. Balances over $500 will be forfeited.

2. Dependent Care Expenses: Employees must be in an allocated position and scheduled to work twenty-four (24) hours per week (60% FTE employee allocation) or greater to qualify for the Dependent Care Expenses. The pre-tax contributions can be used to pay for IRS eligible child and dependent care expenses. Reimbursements are completed through direct deposit to an employee's chosen banking institution.

Reference the plan document for further details.

Section 6 Post Employment Health Plan (PEHP)

The County provides a PEHP for eligible regular employees. The PEHP allows Marathon County to set aside money for the reimbursement of qualified medical expenses for employees who severed employment. Funds are available to the participant following termination of employment for reimbursement of qualified IRS medical expenses or qualified medical insurance premium expenses.

Eligibility and Enrollment: Eligible employees are automatically enrolled. Employees must be in an allocated position and scheduled to work twenty-four (24) hours per week (60% FTE employee allocation) or greater to qualify for the Post Employment Health Plan. Employees must be employed at least one full pay period to be eligible for PEHP contributions.

A. Qualifying Medical Care Expense Reimbursement Account: Employer contributions that are made on an equal flat dollar amount basis will be directed into a Qualifying Medical Care Expense Reimbursement Account. The funds can be used by terminated employees for reimbursement of post-employment qualified medical insurance premiums and qualified IRS health care expenses.

B. Insurance Premium Reimbursement Account: Employer contributions that are made with compensated absences (i.e., accrued PTO, sick and/or vacation leave) will be directed into an Insurance Premium Reimbursement Account. The funds may be only used by retired employees for reimbursement of IRS qualified post-employment medical insurance premiums (i.e., health insurance, including continuation of Marathon County's health plan through Cobra or other group/individual health plans, Medicare premiums, dental insurance, Long-Term Care insurance, etc.)

C. PEHP Contributions:

1. Flat Dollar Contribution:

a. Regular Employees: The County shall contribute $21 per pay period towards the PEHP Qualifying Medical Care Expense Reimbursement Account on behalf of each regular employee who receives pay during each pay period. This amount is not prorated for part-time employees.

b. Elected Official (Department Heads) Contribution: The County shall contribute $30 per pay period toward the PEHP on behalf of each Elected Department Head.

The County shall pay the annual administrative fee associated with this program for each employee while employed.

2. PTO, Sick Leave, Vacation and PAL Conversion at Retirement: Employees who apply for Wisconsin Retirement Fund or who are forced to retire due to medical disability and give required notice shall receive payment for earned but unused PTO up to the maximum eligible payout based on their continuous years of service, vacation time and perfect attendance leave into the employee's Post Employment Health Plan (PEHP) account. PTO will be paid out at the employee's current hourly rate; however, vacation will be paid out at 12/31/12 hourly rate. Marathon County must be able to verify WRS benefit prior to last day of work for above payouts.

Reference the plan document for further details.

Section 7 Deferred Compensation

The Deferred Compensation plan is a voluntary supplemental retirement saving program. Eligible employees may invest before- tax and/or after-tax (Roth) dollars through payroll deduction to supplement any existing retirement or pension benefits.

A. Eligibility and Enrollment: The Deferred Compensation plans are a voluntary benefit offered to County employees. All employees in regular

(allocated) positions are eligible to participate. Eligible employees may enroll at any time.

B. Eligible employees may participate in the following Deferred Compensation Programs:

a. Nationwide Retirement Solution, Inc.

b. Wisconsin Deferred Compensation Program

Section 8 Long Term Care Insurance

Eligible employees (plus County Board Supervisors) on a voluntary basis, may elect to participate in the Long-Term Care Insurance.
This insurance pays for supervision and assistance care that health insurance and Medicare limits or excludes. This benefit is funded 100% by employee paid directly to the provider.

Section 9 Voluntary Benefits

The Human Resources Department will evaluate employee need/interest and the cost/benefit regarding any proposed voluntary benefit offering. If the Human Resources Department recommends adding a voluntary benefit, that recommendation will go to the Human Resources, Finance and Property Committee for recommendation to the full County Board for approval.

Certain Wisconsin Counties Association member benefits are available to Marathon County employees. The Human Resources Department will determine if on-site meetings are appropriate or if employees should be informed by other methods (direct referral to WCA Services Inc., email, newsletter, etc.).

Section 10 Travel Reimbursement

Reimbursement rates for official County business travel shall be as follows:

A. Airplane or Other Commercial Transportation: Actual fare at coach or economy class for the most direct route, receipts required. Alternate forms of transportation may be reimbursed at the equivalent of air fare at coach or economy for the most direct route not to exceed actual costs.

B. Lodging: Actual amount, receipts required.

C. Meals: County issued ProCard (credit card) cannot be used for purchasing meals due to complexities with IRS taxation issues.

Meal claims will be paid based on a daily per diem rate. The meal claims must be reasonable, necessary, and closely represent the amount spent. To be allowed breakfast, departure must be before 6:00 a.m.; lunch, departure must be before 10:30 a.m., and return after 2:30 pm.; dinner, employee must return after 7:00 p.m., or depart at their headquarters for overnight travel before 6:00 p.m.

Subject to the department head or their designee's approval, meal reimbursement is allowed when the employee is on County business related activities outside of Marathon County. Reimbursement for meals consumed in Marathon County may be approved in conjunction only with a business meeting at the discretion of the County Administrator or their designee.

The two definitions for a business-related activity are as follows:

1. the County policy, which determines what meals will be reimbursed by the County and

2. the IRS guidelines, which determine which meals are taxable to the individual.

Under the County's policy, a business-related activity for meals reimbursed outside the county includes the following:

1. business meeting including a third-party or non-county employee in which business is conducted or

2. business related situation that would occur in the normal performance of your job duties. A third-party or non-county employee would generally include but is not limited to the following: outside experts (consultants, lawyers, auditors, etc.), visiting dignitaries (state and local officials or members of commissions, committees, or boards) and interviewees. Reimbursements for other business-related situations outside of Marathon County, could include, but are not limited to the following:

    a. meals at conferences/conventions/etc. that are not included in the registration fee or

    b. meals incurred while transporting county inmates, evidence or

    c. meals incurred that are not considered business meetings but are considered necessary and reasonable while performing your normal job duties

Under the IRS guidelines, meal reimbursements for business meetings that include a third-party or non-county employee as defined above, are not taxable to the individual if submitted for reimbursement within 60 calendar days of the date incurred.

Claims for meals shall be paid on a standard daily per diem basis. The maximum daily amount permitted, including tax and tip (tip not to exceed 20% of meal cost).

Breakfast = $10
Lunch = $15
Dinner = $25 Total
= $50

When an employee claims reimbursement for two or more meals in a day and exceeds the maximum on one or more meals, the employee may claim per diem for each allowable meal on that day not to exceed actual costs of meals. An employee must be eligible and request reimbursement for three meals to be eligible for the full daily per diem rate. Receipts are not normally required. Each day is considered separately for application of this policy. If meal maximums are not reached on one day, the savings do not accrue and cannot be applied to expenses claimed on another day or for other costs such as lodging.

Where a consistent pattern of meals claimed at the maximum is noted, the supervisor may require the employee to submit receipts in the future to document the amount claimed.

Expenditures for alcoholic beverages, or any spouse or guest, are not reimbursable. Meals included in the cost of airfare or registration fees are not reimbursable.

D. Mileage: Employees shall receive mileage reimbursement at the IRS allowed rate when traveling in their personal automobile on official County business.

The following General Rules shall apply to employees eligible to receive mileage reimbursement:

1. Insurance: Employees must maintain a valid driver's license and shall carry at least the minimum amount of automobile liability insurance as provided for in Wis. Stat. § 344.33. The County's auto liability insurance provides excess liability coverage over and above an employee's personal auto liability coverage - which serves as the primary insurer- while an employee is operating a personally owned vehicle to conduct County business. The County does not provide insurance coverage for physical damage to an employee's personally owned vehicle. Employees who use personally owned vehicles for County business should confirm that their personal auto insurance policy provides coverage for this use.

2. Seat belts: Seat belts shall be always worn as required by law by all persons traveling in an employee's personal automobile on official county business.

3. Alcohol, and drug use. County drivers must obey all alcohol and drug use regulations set forth in federal, state, and local legislation, as well as all alcohol and drug use rules issued in Administrative Procedure Memoranda and agency work rules.

4. Cell phone use. Handheld or hands-free cell phone (using Bluetooth or wired earbud) use while driving for official County business is not allowed by any employee when operating any vehicle, including personally owned vehicles, except for (a) emergency services staff, (b) to address an emergency, or (c) make a 911 call. Calls for work-related purposes on hands-free sets must be emergency related only.

5. Vehicle Collisions: Employees involved in any type of collision or other incident with another vehicle or property must follow County procedures and complete the County Vehicle Accident/Incident form. The collision or incident must be reported promptly to a local law enforcement agency and shall also be reported to the employee's supervisor who is responsible for reviewing the incident with the employee and signing the completed Vehicle Accident/Incident form. The completed Vehicle/Incident Report must be submitted to the County Risk Manager within 24 hours of the collision or incident.

Failure to follow these rules may result in discipline, up to and including termination.

E. Other Reimbursements:

1. Rental Vehicle: It may be more cost effective for employees to rent a vehicle to conduct official County business instead of use of their personal vehicle. Such examples may include traveling with several employees on the same trip or traveling for extended business out of the County. Expenses for rental vehicles meeting this criterion will be reimbursed. Rental vehicles are recommended to be leased through the State of Wisconsin VendorNet Contract as this contract price includes insurance coverage. Use VendorNet for the most up to date contract information. All provisions of the Vendornet contract must be followed. Department Supervisors must approve use of a rental vehicle. Vehicle accidents involving rental vehicles used for business purposes must be immediately reported to an employee's supervisor and Risk Management.

2. Miscellaneous Travel Expense: Parking and toll fees associated with official County business travel will be reimbursed. Documentation of paid expenses shall be submitted with completed employee expense forms.

3. Other Charges - Traffic citations, parking tickets, locksmith calls for retrieving keys, etc. are the responsibility of the employee and are not reimbursable.

E. Travel:

1. Requests for reimbursement shall be reported on forms as determined appropriate by the Human Resources Director and Finance Director.

2. Employee expense reimbursement forms need to be approved and signed by someone in a higher management position than the employee submitting the reimbursement request. Department head requests shall be signed by County Administration.

3. Actual receipts are required before reimbursement will be made to any employee.

4. Employees and officials shall make a reasonable effort to save County funds by sharing transportation and lodging arrangements wherever practical.

F. Conferences:

1. Conferences should relate to the attendees' work as well as the mission statements of the department and the County. This requirement is in effect regardless of which funding source will cover the cost of the conference.

2. Employees planning to attend any conference out of the country requires approval from County Administration prior to travel.

3. Employees planning to travel out of town for multiple days should calculate the cost difference between driving to the event each day

and returning home each night versus hotel and meal(s) costs at the event location and balance the economic considerations against the practical considerations.

4. If an employee cannot travel to scheduled conference:

   a. An attempt to recoup any payments already made (hotel, conference registration, etc.) should be started immediately. This includes obtaining credit for unused airline tickets.

   b. When the above is not possible, consideration should be given to sending a substitute attendee to obtain notes or other conference materials.

Section 11 Meeting/Miscellaneous Expenses Reimbursement

Employees and officials may be reimbursed for meeting/miscellaneous expenses related to their employment. Requests for such reimbursement shall be reported on forms as determined appropriate by the Human Resources Director and Finance Director. Actual receipts are required before reimbursement will be made to any employee and shall be provided on separate receipts (no personal items should be included on receipts).

Section 12 Employee Assistance Program (EAP)

A. Policy. We are committed to deal cooperatively and constructively with employees and their family who develop medical and/or behavioral problems. These problems may be physical or emotional in nature and they may involve marital, family, financial, personal, as well as alcohol or drug abuse issues that affect, or have the potential to affect, the employee's job performance. We are equally concerned with the employee's general state of physical and emotional health even when there are no current job performance problems. In accordance with our concern for the employee as an individual as well as a worker, we have adopted the following statement of policy:

   1. We recognize that many medical and/or behavioral problems can be successfully treated through the early identification of the problem and the employee's acceptance of appropriate assistance.

   2. We encourage employees and their family who are troubled by medical and/or behavioral problems to obtain the professional assistance required to resolve these problems. Referrals to the Employee Assistance Program will be based on job performance or by the personal request of the employees and their family for assistance.

   3. Health insurance coverage will be provided for such services as specified in the County insurance policy.

4. We will provide employees and their family with information about EAP services and procedures available to seek such services.

5. We encourage local union and management officials at all levels to exercise their best efforts towards the early identification of employees to seek assistance.

6. The decision to seek assistance is the responsibility of the individual employee and/or family member. When employees do not seek help, they will be evaluated based on their job performance.

7. Confidential and private handling of employee's personal information associated with the EAP will be honored in accordance with Federal Law. No one will be made aware of employee's participation in the EAP unless the employee requests it. Private discussions an employee has with the EAP Staff will not be disclosed to anyone except when failure to disclose would likely result in the imminent threat to serious bodily harm to an employee or to other persons.

8. Contact Associated Employee Assistance Services @ 1-800-540-3758.

Section 13 Lactation Program

The County lactation program supports our employees in their effort to combine working and breastfeeding to promote both the child's and the mother's health. Nursing moms are provided time and privacy to express breast milk while they are at work.

An employee interested in participating in this program should contact the Human Resources Department. The Human Resources Department will assist the employee's department head and/or supervisor to arrange the required time plus a private, clean room where the employee will be comfortable using a breast pump. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. If it is necessary to go beyond the normal length of the breaks or lunch periods, the employee should flex their work schedule for the day. In addition, a County Public Health Nurse, who is a Certified Lactation Consultant, will assist employees with questions regarding breastfeeding and storage of breast milk plus provide resources to obtain milk expression equipment or other information that helps new mothers continue breastfeeding after returning to work.

Section 14 Wellness Program

A wellness team of employee members sponsors numerous exercise and nutritional programs aimed at creating a healthy work culture.
Regular employees are eligible to attend wellness educational sessions on paid work time with approval from their supervisor and are eligible for wellness incentives.

Section 15 Employee Benefit Presentations Attendance Policy

In keeping with Marathon County's goal of being a preferred employer and good steward of tax dollars, Marathon County will provide opportunities for employees to attend on-site employee educational benefit sessions. The following guidelines have been established:

A. Attendance may be permitted during an employee's regular work time with supervisory approval for attending the following benefit sessions:

- ► Health Insurance
- ► Dental Insurance
- ► Flexible Benefits
- ► Income Continuation Insurance
- ► Post Employment Health Plan
- ► Wisconsin Retirement System
- ► Employee Trust Funds Life Insurance
- ► Wellness Team Presentations
- ► Employee Assistance Programs
- ► Deferred Compensation Plans

No overtime or compensatory time will be allowed for attendance outside of an employee's normal work hours. Marathon County will attempt to provide alternative methods of communication to accommodate an employee who cannot attend a session due to scheduling conflicts.

NOTE: Lunch and Learn activities will require employees to use a ½ hour unpaid lunch period in addition to the above (supervisor approval, no overtime).

B. There will be opportunities to participate in voluntary benefit presentations that meet individual needs. Voluntary benefit presentations will normally be scheduled outside of regular work hours and employee attendance will be voluntary and unpaid. Employees may attend these sessions with supervisory approval during their paid break periods or supplement with paid time off. The following are examples of voluntary benefits offered to employees:

- ► Whole Life Insurance
- ► Long Term Care Insurance

C. Exceptions to this policy may be made by the County Administrator in consultation with the Human Resources, Finance and Property Committee.

Section 16 County Wide Core Value Recognition Program

A. Purpose: To strengthen and reinforce Marathon County's Core Values throughout the organization by recognizing individual and team demonstrations of core values consistently and frequently.

B. Intended Result: Everyone has a better understanding of what behaviors support Marathon

County's core values and culture.

C. Definition of Role Model of Our Core Values: An employee or team that demonstrates ***exemplary behavior*** consistent with the County's Core Values that is above and beyond their normal job duties.

D. Process: Employees may nominate an employee or a team who has demonstrated exemplary behavior consistent with County's core values. The team could be within a department or across departments. Nominations can be submitted throughout the year. Representatives from the County Administration and Human Resources Departments will select one qualified Core Value Role Model on a monthly basis. Nominees not selected will be considered for monthly Role Models for the remainder of the calendar year. The role model(s) of our Core Values will be highlighted in the newsletter and recognized at the Recognition and Retirement banquet.

The nominator shall complete the "Role Model of Our Core Values Nomination Form" that link is found in Workday and submitted electronically to County Administration.

Appendix A
Marathon County Benefit Eligibility Chart

Revised 4/24/24

Benefits are prorated based on the actual employee scheduled FTE not based on maximum position allocation.

Regular employees are those in allocated positions		Regular Part Time Employees (<60% FTE) <24 hrs/wk	Regular Part Time Employees (<60% FTE) <24 hrs/wk WRS QUALIFIED (Previous WRS Service)	Eligible Regular Part Time Employees (60% - 74% FTE) 24-29 hrs/wk	Eligible Regular Full Time Employees (75% or More FTE) 30 or more hrs /wk
Core Benefits Employee Choice	Health Insurance ER 87.4% EE 12.6%	NO	NO	NO	YES
	Employees Health and Wellness Center	NO	NO	NO	YES Must Be Enrolled in County's Health Insurance Plan
	Dental Insurance ER 50% EE 50%	NO	NO	NO	YES
	Medical Flexible Spending Account	NO	NO	NO	YES
	Daycare Flexible Spending Account	NO	NO	YES	YES
	Life Insurance	NO	YES	YES	YES
	Income Continuation Insurance (ICI)	NO	YES	YES	YES
Core Benefits Automatically Enrolled	Wis Retirement (WRS)	NO	YES	YES	YES
	Post-Employment Health Plan (PEHP)	NO	NO	YES	YES
	Employee Assistance (EAP)	YES	YES	YES	YES
Voluntary Benefits	Whole Life Insurance – Grandfathered, only current enrollees eligible	NO	YES	YES	YES
	Deferred Compensation	YES	YES	YES	YES
	Wellness Program	YES	YES	YES	YES
Time Off Benefits	Reward Time Off	YES	YES	YES	YES
	PTO	NO	NO	YES	YES
	Holidays	NO	NO	YES	YES
	Bereavement/Funeral for Immediate Family	NO	NO	YES	YES

The following grandfathered employees (**#s 62468, 63544, 61387**) who were employed on December 31, 2012, will receive applicable benefits (i.e. PTO, WRS, life insurance, ICI, PEHP, and other voluntary and paid time off benefits). Plus, the following grandfathered employee (**# 60541**) will continue to receive PEHP.

See Chapter 6 – Employee Benefits and Chapter 7 – Paid and Unpaid Leave in the Marathon County – Policy Procedure Manual.

Chapter 7
Employee Paid and Unpaid Leave Benefits

Section 1 General Restrictions/Exceptions on Use of Paid Time Off

A department head, based on operational necessity, budget allocation, and grant funding (if applicable) has the authority to allow an employee to combine paid time off hours (excluding Floating Holiday) with time worked to exceed his/her normally scheduled hours.

Section 2 Lunch Periods and Breaks

A. Lunch Periods: Generally, an unpaid ½ hour lunch period is provided in the middle of an eight- or ten-hour workday. Employees who are scheduled to work more than five consecutive hours are normally expected to take an unpaid lunch break.

B. Break: Regular full-time employees may be granted two 15-minute rest breaks in each complete working day. Rest breaks will be scheduled by the department supervisor. Employees are not allowed to accumulate rest breaks and/or use them to extend their lunch period or shorten the workday. Rest breaks not taken are forfeited.

Section 3 Holidays

A. Groups Schedule:

Holiday	General Employees 8 hours	Communications Employees 11.25 Hours	Corrections Employees 12 Hours	CW Airport Employees 10 Hours	Highway Employees 8 / 10 Hours
New Year's Day	1 day	1 day	1 day	1 day	1 day (8)
Memorial Day	1 day	1 day	1 day	1 day	1 day (10)
July 4th	1 day	1 day	1 day	1 day	1 day (10)
Labor Day	1 day	1 day	1 day	1 day	1 day (10)
Thanksgiving	1 day	1 day	1 day	1 day	1 day (8)
Day After Thanksgiving	1 day			1 day	1 day (8)
Christmas Eve	1 day	1 day	1 day		
Christmas Day	1 day	1 day	1 day	1 day	1 day (8)
New Year's Eve	1 day				
Spring Holiday	1 day				
Floating Holidays		2 days	2 days	2 days	2 days (1:8/1:10)

Corrections Supervisors and Corrections Officer who work 5/2 work schedule may receive a day off on holiday instead of floating holiday.

1. Employees assigned year-round to a 10-hour, 11.25-hour, 12-hour, etc. work schedule, will receive holiday pay and floating holiday based on their standard workday.

2. Highway employees assigned to 10-hour work schedule during the summer months, shall receive 10 hours for holidays during that period and 8 hours for holidays during the period they are assigned to an 8-hour work schedule. Highway employees will receive one 8-hour and one10-hours floating holiday.
3. Employees working a flexible work schedule receive 8 hours of holiday pay and 8 hours for floating holiday.
4. Deputies and Detectives Holiday Schedule will be governed by their collective bargaining agreement.
5. Lieutenants will be on the same holiday schedule for the staff that they supervise.

B. Weekend Holidays:

1. If any of these holidays fall on a Saturday or Sunday, the preceding Friday or following Monday or any other day as determined by the Human Resources Committee shall be considered a holiday for observed holiday pay purposes.

2. Corrections Officers, Team Leads and Supervisors, 911 Communications Dispatchers and Supervisors, shall have the observed holiday recognized as the actual day (date) the holiday falls. However, any of the above classifications working regular Monday through Friday schedule will follow the observed holidays as reference in Paragraph B1.

C. Work on Holiday: Employees required to work on an actual or observed holiday (who do not receive the eight (8) hours of compensatory time for being on-call during the actual holiday) shall receive time and one half for hours worked in addition to their holiday pay on the observed holiday. Holiday pay offsets regular pay. Employee may take the time and one-half for working the holiday as either pay or compensatory time depending on departmental policy, capped at 40 hours. The hours worked on an actual or observed holiday will **not** count towards the required 40 hours per week or 84 hours per payroll period for Corrections Officers of work time necessary to earn overtime pay during the workweek.

D. Call-In on Holiday: Employees who call-in absent on holiday (unless approved as FMLA absence) who are scheduled to work on a holiday shall forfeit any holiday pay due for that day and must use other paid leave.

E. Floating Holidays

1. New Employees: New employees hired between January 1 and June 30 shall receive half of the above floating holidays allotment for use during their first calendar year.

2. Annual Allotment: Eligible employees will receive floating

holidays based on their standard daily hours on the beginning of the first full payroll in January of each year (i.e., 8 hours, 11.25 hours, 12 hours, etc.) and prorated for eligible part-time employees

based on their FTE employee allocation on January 1. Eligible employees who transfer to a new work schedule, excluding summer hours, during the year will have their floating holiday bank adjusted accordingly based on their new standard daily hours (i.e., employee going from 8-hour workday to 12-hour workday shall have any floating holiday remaining adjusted based on 12 hours, employees going from 12-hour workday to 8-hour workday shall have any remaining floating holidays adjusted based on 8 hours.

3. Forfeited: Floating holidays not used during the calendar year earned will be forfeited. Employees are not eligible to receive cash payment for any remaining floating holidays upon termination.

4. Minimum Usage: Minimum use is full day increment. Department head may allow use in less than full day increments based on operational needs. Employees working a 4-day 10-hour work schedule during the summer months, who use floating holiday during this period, shall use 8 hours of floating holiday and 2 hours of other eligible paid leave.

Section 4 Paid Time Off (PTO)

A. Purpose: The purpose of the Paid Time Off (PTO) plan is to provide employees the flexible means of accruing and using paid time off. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County and department policies. PTO is a combination of time used for vacation, sickness, and other personal time under a single accrual.

B. Other Time Off with Pay: Reward time off (Section 5), Holiday (Section 3), funeral leave for immediate family (Section 6), jury/witness duty (Section 14) and military leave (Section 15).

C. Negative PTO Bank:

For full-time employees, PTO balances may go into the negative under the following conditions:

- First Six (6) Months of Employment: Employees may have a negative PTO balance of up to 80 hours.
- After Six (6) Months: The negative PTO balance is limited to 40 hours.
- Part-Time Employees: The negative PTO limit is prorated based on scheduled weekly hours.

As a condition of employment, employees who leave County employment in good standing and provide the required notice, any negative PTO balance will be deducted from the employee's final payroll or if applicable, from their PEHP conversion amount. If these deductions do not fully cover the negative PTO balance, the employee is responsible for repaying the remaining amount within 30 days of receiving an invoice.

D. Accrual Process: Eligible regular employees earn PTO each payroll period based on their FTE employee allocation.

No employee shall earn the biweekly accrual if the employee is paid less than 50% of his/her standard scheduled work hours per pay period.

PTO Accrual Rates for Employees Allocated to Full-Time Position

Years of Continuous Service Completed **(Based on time off service date)**	Biweekly Accrual	Approximate Maximum Annual Accrual		Maximum Eligible Payout	**Maximum Accumulation Allowed Hours (1)**
		Hours	Days		
0 through 4	6.1538	160	20	200	320
5 through 9	7.0769	184	23	224	320
10 through 14	8.0000	208	26	248	320
15 through 19	8.9230	232	29	272	320
20 +	9.8461	256	32	296	320

E. Sick Leave Banks Earned Prior to 1/1/13: Employees sick leave banks will be frozen and set aside on 12/31/12. Employees may use accrued sick leave only for conditions that would be qualifying and/or approved Federal/Wisconsin Employee and Family Medical Leave (FMLA). Hours used will be paid at the pay rate in effect at time of use.

Sick leave conversion at WRS retirement or death: Refer to Chapter 8, Section 4.

F. Vacation Earned Prior to 1/1/13: Employees' vacation banks will be frozen on 12/31/12. Employees may request to use and upon supervisor approval use accrued vacation during their employment at the pay rate in effect at time of use.

Vacation payouts: Refer to Chapter 8, Section 2

G. PTO, Vacation and Other Time Off Scheduling: It will be left up to each department to establish procedures to ensure that paid time off requests are processed in a fair and equitable manner, with first consideration to be given to the effective operation of the department. Employees should give at least a two-week notice, if possible OR greater notice based on department policy.

H. Scheduled Absences: An employee is allowed to use PTO, Vacation, and Comp Time as requested with prior approval from supervisor per departmental protocol. Employees shall make every effort to schedule routine medical appointments outside of regular work hours. If this is not possible, it should be scheduled in such a way that causes least disruption to the department operations.

I. Unscheduled Absences: When an employee is requesting unexpected time off, the employee must call their supervisor in accordance with department procedure, or at least one (1) hour before the start of the workday, or as soon as practical. If an emergency or event happens during work hours, let your supervisor know as soon as practical.

J. Scheduled and Unscheduled Absences - Medical and Child Rearing: When an employee needs to take paid time off due to a personal or family illness, injury, or emergency, they must notify their supervisor in accordance with department procedure, ideally at least one (1) hour before the start of the workday, or as soon as practical. If an illness or emergency arises during the workday, the employee must notify their supervisor as soon as practical.

Certain medical conditions affecting the employee or a family member, including child rearing leave, may be eligible for protection under the Federal and Wisconsin Family and Medical Leave Acts (FMLA). If an employee is absent from work for more than three (3) consecutive calendar days (including non-scheduled workdays) due to a medical condition and has received medical treatment, been hospitalized, or is experiencing the need for ongoing intermittent absences due to chronic medical condition, they must contact the Human Resources Department for information about potential FMLA coverage.

Additionally, if the employee is absent for more than three (3) consecutive calendar days due to their own medical condition and has received medical treatment or been hospitalized, they must provide a return-to-work slip from their healthcare provider. This documentation must confirm their ability to resume work and outline any applicable restrictions or limitations. The employee should provide the medical slip to both their supervisor and the Human Resources Department.

K. Minimum Usage: Paid time off (PTO, reward time off, vacation, sick leave, and comp time) may be used in no less than 15-minute increments, unless departmental policy requires greater minimum usage.

L. PTO for Extended Family Funeral Leave: In the event of a death of a member of the current extended family of a regular eligible employee, the employee may request, and upon request, shall be granted to use one day of paid leave (PTO, vacation, comp time). Additional time off may be granted by the department. Extended family means the employee's or the employee's spouse's brother-in-law, sister-in-law, uncle, aunt, niece, or nephew and the employee's spouse's grandparent. Employees may be

required to furnish proof of death and their relationship to the deceased.

M. Unpaid Leave: Unpaid leave may not be taken until such time that all eligible paid time off banks total 40 hours or less. Employees need prior authorization to take any unpaid leave.

An employee, at the discretion of the department head, may retain a maximum of 40 hours total in eligible leave banks. For examples: medical leave would include all leave banks; personal leave would include all leave banks except for sick leave. The employee may also elect to retain more than 40 hours of leave when one of the following conditions apply:

1. on an approved Wisconsin FMLA leave
2. is receiving worker's compensation benefits, or
3. has met their elimination period for Income Continuation Insurance

Refer to Leave of Absence, Section 8 for procedures for requesting unpaid leave.

Section 5 Reward Time Off

Employees may be awarded reward time off for displaying exceptional core value behaviors. An employee may receive up to their standard daily hours (i.e., 8 hours for full-time employee, 12 hours for Sheriff's Department Corrections Officers 11.25 hours for 911 Communications Dispatchers) of reward time off per annual evaluation period with department head approval. The reward time off bank is capped at 40 hours and prorated for part-time employees. Reward time off will not be paid at termination, including retirement. Departments wishing to award reward time off should email HR with the employee's name, # of reward time off hours, effective date, and rational.

Section 6 Funeral Leave

The County provides paid funeral leave to support employees following the death of an immediate family/household member or County employee. Departments shall grant funeral leave to eligible employees (see Chapter 6, Section 1 for eligibility). Refer to Chapter 12 – Employee Safety, Section 5 – Death/Serious Injury Notification Guidelines and Resources.

A. Immediate Family/Household Member: Up to three (3) working days of paid funeral leave is provided. Immediate family shall mean the employee's: spouse, children, daughter-in-law, son-in-law, grandchildren, parents, grandparent, mother-in-law, father-in-law, brother, sister, or any person who has resided with the employee immediately preceding the person's death. The definition of immediate family includes step-relatives.

B. Domestic Partner or Domestic Partner's Parent: Up to three (3) working days of paid funeral leave is provided due to the death of a domestic partner or a domestic partner's parent. Employees who request this type of funeral leave need to complete the certification form (see Appendix C)

and return it to their supervisor.

C. County Employee: An employee may receive up to four (4) hours of paid funeral leave to attend funeral activities due to the death of a current County employee. Supervisors should try to approve these requests keeping in mind the operational needs of the department.

D. Notice: Employees desiring funeral leave shall promptly request funeral leave from their supervisor. Employees normally use the funeral leave in consecutive workdays unless other arrangements are approved by their supervisor. Employees may be required to furnish proof of death and their relationship to the deceased.

E. Extended Family: See Paid Time Off (PTO), Paragraph L.

Section 7 Severe Weather

A. Employees are expected to report to work at their regularly scheduled time regardless of prevailing weather conditions. However, we are concerned for the safety of all employees and if an employee feels that they cannot safely make to work due to severe weather they should stay home. In this case, immediately call and advise your supervisor of the situation. If the employee is unable to contact the supervisor, the employee shall leave the message with the department designee.

B. Employees not reporting to work or employees who are permitted to leave early due to an inclement weather situation may use accrued PTO, vacation, compensatory time, or flex their work schedule with supervisor approval. Employees who have a total of 40 hours or less of eligible paid leave may request approval from their department head to use unpaid leave. Sick leave may not be used. Employees must obtain approval from their supervisors before leaving the work site.

C. County buildings will not close in inclement weather. Offices and departments must maintain at least the minimum staff required to provide essential services to the public. Inter-departmental cooperation and other creative solutions to meeting our public service obligations and still providing for employee safety are encouraged.

Section 8 Telework

Marathon County permits telecommuting on an individual basis whereby employees are allowed to perform normal job duties and responsibilities using computers or other telecommunications, at home or another approved location apart from the employee's usual place of work. Department Heads may implement department or division specific telework policies to meet their operational needs. All telework policies and agreements shall be reviewed and approved by Human Resources prior to implementation.

Section 9 Family Medical Leave Act – Federal/Wisconsin Leaves

Available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

A. General Requirements

1. Eligibility:

   a. Federal: Employees who have been employed by Marathon County for 52 weeks during the previous 7 years (need not be continuous) and has physically worked 1,250 hours during the preceding 52 weeks are eligible as provided under this policy.

   b. State: Employees who have been employed by Marathon County for 52 consecutive weeks and was paid (worked and paid leave time) 1,000 hours during the proceeding fifty-two (52) weeks are eligible as provided under this policy.

2. Length of Employee Medical, Family Medical, Child Rearing and Military Exigency Leaves: During each calendar year, eligible employees may take no more than twelve (12) calendar weeks (480 hours) for any one leave or combination of these leaves for employee and family medical, child rearing, and military exigency. Eligible part time employees may take pro-rated leave. Depending on the circumstances of the leave, the leave may be paid, unpaid, or a combination of paid and unpaid.

3. Length of Military Caregiver Leave: Eligible employees who are family members of covered service members may take up to twenty-six (26) calendar weeks (1040 hours) of leave in a single twelve (12) month period to care for a covered service member. Eligible part time employees may take pro-rated leave. During the specified single twelve (12) month period, military caregiver leave is combined with any other Federal leave (employee, family, child rearing, and military exigency) used for a total of twenty-six (26) weeks. Part or all this leave may be paid, unpaid, or a combination of paid and unpaid.

4. Designated Concurrent Leaves: If the leave qualifies as both County paid or unpaid time off and federal/state leave, the County will designate them to run concurrently if off work for more than 1 calendar week (including intermittent leave). For example, substituted County paid sick leave and/or PTO used for an employee's serious health condition also qualifies for Federal &

Wisconsin Employee Medical Leave. Therefore, this time off will also be deducted from an employee's leave entitlement under both Wisconsin and Federal laws.

B. Definitions:

1. "Serious health condition" is a disabling physical or mental illness, injury, impairment, or condition involving any of the following:

a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility or any subsequent treatment in connection with inpatient care.

b. Outpatient care that results in a period of incapacity of more than three full consecutive calendar days that require in-person treatment by a health care provider at least once within seven (7) days of the first day of incapacity **and** requires either continuing treatment initiated by the health care provider, or a second in-person visit to health care provider for treatment within thirty (30) days of the first day of incapacity.

c. Period of incapacity due to pregnancy, or for prenatal care.

d. Chronic condition (e.g., asthma, diabetes, epilepsy) that requires two or more medical visits/treatments each calendar year, continues over an extended period, and may cause episodes of incapacity.

e. Permanent/long-term condition that requires continuing supervision but not necessarily active treatment by a health care provider (e.g., Alzheimer's, severe stroke, terminal stages of a disease).

Multiple treatments (e.g., chemotherapy, radiation, dialyses, physical therapy, and restorative surgery after an accident or injury) by health care provider for condition which would likely result in incapacity for three consecutive calendar days in absence of medical intervention.

f. Injury or illness incurred by a covered military service member in the line of duty on active duty that results in the service member being medically unfit to perform the duties of his/her office, grade, rank, or rating.

Medical problems such as a common cold, flu, earaches, upset stomach, minor ulcers, non-migraine headaches, and routine dental or orthodontia problems are not ordinarily considered serious health conditions unless complications arise.

3. "In loco parentis" means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship. The County may require documentation to verify an "in loco parentis" relationship.

4. "Incapable of Self-Care": requires active assistance or supervision in three or more activities of daily living (ADLs) or instrumental activities of daily living (IADLs).

   The FMLA regulations include the following as examples of "activities of daily living":
   - ✓ Caring appropriately for one's grooming and hygiene
   - ✓ Bathing
   - ✓ Dressing
   - ✓ Eating

   The FMLA regulations provide the following examples of "instrumental activities of daily living":
   - ✓ Cooking
   - ✓ Cleaning
   - ✓ Shopping
   - ✓ Taking public transportation
   - ✓ Paying bills
   - ✓ Maintaining a residence

   These lists of ADLs and IADLs are not exclusive and determinations of whether an individual is "incapable of self-care" may include consideration of additional activities such as needing assistance with medication management.

5. "Calendar year" refers to the months of January through December.

6. "Intermittent Leave" is leave taken in separate blocks of time (e.g., leave taken over a period of weeks, a day or several days at a time).

6. "Reduced Leave" is a change in the employee's work schedule (e.g., full-time to part-time or less part-time hours each day).

   Each workday or work week an employee works fewer than the regular scheduled hours, only the specific reduced or intermittent amount taken will be deducted for purposes of computing leave taken and leave remaining.

C. Employee Medical Leave

1. Purpose: Job-protected, unpaid medical leave may be requested by an employee or designated by the County for a serious health condition, as defined by Federal and/or State law, which makes the employee unable to perform his or her job duties.

2. Length of Medical Leave: Employees may take a maximum of twelve (12) calendar weeks of medical leave in a calendar year.

3. Substitution: An employee may choose to substitute a maximum of two (2) weeks accrued paid County sick or other accrued paid leave for the first two weeks of the otherwise unpaid leave. After the first two weeks, an employee eligible for an additional ten (10) weeks of leave, the County will require an employee to use their paid PTO, sick leave, or other paid leave such as vacation, compensatory time, or floating holiday. When an employee has a total of 40 hours of eligible leave, the employee may request approval from their department head to save up to one week of paid leave.

4. Requesting Employee Medical Leave: If an employee intends to take medical leave for a serious health condition requiring **planned** medical treatment or supervision, the employee must:

   a. Obtain the form from the Human Resources Department Website or from the Human Resources Department to request employee medical leave.

   b. Submit the completed leave request form to his/her supervisor plus a copy to the Human Resources Department. The leave request must be submitted two (2) weeks prior to beginning a planned leave for medical treatment. The two-week requirement may be waived for unexpected medical treatment for a serious health condition or in emergencies.

   c. Provide the required medical certification (see Paragraph H of this section).

5. Scheduling Employee Medical Leave: When medically necessary, an employee may schedule employee medical leave as an intermittent or reduced leave. An employee must make a reasonable effort to schedule intermittent or reduced leave, so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, the proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave. The schedule must be of sufficient definiteness that the

County can schedule replacement employees, if necessary.

D. Family Medical Leave

1. Purpose: Job protected, unpaid family medical leave may be requested by an employee or designated by the County when care for an individual who has a serious health condition, as defined by Federal and/or State law, is needed and the individual is the employee's:
   a. Spouse
   b. Biological, adopted, or foster child
   c. Child for which employee stood "in loco parentis"
   d. Biological parent or parent who stood "in loco parentis" to employee
   e. Stepparent, adoptive parent, or legal guardian
   f. Spouse's parent
   g. Domestic partner
   h. Domestic partner's parent

2. Length of Family Medical Leave: Each calendar year, an employee may take:
   a. A maximum of twelve (12) calendar weeks of family medical leave for the employee's:
      1) spouse
      2) parent (as defined in Section A above)
      3) child less than 18 years old (as defined in Section A above)
      4) child 18 years or older (as defined in Section A above) is "incapable of self-care" due to a disability.
   b. A maximum of two (2) calendar weeks of family medical leave for an/a:
      1) employee's child 18 years or older (as defined in Section A above) who cannot care for himself/ herself due to a serious health condition.

2) spouse's parent

3) Domestic partner

4) Domestic partner's parent

3. Substitution: An employee may choose to substitute a maximum of two (2) weeks accrued paid County PTO, sick or other accrued paid leave for the first two weeks of the otherwise unpaid leave. After the first two weeks, an employee eligible for an additional ten (10) weeks of leave, the County will require an employee to use their paid leave such as vacation, compensatory time, or floating holidays (not including sick leave). When an employee has a total of 40 hours of eligible leave, the employee may request approval from their department head to save up to one week of paid leave.

4. Requesting Family Medical Leave: If an employee intends to use family medical leave for a "serious health condition" that requires medical treatment or supervision of a family member, the employee must:

   a. Obtain the form from the Human Resources Department Website or from the Human Resources Department to request family medical leave.

   b. Submit the completed request form to his/her supervisor plus a copy to the Human Resources Department. This request must be submitted two (2) weeks prior to beginning a planned leave. The two-week requirement may be waived for unexpected medical treatments for a serious health condition or in emergencies.

   c. Provide the required medical certification (see Paragraph H of this Section – Medical Certification).

5. Scheduling Family Medical Leave: An employee must consider the needs of the County when scheduling family medical leave. When medically necessary, an employee may take family medical leave as an intermittent or reduced leave. An employee must make a reasonable effort to schedule intermittent or reduced leave, so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.

E. Child Rearing Leave

1. Purpose: Job protected, unpaid child rearing leave may be used within sixteen (16) calendar weeks before or after or within 12 months following:

   a. The birth of the employee's natural child or multiple children; or

   b. The placement of a child with the employee for adoption or as a precondition to adoption under Wisconsin Sec. 48.90(2), Stats., but not both; or

   c. The placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.

2. Length of Child Rearing Leave: An employee may take a maximum of twelve (12) calendar weeks of child rearing leave for the birth, adoption, or foster placement of a child or multiple children. If the parents of the child or multiple children are married to each other and are both employed by the County, they are only entitled to a combined total leave of twelve (12) calendar weeks.

3. Substitution: If the leave begins within sixteen (16) calendar weeks following the birth or adoption of a child or multiple children, an employee may substitute a maximum of six (6) weeks accrued paid PTO, sick or other accrued paid leave for the first six of the otherwise unpaid twelve (12) calendar week leave. After the first two weeks, an employee eligible for an additional ten (10) weeks of leave, the County will require an employee to use their paid leave such as vacation, compensatory time, or floating holidays (not including sick leave). When an employee has a total of 40 hours of eligible leave, the employee may request approval from their department head to save up to one week of paid leave. No substitution of accrued paid sick leave is permitted for foster care placement.

4. Requesting Child Rearing Leave: No less than two weeks before the leave is to commence, an employee must complete and submit the form to request child rearing leave to his/her supervisor plus a copy to the Human Resources Department. This form can be obtained from the Human Resources Department Website or from the Human Resources Department. If the date of the birth, adoption, or foster care placement requires the leave to begin sooner or later than initially anticipated, the employee must notify the Human Resources Department as soon as possible. The dates

of the leave will be adjusted accordingly.

5. Scheduling Child Rearing Leave: An employee may take intermittent leave sixteen (16) calendar weeks following the birth or adoption up to a maximum of 240 hours (6 calendar weeks of Wisconsin Child Rearing Leave). Any remaining leave must be taken in one continuous block of time. No partial or intermittent leave can be taken for foster care placement.

   An employee shall make a reasonable effort to schedule the intermittent or reduced leave, so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, the employee's proposed schedule of intermittent or reduced leave no less than two (2) weeks before the schedule of absences is to begin. The schedule must be of a sufficient definiteness that the County is able to schedule replacement employees, if necessary, to cover the absences.

F. Military Caregiver Leave

1. Purpose: Job protected unpaid leave may be requested by an employee or designated by the County to care for a covered service member in the Armed Forces including the National Guard or Reserves who has a serious injury or illness as defined by Federal law that was incurred in the line of duty during active duty. This includes care for veterans (no longer active armed service members) who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness that occurred in the line of duty during the five years preceding the date of treatment.

   The covered service member must be the employee's:

   a. Spouse

   b. Biological, adopted, or foster child, stepchild, or legal ward and who is of any age

   c. Child for which employee stood "in loco parentis" and who is of any age

   d. Biological parent or parent who stood "in loco parentis" to employee

   e. Stepparent, adoptive parent, or legal guardian

   f. Next of kin or nearest blood relative as defined by Federal law

The County may require an employee to provide reasonable documentation (birth certificate, court order/document, or statement from employee) of family relationship to employee.

2. Length of Military Caregiver Leave: An employee may take a maximum of twenty-six (26) calendar weeks in a single twelve (12) month period. The single twelve (12) month period begins the first day of leave and ends 12 months from that date. Any unused leave cannot be carried over.

   A separate caregiver leave can be taken for each covered service member and/or for each new injury/illness. An aggravation or complication of an earlier injury/illness is considered the same injury/illness.

3. Substitution: When caring for a spouse, child, or parent, an employee may choose to substitute a maximum of two (2) weeks accrued paid County PTO, sick or other accrued paid leave for the first two weeks of the otherwise unpaid leave. After the first two weeks, an employee eligible for an additional ten (10) weeks of leave, the County will require an employee to use their paid leave such as vacation, compensatory time, floating holidays (not including sick leave). When an employee has a total of 40 hours of eligible leave, the employee may request approval from their department head to save up to one week of paid leave. When caring for a next of kin or nearest blood relative, accrued paid County sick leave may not be substituted.

4. Requesting Military Caregiver Leave: If an employee intends to use military caregiver leave for a covered service member with a

serious injury or illness, as defined by Federal law, the employee must:

a. Obtain the form from the Human Resources Department Website or from the Human Resources Department to request military caregiver leave.

b. Submit the completed request form to his/her supervisor plus a copy to the Human Resources Department. This request must be submitted two (2) weeks prior to beginning a planned leave. The two-week requirement may be waived for unforeseeable medical treatments or care or in emergencies.

c. Provide the required medical certification (see Paragraph H of this section). In lieu of this certification, the employee may provide an ITO (Invitational Travel Order), or ITA (Invitation Travel Authorization) issued to the employee to immediately join a seriously injured or ill service member at this/her bedside. When the duration of the ITO or ITA expires, the County may require the regular medical certification procedures be completed.

d. The first request for caregiver leave, for a covered service member, will also require proof of the service member's military status. Subsequent requests for a different serious injury/illness of the same service member or a serious injury/illness for a different service member will also require proof of military status.

5. Scheduling Military Caregiver Leave: An employee must consider the needs of the County when scheduling military caregiver leave. When medically necessary, an employee may take military caregiver leave as an intermittent or reduced leave. An employee must make a reasonable effort to schedule intermittent or reduced leave, so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.

G. Military Exigency (Call-Up) Leave

1. Purpose: Job protected, unpaid leave may be requested by an employee or designated by the County to address qualifying exigencies as defined by Federal law. These qualifying exigencies

must result from a covered regular Armed Forces or National Guard/Reserve service member's active duty, call/order to federal active duty, or recalled to duty after retirement in support of a contingency operation.

The covered service member must be the employee's:

a. Spouse

b. Biological, adopted, or foster child, stepchild, or legal ward and who is of any age

c. Child for which employee stood "in loco parentis" and who is of any age

d. Biological parent or parent who stood "in loco parentis" to employee

e. Stepparent, adoptive parent, or legal guardian

2. Qualifying Exigencies: The following non-medical, non-routine activities related to the covered National Guard/ Reserve service member's military active duty/call to active-duty status or circumstances arising from such are qualifying exigencies:

a. Short-notice deployment activities

b. Military events and related activities

c. Childcare and school activities

d. Financial and legal arrangements

e. Counseling activities

f. Rest and recuperation activities

g. Post employment activities

h. Additional activities mutually agreed to by the employee and County

3. Length of Military Exigency Leave: An employee may take a maximum of twelve (12) calendar weeks of military exigency leave in a calendar year. However, special rules concerning the amount of leave and/or when leave may be taken apply to certain types of exigencies. Additional information about these special rules can be obtained from the Human Resources Department.

4. Substitution: If an employee meets County requirements for using paid accrued leave, the County will require an employee to use their paid leave such as vacation, compensatory time, floating holidays (not including sick leave). When an employee has a total of 40 hours of eligible leave, the employee may request approval from their department head to save up to one week of paid leave. Accrued paid County sick leave cannot be substituted.

5. Requesting Military Exigency Leave: If an employee intends to use military exigency leave as defined by Federal law, the employee must:

   a. Obtain the form from the Human Resources Department Website or from the Human Resources Department to request military exigency leave.

   b. Submit the completed request form to his/her supervisor plus a copy to the Human Resources Department. This request must be submitted as soon as practicable, depending on the facts and circumstances of the leave.

6. Certification for Military Qualifying Exigency Leave

   If an employee requests military exigency leave, under this policy, the employee must:

   a. Complete the "Qualifying Military Exigency Certification Form" that the Human Resources Department will provide. A separate certification is required for each specific exigency.
   b. Submit to the Human Resources Department the completed certification form **plus** any required proof of the military service member's related active duty or call to active duty in support of a contingency operation. This information must be provided within fifteen (15) calendar days following the request for this information.

   If all requirements of the certification process are incomplete and/or insufficient (vague, ambiguous, or non-responsive), the County may delay or deny the leave until the requirements are met.

7. Scheduling Military Exigency Leave: When necessary, an employee may take military exigency leave as an intermittent or reduced leave. An employee must make a reasonable effort to schedule intermittent or reduced leave, so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, the proposed

schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave. The schedule must be of sufficient definiteness that the County can schedule replacement employees, if necessary.

H. Medical Certification

1. If an employee requests or the County designates an employee medical (except for childbirth), family medical, or military caregiver leave under this policy, the employee must:

   a. Complete the required Medical Certification Form that the Human Resources Department will provide. This form must be completed by the employee and the health care provider as defined by law who is treating the employee, family member, or military service member.

   b. Return the completed Medical Certification Form to the Human Resources Department within fifteen (15) calendar days following the request for this information.

2. If information on the returned Medical Certification Form is incomplete and/or insufficient (vague, ambiguous, or non-responsive), the County may delay or deny the leave or the employee's corresponding rights until the requirements are met.

3. Except for military caregiver leave, the County may request:

   a. second or third health care provider opinion at the County's expense.

   b. additional or updated medical certifications on a periodic basis to recertify that a serious health condition still exists.

I. Insurance and Benefits: While an employee is on employee medical, family medical, child rearing, military caregiver or military exigency leave:

1. The County will maintain group health and dental benefits under the conditions that applied before the leave began. If prior to the leave, the employee was required to pay part or all the cost of these benefits, the employee is required to continue with his/her share of the costs. While on paid leave, the County will continue to make payroll deductions to collect the employee's contributions. During unpaid leave, the employee must contact the Human Resources Department to arrange for continuing to pay the required contributions. Failure to pay the required contributions may result in loss of coverage.

The County's obligation to maintain health and dental benefits will end if and when an employee informs the County of an intent not to return to work at the end of the leave period, if the employee fails to return to work when leave entitlement is used up, or if the employee fails to make any required payments while on leave and the County has provided a 15-day advance written notice that payment has not been received.

If the employee does not return to work after the leave entitlement has been exhausted, the County has the right to collect the health and dental insurance premiums the County paid during any unpaid leave. An employee must return to work for at least 30 calendar days to be considered to have "returned" to work. The employee's liability to repay health insurance premiums does not apply if failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

2. The employee will continue to earn accrued PTO only when employee receives 50% or more of their standard work hours in a pay period.

3. Holidays will count as FMLA leave when an employee is off work on FMLA leave for the full calendar week. If an employee is on "intermittent" FMLA leave or is off work less than a full workweek, the holidays will not count against the employee's FMLA leave entitlement. Holiday pay will continue during an approved paid and unpaid FMLA leave.

J. Return From Leave

1. Prior to returning to work from a continuous employee medical leave, an employee is required to obtain and submit to the Human Resources Department written medical documentation from the health care provider that addresses:

   a. Whether he/she is physically and mentally able to perform the essential functions of his/her job.

   b. If he/she will have any work restrictions plus a detailed listing of the restrictions and how long the restrictions will be necessary.

   If reasonable job safety concerns exist, similar medical documentation may be required during an employee's reduced or intermittent leave.

   The County may deny reinstatement from a continuous leave until the required return to work certification is provided.

2. An employee returning from leave as provided under this policy can return to his or her prior position if vacant at the time the employee returns to work. If the position is no longer vacant, the employee will be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

3. An employee may return to work prior to the scheduled end of the leave if the County is notified at least two business days prior to the desired return date. An employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

Section 10 Bone Marrow and Organ Donation Leave

Employees eligible for Wisconsin FMLA leave (see Section 9, Paragraph A-1) may take up to six (6) weeks leave in a calendar year for the purpose of serving as a bone marrow and organ donor.
Eligible employees may only take the amount of the leave necessary for the donation procedure and recovery from the procedure. Employees will need to submit the County's FMLA employee medical leave certification. This leave will count concurrently as Federal/State FMLA leave.

Section 11 County Unpaid Leave of Absence

A. Employees giving two (2) weeks prior notice, may, at the discretion of the department head, be granted an unpaid personal and/or medical leave of absence not to exceed forty-five (45) calendar days OR 260 hours upon presenting a written request to the department head. Employees should use eligible paid leave prior to requesting an unpaid leave of absence.

Employees who will have NO pay in payroll period, needs to contact Human Resources Department and complete a "request for County unpaid leave" form.

B. An employee, at the discretion of the department head, may retain a maximum of 40 hours total in eligible leave banks. For examples: medical leave would include all leave banks; personal leave would include all leave banks except for sick leave.

The employee may elect to retain more than 40 hours of leave if one of the following conditions apply:

1. on an approved Wisconsin FMLA leave
2. is receiving worker's compensation benefits,
3. has met their elimination period for Income Continuation Insurance

C. Unpaid leaves of absence beyond forty-five (45) calendar days or 260 hours and extensions of leaves of absence may be granted upon the approval by the department head and the Human Resources Director.

D. Unpaid leave of absence shall not be granted for the purpose of accepting employment with another employer.

E. Health and Dental Premiums: If an employee is paid less than 50% of their standard hours in a month (i.e., 80 hours for full time employee), the full insurance premiums (i.e., employee's share plus County's share) will need to pay the full premium for the following month. This does not apply to approved Federal/State FMLA leaves.

An employee who has an FMLA qualifying event, but is otherwise not eligible for FMLA leave, may be eligible to receive the employer portion of premium coverage for up to 12 calendar weeks from the qualifying event date. During this time, the employee would be required to pay missed employee premiums but would not need to pay the full premiums if they do not receive at least 50% of their standard hours in a month (i.e., 80 hours for a full-time employee). Employees will be responsible for the full (employee and employer) premium during any approved unpaid leave after 12 weeks.

F. PTO Accruals: In order to receive your biweekly PTO accrual, an employee must be paid at least 50% of his/her standard hours per payroll period.

F. An employee's benefit eligibility date for accruing PTO will not be adjusted due to an unpaid leave of absence.

G. To be entitled to holiday pay when on County unpaid leave of absence, an employee must receive full pay on the workday before and after a holiday. However, if an employee is on an approved FMLA leave, holiday pay will continue unless the employee is receiving ICI benefits during the payroll when holiday is paid.

H. To be receive the biweekly PEHP payment, an employee must receive pay during the pay period.

Section 12 Leave Donation Program

A. Purpose: The purpose of the leave donation program is to assist an employee faced with a serious medical illness or injury to themself or an immediate family member by allowing employees to voluntarily transfer accrued PTO or vacation hours to another eligible employee who has exhausted all other paid leave.

B. Qualifying Event: Employee may request leave donation for a serious health condition qualifying under Federal/Wisconsin Employee and Family Medical Leave (FMLA) affecting themself or their immediate family member. Donated leave may not be used for child rearing leave following birth or placement of a child for adoption or foster care.

C. Procedure for Requesting Employee:

1. Any eligible employee may request a leave donation by completing the "Request to Receive Donated Leave" form (Appendix A). If the employee is not capable of applying in writing on their own behalf, a personal representative may complete a written request for the employee. Before applying on behalf of an employee, every effort must be made to obtain consent from the employee or, in situations where this is not possible, the employee's guardian.

2. Request for leave donation must be submitted to the Human Resources Department. Applications must be submitted within 25 calendar days of the qualifying event, if possible.

3. For employee's own illness, employee must actively pursue income continuation insurance benefits and/or WRS Disability Retirement benefits if applicable. Leave donations will offset Income Continuation Insurance benefits (see Chapter 6, Section 4, Paragraph E7). Leave donations may continue up to 30 calendar days from when the County is notified that ETF has received all medical documentation necessary to make an affirmative determination regarding your application for disability retirement.

4. During the use of donated PTO or vacation, other benefits will continue to accrue for the employee (e.g., PTO, health, and dental insurance benefits, etc.).

5. Donated time will transfer to employee's PTO account.

C. Procedure for Donating Employee:

1. Hours are donated by completing the "Request to Donate Paid Leave" form and must be submitted to Human Resources Department.

2. The employee may only donate PTO or vacation leave and relinquishes all rights and claims to the leave that they donated.

3. Leave may be donated in 15-minute increments.

4. Donor's name and hours donated are not given to recipients.

5. Donations are deducted from the donor's balance when hours are needed by the recipient. Donors will not be notified when the donated hours are processed. When the hours are transferred, it will show-up on your donor's payslip under the "absence plans" section in the "reduced" column. If donated hours are not used, Human Resource Department will notify donors by email.

Section 13 Jury or Witness Duty

An employee, when subpoenaed in connection with County business, called upon to serve jury duty, or as a witness, shall receive the regular rate of pay for such time required to be in Court based upon the employee's standard (scheduled) workday, excluding shift differential. The employee must return any compensation, less mileage payment, received through Jury Pay or Witness Fee to the County Treasurer's Office. If an employee is excused from jury duty, or as a witness, on a particular day, he/she shall return to work, if there are two (2) or more hours remaining in the workday.

Section 14 Military Leave

Military leaves of absence will be granted in accord with all requirements of State and Federal law including the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). All employees requesting military leave for more than 14 consecutive calendar days must notify the Human Resources Department prior to said leave unless precluded by military necessity. For military leave for less than 14 consecutive days, the employee should notify their supervisor. The notice must be in writing and include a copy of the employee's military orders and/or training schedule.

A. Reserve Training: Employees who are members of a reserve component of the military forces of the United States or State of Wisconsin shall promptly notify the department head and be granted a leave of absence if required to participate in annual training duties. The employee shall use military leave without pay and if the employee provides written documentation of the military earnings received during the training period to the Human Resources Department, the employee will then be paid the difference, if any, between their regular pay and their military pay for the training period involved, not to not to exceed 15 working days (maximum of 150 hours) in the calendar year.

B. Active Duty**:** In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on military leave of absence may continue group insurance plans (i.e., health, dental and life insurance program coverages), provided that the employee shall pay the full costs.

C. Compliance with USERRA: All military leave from the County is subject to USERRA. Employees should consult the Human Resources Department for answers to more specific questions about military leave and USERRA.

Section 15 Kelly Days

A. Chief Deputy Sheriff shall receive 48 Kelly hours.
B. Captain Deputy Sheriffs shall receive 48 Kelly hours.
C. Lieutenant Deputy Sheriffs shall receive 48 Kelly hours.

Appendix C
Request Funeral Leave Due to The Death Of A Domestic Partner or A Domestic Partner's Parent

Up to three (3) working days of paid funeral leave is provided due to the death of a domestic partner or a domestic partner's parent.

To be eligible to take this funeral leave, you must satisfy one of the following requirements. Please check the box that applies to your domestic partnership and return to your supervisor:

☐ I have a **registered domestic partnership** with the Register of Deeds in a county in the state of Wisconsin.

☐ I am in an **unregistered domestic partnership**. I am in a relationship with another individual and we satisfy all the following requirements:

- ► We are both at least 18 years old and otherwise competent to enter a contract.
- ► Neither of us is married to, or in a domestic partnership with, another individual.
- ► We share a common residence.
- ► We are not related by blood in any way that would prohibit marriage under Wisconsin law.
- ► We consider ourselves to be members of each other's immediate family; and
- ► We agree to be responsible for each other's basic living expenses.

Certification of Domestic Partnership:

I certify that the below person is my domestic partner:

Click here to enter text.

Employee's Signature or Typed Name If Sent Electronically:

Click here to enter text.

Date:

Click here to enter a date.

Supervisor return completed certification to Marathon County Human Resources Department

Chapter 8
Employee Separation/Retirement

Section 1 Separation/Retirement Procedures

A. Employees are encouraged to consult with the Human Resources Department to discuss how their termination/retirement will impact their benefits.

B. Employees shall provide the following written notice to their department head and/or supervisor:

1. Exempt Employees: Minimum of twenty eight (28) calendar day written notice.

2. Non-Exempt Employees: Minimum of fourteen (14) calendar day written notice.

C. The department head and/or supervisor shall forward the original written termination notice to the Human Resources Department and complete the appropriate Employee Report form. Department managers are responsible for ensuring County property is returned and building and/or computer access is addressed.

D. The above notice requirements may be waived with prior approval from the department head and Human Resources Director.

Section 2 Leave Payouts

Employees who do not provide the required written notice prior to termination of employment will forfeit earned PTO, vacation and perfect attendance leave accrued. The above notice requirement may be waived by prior approval of the Human Resources Director.

Non-exempt employees will be paid for their earned compensatory time.

NOTE: In order to receive your biweekly PTO accrual, an employee must be paid at least 50% of his/her standard hours per pay period.

A. Maximum Eligible PTO Payout:

Years of Continuous Service Completed	Maximum Eligible Payout
0 through 4	200
5 through 9	224
10 through 14	248
15 through 19	272
20 +	296

B. Voluntary Separation (Excluding Retirement) & Layoff: Employees who leave the employment of the County in good standing and give required notice, shall receive payment for earned but unused PTO up to the maximum eligible payout based on their continuous years of service at current hourly rate on their last payroll. Vacation time and perfect attendance leave will be paid out at 12/31/12 (12/31/14 for Law Enforcement) hourly rate.

C. Retirement: Employees who are eligible for Wisconsin Retirement Fund retirement and give required notice shall receive payment for earned but unused PTO up to the maximum eligible payout based on their continuous years of service, vacation time and perfect attendance leave into the employee's Post Employment Health Plan (PEHP) account. PTO will be paid out at the employee's current hourly rate; however, vacation and perfect attendance leave will be paid out at 12/31/12 hourly rate.

D. Dismissal: Employees dismissed for unsatisfactory performance will not receive payment for PTO, vacation and perfect attendance leave.

E. Death: The County shall pay out the earned but unused PTO up to the maximum eligible payout based on their continuous years of at current hourly rate. Vacation time and perfect attendance leave shall be paid out at 12/31/12 (12/31/14 for Law Enforcement) rate of pay.

Section 3 Last Day Worked

The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize PTO, vacation, compensatory time, personal time and/or perfect attendance leave and stay on the payroll after the last day at work. This policy is waived when an employee is on an approved medical leave and may be waived in personal emergency or crisis situations with prior approval of the Human Resources Director.

Section 4 Sick Leave Conversation

A. Retirement: When an employee retires a maximum of fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's 12/31/12 hourly rate, exclusive of shift differential (12/31/14 for Law Enforcement)) and deposited into the employee's Post Employment Health Plan (PEHP) account. In order to determine the employee's sick leave conversion, benefit the following formula would apply: years of continued uninterrupted service in a benefit eligible position + age = credits (example: 20 years of continuous service + 55 = 75 credits)

For credits above 65 but below 75, deduct 5 percent from the standard conversion for each year short of 75.

Examples:

75 credits = Standard 50 percent conversion of sick leave to dollar credits
74 credits = 45 percent conversion
73 credits = 40 percent conversion
72 credits = 35 percent conversion
71 credits = 30 percent conversion
70 credits = 25 percent conversion
69 credits = 20 percent conversion
68 credits = 15 percent conversion
67 credits = 10 percent conversion
66 credits = 5 percent conversion
65 credits = 0 percent conversion

In order to be eligible for the above-described benefit, the employee must meet all of the following conditions:

1. Be eligible and apply for Wisconsin Retirement Fund annuity at least 30 days before last day worked; and

2. Provide the required notice as outlined in Section 1, Paragraph B.

B. Forced to Retire Due to Medical Disability: If an employee is forced to retire due to medical disability, fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's 12/31/12 hourly rate (12/31/14 for Law Enforcement), exclusive of shift differential) and deposited into the employee's Post Employment Health Plan (PEHP) account.

C. Death: If an employee dies, fifty percent (50%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's 12/31/12 hourly rate,

exclusive of shift differential (12/31/14 for Law Enforcement)) and deposited into the employee's Post Employment Health Plan (PEHP)

account.

Section 5 Employment References

We will provide accurate and job-related information to prospective employers about current or former employees. The Human Resources Department or the department the employee is/was assigned to may provide information to a prospective employer orally concerning an employee's length of service, job title and/or verification of salary.

Employees who terminate their employment may elect to sign a Reference Consent and Release Form. Current employees may be asked to sign the release form when a reference inquiry is received. By signing this form, the employee will acknowledge the County's right and intent to respond to employer inquiries. When a past or current employee has failed or refused to sign a Consent and Release Form, employment references will, in general, be restricted to position held, salary information, dates of employment, and employment status. We may advise the potential new employer that further information, beyond position held, salary information, date of employment and employment status, is being withheld because of the employee's failure or refusal to execute a release. We do, however, reserve the right to provide any other information that we deem appropriate.

Responses to inquiries beyond confirming position(s) held, salary information, dates of employment, and employment status can be made after an appropriate release is received. The employee's direct supervisor may respond orally or in writing if he/she is still employed by the County. If the direct supervisor is no longer employed by the County, the department head or another supervisor with first-hand knowledge of the work of the former employee may respond orally or in writing. The response shall be accurate, related to the employee's job and/or employment, and supported by documentation or personal knowledge. If a written response is provided, it shall be reviewed and approved by the department head. A copy of the written response shall remain on file with the responding department.

The Human Resources Director shall be consulted for any oral or written reference responses for those former employees who were terminated for misconduct, received a severance agreement, or resigned under the threat of involuntary termination involving some form of job performance issues before responding to the prospective employer.

We expect all employees to act in good faith and provide accurate information without malice when responding to a reference inquiry.

Section 6 Layoff, Furlough, or Reduction in Hours

Department heads should consult withthe Human Resources Director prior to any decision regarding the layoff, furlough, or reduction in hours of a regular full or part-time County employee. In the event of a layoff, furlough or reduction in hours caused by budget limitations or program changes, layoffs will be determined by the

department head on the basis of ability, skill, job performance, and experience.

Appendix A
Marathon County Reference Consent and Release Form

We will provide accurate and job-related information to prospective employers about current or former employees. The Human Resources Department or the department the employee is/was assigned to may provide information to a prospective employer orally concerning an employee's length of service, job title and/or verification of salary.

Employees who terminate their employment may elect to sign a Reference Consent and Release Form. Current employees may be asked to sign the release form when a reference inquiry is received. By signing this form, the employee will acknowledge the County's right and intent to respond to employer inquiries. When a past or current employee has failed or refused to sign a Consent and Release Form, employment references will, in general, be restricted to position held, salary information, dates of employment, and employment status. We may advise the potential new employer that further information, beyond position held, salary information, date of employment and employment status, is withheld because of the employee's failure or refusal to execute a release. We do, however, reserve the right to provide any other information that we deem appropriate.

Responses to inquiries beyond confirming position(s) held, salary information, dates of employment, and employment status can be made after an appropriate release is received. The employee's direct supervisor may respond orally or in writing if he/she is still employed by the County. If the direct supervisor is no longer employed by the County, the department head or another supervisor with first-hand knowledge of the work of the former employee may respond orally or in writing. The response shall be accurate, related to the employee's job and/or employment, and supported by documentation or personal knowledge. If a written response is provided, it shall be reviewed and approved by the department head. A copy of the written response shall remain on file with the responding department.

The Human Resources Director shall be consulted for any oral or written reference responses for those former employees who were terminated for misconduct, received a severance agreement, or resigned under the threat of involuntary termination involving some form of job performance issues before responding to the prospective employer.

We expect all employees to act in good faith and provide accurate information without malice when responding to a reference inquiry.

Based upon the above policy and your personal preference, please review the following and sign on the signature line if you want Marathon County to respond to reference inquiries with information beyond confirming position(s) held, dates of employment and salary.

❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖ ❖

I authorize Marathon County to provide any information relating to my employment with the County in response to inquiries from potential employers. Such information may include, but is not limited to, dates of employment, job duties, position(s) held, job qualifications, salary information, education, character, work habits, and my reason for leaving County employment. By signing this Reference Consent and Release Form, I also release and discharge Marathon County, its officers, employees, and agents, from any and all liability, for any and all damages, which may arise as a result of the release or exchange of this information to potential employers.

Signature / *Typed Name Will Be Considered as Your Signature*	
Print Name	
Date	
Department	

Return To: ***Marathon County Human Resources Department,***
1100 Lake View Drive, Suite 100, Wausau WI 54403
CountyHR@MarathonCounty.gov

Chapter 9
Casual, Seasonal and Temporary Employees

Section 1 Definition

A. Casual Employees: Persons not occupying positions allocated by Human Resources, Finance and Property Committee action. Positions allocated by County Board action are known as regular positions.

B. Seasonal Employee: Part-time or full-time casual 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.

Revised 6/11/19

C. Temporary Employee: Part-time or full-time casual employee or work study/student intern hired on a limited term basis to perform a specific special assignment.

Revised 6/11/19

D. Unpaid Employees or Individuals not on County Payroll: Occasionally, individuals may be on-site performing services in a non-paid capacity such as interns/volunteers or they may be paid through another agency (i.e. employment agency). Based on the work being performed, these individuals may still be required to complete County related paperwork, (Confidentiality Agreement, Hold Harmless Consent Form, Orientation, Computer Usage, Auto Insurance Verification or other documents.) For volunteers, departments are required to contact the Risk Manager, Human Resources Department.

Section 2 Work Hour Limit

The casual, seasonal and temporary employee groups described in Section 1 shall not work more than 1,199 hours in any 12-month period in any County employment. Department Directors are responsible for compliance with the work hour limitations. Any penalties/costs incurred from exceeding these limits will be covered from the violating department's budget. Please note: A violation of this section could occur if an employee works for one department and is rehired by the same or a different County department and exceeds 1,199 hours within a 12-month period. The Human Resources Director must approve any exceptions or deviations from this policy.

Work Hour Consideration in Relation to Affordable Care Act: Casual, seasonal and temporary employees who are paid 1,560 hours or more during the County's measurement period will be eligible and offered health insurance coverage during the next plan year (stability period). Department Directors are responsible for monitoring employees paid hours and budgeting for any expense related to additional health insurance coverage. If an employee becomes eligible and the cost of the County's plan is determined to be unaffordable as defined by the

Affordable Care Act, any penalties/costs incurred will be the department's responsibility.

Section 3 Recruitment

Recruitment and selection of casual, seasonal and temporary employees is conducted by the Human Resources Department utilizingthe following guidelines:

A. Each applicant must complete an official application form. Applicants for casual, seasonal and temporary positions may obtain the application online during the time the opening is posted – Click Here. Paper applications may be accepted with the prior approval of the Human Resources Department.

B. Departments are strongly encouraged to complete at least one reference check for finalists. Managers should also contact the Human Resources Department to complete criminal record checks and driving record checks (if driving is required as part of job duties) prior to making a job offer.

C. Selection of applicant will be based on specific qualifications for each position and conducted in a manner to provide equal employment opportunity. Human Resources will send the hire letter to the applicant selected.

D. New temporary employees are required to complete an I-9 form, state and federal tax withholding forms, and direct deposit form within the first three (3) days of hire. Hiring departments can complete these forms with the new hire or the new hire can complete the forms with an Human Resources representative within the first three (3) days of hire. Forms are submitted to the Human Resources Department along with an Employee Report Form within the established payroll deadlines.

E. Employment of Minors – Youth under 18 years of age may perform nonhazardous jobs. Before minors can perform any work, the individual MUST obtain a valid work permit. Work permits can typically be obtained in school offices. The department must reimburse the minor for the work permit fee no later than the first pay check. For complete listing of child labor laws and regulations see Wisconsin Department of Workforce Development, Equal Rights Division website. https://dwd.wisconsin.gov/er/

Section 4 Compensation

Casual, seasonal and temporary maximum wage rates -- listing of wage rates: https://www.marathoncounty.gov/home/showpublisheddocument/12543/638871351733270000

The Human Resources Director may approve individual requests for wage rates for casual, seasonal and temporary jobs when special circumstances warrant exceeding these maximum rates. The Human Resources Director may approve exceeding the current established temporary wage rates when departments hire

temporary staff to fill current regular vacancies. However, these rates may not exceed the maximum rate for the corresponding regular position.

See casual, seasonal and temporary wage rate chart for the Park Recreation and Forestry Department (Appendix A).

Section 5 Benefits

Casual, seasonal and temporary employees are not eligible for benefits unless otherwise determined by the Human Resources Department or Human Resources, Finance and Property Committee. Eligibility for participation in the Wisconsin Retirement System shall be determined by the requirements of the State of Wisconsin Department of Employee Trust Funds (ETF). Consult the ETF website (http://etf.wi.gov) for details.

Section 6 Status Change

Employment in a casual, seasonal or temporary job provides no guarantees of eligibility for any other County employment. Casual, seasonal, and temporary employees are invited to apply for job openings in which they are interested and qualified.

In the event that a casual, seasonal or temporary employee is hired for a regular allocated position, the effective date of hire for determining benefits will be the date of employment into the regular position eligible for benefits. (Retirement benefits will be calculated based on State Employee Trust Fund rules.) An initial employment period will be required. The starting salary will be consistent with the County pay plan.

hapter 10
oyee Conduct

Section 1 Ethics Policy

A. Marathon County is committed to the highest standards of conduct by and among public officials and employees in the performance of their public duties. Individual and collective adherence to high ethical standards by public officials and employees is central to the creation of and maintenance of public trust and confidence in Marathon County Government.

This ethics policy applies to all County officials, employees, officers, and all elected officials without exception. The Corporation Counsel should be consulted about specific questions on compliance with this Policy and ethics laws or rules.

The Marathon County Ethics Policy is built upon Marathon County's Core Values of Service, Integrity, Quality, Diversity, Shared Purpose, and Stewardship of our Resources. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting our core values. These values reflect a shared view of how we want to operate and be seen by others. Employees and public officials shall dedicate themselves to carrying out the mission and core values of this county and shall:

1. Hold paramount the safety, health and welfare of the public in the performance of job duties.

2. Act in such a manner to uphold and enhance personal and professional honor, integrity and the dignity of public service.

3. Treat with respect and consideration all persons, regardless of race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age (except where sex or age is a bona fide occupational qualification), Genetic Information and Testing, Family & Medical Leave status, arrest or conviction records, or any other characteristic protected by law.

4. Engage in carrying out Marathon County's mission in a professional and ethical manner.

5. Collaborate with and support others in carrying out the County's mission in a professional and ethical manner.

6. Build professional reputations on the merit of service.

7. Recognize that the chief function of Marathon County at all times is to serve the best interests of the residents of the County.

8. Accept the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.

9. Respect the structure and responsibilities of the board of supervisors, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the board of supervisors.

10. Consistent with responsibilities and job duties, provide facts and data to keep the community informed about issues affecting it.

11. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.

12. Serve with respect, concern, courtesy, and responsiveness in carrying out the county's mission.

13. Avoid any interest or activity that is in conflict with the conduct of their official duties.

14. Respect and protect privileged information to which they have access in the course of their official duties.

15. Strive for personal and professional excellence and encourage the professional development of others.

Employees and public officials are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of Marathon County. It is not possible to develop a comprehensive, detailed set of rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at Marathon County. Whenever employees are in doubt, they should consult with their Department Director, Human Resource Director, or Corporation Counsel.

B. Conflict of Interest: A conflict of interest is a situation in which an employee's private interest, usually of a financial or economic nature, conflicts with or raises a reasonable question of conflict with the employee's public duties and responsibilities or may reflect unfavorably on the reputation of Marathon County.

Conflicts of interest in public contracts are addressed in Section 946.13 of the Wisconsin Statutes and Sec. 3.14 – Ethics in Public Contracting of the Marathon County Code of Ordinances. As representatives of Marathon County, employees are obligated to place the interest of Marathon County, in any transaction involving Marathon County, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict

of interest may arise to their Department Director, Human Resources Director, or Corporation Counsel.

C. Definitions:

1. Immediate family means an individual's spouse or an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one half of his or her support. Source: Sec. 19.42(7), Wis. Stats.

2. Organization means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or other legal entity other than an individual or body politic. Source: Sec. 19.42(11), Wis. Stats.

3. Substantial Value means anything of more than token or inconsequential value. Source: 2008 GAB 03. The Wisconsin Government Accountability Board has held that the cost of a meal provided to a local official, even if it does not exceed $15, is of more than token or inconsequential value.

D. Prohibition Against the Solicitation or Acceptance of Gifts: Employees and all officials are prohibited from soliciting and/or accepting anything of substantial value for the private benefit of themselves, a member of their immediate family, or an organization with which he/she is associated from a person or organization who:

1. Has or is seeking a contractual, business, or financial relationship with the County.

2. Conducts operations or activities regulated by the County.

3. Has interests which may be affected by the County.

All Employees and County Officials are expected to comply with the Local Public Officials Code of Ethics contained in Section 19.59 of the Wisconsin Statutes.

E. Political Contributions and Endorsements: County employees and officials enjoy a very public image when involved in political activities, including endorsements or contributing to candidates. Employees and officials should take all necessary precautions to ensure that such political activities are engaged in during off work time and do not create a perception that such political activities are engaged in on behalf of Marathon County or are perceived to be connected to or representative of Marathon County. Employees are prohibited from displaying political materials in the workplace.

F. Violations: Violation of this Policy will be considered a very serious act of misconduct, which could result in the termination of the offending employee's

employment. Additionally, depending on the type and severity of the offense, there is potential for the imposition for criminal and civil penalties.

G. Reporting Ethics Violations: If you have questions or concerns about compliance with the subjects described in this policy, or you are unsure about what is the "right thing" to do, we strongly encourage you to first talk with your Department Director, Human Resources Director, or the Corporation Counsel. The Corporation Counsel is authorized by Statute to issue confidential ethics opinions. Any employee who becomes aware of any existing or potential violations of laws, rules, regulations, or this policy, is required to notify your Department Director, the Human Resources Director, or County Administrator promptly. Failure to do so is itself a violation of this policy. To encourage employees to report any violations, the County will not tolerate retaliation for reports made in good faith. Retaliation for reports made in good faith will itself be cause for employee discipline or termination. At the direction of the County Administrator, responsible personnel will review and investigate all credible disclosures of suspected wrongful activity to ensure an appropriate response. Individuals engaged in misconduct and those responsible for the failure to report, prevent, or detect the wrongful conduct may face disciplinary action up to and including termination of employment.

Section 2 Communications and Confidentiality

Communication is a joint responsibility shared by the County and all employees. No information concerning the internal operations of the County, including but not limited to the release of records of the County, may occur except through, and with the permission of, the County Administrator or individual Department Director if designated by the County Administrator. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Administrator or Department Director for a response to that inquiry.

Because of an employee's responsibilities at the County, an employee may have access to confidential medical, social, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the work unit without the permission of the County Administrator or his/her designee. All employees are responsible for protecting the confidentiality of this information.

The County's custodian of records is responsible for the disclosure of records pursuant to request for records under Wisconsin's Public Records Law. Unless directed by the County's custodian of records, employees shall not act as the County's custodian of records or disseminate information.

The County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of the County. In situations in which the employee is not engaged in the performance of

professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the County.

Section 3 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the County resides by law with the County Board of Supervisors under the leadership of the County Administrator and County Board Chair. The County Administrator, as the chief administrative officer of the County, is the primary professional advisor to the County Board and head of the management team. The Directors of Departments of the County are part of the management team, and the Directors of Departments report to the Deputy County Administrator or County Administrator. Supervisors subordinate to the Directors are also members of the management team. This management team concept is the process by which a recommendation for County Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as employees unite with the County Board to promote effective services for the community.

The Administrator is responsible for the development, supervision, and operation of the County and its personnel and facilities. Employees have the obligation to further the professional advisement of the County through the chain of command. The Administrator is given the latitude to determine the best method of implementing the policy decisions of the County Board.

All staff members and supervisors shall be responsible to the County Board and the County Board Chair through the County Administrator. Each shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the County Administrator to the County Board or County Board Chair. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Manual or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

Any employees who receive non-routine directives or requests from any individual citizen, business representative or elected or appointed official are to immediately report such directive or request to the employee's supervisor. No specific directives or request from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

Generally, if an employee has a problem with an individual, then 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 must address the problem through the employee's immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the County Administrator. If an employee feels harassed or discriminated against by

another person, then the employee is directed to follow the harassment/discrimination reporting policies in this manual.

Section 4 Work Rules

The establishment of written work rules is one way in which employees can be informed of required behavior and expectations. In general, we expect employees to maintain a positive work atmosphere by working in a cooperative manner. Maliciously motivated criticism, bullying, or harassment will not be tolerated. Being insubordinate, threatening, intimidating, and disrespectful or assaulting a manager, coworker, customer, visitor, or vendor is inappropriate.

When work rules are initially developed or substantially revised, department and/or individual meetings should be conducted to discuss and explain the rules. Communicating in person provides employees an opportunity to ask questions and helps to ensure better understanding.

A. Reporting to work when sick/ill.

B. Theft from the County, other employees, or visitors.

B. Fighting or involvement that leads to violence.

C. Falsifying reports, records, or information.

D. Unauthorized possession of a weapon on the job.

E. Insubordination.

F. Gambling on the job.

G. Inefficiency, such as failing to do the amount or quality of work that is expected.

H. Consuming, possessing, or being under the influence of alcoholic beverages or illegal drugs on County property or while on duty.

I. Sleeping on duty.

J. Conviction of a criminal offense related to job duties.

K. Divulging confidential information.

L. Failing to report an injury or incident concerning an employee, visitor, or any other person on County property.

M. Tardiness or absenteeism; leaving early without permission.

N. Violating safety regulations.

O. Failing to notify supervisor of absence from work.

P. Damaging County property.

Q. Horseplay and practical joking.

R. Smoking on paid time or in prohibited areas.

S. Using abusive or profane language.

T. Harassing behavior.

U. Policy violations.

V. Behavior inconsistent with the County's Core Values.

Section 5 Personal/Work Area Appearance

Your personal appearance and the appearance of your work area leave a lasting impression on visitors to our offices. Dress appropriately for the work you do and keep your work area clean, safe and orderly. Avoid extremes in clothing, makeup, fragrances and jewelry. Please ask your supervisor if you have questions about appropriate or safe work attire.

Section 6 Off-duty conduct

In most instances, the County will not be involved in employees' off duty conduct. The County will take appropriate action if the targeted off-duty conduct interferes with an employee's ability to perform on the job, or that such conduct affects public confidence in the County's ability to perform its mission.

Section 7 Political Activities

Applicants for employment and employees are not required to contribute to any political fund nor render any political service to any person or party at any time. No person nor employee shall be hired, promoted, suspended, demoted nor dismissed for refusing to do so. Political activity is not to be conducted during work time. Employees running for political office must abide by applicable State and Federal laws.

Section 8 County Property

It is the County's intent to provide its employees, during the course of their employment, with access to and the use of various properties for the purpose of conducting business for the County. Employees should have no reasonable expectation of privacy in the use of the County's and the public's property. The County may access its property with or without the prior consent or knowledge of the employee to the extent permitted by law. County property is to be used judiciously by employees at all times and only in the manner for which the County and public intends the property to be used.

Employees must maintain their workspaces in a clean, orderly and professional manner. Employees must report any suspected misuse or abuse of the County's property.

Employees are encouraged to exercise care and attention in safeguarding personal property brought to the workplace. The County does not assume liability for the loss, theft or damage of personal property brought to the workplace.

The County reserves the right to access, replace or utilize any of its property without prior permission of the employee to whom it was provided to the extent permitted by law. Circumstances warranting a need to access property in the employee's absence include, but are not limited to, the following:

- The County has a need to search for business items or information that is needed in a timely manner.
- The County is complying with applicable laws regarding review and disclosure of records and information.
- The County has reasonable suspicion to believe that the employee is engaging in illegal or improper activities, in conjunction with committing a violation of policy, rules or general expectations of conduct, or in a way that may jeopardize the health and well-being of others.
- For any other lawful reason.

Under these circumstances, employees may be required, upon the request of the County, to submit to a search of any personal property brought onto the County's premises to the extent permitted by law.

Section 9 Telephone Policy

A. Telephone: People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Keep the County core values in mind.

Personal calls should be kept to a minimum in both number and duration. Preferably, personal calls should be made during breaks/lunch periods. Employees are to reimburse the County for any personal additional phone charges.

Section 10 Cellular Phone Use Policy

A General Guidelines: The County will provide cellular phones for employees when required due to job responsibilities.

Authorized employees are expected to have their assigned cellular phone in their possession at all times during their work shift with the exception of certain meetings and conferences or when safety-related issues take precedence.

Employees who are provided County cell phones must have their cell phones number listed on the County phone directory.

B. Procedures:

1. Phone Acquisition: Department head may approve a cellular phone for an employee based on the following criteria:

   ► Whether a cellular phone will enhance emergency response, employee safety or work efficiency.

   ► The adequacy of the present system of communication, and if a cellular phone is the most appropriate and economical choice (i.e. radio/pagers meet the needs as efficiently and less expensively).

   ► Whether the cellular phone is a convenience or a necessity for job performance.

   ► How much time the user spends in the field each day.

   ► Whether the user can share a phone with other employees.

2. County Cellular Phone Use: Use of County-provided cellular phones should be limited to County business. However, on a limited basis and in an emergency, employees may use a cellular phone for personal use if allowed by departmental policy.

3. Personal Cellular Phone Use During Work Time: Personal cell phone usage during worktime should be limited to work-related tasks unless during a break period or in an emergency situation.

4. Cellular Phone Use While Driving: Employees are prohibited from using a personal or County provided handheld cellular phone or other electronic device (including answering, talking, listening, dialing, texting, data entry, or otherwise manipulating the controls of the device) while driving a County-owned vehicle or a personal vehicle on County business due to safety concerns (unless responding to a life threatening/emergency situation or necessary law enforcement). Instead, employees should legally and safely park the vehicle to make or receive calls. If an employee is unable to pull over or stop before receiving a call/message, they should return the call later when they are able to find a safe and legal spot to park their vehicle. Employees may use a hands-free or voice-operated device if the driver does not use his or her hands to operate the device, except to activate or deactivate a feature or function of the device by touching a single button for increased safety. Employees should keep the conversation brief, and immediately locate a legal and safe area to park their vehicle to complete the call/message.

   Employees who use cellular phones for County business on a regular basis will be provided a hands-free adapter for increased safety and

convenience upon request.

5. Cellular Phone Bills Charges: To maintain adequate internal control, each department head, or designee, shall review and approve monthly

cellular phone invoices. Employees shall reimburse the County for any additional personal phone charges. Employees who use personal cellular phones for County business may be reimbursed at the department approved rate.

Section 11 Sexual Harassment Prevention

A. Purpose: This policy is formulated to protect employees against unsolicited and unwelcome sexual overtures or conduct either physical or verbal. It prohibits employee misconduct that may upset employee morale and interfere with employees' work and efficiency, regardless of whether there is any economic impact resulting from such misconduct.

Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964 (42 USC 2000e), and some forms of such misconduct may subject violators to civil liability and/or criminal prosecution, as well as disciplinary action up to and including discharge.

B. Policy Statement: Employees shall be provided a work environment free of any forms of sexual and other harassment, and persons found to be in violation of this policy shall be dealt with through the disciplinary process or other appropriate means. This policy applies to work-related social activities.

C. Types of Conduct Covered by this Policy:

1. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.

2. The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any impact on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.

3. The policy prohibits other behaviors that are not welcomed by employees and are personally offensive, including but not limited to: Sexual flirtations or propositions, sexually-related comments, display or possession of sexually suggestive objects or pictures on County property or in County vehicles, any uninvited physical contact, or any conduct that would create a hostile environment for the employee including e-mails, text messages, or other communication methods.

D. Responding to Harassment

If an employee experiences harassment or sees others being harassed, it is suggested employees discuss the inappropriate behavior with the harasser. If employees are uncomfortable, feel threatened, or unsuccessful in their discussion with the harasser, employees should begin the Complaint Procedure.

E. Complaint and Investigation Procedures

1. An employee should initiate action on a complaint of sexual harassment by notifying any of the following (other than the alleged harasser):

   a. Their immediate supervisor; or

   b. Their department head or the next level of management above their immediate supervisor; or

   c. The Human Resources Director or an Human Resources Analyst.

   We prefer that the employee submit a written summary of their complaint. However, Human Resources will investigate all complaints. Supervisory or management employees who receive a complaint are directed to record the date and time the complaint was received and to keep summary notes of the alleged misconduct and people involved and immediately contact the Human Resources Director.

2. All complaints shall be thoroughly investigated. Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file in the Human Resources Department.

3. Confidentiality shall be maintained during the investigation to the fullest extent possible.

4. An employee found in violation of this policy shall be subject to disciplinary action up to and including termination.

5. An employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination.

F. Retaliation and/or Reprisal:

An employee who engages in or assists in retaliation and/or reprisal against an employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination.

G. Training Policy:

All employees are required to complete Harassment and Bullying Prevention Training as a part of their onboarding within their first 3 months of

employment and complete retraining every 5 years thereafter. Training will be coordinated through Human Resources and available either in-person or virtually on-demand.

Section 12 Respect For Individual Differences

A. Our employees have the right to work in an environment free from harassment. Any employee who harasses another employee on the basis of their race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age, Genetic Information and Testing, Family & Medical Leave status, arrest or conviction records, or any other characteristic protected by law will be subject to disciplinary action up to and including termination.

B. Department heads, managers and supervisors are expected to take timely and appropriate action when they know or have reason to know that harassing behavior or discrimination is occurring. A consultation with the Human Resources Director is recommended. Management employees are expected to take action to stop inappropriate behavior whether or not an employee files an internal complaint if the conduct is known to management and is clearly unwelcome.

C. Employees should report any incidents in violation of this policy to the appropriate supervisor or the Human Resources Director.

Section 13 Workplace Bullying Policy

A. Marathon County is committed to providing our employees and customers with a respectful, healthy, and safe work environment that is free from bullying. Workplace bullying is unacceptable and will not be tolerated.

B. Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or customers. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.

C. Marathon County expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, department head, or an Human Resources Department staff member. Management employees are expected to take action to stop workplace bullying.

D. Any reports of workplace bullying will be treated seriously and investigated promptly. Employees are expected to cooperate with an investigation and provide truthful information. The complainant will be updated on the outcome

of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.

E. Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.

F. Questions regarding this policy or a specific situation should be directed to the Human Resources Director.

Section 14 Zero Tolerance Workplace Violence Policy and Procedure

A. Introduction: Marathon County maintains a zero-tolerance policy towards violence in the workplace. All violent behavior including threats, references or jokes of violence, is inappropriate in the workplace, on both the part of employees and customers, and will not be tolerated. Marathon County employees are prohibited from carrying weapons when conducting County business. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees. All employees shall notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. Violations of this policy shall lead to disciplinary action up to and including termination and may also result in criminal prosecution.

B. Definitions:

1. Employee - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of Marathon County.

2. Weapon - Including but not limited to any type of knife, electric weapon, and firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. Ch. 941, Subchapter III or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.

3. Workplace - All County-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by County Employees in an official capacity for the County. State law allows employees to have weapons/firearms in their vehicles if parked on County property. Marathon County will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for County business purposes.

4. Workplace Violence - Any act of written, verbal, or physical aggression that occurs in the workplace intended to physically harm an individual

or could cause a reasonable person to be in fear of imminent physical harm. It also involves the intentional unauthorized destruction or abuse of property. Examples of workplace violence may include but are not limited to: harassment, obscene phone calls, threats (direct or implied), references or jokes of violence, stalking, unauthorized possession or inappropriate use of weapons, assault, battery, robbery, kidnapping, murder, bomb threats, arson. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

C. General Background: Marathon County recognizes that workplace violence is a growing concern nationally that needs to be addressed by all employers. Employees of Marathon County should be provided with a work environment which is reasonably safe from harm. However, due to the need to allow public access to County facilities and services and the nature of certain employees work, the County cannot guarantee the protection of employees or customers against acts of violence. The County may, however, regulate and direct the conduct of its employees and customers when possible, in an effort to minimize the frequency and severity of violent incidents.

D. Exceptions to Weapons Prohibition: The weapons prohibition policy does not apply to employees who are armed in the line of duty, such as Sheriff's Deputies, except in designated restricted areas unless otherwise directed by the Sheriff. Also, employees required to utilize knives or similar tools on the job within the normal scope of their employment are not considered to be in violation of this policy.

E. Reporting Procedures

1. Non-Emergency: If the individual is not violent and no immediate threat is present, but the individual is acting in a suspicious or hostile aggressive manner, then employees should:

   ► Notify their supervisor.

   ► Keep distance between themselves and the individual.

   ► Become aware of escape routes.

   ► Be ready to summon the Sheriff's Department/Police if the situation escalates to an emergency situation.

   ► Call the Sheriff's Department at 261-1200 to report non-emergency events which are not life threatening involving suspicious activity.

2. Emergency: If it is reasonable to believe that an individual is acting in a manner that is of immediate threat to you or others, employees should:

- ► Seek safety by leaving area if possible.
- ► Notify their supervisor.
- ► Summon the Sheriff's Department or police by phone (911) or by activating panic alarms when available.
- ► When reporting an emergency event to the Sheriff's Department/Police, provide the dispatcher with your name and location, report the specifics of the event in a clear and concise manner and be prepared to stay on the line and answer questions the dispatcher may have.
- ► When practical and as appropriate to the circumstance, once a duress alarm has been activated, personnel should contact the Sheriff's Department Communication Center by dialing Ext. 1200 or 261-1200 and inform the Dispatcher of the circumstances as to the nature of the event.
- ► Do not attempt to control a violent individual.

F. Restraining Orders: Employees who are seeking or have obtained restraining orders or injunctions against abusive persons shall notify their supervisor so that appropriate measures can be taken to facilitate prudent safety measures within the workplace. When a protective or restraining order lists County workplaces as being protected areas, employees must provide their supervisor with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

G. Alternatives to Reporting Workplace Violence to Your Supervisor: If an employee is not comfortable reporting incidents of workplace violence to their supervisor the employee may instead report it to their department head, a supervisory employee in the Sheriff's Department, or to a member of the Human Resources Department professional staff.

H. Report to Human Resources: Supervisors receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of Marathon County and its assets shall report such incidents to their department heads. The department head shall complete a confidential memorandum and submit it to the Human Resources Director. Such memorandum should include:

1. Description in detail of what happened, where it happened, and when it happened.
2. Identity of persons committing the threat or violent behavior.
3. Identity of persons against whom the threat was made or violent

behavior directed.

4. Identity of persons reporting or witnessing the threat or violent behavior.

5. Observations that would make you believe that the individual intends to follow through on a threat.

6. How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.

Should it appear that the incident will require immediate attention, a verbal report shall be made to Human Resources followed up with a confidential memorandum. Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.

For those cases where it appears that criminal activity may be involved, department heads/managers/supervisors should not take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.

I. False Reports: Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including terminations.

J. Investigations and Resolutions: Human Resources will receive, evaluate, intervene, and respond to reports of workplace violence with the assistance of a Threat Management Team as appropriate. Threat Management Team members may include personnel from the Sheriff's Department, Corporation Counsel's Office, Human Resources Department and the Department Head of the affected department as well as any outside agencies that may provide assistance to the County on the matter.

Privacy rights will be observed in the event of the need to investigate workplace violence incidents. Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Anonymity of employees reporting violence or threats of violence will be maintained during the investigation to the greatest extent possible by those investigating and resolving the complaint. However, there is no right to or guarantee of anonymity since it is often necessary to make the employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Crisis counseling to employees and their families victimized by workplace violence may be provided.

K. Consequence of Policy Violation: Employees who violate this policy are subject to discipline up to and including termination and may also result in criminal prosecution. A mandatory referral to the Employee Assistance Program may also be a condition of an employee's action plan.

L. Employee Assistance Program: The County maintains an Employee Assistance Program (EAP) which provides help to employees who experience personal or family problems. At such times, your EAP is there to provide professional, confidential help within the limit of the law for you and members of your immediate family, free of charge. The EAP is just a phone call away anytime 24 hours a day (715-344-6379) or a toll-free telephone number (1-800-540-3758). Information brochures are available through Human Resources Department.

Section 15 Supervisor-Employee Relationships

Department heads and supervisors are prohibited from having romantic and/or sexual relationships with employees under their supervision. Perceived violations of this policy shall be brought to the attention of the department head or the County Administrator. Department heads or supervisors found to have violated this policy shall be subject to disciplinary action up to and including termination.

Section 16 Driver Policy

Employees who drive for business purposes must at all times meet the following criteria:

- must have a current, valid driver's license.
- must have a personal auto insurance policy meeting the minimum insurance requirements found in Section 10 Travel Reimbursement.

Any employee driving a County vehicle or driving on County business must observe all safety, traffic, and criminal laws of this state. No employee may consume alcohol, illegal/prescription drugs, or other substances while driving a County vehicle or personal vehicle while on County business, or prior to the employee's shift if by so doing, the employee's ability to safely operate a motor vehicle and carry out other work-related duties would be impaired or diminished. No employee may pick up or transport non-employees while in a County vehicle, unless there is a work-related need to do so and the County "ride along agreement" (Appendix A) is completed and approved by their department head prior to the event. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.

Any employee who drives for business purposes and receives a citation for any offense

that has a potential penalty of the suspension, revocation, or disqualification of their driver's license shall notify their department head or his/her immediate supervisor, by the next business day unless circumstances make it impossible, then as soon as possible. Failure to notify will result in disciplinary action up to and including discharge.

Section 17 Personal Use of County Vehicles

A. Personal use of County owned vehicles is prohibited with the exception of commuting to and from work for those who are permitted to take a vehicle home.

B. No one other than County employees are allowed to operate a County vehicle.

C. Only County employees and those associated with County work are to be transported in a County vehicle except in emergency situations.

D. Preauthorized exceptions to (c) may be granted by the County Administrator or by department heads when a Release and Hold Harmless Agreement is signed by the passenger (or guardian) and proof of insurance meeting the following liability insurance requirements is submitted by the passengers (or guardian) of not less than: Bodily Injury and Property Damage: $300,000 combined single liability limits, Medical Payments: $5,000 per accident; and Uninsured Motorists: $100,000 combined single limits or who maintain coverage with split limits of Bodily Injury: $100,000 per person/$300,000 per accident, Property Damage: $100,000 per accident, Medical Payments: $5,000 per accident; and Uninsured Motorists: $100,000 per person/$300,000 per accident. The Release and Hold Harmless Agreement and proof of insurance shall be approved by the County Administrator or department head and submitted to the Risk Manager **prior** to transporting a non-County employee in a County-owned vehicle (see Appendix A).

Section 18 Take Home Vehicle Policy

Take home County vehicles are assigned to specific positions in order to enhance public safety and/or where it can be clearly shown to improve the efficiency of County operations. Take home County vehicles are not intended as an employee fringe benefit.

The County Administrator's Office shall maintain a list of authorized take home vehicles and forward a copy to the Senior Accounting Professional-Payroll, Finance Department. Requests for adding additional positions to the list shall be made to the County Administrator in writing explaining the positive impact the take home vehicle will have on public safety and/or operational efficiency. Additionally, the list of positions authorized a take home vehicle shall be reviewed annually by the County Administrator's Office to determine that each take home vehicle continues to comply with this policy.

The job descriptions for positions that are assigned a take home County vehicle shall contain a section which identifies the assignment and communicates the County's

expectations about responding to off-duty emergencies, reporting directly to work sites, and requirements for the care, custody, and control of the vehicle.

Section 19 Supplementary Employment

Employees are allowed to hold a supplementary job as long as it does not interfere with their job responsibilities in their County employment. Employees in an allocated position shall notify their department head in writing prior to engaging in full or part-time employment with another employer or a personal business enterprise. The department head may refuse to authorize supplementary employment if it is expected to interfere with the performance of the employee's regular job duties or if the supplementary employment presents a conflict of interest. Questions should be directed to the Human Resources Director.

Employees are not allowed to conduct business related to outside employment while on County paid time, nor is an employee permitted to use County equipment or supplies in the performance of outside employment duties unless prior approval from supervisor.

Department heads are responsible for having employees with supplementary employment update this request form annually. Send a copy of the completed request form to the Human Resources Department for placement in official personnel file. (See Appendix B of this Chapter – Request for Supplementary Employment Form)

Section 20 Reasonable Accommodation of an Employee with a Disability

When it is determined that an employee cannot perform the essential functions of his/her position due to a physical limitation or medical condition, reasonable efforts will be made to accommodate the employee.

In determining what accommodation is necessary and reasonable, the department head and the Human Resources Director shall consider:

1. The nature and extent of the disability.

2. The number of employees in the department in the same or a similar classification.

3. The geographic location(s) in which the work is normally performed.

4. The nature and cost of the accommodation needed to perform the essential job functions.

5. The financial resources of the department and the governmental program.

6. The impact of the accommodation on the operation of the department and the County.

The interests and desires of the employee and his/her willingness to pay for all or part of the

necessary accommodation, if the accommodation would represent an undue hardship on the County.

Each request for accommodation shall be handled on a "case-by-case" basis considering the individual set of facts and circumstances.

If it is determined that a reasonable accommodation cannot be accomplished in the employee's current position, other options within the department will be considered. If no reasonable accommodation can be accomplished within the employing department, options in other County departments shall be considered.

A final decision on accommodation shall be made by the Human Resources Director after consultation with the department head.

Section 21 Drug Free Workplace and Alcohol and Other Drug Abuse Policy

A. Policy: Marathon County is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs or alcohol in the workplace. Marathon County is committed to a drug and alcohol free workplace. Therefore, Marathon County has established the following policy. This policy is effective immediately and will be enforced uniformly with respect to all employees. The purposes of this policy are:

1. To establish and maintain a safe, healthy working environment for all employees, residents and the public.

2. To promote rehabilitation assistance for any employee who seeks such help.

3. To reduce the number of accidental injuries to person or property.

4. To reduce absenteeism, tardiness, and to improve productivity.

5. To safeguard the reputation of Marathon County and its employees within the community at large.

B. Definitions:

1. Alcohol and Other Drug Abuse is defined as use of alcohol, illegal drugs, and taking medicine prescribed for another person. The words "illegal drugs" refers to any drug defined as a controlled substance under Wisconsin Statute or Federal Statutes. Alcohol and Other Drug Abuse also includes the use/abuse of prescription drugs and any product with the intent of purposely becoming intoxicated, euphoric, or high.

2. A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner.

3. An alcohol concentration of 0.02 or greater, while on duty for Marathon County, as indicated by an alcohol breath test or blood alcohol test may result in disciplinary action up to and including termination.

C. Violations: It is a violation of County policy for any employee to use, sell, possess, transfer or purchase illegal drugs, controlled substances or alcohol on Marathon County property or while performing Marathon County business unless such activity is a part of an assigned job duty. Such action may be reported to appropriate law enforcement officials.

Violations of this policy are subject to disciplinary action up to and including termination.

D. Off Duty Abuse: Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of a work related accident(s) or poor work performance must see their physician and obtain a referral to a certified substance abuse program for rehabilitation and will face discipline and/or termination if he/she rejects that program or continues to have job performance problems.

E. Testing: Federal Department of Health and Human Services drug test levels will be used to determine presence of illegal drugs. Drug testing will be done by certified laboratories. It is a violation of County policy for employees to be under the influence of alcohol (.02 or greater), illegal drugs, or misuse legal drugs during working hours for Marathon County.

Each employee may be tested for drugs and/or alcohol if he/she has been observed using a prohibited substance on the job (including but not limited to illegal drugs or alcohol), or if Marathon County supervisory staff has other reasonable suspicion for testing him/her.

Employees testing positive for illegal drugs and/or alcohol will be subject to disciplinary action up to and including termination. Employees testing positive must see their physician and obtain a referral to a certified substance abuse counseling program. Marathon County does offer group health insurance benefits to eligible employees. The employee will pay for all costs of rehabilitation not covered under the employee's benefit plan. If the employee is not terminated, he/she will be subject to unannounced follow-up testing anytime during the first six months after returning to work or anytime during the course of the substance abuse counseling program. Employees must sign a release allowing Marathon County to verify compliance with the substance abuse counseling program. Employees who fail to submit to required testing, test positive a second time, fail to sign a release or fail to comply with the certified substance abuse program will be subject to disciplinary action up to and including termination.

F. Employee Responsibilities:

1) As a condition of employment, employees must abide by the terms of this policy and must notify Marathon County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Employees who are convicted of any criminal drug statute violation will be terminated immediately if a relationship can be shown between drug activity and conduct at the work place.

2) In the interest of public and employee concerns such as safety, security and acceptable standards of performance, any employee taking medication/substances which could adversely affect his/her work performance shall report such use to his/her department head or designee or Sheriff's Department Division Commander. It is not necessary, nor desired, that the employee report the medical condition for which the medication is being taken.

G. The administration of Marathon County reserves the right to inspect lockers and/or vehicles owned by or leased to Marathon County (and contents therein) at any time in an effort to enforce this or other policies. Employees are hereby put on notice that said locker(s) or vehicle(s), although assigned to individual employees, are subject to inspection and remain under the exclusive control of Marathon County.

H. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug and alcohol free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs or alcohol is not compatible with employment at Marathon County. Employees are encouraged to utilize our Employee Assistance Program to address drug, alcohol, or other problems.

I. Reasonable Suspicion Testing: Drug and alcohol testing will be required when an employee is suspected of being under the influence of alcohol, illegal drugs or misusing legal drugs while at work or while performing County business. "Reasonable suspicion" includes identifiable behaviors which may cause a person to question whether the employee is physically or mentally able to perform his/her job. Some examples of behavior which may indicate alcohol or illegal drug use are:

1. Odor of alcohol

2. Abnormal speech

3. Loss of physical balance

4. Changes in general awareness

This list of examples is not intended to be all-inclusive.

Generally, we expect that a supervisor will take the following steps when s/he

suspects that an employee under his/her supervision is under the influence of alcohol or drugs at work or while performing County business:

1. Meet with the employee in a private location, advise him/her of the observed behaviors and ask for an explanation. If it can be arranged, have another management employee present at this meeting as a witness. Inform the Human Resources Director of the situation as soon as possible.

2. Advise the employee that s/he will be required to take a drug and/or alcohol test. If the employee refuses to consent to the test(s), s/he will be immediately suspended with pay pending a disciplinary investigation and offered a ride home. If employee insists on driving his/herself home, immediately notify the Sheriff's Department. Refusing the alcohol and/or drug test is considered a very serious act of misconduct which could lead to the employee's termination.

3. Contact the Human Resources Department to arrange for a drug and/or alcohol test. After normal business hours, transport employee to Marshfield Clinic walk-in department or occupational health department as indicated in Appendix C. If these locations are closed, departments should transport employee to the nearest emergency room for testing.

4. Document observations and actions.

5. Once the test(s) are conducted, suspend the employee with pay for the remainder of the work shift pending a disciplinary investigation and ensure that the employee is provided safe transportation home. If the employee insists on driving his/herself home, immediately notify the Sheriff's Department.

J. Post Offer Medical Exams: The medical exams of employees selected for certain positions (Deputy Sheriff, Public Safety Telecommunicator, Corrections/Juvenile Detention Officer, Shelter Home Youth Worker, Nutrition Driver, Chief Ranger and commercial drivers) shall include alcohol and drug tests — See Chapter 4, Section 4 (F).

I. Random and Post Accident Drug and Alcohol Testing: Random and post-accident testing is required for commercial vehicle operators — See Chapter 8, Section 14.

II. Testing Procedures: A Breath Alcohol Technician will administer the alcohol test using an evidential breath testing device (EBT). An alcohol concentration of .02 or higher is considered a positive test. An employee with an alcohol concentration of .02 or greater shall be given a second confirmatory test. Confirmation testing will be conducted at least 15 minutes but no more than 20 minutes after the initial test.

Drug screens shall be conducted to determine the presence of the following drugs or metabolites including but not limited to:

1. Marijuana

2. Cocaine

4. Opiates

5. Amphetamines

6. Phencyclidine (PCB)

The collection shall be done in a split sample form to provide for a confirmatory test, if the employee requests a confirmatory test. Drug tests shall be conducted by a qualified laboratory in accordance with National Institute on Drug Abuse (NIDA) standards.

The laboratory shall report all findings to a Medical Review Officer (MRO). The MRO shall attempt to contact the employee to discuss any positive results of the laboratory drug screen. If the MRO cannot contact the employee directly, the MRO shall contact the department head or Human Resources Director who will in turn direct the employee to contact the MRO. Findings and medical conclusions of the MRO shall be reported to the Human Resources Director.

J. Confidentiality: All records related to drug and alcohol tests results are considered medical records to be held in a secure location with controlled access.

K. Positive Findings: If an employee is found to have violated this policy by being under the influence of alcohol or illegal drugs while at work or while performing County business, this shall be considered a **serious offense** and a disciplinary suspension or termination from employment may be the appropriate disciplinary response. The level of disciplinary penalty shall be decided by the department head, after considering the facts and circumstances associated with the offense, the employee's work record (length of service and any prior disciplinary actions).

L. Rehabilitation: We recognize drug and alcohol dependency as an illness and a health problem. Conscientious efforts to seek help will not be considered in the disciplinary process. If an employee needs help in dealing with a dependency problem, s/he should call the Employee Assistance Program (715-344-6379 or 1-800-540-3758).

M. Criminal Drug Convictions: If an employee is convicted of violating a criminal drug statute while conducting County business, s/he must report the conviction to the Human Resources Director within five calendar days of the conviction. The Human Resources Director shall notify any applicable federal contracted agencies within ten calendar days of such notice.

Section 22 Tobacco/Smoke Free County Buildings, Property/Grounds,

Equipment, and Vehicles

Revised 10/8/19

A. Purpose. Marathon County is committed to providing healthy, clean and productive public workplaces for our residents, employees and visitors. In support of our commitments, we have adopted this policy which prohibits the use of tobacco, smoking and vaping products in all County buildings and structures, on designated County property/grounds and in all County vehicles and equipment.

B. Benefits. Implementation of this policy will benefit Marathon County by:

1. Improved health. The U.S. Surgeon General concluded that smoke free workplace policies lead to less smoking among workers and elimination of secondhand smoke exposure, thus creating a healthier workplace. The U.S. Center for Disease Control and Prevention (CDC) estimates that each smoker results in an annual excess medical expenditure of $1,623.

2. Reducing cleaning and maintenance costs. Smokeless or "chew" tobacco products create a particular housekeeping concern because of inappropriate disposal of used "chew" tobacco. Cigarette butts left near building entrances require the attention of cleaning staff.

3. Increased productivity. The American Productivity Audit, a national survey of 29,000 workers, found that tobacco use was the leading cause of worker lost production time – greater than alcohol abuse or family emergencies. Additionally, the CDC calculates that each employee who smokes results in an annual average loss in production equal to $1,706.

C. Definition. In this chapter the following terms have the following meanings:

1. County Building. Any building or structure owned or leased by Marathon County. This includes any structure intended to be a permanent accession to real property; that is designed for sheltering people, for storing property, or for working, office or parking space; that in physical appearance is annexed to the real property, that is covered by a roof and has an enclosed space; that is not readily moved or disassembled; and that is commonly known to be a building or structure because of its appearance and because of the materials of which it is constructed.

2. County Property/Grounds. Any real property or grounds owned or leased by Marathon County.

3. Designated Property/Grounds. County owned or leased property, or grounds that are identified as tobacco free by signs, placards, etc.

4. County Vehicle/Equipment. Any vehicle or equipment owned, rented or leased by the county.

5. Tobacco Products. The term "tobacco products" includes cigarettes, cigars, pipes, chewing tobacco, tobacco free snuff and electronic cigarettes and shall have the meaning as defined in Section 139.75(12), Wisconsin State Statutes, as it presently exists or may from time to time be amended. Notwithstanding any language in Section 139.75(12), Wisconsin State Statutes, "tobacco products" shall also include "cigarettes" as defined in Section 139.30(1m) Wisconsin State Statutes, as it presently exists or may from time to time be amended.

6. Vaping Product. The term "vaping product" means a noncombustible product that produces vapor or aerosol for inhalation from the application of a heating element, regardless of whether the liquid or other substance contains nicotine. Notwithstanding any language in Section 139.75(14), Wisconsin State Statutes, "vaping product", as it presently exists or may from time to time be amended.

Revised 10/8/19

D. Prohibited Activity. It is prohibited for anyone to use tobacco products in County buildings, structures, designated property/grounds, in or while operating County vehicles or equipment. The use of tobacco products in personal vehicles in the parking areas of any of the grounds designated as tobacco free is also prohibited. Furthermore, Marathon County employees are prohibited to use tobacco products during paid work time, including paid breaks. Employees are not prohibited from using tobacco products during unpaid lunch breaks, paid time off.

1. The County Administrator has designated these grounds as tobacco free:

— Marathon County Courthouse, 500 Forest St., Wausau

— 210 and 212 River Dr., Wausau

— Social Services, 400 E. Thomas St., Wausau

— Library Headquarters, 300 N. 1st St., Wausau

— Parks Maintenance Shop, 900 Pardee St., Wausau

— Facilities and Capital Management, 1308 West St., Wausau

— Marathon County Landfill, 18500 E. Hwy 29, Ringle

— All Highway Dept. facilities (Wausau, Stratford, Mosinee, Hatley, Abbotsford)

— University of Wisconsin-Marathon County, 518 S. 7th Ave. and 625 Stewart Ave., Wausau

E. Enforcement Responsibility. Consistent with other personnel policy, Department Heads with primary responsibility for operations performed on that site, are delegated responsibility to ensure compliance with this policy.

The County Administrator and the Sheriff share responsibility for ensuring compliance for the Marathon County Courthouse. The County Administrator is responsible for ensuring compliance at the River Drive sites.

F. Changes. Authority to establish necessary changes governing use of tobacco products in county buildings, structures, grounds and vehicles will be made by the County Administrator based on recommendations from the Marathon County Wellness Team.

G. Violation-Penalty-Enforcement. Any employee violating any provisions of this policy may be subject to progressive disciplinary action, up to, and including termination of employment.

Non-employees in violation of this policy shall be subject to a forfeiture of not less than $25.00 nor more than $50.00 for each violation in accordance with Wisconsin Statutes 101.123.

H. Smoking Cessation Benefit. To support employees, Marathon County's health insurance plan covers physician's fees and prescriptions, or other County approved smoking cessation programs, education or activities undertaken by an employee or covered family member. This is payable at 100 percent with deductible waived up to a $500.00 aggregate lifetime benefit for these services and charges.

Section 23 Energy Conservation Policy

A. Policy Goals: The policy addresses both short and long term goals.

1. Short term (One to Two Years)

a. Establish the policy foundation of responsibilities, planning, programs, standards, performance measures and the like to manage the County government's energy use and conserve energy.
b. Manage energy and other utility consumption to minimize use while maintaining safe and acceptable work conditions.

c. Achieve a reduction in average energy consumption per square foot annually.

2. Long term (Three Years or More)

a. Incorporate energy conservation and efficiency systems, techniques and design in all major renovations, system replacements and new construction.

B. Scope:

1. Facilities: This policy applies to County owned and leased buildings, whether occupied by the County, the courts or other agencies.

2. Equipment: This policy applies to County owned or leased equipment, including computer equipment.

3. Energy Sources: This policy applies to the use of electricity, natural gas and fuel oil.

D. Responsibilities:

1. Energy Conservation Team: In 2008 Marathon County partnered with Focus on Energy and Wisconsin Public Service to create an "Energy Conservation Team." The goal of this group is to improve energy efficiency within existing buildings and facilities, lower the County's energy costs and reduce greenhouse gas emissions. The team provides direction, counsel, and oversight as to the implementation of the "Energy Conservation Policy." As necessary, the team will address and analyze policy, practice and procedure as they relate to energy efficiencies and develop programs or projects that will promote better efficiency. Members of this group include but are not limited to:

- Marathon County Administrator
- Marathon County Facilities and Capital Management Director
- Marathon County Senior Maintenance Specialist (Environmental Control Specialist)
- Marathon County CIP Representative
- Marathon County Sheriff's Department Representative
- Marathon County Parks Recreation Forestry Department Representative
- Marathon County Courts Representative

- Focus on Energy Representative
- Wisconsin Public Service Representative

Technical consultants and other County Building Representatives may participate as needed.

2. Energy Conservation Team Leader: The Marathon County Facilities and Capital Management Director will serve as the Energy Conservation Team Leader. Duties of this position will be to provide leadership, monitoring, coordination, communication and analytical support to the energy conservation initiative. Among other things, the Energy Conservation Team Leader:

   a. Coordinates development and implementation of the County's annual energy conservation plan.

   b. Tracks and assesses the County's energy conservation performance and progress, including building data collection and analytical tools.

   c. Works through the departments, identifies and appoints a volunteer "Building Energy Representative" for each County facility.

   d. Conducts spot check energy audits to assess the County's adherence to policies and standards.

3. Building Energy Representatives-appointed by the Energy Team Leader: The appointed volunteer "Building Energy Representatives" serve as:

   a. A resource to building occupants about policies and responsibilities.

   b. "Energy conservation champions" to support awareness of energy conservation and goal achievement.

   c. Field representative to the Energy Conservation Team Leader, observing and reporting to the Team Leader on building conformity during normal business hours with energy conservation standards such as those for heating and air conditioning and or lighting.

4. Facilities and Capital Management Department: The Facilities and Capital Management Department is responsible for:

   a. Retrofitting as authorized and maintaining County facilities in accordance with the requirements of this policy, including

installation of energy conservation equipment and verification of correct equipment settings and operation.

b. Identifying situations above and beyond those envisioned in this policy that may require individual analysis and action to provide a comfortable, functional work environment.

c. Identifying incentive opportunities related to energy efficiency projects to maximize return on capital investment.

5. Department Heads: Department Heads are responsible for:

a. Communicating the County's energy conservation goals and policies to the staff, providing guidance and promoting adherence.

b. Working with the Facilities and Capital Management Department and the Energy Conservation Team Leader to identify energy reduction techniques or systems that can be implemented without affecting service delivery to the department's customers as well as bringing attention to any areas that require further action.

6. Employees: Marathon County employees are responsible for:

a. Becoming knowledgeable about the County's energy conservation policies and initiatives and complying with these policies.

b. Advising their "Building Energy Representative" of any circumstances that prevents the adherence to the County policies.

c. Bringing forward ideas and suggestions for energy conservation and efficiency that may not have been identified.

E. Energy Conservation Action Plan:

1. The Energy Conservation Team Leader, in conjunction with the Energy Conservation Team, Marathon County Facilities and Capital Management Department and others involved coordinates the development of the annual "Energy Conservation Action Plan."

2. This annual plan identifies specific actions to be implemented, proposed or estimated timelines and responsibilities for implementation.

3. The action plan is submitted to the Marathon County Administrator for review and approval by such a date as to allow sufficient time to secure funding either through the budget process or CIP.

4. The action plan is reviewed and updated annually along with evaluation of the previous year's performance, during the annual budget process.

F. Reporting, Benchmarking and Performance Measurement:

1. Reporting:

a) The Energy Conservation Team Leader:

1) Obtains information for all billing periods for each energy utility (electricity, natural gas and fuel oil) to provide reports on an annual basis assessing progress by building as well as for the County as a whole, in reducing energy demand. This includes analysis of the information and assessment of trends.

2) Presents reports to department heads and the County Administrator to aid in determining if conservation efforts are meeting goals or if additional efforts are required.

3) Presents report to Marathon County Executive Committee to advise them of progress in conserving energy.

2. Benchmarking/Performance Measurement: The Energy Conservation Team Leader uses reporting information to benchmark and measure performance from year to year (aggregate and by individual building).

G. Energy Use Standards:

1. General: The intent of the energy conservation policy and program is to achieve reductions in energy consumption while maintaining reasonable comfort levels for building occupants.

Initial temperature set points are based upon American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) comfort chart for 50 percent relative humidity, and employees at light work.

2. Heating and Air Conditioning Standards: Except as otherwise noted, temperature set points are based on the standards (Attachment page 10 of this policy) of the American Society of Heating and Air Conditioning Engineers (ASHRAE) and are as follows:

Cooling Season Set Points	**75-78 degrees F**
Heating Season Set Points	**68-72 degrees F**

Occupied air conditioning temperature settings will not be set below 75

degrees and heating setting are not set above 72 degrees. During periods of extreme heat or cold building HVAC systems may not be able to maintain heating or cooling standards. This happens infrequently and is generally a temporary problem. There will be no exception to the heating and cooling set points without authorization from the County Administrator.

3. Use of Windows: Any operable windows are to be kept closed. Open windows hinder the effectiveness of the building HVAC system making it difficult to provide uniform heating or cooling.

4. Auxiliary Heating and cooling Sources: Personal portable space heaters are not allowed because of their excessive energy consumption, fire code and safety issues. If a room is not consistently within the heating/air conditioning set point range, Marathon County Facilities and Capital Management Department should be notified so that the problem can be addressed. If building conditions are such that acceptable temperature cannot be achieved by the HVAC system, Facilities and Capital Management Department will take necessary measures to resolve/rectify the situation. If auxiliary heating or fans are required, Marathon County Facilities and Capital Management Department will provide them.

5. Night, Weekend and Holiday Temperature Setbacks: The heating temperatures are set to 60 degrees for all buildings for periods when buildings are not normally occupied. The air conditioning temperatures are set to 80 degrees when buildings are not occupied. Normal occupancy for most buildings is from 7:30am to 5:00pm. This means that from 7:30am to 5:00pm, the temperature will be within the set points defined in Item H2 above.

   Note: Exceptions to the setbacks are made for those functions that must remain operational during these periods such as for night meetings, after hours court functions, computer rooms, or the jail. Also, some buildings have unique requirements for longer start up times to reach heating or cooling set points.

H. Lighting Policy:

1. Facility lighting shall meet recommendations in the IESNA (Illuminating Engineering Society of North America) lighting handbook 9th edition. All illumination criteria are based on horizontal foot-candles readings. Vertical levels will vary.

   a. General and private offices shall be illuminated from 30-50 foot- candles as recommended by IESNA and may automatically controls or dual switched options. Areas with high natural lighting shall have area audits to verify application of photo control opportunities. Lighting

arrangement should be flexible to accommodate changes in office furniture.

b. Open plan offices shall be illuminated from 30-50 foot- candles. Lighting arrangement should be flexible to accommodate changes in office furniture.

c. Lobbies, Lounges and reception areas shall be illuminated to minimum of 10 foot-candles.

d. Mail sorting rooms and copy rooms shall be illuminated form 30-50 foot-candles and be automatically controlled or dual switched.

e. Conference rooms shall be illuminated to minimum 50 foot-candles with automatic controls, dual switching and dimming where applicable.

f. Jail cells and Day rooms shall be illuminated to 30 foot-candles; minimum in any cell is 20 foot-candles.

g. Break areas shall be illuminated to minimum 10 foot-candles.

h. Libraries shall be illuminated to minimum 30 foot-candles.

i. Service areas including rest rooms, closets, corridors, stairways and elevators shall be illuminated to minimum 10 foot-candles.

j. Task lighting shall be considered as a supplement for any application involving office lighting or reading situations.

k. Lighting for video camera use shall be considered for any new construction, retrofit or remodel projects where applicable.

2. Personal lamps for "mood" lighting are only permitted if utilizing CFL (compact florescent) or LED bulbs. The employee providing the lamp will be responsible for replacement of the bulbs. Lamps should be turned off when the office is not in use. If a room is not lit within the lighting standards above, The Facilities and Capital Management Dept. should be notified so that problems can be addressed.

3. Each department shall assign an employee to turn off common area lighting at the end of the business day. Lights are to be turned off even if it is anticipated that custodial staff will soon be in the area.

4. Custodial staff are responsible for turning lights on as needed while working; that is, turning on lights only while an office or room is being cleaned, and turning lights off as soon as cleaning has been completed. Custodial staff turns off corridor and related lighting prior to leaving the

building at the completion of cleaning.

I. Personal Appliances: Personal appliances, such as space heaters, refrigerators, microwaves, coffee makers, candle heaters, potpourri heaters, and LCD picture frames will not be permitted in private offices or cubicles. Personal fans and radios will be permitted with the permission of the department supervisor.

An exception to the restriction on personal refrigerators in private offices or cubicles can be made if the employee prepays the annual cost of the electricity and the Department Head accepts responsibility for collecting and documenting payments. The cost of the electricity shall be calculated by the Facilities and Capital Management Director. Payments shall be in one year increments and are non-refundable.

J. Computer Equipment: The City County Information Technology Commission assesses energy consumption of personal computers, servers, printers and related devices and shall consider the anticipated energy use when making purchases of this equipment. CCIT will recommend to the County Administrator guidelines for turning on or off and setting "sleep" modes that reflect the technology in place. The County Administrator shall issue rules with regard to turning off computers not in use.

K. Vehicles: Vehicle purchase should be based on a cost benefit analysis that includes the life cycle costs associated with the specific vehicle model as related to its intended use. Fuel efficiency and environmental impact should also be a consideration. As technology matures and the initial costs become competitive consider the purchase of hybrid or E85 flex fuel passenger carrying vehicles.

L. Programs: To support the Energy Conservation Policy and initiative, the County implements a variety of programs including:

1. Employee Awareness: The County conducts communications programs to promote employee awareness of the need for energy conservation. This includes such activities as distribution of this Energy Conservation Policy, reminders via e-mail, coverage in new employee orientation, County newsletter, and opportunities at employee events to reinforce the conservation ethic.

2. Preventive Maintenance: Preventive maintenance procedures are used to obtain optimal energy-efficient operation of equipment.

3. Repairs: Repairs/replacement of equipment takes into consideration the most cost effective solution over the life of the repair/equipment. Considerations shall include future maintainability, improved operation, improvements to energy efficiency, requirement for additional or reduced preventive maintenance.

4. Energy Efficiency Retrofits: The County bases energy efficiency retrofitting project priorities upon the availability of capital

improvements funds and maintenance needs such as the condition of the equipment. The County develops and maintains a priority list of retrofit needs.

5. Renovations: Renovations to County facilities, whether major or minor, are to meet standards for energy-efficient equipment and design.

6. New Construction: Marathon County will incorporate energy efficiency into the decision-making process during the design, acquisition, or remodel of facilities and equipment when cost effective. Sustainable design and construction practices utilizing products with longer documented life spans, less waste, and renewable materials will be employed. Anticipated labor savings over the projected life of the item will be taken into account.

7. Equipment Selection: The selection of all equipment procured for Marathon County, (to include computer equipment, printers, copy machines, equipment, refrigerators, and so forth) shall consider the anticipated energy use and available energy saving devices.

8. Automation: County departments are encouraged to pursue automation solutions, as feasible, to replace travel-intensive, paper-intensive or other energy consuming activities.

Appendix A
Release And Hold Harmless Agreement
Marathon County Ride-Along

In consideration of the Marathon County_____Department allowing me to ride in a Marathon County owned vehicle for purposes of_____, I, _____, hereby waive any rights and causes of action I have or might have in the future against Marathon County, the Marathon County_____Department, or any of their officials, officers, agents, employees or assignees, whether appointed or elected, as a result of injury of any type whatsoever including, but not limited to, property loss, personal injury, bodily harm or impairment, death or emotional stress caused in connection with my riding in a Marathon County owned vehicle for the above mentioned purpose.

I further understand that I will supply a copy of my personal auto liability insurance to verify I have personal auto liability insurance in force or a certificate of insurance verifying I am covered by my employer's workers compensation insurance if I am riding for work related purposes.

By signing this Release and Hold Harmless Agreement, I further acknowledge that I understand the contents of this document and the consequences of signing it.

Name of Rider(s): _____

Signature of Rider: _____

Guardian Signature of Minor(s): _____

Date: _____

For Employee and Department Head Completion

I,_____, permit the following employee,_____, to transport_____,_____as a passenger(s) in a Marathon County owned vehicle on the following date(s)_____for purposes of_____.

Department Head Signature: _____

Date: _____

Employees agree to all comply with all Marathon County Policies and Procedures and safety standards for his/her self and passenger.

Employee Signature: _____

Date: _____

This form must be completed prior to the Ride-Along event date and a copy of it along with a copy of rider's personal auto insurance must be submitted to Marathon County Risk Manager

Appendix B
Marathon County Request for Supplementary Employment

Policy: Employees are allowed to hold a supplementary job as long as it does not interfere with their job responsibilities in their County employment. Employees in an allocated position shall notify their department head in writing prior to engaging in full or part-time employment with another employer or a personal business enterprise. The department head may refuse to authorize supplementary employment if it is expected to interfere with the performance of the employee's regular job duties or if the supplementary employment presents a conflict of interest. Questions should be directed to the Human Resources Director.

Employees are not allowed to conduct business related to outside employment while on County paid time, nor is an employee permitted to use County equipment or supplies in the performance of outside employment duties unless prior approval from supervisor.

Department heads are responsible for having employees with supplemental employment update this request form annually. Send a copy of the completed request form to the Human Resources Department for placement in official personnel file.

NOTE: Short term supplementary employment (e.g. work one day at fair or help at elections) should be discussed with supervisor.

I am requesting permission for supplementary employment in accordance with the above-mentioned policy.

Employee Name:	
County Department	
County Job Title	
Supplementary Employment Employer	
Supplementary Employment Job Title	
Supplementary Employment Address	
Supplementary Employment Phone #:	
Type of Business	
Anticipated Hours of Work	
Brief Job Description	
Employee's Signature	
Date	

Date Received	
Request Approved	YES ☐ NO ☐
Comments	

Department Head Or Designee's Signature	
Date	

Appendix C
Drug & Alcohol Testing

Transport employee to one of the following collection sites:

(1) MARSHFIELD CLINIC - WAUSAU CENTER
2727 Plaza Dr, Wausau, WI 54401

OCCUPATIONAL HEALTH DEPARTMENT
Call ahead to schedule
Monday through Friday, 7:30 AM – 4:30 PM
Phone: 877-962-2633

WALK-IN DEPARTMENT
Limited to post-accident drug & alcohol screens
No Appointment necessary
Monday through Friday, 8 AM – 7 PM
Saturday and Sunday, 8 AM – 3 PM
Holidays, 8 AM – 1 PM

(2) MARSHFIELD CLINIC – WESTON CENTER
WALK-IN DEPARTMENT
Limited to post-accident drug & alcohol screens
No appointment necessary
3501 Cranberry Blvd, Weston, WI 54476
Monday through Friday, 8 AM – 6 PM
Weekends – Not Open
Weekends and Holidays – 8 AM – 1 PM

(3) MARSHFIELD CLINIC – MARSHFIELD CENTER "CENTRAL LAB" – 1ST FLOOR
Call ahead to schedule
Monday through Friday, 8:30 AM – 4:30 PM
1000 North Oak Avenue, Marshfield
Phone: 715-389-4700

(4) MARSHFIELD CLINIC – WISCONSIN RAPIDS LAB
Call ahead to schedule
Monday through Friday, 8 AM – 4 PM
220 24th St South, Wisconsin Rapids
Phone: 715-389-4700

OR transport employee to the emergency room at Aspirus Wausau Hospital, St. Clare's Hospital (Weston), St. Joseph's Hospital (Marshfield) or the nearest hospital emergency room for drug/alcohol testing services outside of these time frames.

To expedite testing services, take the Federal Drug Testing Custody and Control Form and specimen cup available from Highway, Parks Recreation Forestry and Central Wis Airport Department supervisors or the Human Resources Department. Marshfield clinic sites should have the forms and cups available on-site, but it is recommended to bring them.

Chapter 11
Employee Discipline

Section 1 Policy Statement

The purpose of this chapter is to provide supervisors with guidelines to correct job performance problems and inappropriate employee conduct in a consistent, fair, and objective manner. All employees are considered at will. An employee may be dismissed at any time at the option of the County.
An employee may quit employment with Marathon County at any time.

Section 2 Investigating Performance Problems and Alleged Misconduct

A prompt and thorough investigation is to be conducted when an employee performs below acceptable performance or behavioral standards or violates a work rule. This requires that the supervisor:

A. Seek counsel from the Human Resources Director and obtain the facts of the situation (when and how was the work quality/quantity inadequate, what rule was violated, what exactly occurred, where and when the events happened, who was involved, etc.). Notes should be taken since it is essential to have the facts correct. In coordination with the Human Resources Director the supervisor will also:

B. Review the employee's personnel file (particularly prior performance evaluations and any disciplinary record) plus other relevant documents (timesheets, labor contract, department procedures, etc.).

C. Assess if situation is caused by operational problems (failure to communicate expected standard or work rule, unreasonably high standards, inadequate employee training, insufficient materials or equipment, etc.).

D. If evidence is identified which seems to point to the possibility that a personal problem may be contributing to the problems on the job, disciplinary action should be combined with a referral to the Employee Assistance Program.

E. Research how similar incidents in the past were handled in the department and/or County-wide.

F. Determine the corrective action to be taken. This action should be fair, equitable, and no more severe than required to correct the performance of the employee.

Section 3 Weingarten Rights

Union employees have the right to have a co-worker/representative present during an interview with a supervisor that the employee reasonably believes

could result in disciplinary action. The supervisor is not required to inform the employee of any right to representation before beginning the interview. However, if the employee invokes the right to representation, the supervisor must allow the employee a reasonable opportunity to speak with a coworker/representative prior to the interview.

When an employee has been advised by a supervisor that disciplinary action will not be taken prior to the interview/meeting, Weingarten rights will not apply. Likewise, day-to-day, work-related discussions will generally not invoke Weingarten rights, unless an employee has reason to expect disciplinary action will result.

The co-worker/representative may speak during the interview, but the co-worker/ representative is not entitled to be hostile or adversarial. The co-worker/ representative may not speak *for* the employee being interviewed. A supervisor is not required to unduly delay an investigatory interview if the employee's chosen representative is unavailable. However, the employee must have a reasonable opportunity to obtain an alternative representative if requested. Full, make-whole remedies, including reinstatement and back pay, can be imposed if an employee's Weingarten rights have been violated.

Predetermination Meeting: When imposing discipline on an employee it is important to provide procedural and due process protections. This requires that the employee be notified of the nature of the alleged offense and be given a formal opportunity to defend his/her behavior. A predetermination meeting conducted by the department head and Director of Human Resources is the recommended procedure for providing due process. During this meeting, the department head should verbally review the allegations with the employee and provide the employee the opportunity to respond to both the allegations and evidence available.

Section 4 Alternatives to Formal Disciplinary Action

Depending upon the facts of an investigation and analysis of an employee's inadequate performance or behavior, alternative corrective action might be taken before formal discipline is implemented. This could include:

A. Support: For short-term problems of a situational nature, like a serious family illness, support from a supervisor is often the most effective corrective action.

B. Reassignment: The reassignment of an employee with performance or behavior problems is usually not effective corrective action. However, if an employee lacks the ability to perform the present job, reassignment can be appropriate.

C. Retraining: Additional training can also be effective for resolving some employee problems caused by an inability to perform the required duties rather than the employee not being willing to perform up to established

performance standards. Once the specific learning need is identified, it can be addressed through various training methods such as additional on-the-job training with the supervisor or fellow employee, formal classroom training, reading manuals or procedures, viewing films or videotapes, etc.

D. Coaching/Counseling: An informal discussion or counseling/coaching session is held with the employee to:

1. Identify the problems causing or contributing to inadequate performance or improper conduct on the job.

2. Assist the employee to search for potential solutions for the identified problems.

3. Develop a performance plan with the employee to determine what will be done, when, and by whom in order to improve job performance or behavior. If a personal problem is identified or suspected, this plan might include a referral to the Employee Assistance Program.

4. Set up a series of follow-up conferences to review progress toward improvement.

E. Adequate documentation is required after any meetings or interventions with an employee.

Section 5 Progressive discipline

A. Purpose: Progressive discipline allows an employee the opportunity to improve job performance and comply to established rules of conduct in order to avoid further consequences. In some cases, but not all cases, discipline is applied progressively, moving from a light penalty to a more severe one. Where progressive disciplinary action does not result in satisfactory job performance or acceptable employee conduct, discharge may be necessitated.

B. Four-Step Procedure: Progressive discipline, if utilized, will usually involve the following four-step procedure:

1. A verbal warning to the employee involves identifying and discussing problem areas and the actions that must be taken to improve job performance and/or employee behavior within a specific period of time. Written documentation of the verbal warning should be completed in Workday.

2. A written warning to the employee is implemented if the employee fails to take action to resolve the problem previously discussed or fails to correct it within the specified time. The written reprimand

should again clearly identify the problem, relate what standards need to be met or rules observed within a specific period of time, and include a written statement such as "future problems of a similar nature will result in more serious disciplinary action". Written documentation should be completed in Workday.

3. A final warning is issued for a repeated breach of rules or job performance standards or serious misconduct. A final warning should be discussed with the Human Resources Director and may be accompanied by suspension without pay. In the event it is required to immediately release the employee from his/her duties and the Human Resources Director cannot be reached, authorization may be sought from the County Administrator. The employee may be suspended with pay pending the completion of an investigation. A final waring should include a provision such as "future problems of a similar nature will result in more serious disciplinary action including discharge". A final warning should be documented in Workday.

4. A discharge of the employee may be necessary if breach of rules or job performance standards continue or such serious misconduct that termination must occur. A dismissal should be discussed with the Human Resources Director before such action is taken in order to ensure that adequate documentation and grounds exist.

C. Progressive Discipline: Progressive discipline is sometimes appropriate. It is not required to be used in every situation for employees. Employees may be subject to discipline for many reasons, including among others, performance failure, failure to comply with County policies, core values, work rules and other serious offenses such as endangering other employees or the public, damaging County property due to gross negligence, theft, insubordination, etc. The County reserves the right to determine the particular level of discipline to be imposed in any given case, including but not limited to disciplinary actions such as verbal warning, written warning, suspension, or immediate termination of employment.

D. Documentation of Progressive Discipline: Written documentation of the progressive discipline process is essential. An important element of disciplinary documentation is factually describing what happened and why it matters (see Sections 3 and 4). Letters of deficiency/discipline should contain:

1. What the discipline is (i.e., written reprimand, suspension, etc.)

2. Reasons for discipline, rules, or standards violated.

3. Factual events and time frame. Explain who, what, when, where, and why. Be factual and specific in describing the incident/situation.

4. Any previous efforts to make the employee aware of the need to change or improve work performance or conduct.

5. Corrective action required.

6. Referral to EAP if appropriate.

7. Consequence of lack of improvement.

Effective disciplinary documentation typically has these elements: History, facts, expectations, consequences. See Appendix A of this chapter for a sample disciplinary letter.

E. Central factors to consider as part of the investigation and discipline determination process:

1. Employee's length of employment.

2. Employee's personnel file. The arbitrator will most likely assume that if there are no previous negative records of performance, the employee has performed satisfactorily in the past. If significant time has passed since the last negative record of performance, the arbitrator will most likely assume the behavior has been corrected.

3. The seriousness of the offense.

Section 6 Appeal Procedures

Refer to Chapter 13.

Section 7 Minimizing the Need For Discipline

Setting a good example, reasonable and fair rules, and good communication with subordinates promotes employee self-discipline, and minimizes the need for supervisory discipline. Another key factor in preventing some situations that lead to discipline is the ability of the supervisor to develop trusting superior/subordinate relationships. The following guidelines can help build more trustful relationships with subordinates:

1. Solicit and provide honest feedback on a regular basis.

2. Accept subordinates as human beings who will make and can learn from their mistakes.

3. Praise subordinates when appropriate to reinforce positive performance

and promote motivation.

The fundamental goal of every supervisor should be building a work group that functions effectively with minimum supervision. To achieve this goal, employee performance must be based on self-discipline (the desire to perform). To develop self-discipline, the supervisor must be able to understand his/her employees' motivation to work, link department goals to their personal goals, and provide a working environment that facilitates the attainment of these goals.

Chapter 12
Employee Safety

Section 1 Policy Statement

While no job can be made completely free from hazards, we have a duty to reduce to a minimum the occupational dangers and threats to safety present in the workplace. To be successful, this effort requires the ongoing cooperation of all employees.

The employee safety program is administered by Human Resources under the direction of the Deputy County Administrator of Public Works and Capital Projects.

See Chapter 13 for the grievance procedure for workplace safety issues.

Section 2 Reporting On-The-Job Injuries/Illnesses

A. Employees are expected to report injuries/illnesses/near misses immediately to their supervisor if they were hurt or are ill as a result of their job, even if they feel the injury/illness is minor and will heal or improve without medical attention. The employee shall take the following steps:

1. Complete the County's Workers Compensation Injury/Illness Form ASAP or within 2 business day from date the injury/illness occurred, if possible. If an employee can't complete the form, the employee's supervisor will complete the form.

2. Obtain any necessary medical attention without delay, which may be receiving first aid or medical treatment. A delay may negatively affect the employee's health and may delay or jeopardize potential worker's compensation benefits. It is recommended that employees go to a walk-in clinic or own personal physician instead of to the emergency room. The emergency room should be used when walk-in clinics are not open or for an emergency and also for 33333incidents involving possible exposure to blood and/or other bodily fluids.

   An emergency is an unexpected situation that requires prompt attention which is life threatening or an impairment of a bodily function or dysfunction of any bodily organ or part which becomes move severe or significantly worsens without immediately medical or surgical treatment.

3. Follow safety rules. Employees who do not follow safety rules may experience a 15% reduction in worker's compensation benefits up to a maximum of $15,000.

4. Obtain a doctor's slip if you need to be off of work for your full shift.

5. Record lost time in the payroll system as Pay Code 611, PTO for Worker's Comp (Time and Attendance System PTOWKRCOMP) **OR** Pay Code 111 sick leave for Worker's Comp (Time and Attendance System SICKWRKCOMP) if medical condition qualifies as a serious health condition under FMLA leave and sick leave is available.

6. Follow medical restrictions at all times during work and off work hours.

7. Forward worker's compensation related medical bills to:

   Marathon County
   Human Resources Department
   1100 Lake View Drive, Suite 100
   Wausau WI 54403
   PHONE: (715) 261-1457
   SECURED FAX: (715) 261-4184

B. The supervisor shall take the following steps:

1. Send the original County's Workers Compensation Injury/Illness Report Form to the Human Resources Department.

2. Ensure that employees use the appropriate pay codes for reporting lost work time and restricted-work duty OR if the employee is unable to report his/her hours, records hours on behalf of the employee.

3. Request from employees claiming lost time as worker's comp verification in writing by the employee's physician.

4. Forward Notice of Hearing, insurance or loss of wage forms to the Human Resources Department immediately.

5. In case of death or serious injury of an employee that may be work related, call the Human Resources Department as soon as possible.

Section 3 Worker's Compensation Benefit Supplement

Employees eligible for worker's compensation benefits shall be allowed to exercise one of the following options:

A. Receive the worker's compensation benefit with no deduction from accumulated paid leave account.

B. Receive the worker's compensation benefit and be paid the difference between their regular pay based upon a normal work week and the worker's compensation benefit with the County charging the employee's paid leave account with the number of hours that equal the cash differential between the worker's compensation and regular pay.

C. Eligible Lieutenants within the Sheriff's Office shall receive the difference between their normal weekly wage and their weekly worker's compensation benefit through payroll for the first ninety (90) working days of eligibility for worker's compensation benefits.

Section 4 Return to Work Program

A. Purpose: The Return to Work Program (RTW) provides for the early return of employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the County that the return to work be arranged as soon as possible. Opportunities for transitional work within the employee's medical restrictions until maximum healing is achieved will be looked for within the employees department and if nothing is available or appropriate, in other departments.

Light-duty work in another department is reserved for work-related injury/illness. However, with prior approval of Human Resources Director, non-work related temporary light-duty assignment can involve another department if there is an urgent need.

B. RTW Assignments: The Human Resources Department shall coordinate with the other departments to identify transitional work projects and tasks and the physical requirements of each that could be performed by a RTW participant.

C. Procedures:

1. The department head or immediate supervisor of an injured/ill employee shall contact the Human Resources Director when information is received that the employee will not be able to return to his/her regular job for an extended period of time (a month or more).

2. The Human Resources Director or designee shall work with the employee's personal physician, or another physician selected by the County to establish a set of work restrictions.

3. Once the work restrictions are received:

   a. Opportunities for modified duty within the department shall be considered; and if none are identified, then

b. Opportunities in other departments shall be considered.

4. The status of an employee in the RTW shall be reviewed on a biweekly basis.

D. Conditions Necessary for RTW Participation: Modified duty or transfer to another department will be provided only if all the following conditions exist:

1. There must be productive work available, and

2. The work must be within the employee's medical restrictions with minimal chance that the RTW assignment will aggravate the existing injury/illness, and

3. The work must be within the employee's skill level.

E. Wages and Funding: Employees who are provided a RTW assignment may receive their same level of pay and benefits prior to participation in the program.

The cost of the wages and benefits for employee participating in the RTW because of a work-related injury will be paid by the department/agency from which s/he was employed prior to the illness/injury. However, for non-work related RTW assignments the pay and funding will be determined with consultation by the Human Resources Director. If a budget shortfall exists due to temporary fills or overtime coverage, the department head will be responsible for requesting additional funds through a transfer from the contingency account.

Section 5 Death/Serious Injury Notification Guidelines

Marathon County has a strong commitment to and recognizes that the death of an employee or a close family member is filled with feelings of grief and loss. Department heads, managers and supervisors are often responsible for informing the appropriate departments and co-workers of a death but may feel unprepared for this type of response. The guidelines that follow have been developed to assist departmental managers and supervisors in notifying the employees or others about the death of an employee or death of an employee's family member. Guidance is also given to employees regarding their conduct in the event of a death or serious injury.

Contact Human Resources Department as soon as possible in an event of an on the job death or serious injury.

A. Who Should Make the Notification?

1. Employee Responsibilities: Employees are asked to report any serious injury/death of a co-worker to their supervisor. The notification of family member is of paramount importance and management will make this the top priority. Employees are asked

to refrain from passing information regarding serious injury or death to others until they receive word back from department management that family has been notified.

2. Employer Responsibilities:

   a. On the job death or serious injury:

   - ► Before communicating with the department staff, assure that the family of the deceased or injured has been notified. Although there may be questions following an on the job death or serious injury, it is critical that no information be delivered prior to notification of family members.

   - ► In the event of an on the job death or serious injury the Sheriff's/Police Department will coordinate notification of next of kin or family.

   - ► Speak with the family soon thereafter to discuss what information they would like disclosed (details regarding the incident, notification about the funeral or memorial service, etc.). Respect the family's wishes to the best of your ability.

   - ► Coordinate all media contacts and questions through the department head or his/her designee.

   b. Off the job death or serious injury:

   - ► Verify that family members have been notified before communicating with the employees and others.

   - ► Notify the employees and other organizational business entities, as appropriate.

   - ► Speak with the family soon thereafter to discuss what information they would like disclosed (details regarding the incident, notification about the funeral or memorial service, etc.). Respect the family's wishes to the best of your ability.

   - ► Coordinate all media contacts and questions through the department head or his/her designee.

B. Prior to Notification:

1. Decide what you will do if employees need to leave work immediately following the delivery of the news.

2. Decide if you would like to make a comment about leave time to attend the funeral and how that will be addressed.

3. Decide if the department will send a condolence letter (see sample below) and inform employees of this.

4. Determine whether individual employees may send condolences or specifically indicate what the family has requested in terms of contact and memorials.

5. Identify where condolences should be sent or tell the employee that you will provide that information as it is available to you.

6. Contact the Employee Assistance Program (1-800-540-3758) if you are concerned about employee reactions. A counselor can address your concerns and, when appropriate, be available on-site to help address employee questions or reactions.

7. Access grief and loss materials from the Employee Assistance Program at 1-800-540-3758. You may wish to distribute copies at the meeting(s).

8. Incident response meeting may also be scheduled for employees through the Critical Incident Stress Team. Contact Human Resources @ (715) 261-1451 or CIS Team answering service @ (715) 848-8444.

C. Best Practices in Notification Procedures:

1. Take a personal approach to the notification by asking the manager or supervisor, who has had a working relationship with the deceased, to be a speaker.

2. Utilize a team approach with at least two managers making the notification. This will help reduce the professional and personal pressure that might be felt by the notifiers.

3. Prior to notification confirm as many facts of the incident as possible.

4. Receive authorization to release factual, confirmed information and clarify specific information that is permissible to release.

There may be confidential or investigative information disclosed to you but not to be released to the workgroup.

5. Notify face-to-face, particularly within the employees. Telephone calls or emails may be permissible with other people or groups who may not have as personal of a relationship with the deceased.

6. Keep the group small to enhance communication; a large group may be seen as impersonal.

7. Use words such as "died" and "dead" rather than "gone away" or "passed away."

8. Do not downplay a serious injury or give false hope. State the facts as they have been given to you.

9. <u>What to Say</u>:

    a. Examples of how to start the conversation include:

        ► "I'm afraid that I have some bad news for you."

        ► "I've just been informed of news that I need to share with you."

        ► "I wish I didn't have to tell you this, I've just learned that <*employee or dependent name*> died."

10. Pause, monitoring reaction of employee(s) and begin to provide facts as you know them.

11. If substantial time has passed before the notification was made, explain why.

12. If information must be withheld explain why. You may wish to say, "I am unable to share that information due to an on-going investigation," or "The family asked that I provide only the information that I have given you."

13. Ask if there are any questions. If you don't know an answer, it's okay to say that you don't have the information.

14. Offer the Employee Assistance Program services. A possible statement is, "I know that this loss is upsetting for many

employees, I would like to remind you that the Employee Assistance Program is available as a resource if anyone would like to speak to a counselor."

15. Provide grief and loss handouts to employees available from the Employee Assistance Program.

16. Allow time for individual questions or individual employee meetings following a group notification. Prior to leaving workgroup notification you may wish to say, "Dealing with the death of a co-worker is an emotional event. I am available to meet privately with anyone who has additional questions or needs to speak with me."

D. Additional Statements:

1. "I wish I didn't have to tell you this."

2. "I'm sorry this happened."

3. "Grief is something about which we all have reactions and feelings."

4. "It's common to react with emotion with this kind of news."

5. "I'll check back with everyone and see how you are doing tomorrow."

6. "This is a difficult time not only for the family of <*employee name*> but also for all of us who have worked with <*employee name*>. It's a very sad time."

E. Avoid These Statements:

1. "Time heals all wounds." It doesn't.

2. "We must move ahead with our lives." This statement may seem insensitive.

3. "You don't need to know that information." A better statement is, "I am unable to answer that question or provide that information because <*explain the reason*>."

4. "It must have been his/her time."

5. "We have to be strong for <*employee name*>."

6. "<*Employee name*> would have wanted us to move ahead and live life."

7. "Someday we'll understand why this happened."

8. "Let's focus on our memories and not our loss." This may seem insensitive; right now, focusing on the grief is appropriate.

Section 6 Safety

A. Safety Structure: Joint partnership with:

- Employees
- Management Staff
- Human Resources Department

Section 7 Safety Inspections

We will fully cooperate with any regulatory authority who requests access to our facilities and allow them to enter at a reasonable time to conduct safety inspections. Treat the inspector with courtesy and respect. When an inspector reports to a worksite for an unannounced inspection, employees are to refer him/her to the department head or another management representative present at the time.

The department head or manager is to:

- Request and verify inspector credentials. Record the inspector's name, mailing address and telephone number.

- Inquire about the purpose of the visit. If the inspection results from a complaint, request a copy of the complaint.
- Notify the Human Resources Director of the inspection so that s/he can be prepared to accommodate questions and requests for information.

- Accompany the inspector while the inspection is conducted: explain work operations, answer questions, and record comments and/or findings. Stay with the inspector during the entire time of the inspection.

- If the inspector takes photographs of certain pieces of equipment or certain areas, photograph the same item(s).

- Request a closing conference to discuss findings or alleged violations. Ask the inspector if there were any apparent problems. If yes, ask for suggestions for correction. Also, ask for a copy of any regulation which

the inspector believes we may have violated.

Section 8 Drug and Alcohol Testing for Public Safety Employees

A. Purpose: Deputies, Corrections/Juvenile Detention Officers, Shelter Home Youth Workers and Public Safety Telecommunicators perform work with a direct relationship to the safety of the public, co-workers, and other police and fire service personnel. We have established these procedures to ensure that public safety employees are free of alcohol or drug impairment in the performance of their work.

B. Reasonable Suspicion: When in the judgment of one or more supervisors a Deputy, Corrections/Juvenile Detention Officer, Shelter Home Youth Workers or Public Safety Telecommunicators are observed to demonstrate physical or behavioral symptoms or reactions commonly attributed to the use of alcohol or controlled substances, the employee shall be immediately relieved of all public safety functions and shall be required to take a drug and/or alcohol test. The Chief Deputy shall be notified in a written report prepared by the supervisor(s) of the circumstances and observations which formed the basis of the decision to order a drug and/or alcohol test.

C. Public Safety Functions:

"Public safety" functions include but are not limited to:

- ► Patrol and traffic enforcement.
- ► Responding to calls for service.
- ► Investigating crimes.
- ► Contact with and/or control of jail inmates.
- ► Operation of dispatch equipment.

D. Employee Responsibilities:

1) As a condition of employment, employees must abide by the terms of this policy and must notify Marathon County in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Employees who are convicted of any criminal drug statute violation will be terminated immediately if a relationship can be shown between drug activity and conduct at the workplace.
2) In the interest of public and employee concerns such as safety, security and acceptable standards of performance, any employee taking medication/substances which could adversely affect his/her work performance shall report such use to Sheriff, Chief Deputy or Division Commander. It is not necessary, nor desired, that the employee report the medical condition for which the medication is being taken.

E. Testing Procedures: Alcohol tests urine sample collections for drug testing will be done by a 3rd party. Transport employee to a collection site—see Appendix B of this Chapter for a list of collections.

Urine samples shall be completed in a split sample form to provide for a confirmatory test, if requested. Alcohol tests shall be conducted using an evidential breath testing device (EBT).

Drug tests shall be conducted by a qualified laboratory in accordance with National Institute on Drug Abuse (NIDA) standards using the same drug screens and threshold values as provided for by the Federal Motor Carrier Safety Regulations for commercial drivers. The laboratory shall report all findings to a qualified Medical Review Officer (MRO). The MRO shall attempt to contact the employee to discuss any positive results of the drug screen. If the MRO is unable to contact the employee directly, the MRO will contact the Chief Deputy or Division Lieutenant who will in turn direct the employee to contact the MRO. Findings and medical conclusions of the MRO shall be reported to the Chief Deputy.

An employee can request that a blood test for alcohol and drugs be conducted, in conjunction with, but not in replacement of, the breath alcohol tests and urine drug test. The blood sample must be drawn prior to or immediately after the completion of the breath alcohol and/or urine sample collection. The cost of the blood sample is the responsibility of the employee and the County health plan will not cover the costs. Arrangements for the blood tests will be made by the employee.

F. Positive Tests: An alcohol concentration at or exceeding .02 shall be considered a "positive test." An employee testing positive for alcohol shall be given a second confirmatory test, conducted at least 15 minutes and no more than 20 minutes after the initial test.

An employee who tests positive for alcohol or drugs shall be suspended with pay pending a predetermination meeting and an investigation of the facts and circumstances and offered a ride home. If the employee insists on driving his/herself home and they have a blood alcohol level exceeding the legal limit, immediately notify the appropriate law enforcement agency.

G. Refusals: An employee who refuses to submit to a drug or alcohol test required in accordance with this policy shall be suspended with pay pending a disciplinary investigation and shall be offered a ride home. Refusing the drug and/or alcohol test shall be considered a very serious act of misconduct which is likely to lead to the termination of the employee's employment. An employee will be deemed to have refused an alcohol or drug test if s/he does any of the following without a valid medical explanation:

- ► Fails to provide adequate breath for the alcohol breath test.

- ► Fails to provide adequate urine for testing.
- ► Engages in conduct that obstructs the testing process.

Section 9 Drug and Alcohol Testing Program for Employees Required to Possess a Commercial Driver's License (CDL)

A. Policy: We intend to comply with the Omnibus Transportation Testing Act of 1991 and relevant Department of Transportation (DOT) regulations which require drug and alcohol testing of employees who are required to possess a Commercial Driver's License (CDL). We believe that the misuse of alcohol and controlled substances can have a negative effect on an individual's health, work and personal life and that a program of regular testing can help to protect our employees and the public from those negative consequences.

Employees who are required to possess a CDL as a condition of their employment will be subject to drug and alcohol testing under the following conditions:

- ► Pre-employment (Drug Only)
- ► Reasonable Suspicion
- ► Post Accident
- ► Random
- ► Return to Duty

B. Refusal: An employee/driver who refuses to submit to a drug or alcohol test required in accordance with this policy will be immediately suspended with pay pending a disciplinary investigation and shall be offered a ride home. If the employee insists on driving his/herself home, immediately notify the Sheriff's Department. Refusing the drug or alcohol test shall be considered a very serious act of misconduct which could lead to the termination of the employee/driver's employment.

C. Adulterated/Substituted Specimens: A driver whose test for controlled substances reports as adulterated or substituted will be considered has having refused to test. The driver will be immediately suspended from service and may be subject to disciplinary action which could lead to the disqualification and/or termination of the driver.

D. Diluted Specimens: A driver whose test for controlled substances reports as diluted may immediately be required to submit to another test.

An employee/driver will be deemed to have refused an alcohol or drug test if s/he does any of the following without a valid medical explanation:

- ► Fails to provide adequate breath for the alcohol breath test.
- ► Fails to provide adequate urine for testing.
- ► Engages in conduct that obstructs the testing process.

E. Safety Sensitive Functions: "Safety sensitive function" means any of the following work activities involving a commercial motor vehicle which require a CDL to operate:

- ► Waiting to be dispatched
- ► Inspecting equipment
- ► Driving
- ► Time in a motor vehicle
- ► Loading or unloading
- ► Attending an accident scene or a disabled vehicle.

[For a full definition see 49 C.F.R. ' 395.2 of the Federal Motor Carrier Safety Regulations defining "on duty time" at paragraphs (1) - (7).]

F. Prohibited Conduct: Employee/drivers who perform safety sensitive functions may not perform such functions:

- ► While using alcohol.
- ► Within 4 hours of having used alcohol.
- ► While having an alcohol concentration of .04 or greater.
- ► After a positive drug test result.

► After refusing to submit to an alcohol or drug test required in accordance with this policy.

Engaging in prohibited conduct will result in disciplinary action being taken against the employee/driver up to and including termination. Additionally, the employee/driver will be removed from all safety sensitive functions and undergo assessment by a substance abuse professional prior to being allowed to perform safety sensitive functions.

G. Controlled Substance:

1. A driver is prohibited from reporting for duty or remaining on duty when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safety operate a commercial motor vehicle or perform duties covered by DOT regulations.

2. A driver is prohibited from reporting for duty, remaining on duty, or performing a safety-sensitive function if the driver tests positive for controlled substances.

3. A driver is prohibited from refusing to submit to a post-accident, random, reasonable suspicion, or follow-up tests for controlled substances. A driver is prohibited from refusing to submit to pre-employment or return-to-duty controlled substance test if required to do so by the County.

H. Prescription Drugs:

1. An employee who is taking prescribed medication is required to ask the physician whether the medication will affect his/her ability to operate a commercial motor vehicle or perform duties covered by DOT regulations. If the medication will affect the ability to operate a commercial motor vehicle or perform duties covered by DOT regulations, the employee is required to notify his/her supervisor of such by providing a statement from the physician stating that the medication will adversely affect the employee's ability to perform safety sensitive functions, and stating how long the employee will be taking the medication. The County will try to make a reasonable accommodation for employees who are prevented from performing safety sensitive functions while taking prescribed medications that affect the employee's ability to perform safety sensitive functions. If this is not possible, the employee will be required to take paid or unpaid leave until the employee has completed his or her course of medication. If this

leave is for 30 or more days; the employee may be required to pass pre-employment tests upon returning to duty.

2. Inappropriate use of use of prescription drugs is considered a violation of this policy and will result in disciplinary action up to and including discharge.

I. Citation: Any employee who receives a citation for any offense that has a potential penalty of the suspension, revocation, or disqualification of their commercial driver's license (CDL) shall notify their department head or his/her immediate supervisor, by the next business day unless circumstances make it impossible, then as soon as possible. Failure to notify will result in disciplinary action up to and including discharge.

J. Alcohol Screening Test: A Breath Alcohol Technician will administer the alcohol test using an evidential breath testing device (EBT) which complies with the DOT requirements for workplace testing. The employee/driver shall blow forcefully into the mouthpiece for at least 6 seconds, or until an adequate amount of breath has been obtained.

An employee/driver with an alcohol concentration of .02 or greater shall be given a second confirmatory test. Confirmation testing will be conducted at least 15 minutes, but no more than 20 minutes after the initial test.

An employee/driver with an alcohol concentration of .02 or greater, but less than .04 shall not be permitted to perform any safety sensitive functions until:

1. The next scheduled duty period, if at least 24 hours have elapsed; and

2. A retest shows the alcohol concentration has fallen below .02.

The County shall contract with a qualified third party to conduct the alcohol tests and shall pay the cost of the tests.

K. Drug Screening Tests: Drug screens shall be conducted to determine the presence of the following drugs or metabolites:

- ► Marijuana
- ► Cocaine
- ► Opiates
- ► Amphetamines
- ► Phencyclidine (PCB)

Whenever possible, the collection of urine specimen shall be done at a

County facility. The employee/driver shall provide identification documents before completing the collection process. The collection shall be done in a split sample form in order to provide for a confirmatory test, if the employee/driver requests a confirmatory test.

Drug tests shall be conducted by a qualified laboratory in accordance with National Institute on Drug Abuse (NIDA) standards.

The laboratory shall report all findings to a Medical Review Officer (MRO) designated by the County. The MRO shall attempt to contact the employee/driver to discuss any positive results of the laboratory drug screen. If the MRO cannot contact the employee/driver directly, the MRO will contact the department head who will in turn direct the employee to contact the MRO. Findings and medical conclusions of the MRO shall be reported to the Human Resources Director.

L. Pre-Employment Testing: Prior to the first time employee/drivers perform safety sensitive functions, the employee/driver must undergo drug testing as part of a conditional offer of employment. See Chapter 3 - Recruitment, and Selection, Section 4 - Hiring, (F) Drug and Alcohol Testing of this manual.

M. Reasonable Suspicion: When in the judgment of one or more supervisors, an employee/driver is observed to demonstrate physical or behavioral symptoms or reactions commonly attributed to the use of alcohol or a controlled substance, the employee/driver shall be relieved of all safety-sensitive functions and shall be required to take a drug and/or alcohol test.

The observations of the supervisor(s) shall be discussed with the department head prior to administering the drug and alcohol tests if the department head is in the office or can be reached via the telephone without substantial delay.

O. Post Accident: Whenever an accident results in the loss of human life, the employee/driver shall be required to submit to drug and alcohol testing. Additionally, the employee/driver shall be required to submit to drug and alcohol testing when involved in an accident in a commercial motor vehicle while on duty which results in the employee/driver receiving a citation for a moving traffic violation and the accident is serious enough that:

- Medical treatment is sought away from the scene of the accident by one of the participants; or
- One of the vehicles involved in the accident needs to be towed.

The employee/driver shall be tested for alcohol/drug as soon as possible but no later than eight hours following an accident. The employee/driver shall not use alcohol for eight hours after the accident or until s/he undergoes the alcohol and drug tests.

See Appendix C for flow chart on determining when drug/alcohol is required after an accident.

P. Random: 50% of the pool of CDL drivers shall be given a random drug test and 10% of the pool of CDL drivers shall be given a random alcohol test annually. The County shall contract with a disinterested third party to make random selection from a pool of all County employees required to have a CDL as a condition of their employment.

Random alcohol tests shall be conducted just before, during or just after the performance of safety sensitive functions. Employee/drivers who are notified of selection shall proceed immediately to the test site. Random drug tests shall be conducted at any time the driver is at work.

When a driver is off work due to a layoff, illness or injury and his/her name is selected for random testing, the name will be skipped and the next driver's name on the selection list will be selected and tested. When this occurs, the department must record and forward documentation of the reason the first driver was not tested in that cycle to the Human Resources Director. When the driver is out of the selection pool for more than 30 days, the pre-employment testing provision of the rule will apply. The County will not notify a driver to submit to a test while the driver is off work due to a leave periods.

Q. Return to Duty: When an employee/driver is found to have engaged in prohibited conduct under this policy and/or while waiting the results from the drug/alcohol tests, s/he shall be relieved of all safety-sensitive responsibilities and shall be required to take an alcohol test with a result of .02 or less and/or a drug test with a verified negative result for controlled substances before returning to duty requiring the performance of safety sensitive functions.

R. Positive Findings: An employee/driver who tests positive for alcohol in a concentration at or exceeding .04 or who tests positive for use of a controlled substance shall be immediately put on suspension with pay pending a predetermination meeting and an investigation of the facts and circumstances.

See Chapter 11 - Employee Discipline of this manual for the County's policies on disciplinary investigations.

S. Substance Abuse Professional: An employee who engages in prohibited conduct under this policy shall be evaluated by a qualified substance abuse professional who shall determine what assistance or treatment the employee/driver needs in resolving problems involving drug or alcohol misuse or addiction, if any.

The Employee Assistance Program shall be utilized to identify a qualified substance abuse professional. The cost of the alcohol assessment shall be paid by the County. The employee/driver shall execute a release of information which permits the substance abuse professional to communicate findings and conclusions to the Human Resources Director. The employee/driver is expected to cooperate with the substance abuse professional by identifying a spouse, family member, significant other, etc., who would be willing to participate in the assessment process.

An employee/driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use shall be monitored by the substance abuse professional to ensure that the employee/driver has properly followed the recommended rehabilitation program. An employee identified as needing assistance in resolving a drug or alcohol problem is also subject to unannounced follow-up alcohol and drug tests administered by an agent for the County for a period of up to 60 months, with a minimum of 6 tests during the first 12 months following the driver's return to duty. The employee may be responsible for some or all of the costs of follow-up testing.

T. Confidentiality: All records related to drug and alcohol test results and employee/driver evaluation and referrals shall be considered medical records and held in confidence, maintained in a secure location with controlled access in the Courthouse by the Human Resources Director.

U. Education: The County will provide employees required to possess a CDL with information about the danger of misuse of alcohol and the use of controlled substances in the workplace, in highway safety and in the personal life of employees (See Attachment X).

Persons designated to supervise CDL holders will receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substance use. It shall be the responsibility of the Department head to ensure their employees meet this training requirement.

V. Testing: Contact the Human Resources Department to arrange for a drug and/or alcohol test. After normal business hours, see Appendix B of this Chapter for collections sites.

W. Questions: Questions about this policy can be directed to the Human Resources Director.

Section 10 Time Limits of Vehicle Operation for Employees Required to Possess a Commercial Driver's License (CDL)

1. Purpose: We have established these procedures to protect our employees and the public from the safety hazards associated with prolonged hours of driving operations and to minimize the county's exposure to contributory liability in the event of an accident.

2. Scope and Application: This policy applies to all employees who are required to possess a Commercial Driver's License (CDL) for purposes of operating county owned vehicles meeting Department of Transportation (DOT) regulations.

3. Vehicle Operation Policy: Operators required to possess a Commercial Driver's License (CDL) shall be limited to fourteen (14) hour shifts when operating a county vehicle. After the 14th hour, operators cannot drive again until they have had a minimum of eight (8) hours of rest. Operators shall not drive for more than sixteen (16) hours in a twenty-four (24) hour period. An exception may be granted by the shift supervisor if replacement operators are unavailable and traveler safety warrants continuous presence on the roadway/runway.

Section 11 Asbestos Management Program

We have established these procedures to protect our employees and the public from the health hazards associated with asbestos.

A. Scope: This program covers all asbestos construction work, removal of materials containing asbestos, repair or maintenance of materials that contain asbestos, asbestos spill/emergency clean up and any transportation, disposal, storage or containment of asbestos in County owned buildings.

The County Administrator has delegated responsibility for the Asbestos Management Program to the Risk Manager.

B. Notifications: Employee and/or building occupants shall receive notifications on asbestos inspections and removal projects prior to the projects.

C. Asbestos Abatement Procedures

1. All asbestos abatement projects shall receive prior approval from the Risk Manager.

2. Any removal project must be performed in accordance with all federal, state and local regulations. Contractors shall be State of Wisconsin certified for that specific asbestos activity.

3. Abatement projects shall be designed by asbestos certified project designers independent of the abatement contractor.

D. Employee Training and Protection

1. Custodial and maintenance employees and their supervisors who work in a building that contains asbestos, shall receive an initial two hour asbestos awareness training.

2. Training records shall be retained for one year past the last day of employment. The records shall be maintained in the Human Resources Department and in the appropriate Department Head's office.

E. General Emergency Procedures

1. Minor Fiber Release - A minor fiber release is defined as the falling or dislodging of less than three square or three linear feet of friable asbestos containing material. In the event of such a fiber release, follow the steps listed below.

a. Custodial or Maintenance Responsibilities

1) Immediately notify the responsible Department Head and/or the Risk Manager.

2) Shut down or modify the ventilation system until cleanup is complete.

3) Restrict access to the area until cleanup is complete.

b. Certified Personnel Duties

1) Only qualified outside contractors using proper equipment and techniques shall be used.

2) Any debris shall be thoroughly wetted and placed in a marked six-mil disposal bag.

3) The contaminated area shall be cleaned using wet methods or a HEPA vacuum.

4) The damaged area shall be cleaned and repaired using proper techniques.

2. Major Fiber Release - A major fiber release is defined as the falling or dislodging of more than three square or three linear feet of friable asbestos. In the event of this type of release, follow the steps below.

a. Custodial or Maintenance Responsibilities

1) Immediately notify the responsible Department Head and/or the Risk Manager.

2) Immediately restrict access into the contaminated area.

3) Immediately shut off or temporarily modify the ventilation system.

b. Cleaning and disposal procedures for a major fiber release shall be designed by a State of Wisconsin certified asbestos project designer and cleaned by outside contractor.

c. Air clearance shall be conducted by a certified asbestos supervisor independent of any removal contractor.

d. Public access shall be restricted until such time air clearance is obtained.

E. Operation and Maintenance Procedures

1. All operation and maintenance repair projects shall be conducted by outside certified contractors.

2. All damaged friable asbestos shall be repaired as soon as possible using proper techniques and equipment. Repair shall result in the complete encapsulation of the material in a non-friable state.

3. Repair projects involving removal shall be done using a glove-bag or mini-enclosure system to restrict fiber movement.

4. All repair projects shall be done during the least occupied times. Access shall be restricted to the repair area.

5. A work permit is required before any repair project can take place. The work permit must have the approval of the Risk Manager and the Department Head. Completed work permits are to be filed in the building's management plan or appropriate file.

6. All asbestos waste shall be disposed of according to local, state and federal regulations. Documentation of the disposal shall be maintained in the management plan and/or the Department Head's office.

Section 12 Bloodborne Pathogens

A. Legal Basis and Purpose: The Department of Commerce (COM 32) & OSHA (Standard 1910.1030) established administrative rules in order to eliminate or minimize an employee's occupational exposure to blood or other certain body fluids.

B. Exposure Determination and Control Plans: The Bloodborne Pathogens Standard requires the County to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious material. Department heads determine which employee classes are exposed to blood and certain other body fluids while performing their job duties. These classes are listed on the Exposure Control Plan. Additionally, the Exposure Control Plan shall contain the following elements:

- Employee education
- Control measures including universal precautions, engineering controls, work practice controls, and personal protective equipment
- Hepatitis B vaccinations
- Post exposure evaluation and follow-up
- Regulated waste disposal
- Tags, labels and bags
- Housekeeping and laundry practices
- Recordkeeping

C. Hepatitis B Vaccination: Hepatitis B vaccinations are available to employees who have occupational exposure, after they have received training and within ten days of their assignment. Employees who desire Hepatitis B vaccination shall contact the Human Resources Department for a clinic appointment time. Hepatitis B vaccinations are given in three doses over a six month period. A blood titer test which confirms the effectiveness of the vaccine is also available after the series of the shots.

D. Department Heads: Department heads shall:

1. Determine which employee classes are exposed to blood and certain other body fluids while performing their job duties.

2. Develop and annually update an Exposure Control Plan for employees with occupational exposure to blood or other potentially infectious material.

3. Review the Exposure Control Plan with employees at least annually or earlier if necessary, because of new or modified tasks or a change in job assignments.

4. Ensure that employees know when personal protective equipment is necessary and where it can be accessed.

5. Follow procedures in the Exposure Control Plan when an employee encounters a significant exposure.

E. Human Resources Department: The Human Resources Department shall:

1. Coordinate education for employees covered by Exposure Control Plan.

2. Schedule Hepatitis B & Titer test for employees.

3. Maintain education records.

4. Maintain medical records of occupational exposures for thirty (30) years after an employee terminates his/her employment.

F. Employees: All County employees are expected to:

1. Participate in educational programs on Bloodborne Pathogens and the Exposure Control Plan which affects them.

2. Follow the procedures in the Exposure Control Plan.

3. Complete a "Significant Exposure Form" in the event of exposure to blood and/or other infectious body fluids. (The form will be included in the Bloodborne Pathogens kits.)

4. Know when personal protective equipment is necessary and where it is located and how to properly use the equipment.

NOTE: This section summarizes the Bloodborne Pathogens Standard in abbreviated form. A full copy of the administrative rules can be obtained from the Human Resources Department. If your department is required to have an Exposure Control Plan, please see your department head for a copy of the plan or the Human Resources Department.

Section 13 Confined Space Entry Procedures

A. Purpose: The purpose of these procedures is to ensure our employees are properly trained and know the hazards involved in entering and working in confined spaces. These procedures are designed to comply with the Occupation Health & Safety Administration Standard Part 1910.146 and the Department of Commerce (Comm 32).

B. Scope: These procedures shall apply to all employees and all workplaces which contain confined spaces.

C. Definitions:

1. Acceptable Entry Conditions: Means the conditions that must exist in a permit space to allow entry and to ensure that employees involved with a permit-required confined space entry can safely enter into and work within the space.

2. Attendant: Means an employee designated by the department head or a supervisor, who is stationed outside one or more confined space, monitors the authorized entrants, is knowledgeable in all areas of the confined space requirements, including but not limited to general first aid, CPR, emergency rescue procedures in a confined space, and confined space equipment operation.

3. Authorized Entrant: Means an employee who is authorized by the employer to enter a confined space, is knowledgeable in all areas of the confined space requirements, including but not limited to general first aid, CPR, emergency rescue procedures in a confined space, and confined space equipment operation.

4. Combustible Gases: Means a vapor or gas capable of burning easily, is easily ignited and will readily burn (flash point above 100E ▬ below 200E).

5. Confined Space: Means a space defined by the concurrent existence of all of the following conditions:

   a. Large enough and so configured that an employee can enter and perform assigned work; and

b. Has limited or restricted means for entry or exit; and

c. Is not designated for continuous employee occupancy.

Confined spaces include, but are not limited to, storage tanks, process vessels, pits, silos, boilers, ventilation and exhaust ducts, manholes, sewers, tunnels, underground utility vaults, pipelines and box culvert. Heating system tunnels and vaults may be excluded.

6. Emergency: Means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the permit space that could endanger entrants.

7. Employee: Means any individual employed by the County, be it part-time, full-time or seasonal employee.

8. Enclosed Space: Means spaces that do not meet the definition of a confined space but may require precautionary measures upon entering.

9. Entry: Means the action by which an employee passes through an opening into a permit-required confided space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

10. Entry Supervisor: Means a department head or designee of that department who has been delegated supervisory responsibility and has authority to act independently in directing employee activity in confined spaces. Shall sign and post entry permit before entry and terminate entry and cancel permit when work is completed or a condition not allowed arises in or near space.

11. Hazardous Atmosphere: Means an atmosphere that may expose employees to the risk of death, incapacitation, and impairment of ability to self-rescue (that is, escape unaided from a permit space), injury, or acute illness from one or more of the following causes:

    a. Flammable gas, vapor, or mist in excess of 10 percent of its lower flammable limit (LFL).

    b. Airborne combustible dust at a concentration that meets or exceeds its LFL; NOTE: This concentration may be

approximated as a condition in which the dust obscures vision at a distance of 5 feet (1.52 m) or less.

c. Atmospheric oxygen concentration is below 19.5 percent or above 23.5 percent.

d. Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of 29 CFR and which could result in employee exposure in excess of its dose or permissible exposure limit.

NOTE: An atmospheric concentration of any substance that is not capable of causing death, incapacitation, impairment of ability to self-rescue, injury, or acute illness due to its health effects is not covered by this provision.

e. Any other atmospheric condition that is immediately dangerous to life or health. NOTE: For air contaminants for which OSHA has not determined a dose or permissible exposure limit, other sources of information, such as Material Safety Data Sheets that comply with the Hazard Communication Standard, section 1910.1200 of 29 CFR, published information, and internal documents can provide guidance in establishing acceptable atmospheric conditions.

12. Hydrogen Sulfide: Means a colorless gaseous, poisonous compound normally having a characteristic odor of rotten eggs, but at dangerous concentrations the odor is no longer detectable (P.E.L. 10 ppm).

13. Inerting: Means the displacement of the atmosphere in a permit space by a noncombustible gas (such as nitrogen) to such an extent that the resulting atmosphere is noncombustible.

14. Lower Explosive Limit (L.E.L.): Means the lower limit of flammability of a gas or vapor at ordinary ambient temperatures expressed as a percentage of the gas or vapor in air by volume (less than 10%).

15. Non-Permit Confined Space: Means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm. An alternate confined space has only a potentially

hazardous atmosphere that continuous ventilation will take care of, as proven and documented by monitoring and inspection.

16. Oxygen Deficient Atmosphere: Means an atmosphere containing less than 19.5% oxygen by volume.

17. Oxygen Enriched Atmosphere: Means an atmosphere containing more than 23.5% oxygen by volume.

18. Permit Required Confined Space: A confined space that has one or more of the following characteristics:

    a. Contains or has the potential to contain a hazardous atmosphere. Note: Permit procedures are not required where existing ventilation is sufficient to remove potentially dangerous air contamination.

    b. Contains a material that has the potential for engulfing an entrant.

    c. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section.

    d. Contains any other recognized serious safety or health hazard.

19. Pre-Entry Checklist: Means a checklist (Appendix D) that must be completely filled out prior to entering a confined space which does not require a permit.

20. Pre-Entry Checklist/Permit: Means a checklist/permit (Appendix E) that must be completely filled out prior to entering a confined space that requires a permit. Employees entering confined spaces must have signature approval from their supervisor on the confined space entry permit prior to entry. No permit shall be valid for more than 1 shift (8 to 12 hours) after time of issue by the supervisor.

21. Prohibited Condition: Means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

22. Rescue Service: Means the personnel designated to rescue employees from permit spaces.

23. Retrieval System: Means the equipment (including a retrieval line, chest or full-body harness, wristlets, if appropriate, and a lifting device or anchor) used for non-entry rescue of persons from permit spaces.

24. Testing: Means the process by which the hazard that may confront entrants of a permit space are identified and evaluated. Testing includes specifying the tests that are to be performed in the permit space.

25. Toxic Substance: Means any substance for which a dose or a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of 29 CFR and which could result in employee exposure in excess of its dose or permissible exposure limit (PEL).

D. Confined Space Identification and Labeling: All confined spaces within each department shall be identified by the responsible department head and listed in the department's Confined Space Entry Policy in the Appendix. Entrances to the confined spaces shall be labeled (except for manhole covers) "**DANGER - - PERMIT REQUIRED CONFINED SPACE — DO NOT ENTER**," which also indicates if permit may be required, or other similar language.

The department's policy, with all the department's confined spaces listed, shall be kept in the Human Resources Department and corresponding department.

E. Confined Space Entry Checklist/Permit:

1. Prior to entering a confined space, designated as a:

   ► "**Non-Permit Confined Space**," the employee involved shall complete a Confined Space Pre-Entry Checklist (see sample checklist in Appendix D).

   ► "**Permit Required Confined Space**," the employee involved, and their supervisor shall complete a confined space entry checklist/permit (see sample checklist in Appendix E).

2. The certification shall be made before entry and shall be made available to each employee entering the space or to that employee's authorized representative.

3. Upon completion of the confined space entry, the appropriate checklist and/or permit shall be verified by a supervisor and kept on file in that department's office for one (1) year.

4. Authorized entrant or that employee's authorized representative will be provided with the opportunity to observe any monitoring or testing of permit spaces.

5. Departments will reevaluate the permit space in the presence of any authorized entrant or that employee's authorized representative who requests that the employer conduct such reevaluation because the entrant or representative has reason to believe that the evaluation of that space may not have been adequate.

6. Departments will review the permit space program, using the canceled permits retained within 1 year after each entry and revise the program as necessary, to ensure that employees participating in entry operations are protected from permit space hazards.

F. Confined Space Testing: No person may enter a confined space until the atmosphere of the confined space is sampled and air quality is determined for all levels and all areas within the space.

1. The atmosphere of a confined space shall be sampled for:

   a. Oxygen,
   b. Hydrogen sulfide,
   c. Combustible gases, and
   d. Any toxic substance which an employee is expected to work with or likely to be exposed to and which the County has reason to believe may be present.

   NOTE 1: An odor emitting from a confined space may indicate the presence of a toxic substance.

   NOTE 2: For each department in which confined spaces are located, the supervisors are responsible for informing employees about the toxic substances which the employee are expected to work with or likely to be exposed to, as required by the Wisconsin Rights to Know Law, 101.58. An employee may refuse to work with or be exposed to a toxic substance until such time as the County supplies the appropriate information required. An employee may not be disciplined for exercising any rights under Wisconsin State Statutes 101.58 and 101.599.

2. A sampling device, which test first for oxygen, hydrogen sulfide and combustible gases without manual switching, shall be used to sample the atmosphere of a confined space.

    a. The sampling device shall be equipped with audible and visible warning devices, which indicate when an atmosphere of a confined space has:

        1) An oxygen content of less than 19.5% or more than 23.5%.

        2) A hydrogen sulfide content of 10 parts per million or more, or

        3) A combustible gas content of 10% or more of the lower explosive limit, L.E.L.

    b. The sampling device shall be calibrated by the user relative to the oxygen content of the ambient air at the time of sampling. Calibration of the sampling device relative to the oxygen content shall be performed where the 23.5% natural content of oxygen in the air is most likely to occur.

    c. A sampling device which has a zero in clean atmosphere shall be zeroed before each sampling.

    d. Calibration of sampling device for combustible gases shall be considered by the supervisor as often as necessary to assure accuracy, but at least once every month, with a standardized combustible gas supply.

    e. A sampling device, which has a zero set for hydrogen sulfide, shall be zeroed before each use.

    f. Calibration of sampling device for hydrogen sulfide shall be conducted as often as necessary to assure accuracy, but at least every month.

    g. Records must be kept by the supervisor on an air sampler maintenance form of the date of calibration and person calibrating (also the oxygen or other required sensor changes). These records shall be kept in the department files.

    h. A non-sparking probe attached to the sampling device, or the sampling device itself, shall be used to sample the

atmosphere of a confined space. When entry to a confined space is by means of a manhole, the probe shall be inserted through the pick-hole of the manhole cover, or the manhole cover shall be pried open on the downwind side to allow just enough room for the insertion of the probe or the device (as practical).

i. The sampling of the atmosphere of a confined space for toxic substances shall be by the use of a multi-gas detector or other device capable of detecting and measuring the concentrations of toxic substances likely to be present.

G. Air Quality and Classification of Confined Space:

1. Except as provided in Subsection F-4, a confined space may not be entered, unless the atmosphere of a confined space has:

   a. An oxygen content of 19.5% or more (but less than 23.5%).

   b. A hydrogen sulfide content of less than 10 parts per million.

   c. A combustible gas content of less than 10% of the lower explosive limit (L.E.L.), and

   d. An exposure level, for any toxic substances determined to be present, which is at or below the permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of 29 CFR

2. A confined space with an atmosphere which is not within any or all of the limits specified in Subsection F-1 may be purged, flushed or ventilated and then entered when sampling indicates an atmosphere within the limits specified in Subsection F-1, using procedures listed in Subsection H-2 (Permit Required Confined Space).

3. A confined space with an atmosphere which is not within the limit specified in Subsection F-1(c) for combustible gas may not be entered even if a breathing apparatus or respirator is used.

4. A confined space with an atmosphere which cannot be brought within the limit specified in Subsection F-1(a); (b); or (d) for oxygen, hydrogen sulfide or a toxic substance may be entered, if a self-contained positive pressure breathing apparatus or an air-line

respirator with an escape bottle is used with the appropriate personal protective equipment, according to the hazard assessment.

5. For the purpose of determining the specific entry procedures to be followed, a confined space which may be entered shall be classified as either a Non-Permit Confined Space or a Permit Required Confined Space, based upon the air quality and the sources of possible contamination.

   a. A Non-Permit Confined Space shall be confined space with an atmosphere within the limits specified in Subsection F-1 and the only source of contamination expected or likely to affect the atmosphere is the authorized entrant's presence or activities.

   b. A Permit Required Confined Space shall be confined space with an atmosphere which falls within one of the following conditions:

      1) The air quality is within the limits specified in Subsection F-1 and the confined space contains sources of contamination, other than the authorized entrant's presence or activities, which may affect the atmosphere, or

      2) The air quality is, or was at some time previously, not within any or all of the limits specified in Subsection F-1. If you can correct the problem which caused the confined space to be a Permit Required and monitor the confined space to ensure that the problem has been corrected, the confined space reverts back to a Non-Permit Confined Space.

H. Entry Procedures:

1. Non-Permit Confined Space: Entry into or work in a Non-Permit Confined Space shall be in accordance with this subsection.

   a. The atmosphere within the authorized entrant's immediate area shall be continuously monitored first for oxygen, then for hydrogen sulfide, then for combustible gases and then for toxic substance while in the confined space.

   b. Signals from the monitoring device shall immediately indicate when the atmosphere falls outside any of the air

quality specified in Subsection F-1 for oxygen, hydrogen sulfide, combustible gases and toxic substance.

c. While in a confined space, if the air quality falls outside any or all of the limits specified in Subsection F-1 oxygen, hydrogen sulfide, combustible gases and toxic substance, the authorized entrant shall exit the confined space.

d. Forced ventilation may ***not*** be used in lieu of monitoring devices.

e. Purging, inerting, flushing or ventilating the permit space as necessary to eliminate or control atmospheric hazard is permitted.

2. Permit Required Confined Space: Entry into or work in a Permit Required Confined Space shall be in accordance with this subsection.

a. Prior to entering a confined space, procedures shall be established for acquiring additional help in the event of an emergency.

b. The atmosphere within the authorized entrant's immediate area shall be continuously monitored for oxygen, hydrogen sulfide, combustible gases and toxic substance while in the confined space.

c. Signals from the monitoring device shall immediately indicate when the atmosphere is not within any of the limits specified in Subsection F-1 for oxygen, hydrogen sulfide, combustible gases and toxic substance.

d. While in a confined space, if the air quality falls outside the limit specified in Subsection F-1 (c) for combustible gases, the authorized entrant shall exit the confined space.

e. While in the confined space, if the air quality falls outside either or both of the limits specified in Subsection F-1 (a), (b) or (d) for oxygen, hydrogen sulfide or toxic substance, the authorized entrant shall exit the confined space, except if equipped with a self-contained positive pressure breathing apparatus (Type C) or airline respirator, with an escape bottle.

f. Forced ventilation may ***not*** be used in lieu of monitoring devices.

g. Purging, inerting, flushing or ventilating the permit space as necessary to eliminate or control atmospheric hazard is permitted.

h. Except in a rescue attempt under Subsection K, no authorized entrant may enter a Permit Required Confined Space without at least one attendant stationed at the entrance of the confined space; in addition, the supervisor must be present. This attendant's duties are to monitor the conditions of the confined space and keep a line of communication open with the authorized entrant. A flagger who is directing traffic may not serve as the attendant.

i. Where entry to a Permit Required Confined Space is by means of a manhole or top opening, a mechanical retrieval device shall be set up for rescue attempts prior to entry. Equipment, such as ladders, is needed for safe ingress and egress by authorized entrants.

j. While in a Permit Required Confined Space, the authorized entrant shall have voice or other means of communication with the attendant.

k. An authorized entrant vertically into a Permit Required Confined Space shall wear a full body harness secured to a retrieval line. The full body harness shall have a waist belt, shoulder straps, leg straps, and "D" ring or shoulder ring attached no lower than the shoulder blades. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary.

l. An authorized entrant having to make a horizontal movement into a Permit Required Confined Space, such as a sewer, or having to descend in such a manner that renders a mechanical retrieval device useless for a rescue attempt, shall:

    1) Be equipped with a self-contained positive pressure breathing apparatus or airline respirator with escape bottle, and

2) Wear a full body harness having a waist belt, shoulder straps, leg straps, and a "D" ring or shoulder ring attached no lower than the shoulder blades.

m. An attendant who is outside of the Permit Required Confined Space monitoring authorized entrants inside the Permit Required Confined Space shall be equipped with at least one self-contained positive pressure breathing apparatus or airline respirator with escape bottle.

n. Where an airline respirator unit is used, the unit shall be equipped with an escape air tank.

I. Entry Supervisor's Duties: The County shall ensure that each entry supervisor:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of the exposure.

2. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place endorsing the permit and allowing entry to begin.

3. Terminates the entry and cancels the permit as required by this program.

4. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.

5. Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that the acceptable entry conditions are maintained.

J. Authorized Entrants Duties: The County shall ensure that all authorized entrants:

1. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of the exposure.

2. Properly use equipment as required.

3. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.

4. Alert the attendant whenever they recognize any warning sign or symptoms of exposure to a dangerous situation or detect a prohibited condition.

5. Exit from the permit space as quickly as possible whenever an order to evacuate is given by the attendant or the entry supervisor, recognizes any warning sign or symptoms of exposure to a dangerous situation, detects a prohibited condition, or an evacuation alarm is activated.

K. Attendants Duties: The county shall ensure that all attendants:

1. Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms and consequences of the exposure.

2. Is aware of possible behavioral effects of hazard exposure is authorized entrants.

3. Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means to identify authorized entrants accurately identifies who is in the permit space.

4. Remains outside the permit space during entry operations until relieved by another attendant.

5. Attendants trained and equipped for rescue operations may enter a permit space to attempt a rescue if they have been relieved.

6. Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.

7. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under the following conditions:

   a. detects prohibited condition,

b. detects the behavioral effects of hazard exposure in an authorized entrant,

c. detects a situation outside the space that could endanger the authorized entrants,

d. if the attendant cannot effectively and safely perform all the duties required.

8. Summon rescue and other emergency services as soon as the attendant determines that authorized entrant may need assistance to escape from permit space hazards.

9. Take the following actions when unauthorized persons approach or enter a permit space while entry is underway.

a. Warn the unauthorized persons that they must stay away from the permit space,

b. Advise the unauthorized persons that they must exist immediately if they have entered the permit space,

c. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

10. Performs non-entry rescues as specified in Section L — "Rescue".

11. Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

L. Rescue:

1. Communication shall be made for additional help before a rescue attempt is made into any confined space.

2. To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant. Retrieval systems shall meet the following requirements:

a. Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, above the entrant's head.

b. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

3. If an injured entrant is exposed to a substance for which a Material Safety Data Sheet (MSDS) is required to be kept at the worksite, that MSDS shall be made available to the medical facility treating the exposed entrant.

M. General Safety Requirement:

1. Employees who are required to enter confined spaces as either "authorized entrants" or "attendants" shall be trained and equipped to recognize and understand the signs, symptoms and mode of possible exposures that may be encountered in confined spaces. The county shall maintain adequate records to ensure compliance of necessary training needs. These records will be on file in the Human Resources Department with a copy in the department files.

a. The county shall provide employees who are required to enter confined space a written confined space entry procedure and the employee shall be trained according to established procedures.

b. The county shall provide a written standard operating procedure on the selection, use and care of breathing apparatus, with proper employee training and fitting accordance to s. Ind. 1910.134 (see County Respiratory Protection Policy; Chapter 12, Section 21).

c. The county shall provide training for employees who are authorized entrants and attendants as follows:

- ► first aid, cardiopulmonary resuscitation (CPR)
- ► to provide understanding, knowledge, and skills necessary for the safe performance of the duties of the County's Confined Space Policy
- ► the proper use of air monitoring equipment

- ► the proper rescue/emergency procedures and equipment.

This training shall be conducted:

- ► before an employee is authorized to enter a confined space for the very first time
- ► before there is a change in assigned duties
- ► whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained.
- ► whenever the Supervisor has reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee's knowledge or use of confined space procedures.
- ► Annual practical competency training including the proper use of air monitoring and rescue equipment will be conducted for employees who are authorized to enter permit required confined space.

d. Medical Evaluation: Employees will be required to participate in a medical evaluation as outlined in the Respiratory Protection Program (Chapter 12, Section 21), Paragraph D, Program Elements, Paragraph 4, Medical Evaluation.

e. Safety equipment such as, but not limited to, gloves, hard hats and protective clothing shall be provided and made available by the employer and worn by employees entering a confined space.

f. No employee may smoke within 10 feet of a confined space.

g. Open flames shall not be allowed within 10 feet of a confined space.

h. Openings to confined spaces shall be kept clear of hand tools and debris.

i. Sampling devices and radios used in confined spaces shall be intrinsically safe for use in combustible atmospheres.

j. Self-contained positive pressure breathing apparatus to be used in confined spaces shall have at least a 30-minute air supply capacity. The escape air tank for an airline respirator to be used in confined spaces shall have at least a five-minute emergency air supply.

k. For the safety of the employee or fellow employees, it is necessary for employees entering confined spaces to be clean shaven which will not interfere with a complete seal. A self-contained positive pressure breathing apparatus becomes useless if you cannot obtain a complete seal.

2. Entrances to confined spaces which are located in streets shall be guarded in accordance with this subsection.

a. A vehicle's beacon and four-way flashers shall be activated upon approach to an entrance to a confined space.

b. A vehicle shall be parked in such a way that traffic flows in an unobstructed manner and where possible, the vehicle shall provide protection for all public employees.

c. A vehicle shall be parked in such a manner that exhaust fumes cannot accumulate in the confined space. If this is not possible, the vehicle's exhaust pipe shall be extended away from the confined space.

3. Before uncovering a manhole, traffic safety cones shall be placed around the manhole and any vehicle and shall be visible to traffic in all directions. Cones shall be placed to protect the employees and to channel traffic flow. Cones shall be placed at distances and intervals in accordance with local traffic ordinances to adequately warn oncoming traffic.

4. In areas of high traffic volume or other sites warranting additional warning devices, illuminated traffic arrows, barricades or warning signs shall be used around the entrance and any vehicle.

a. When placement of the vehicle creates a situation of having only open lane of traffic in high traffic volume areas, a flagger shall be used to direct traffic flow.

b. Traffic safety vests or equivalent shall be worn at all times when working on the street and are currently required by existing safety guidelines.

N. Confined Spaces on Non-County Owned Property:

1. Marathon County employees whose jobs require them to work at residential, commercial, or industrial locations need to be aware of Confined Space hazards. Only employees who are trained in Confined Space entry and respiratory protection procedures are permitted to enter a Non-Permit Confined Space. A Permit Required Confined Space located on a non-county owned property should **not** be entered by County employees. If an area appears to meet the definition of a Confined Space, as stated in Chapter 12, Section 13 C5, the following guidelines shall be followed:

a. Never enter a questionable space. The space must first be assessed using the definition of a Confined Space. If you determine the area you are considering entering a confined space **do not enter** the area, document, or consult your supervisor. Field judgments will need to be made on a case by case basis. The design of the space and conditions vary greatly.

b. Confined Spaces considered forbidden to enter are free-standing well pits or valve pits, sewers, manholes, crawlspaces, and ditches that are over waist deep. Basements with a lift-up hatch that do not have stairways and require the employee to enter by a ladder have restricted means for entry/exit and are not intended for continuous occupancy. These are considered Confined Spaces and shall not be entered.

c. In general, not considered a Confined Space are basements with a full stairway, above grade pump houses, and rooms that are dry, developed and with a door(s).

d. Access to basements through a lift-up hatch in the floor are not considered a Confined Space when there is a stairway to the basement. Alert someone prior to entering.

e. Do not open a manhole cover or lift-up hatch yourself. This should be done by the owner of the building or operator of the business. Be aware of and document hazards such as loose wiring, leaking sewer lines and water

leaks. Access these potential safety hazards and determine if entry is a safety risk and appropriate.

O. Contractors: When the County arranges to have employees of another employer (contractor) perform work that involves permit space entry, the County shall:

1. Inform contractor that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a confined space program.

2. Appraise the contractor of the elements, including the hazards identified and the experience with the space, that make the space in question a permit space.

3. Appraise the contractor of any precautions or procedures that the County has implemented for the protection of employees in or near the permit space where contractor employees will be working.

4. Coordinate entry operations with the contractor, when both the County employee and contractor employees will be working in or near permit space

5. Debrief the contractor at the conclusion of the entry operations regarding the permit entry space program followed and regarding any hazards confronted or created in permit spaces during entry operations.

Section 14 Fall Protection

A. Purpose: This plan is designed to enable supervisors and employees to recognize the fall hazards on the job and to establish the procedures that are to be followed in order to prevent falls to lower levels or through holes and openings in walking/working surfaces. Each employee will be trained in these procedures and strictly adhere to them except when doing so would expose the employee to a greater hazard. If, in the employee's opinion, this is the case, the employee is to notify the supervisor of the concern, and the concern addressed before proceeding.

B. Scope**:** Safety policy and procedure on any one project cannot be administered, implemented, monitored, and enforced by any one individual. The total objective of a safe, accident-free work environment can only be accomplished by a dedicated, concerted effort by every individual involved with the project. Each employee must understand their value to the county; the costs of accidents, both monetary, physical, and emotional; the objective of the safety policy and procedures; the

safety rules that apply to the safety policy and procedures; and what their individual role is in administering, implementing, monitoring, and complying with safety policy and procedures. This allows for a more personal approach to compliance through planning, training, understanding, and cooperative effort, rather than by strict enforcement. If, for any reason, an unsafe act persists, strict enforcement will be implemented.

F. Responsibility: It is the responsibility of the supervisor, department head, and Human Resources Director to implement the fall protection plan. The supervisor is responsible for continual observational safety checks of their work operations and to enforce the safety policy and procedures. The supervisor is also responsible to correct any unsafe acts or conditions immediately. It is the responsibility of the employee to understand and adhere to the procedures of this plan and to follow the instructions of the supervisor. It is also the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or acts that may cause injury to either themselves or any other employees. Any changes to this fall protection plan must be approved by the Human Resources Director and the department head.

G. Enforcement: Constant awareness of and respect for fall hazards and compliance with all safety rules are considered conditions of employment. The supervisor and the department head reserve the right to issue disciplinary warnings to employees, up to and including termination, for failure to follow the guidelines of this program.

E. Definitions:

1. Anchorage: A secure point of attachment for lifelines, lanyards, or deceleration devices.

2. Body belt: A strap with means both for securing it about the waist and for attaching it to a lanyard, lifeline, or deceleration device.

3. Body harness: Straps that may be secured about the person in a manner that distributes the fall-arrest forces over at least the thighs, pelvis, waist, chest, and shoulders with a means for attaching the harness to other components of a personal fall arrest system.

4. Competent person: One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.

5. Connector: Device that is used to couple (connect) parts of a personal fall arrest system or positioning device system together.

6. Controlled access zone: A work area designated and clearly marked in which certain types of work (such as overhand bricklaying) may take place without the use of conventional fall protection systems--guardrail, personal arrest or safety net--to protect the employee working in the zone.

7. Deceleration device: Any mechanism, such as rope, grab, ripstitch lanyard, specially woven lanyard, tearing or deforming lanyards, automatic self-retracting lifelines/lanyards, which serves to dissipate a substantial amount of energy during a fall arrest, or otherwise limits the energy imposed on an employee during fall arrest.

8. Fall restraint system: A fall protection system that prevents the user from falling any distance. The system is comprised of either a body belt or body harness, along with an anchorage, connectors and other necessary equipment. Other components typically include a lanyard and may also include a lifeline and other devices.

9. Guardrail system: A barrier erected to prevent employees from falling to lower levels.

10. Hole: A void or gap 2 inches or more in the least dimension in a floor, roof, or other walking/working surface.

11. Lanyard: A flexible line of rope, wire rope, or strap that generally has a connector at each end for connecting the body belt or body harness to a deceleration device, lifeline, or anchorage.

12. Leading edge: The edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) which changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed.
13. Lifeline: A component consisting of a flexible line for connection to an anchorage at one end to hang vertically (vertical lifeline) or for connection to anchorages at both ends to stretch horizontally (horizontal lifeline) and that serves as a means for connecting other components of a personal fall arrest system to the anchorage.

14. Low-slope roof: A roof having a slope less than or equal to 4 in 12 (vertical to horizontal.)

15. Opening: A gap or void 30 inches or more high and 18 inches or more wide in a wall or partition through which employees can fall to a lower level.

16. Personal fall arrest system: A system including, but not limited to, an anchorage, connectors, and a body belt or body harness used to arrest an employee in a fall from a working level. As of 1/1/98, the use of a body belt for fall arrest is prohibited.

17. Positioning device system: A body belt or body harness system rigged to allow an employee to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning backwards.

18. Rope grab: A deceleration device that travels on a lifeline and automatically, by friction, engages the lifeline and locks to arrest a fall.

19. Safety-monitoring system: A safety system in which a competent person is responsible for recognizing and warning employees of fall hazards.

20. Self-limiting lifeline: a deceleration device which automatically limits free fall distance to 2 feet or less.

21. Self-retracting lifeline/lanyard: A deceleration device containing a drum-wound line which can be slowly extracted from, or retracted onto, the drum under minimal tension during normal employee movement and which, after onset of a fall, automatically locks the drum and arrests the fall.

22. Snap hook: A connector consisting of a hook-shaped member with a normally closed keeper, or similar arrangement, which may be opened to permit the hook to receive an object, and when released, automatically closes to retain the object.

23. Steep roof: A roof having a slope greater than 4 in 12 (vertical to horizontal).

24. Supervisor: A department head or designee of that department who has been delegated supervisory responsibility and has authority to act independently in directing employee activity related to fall protection.

24. Toeboard: A low protective barrier that prevents material and

equipment from falling to lower levels and which protects personnel from falling.

25. Unprotected sides and edges: Any side or edge (except at entrances to points of access) of a walking/working surface (e.g., floor, roof, ramp, or runway) where there is no wall or guardrail system at least 39 inches high.

26. Walking/working surface: Any surface, whether horizontal or vertical, on which an employee walks or works, including but not limited to floors, roofs, ramps, bridges, runways, formwork, and concrete reinforcing steel. Does not include ladders, vehicles, or trailers on which employees must be located to perform their work duties.

27. Warning line system: A barrier erected on a roof to warn employees that they are approaching an unprotected roof side or edge, and which designates an area in which roofing work may take place without the use of a guardrail, body belt, or safety net systems to protect employees in the area.

F. Holes: All openings greater than 12 inches by 12 inches will have perimeter guarding or covering. All predetermined holes will have the plywood covers made in the precasters' yard and shipped with the members to the job site. Prior to cutting holes on the job, proper protection for the hole must be provided to protect the workers. Perimeter guarding or covers will not be removed without the approval of the erection supervisor. Hole covers will be marked "hole" or "cover".

G. Excavations**:** Each employee at the edge of an excavation 6 feet (1.8 meters) or deeper shall be protected from falling by guardrail systems, fences, barricades, or covers. Where walkways are provided to permit employees to cross over excavations, guardrails are required on the walkway if it is 6 feet (1.8 meters) or more above the excavation.

H. Personal Fall Arrest Systems: The ANSIA10.14-1991 American National Standard for Construction and Demolition Operations-Requirements for Safety Belts, Harnesses, Lanyards, and Lifelines for Construction and Demolition Use states that the anchor point of a lanyard or deceleration device should, if possible, be located above the wearer's belt or harness attachment. ANSI A10.14 also states that a suitable anchorage point is one which is located as high as possible to prevent contact with an obstruction below should the worker fall. Most manufacturers also warn in the users' handbook that the safety block/retractable lifeline must be positioned above the D-ring (above the workspace of the intended user) and OSHA recommends that fall arrest and restraint equipment be used in

accordance with the manufacturer's instructions.

Attachment of a retractable device to a horizontal cable near floor level or using the insert in the floor or roof members may result in increased free fall due to the dorsal D-ring of the full-body harness riding higher that the attachment point of the snaphook to the cable or insert (e.g., 6-foot tall worker with a dorsal D-ring at 5 feet above the floor or surface, reduces the working length to only one foot, by placing the anchorage five feet away from the fall hazard). In addition, impact loads may exceed maximum fall arrest forces (MAF) because the fall arrest D-ring would be 4 to 5 feet higher than the safety block/retractable lifeline anchored to the walking-working surface, and the potential for swing hazards is increased. Manufacturers also require that the workers not work at a level where the point or snaphook attachment to the body harness is above the device because this will increase the free fall distance and the deceleration distance and will cause higher forces on the body in the event of an accidental fall.

Manufacturers recommend an anchorage for the retractable lifeline which is immovably fixed in space and independent of the user's support systems. A moveable anchorage is one which can be moved around (such as equipment or wheeled vehicles), or which can deflect substantially under shock loading (such as a horizontal cable or very flexible beam). In the case of a very flexible anchorage, a shock load applied to the anchorage during fall arrest can cause oscillation of the flexible anchorage such that the retractable brake mechanism may undergo one or more cycles of locking/unlocking/ locking (ratchet effect) until the anchorage deflection is dampened. Therefore, use of a moveable anchorage involves critical engineering and safety factors and should only be considered after fixed anchorage has been determined to be not feasible.

Horizontal cables used as an anchorage present an additional hazard due to amplification of the horizontal component of a maximum arrest force of a fall transmitted to the point where the horizontal cable is attached to the structure. This amplification is due to the angle of sag of a horizontal cable and is most severe for small angles of sag. For a cable sag angle of 2 degrees, the horizontal force on the points of cable attachment can be amplified by a factor of 15.

It is also necessary to install the retractable device vertically overhead to minimize swing falls. If an object is in the worker's swing path (or that of the cable) hazardous situations exist: (1) due to the swing, horizontal speed of the user may be high enough to cause injury when an obstacle in the swing fall path is struck by either the user or the cable; (2) the total vertical fall distance of the user may be much greater than if the user had fallen only vertically without a swing fall path.

With retractable lines, overconfidence may cause the worker to engage in inappropriate behavior, such as approaching the perimeter of a floor or roof at a distance appreciably greater than the shortest distance between the anchorage point and the leading edge. Though the retractable lifeline may arrest a worker's fall before s/he has fallen a few feet, the lifeline may drag along the edge of the floor or beam and swing the worker like a pendulum until the line has moved to a position where the distance between the anchorage point and floor edge is the shortest distance between those two points. Accompanying the pendulum swing is a lowering of the worker, with the attendant danger that s/he may violently impact the floor or some obstruction below.

The risk of a cable breaking is increased if a lifeline is dragged sideways across the rough surface or edge of a concrete member at the same moment that the lifeline is being subjected to a maximum impact loading during a fall. The typical 3/16 inch cable in a retractable lifeline has a breaking strength of from 3,000 to 3,700 pounds.

The competent person, supervisor, who can take into account the specialized operations being performed on this project, should determine when and where a designated erector cannot use a personal fall arrest system.

I. Guardrail systems: There is no permanent boundary until all structural members have been placed in the floor or roof. At the leading edge, workers are operating at the temporary edge of the structure as they work to position the next member in the sequence. Compliance with the standard requires a guardrail and toe board be installed along this edge. However, the presence of such a device would prevent a new member from being swung over the erected surface low enough to allow workers to control if safely during the positioning process. Further, these employees would have to work through the guardrail to align the new ember and connect it to the structure. The guardrail would not protect an employee who must learn through it to do the necessary work; rather, it would hinder the employee to such a degree that a greater hazard is created than if the guardrail were absent.

Guardrail requirements pose a hazard at the leading edge of installed floor or roof sections by creating the possibility of employees being caught between guardrails and suspended loads. The lack of a clear work area in which to guide the suspended load into position for placement and welding of members into the existing structure creates still further hazards.

J. Safety Monitoring Systems: If no fall protection, including personal fall

arrest systems, warning line systems, controlled access zones, or guardrail system can be implemented, then a safety monitoring system shall be established. The supervisor shall designate a safety monitor to monitor the safety of the workers. The safety monitor shall:

1. Be competent in recognizing fall hazards.

2. Be capable of warning workers of fall hazard dangers.

3. Detect unsafe work practices in accordance with this policy.

4. Be present on the same surface as the workers and maintain visual contact of all employees.

5. Be close enough to the work operations to communicate orally with the workers.

6. Have no other duties that will interfere or distract from the monitoring function.

7. No worker, other than those engaged in the work and the safety monitor shall be allowed in an area where employees are being protected by a safety monitoring system. Workers will promptly comply with all fall warnings issued by the safety monitor.

K. Roof Operations

1. Low slope roofs**:** Each employee engaged in roofing activities on low-slope roofs with unprotected sides and edges 6 feet or more above lower levels shall be protected from falling by guardrail systems, safety net systems, personal fall arrest systems, or a combination of a warning line system and guardrail system, warning line system and safety net system, warning line system and personal fall arrest system, or warning line system and safety monitoring system. On roofs 50 feet or less in width, the use of a safety monitoring system without a warning line system is permitted.

2. Steep roofs**:** Each employee on a steep roof with unprotected sides and edges 6 feet or more above lower levels shall be protected by guardrail systems with toeboards, safety net systems, or personal fall arrest systems.

   Workers typically install roof sheathing after all trusses/rafters and any permanent truss bracing is in place. Roof structures are unstable until some sheathing is installed, so workers installing

roof sheathing cannot be protected from fall hazards by conventional fall protection systems until it is determined that the roofing system can be used as an anchorage point. At that point, employees shall be protected by a personal fall arrest system.

Trusses/rafters are subject to collapse if a worker falls while attached to a single truss with a belt/harness. All workers will ensure that they have secure footing before they attempt to walk on the sheathing, including cleaning shoes/boots of mud or other slip hazards.

Marathon County shall take the following steps to protect workers who are exposed to fall hazards while installing roof sheathing:

a) Once roof sheathing installation begins, workers not involved in that activity shall not stand or walk below or adjacent to the roof opening or exterior walls in any area where they could be struck by falling objects.

b) The competent person/supervisor shall determine the limits of this area, which shall be clearly communicated to workers prior to placement of the first piece of roof sheathing.

c) The competent person/supervisor may order work on the roof to be suspended for brief periods as necessary to allow other workers to pass through such areas when this would not create a greater hazard.

d) Only employees trained in fall protection shall install roofing.

e) The bottom row of roofing may be installed by workers standing in truss webs.

f) After the bottom row of roof sheathing is installed, a slide guard extending the width of the roof shall be securely attached to the roof. Slide guards are to be constructed of no less than nominal 4 inch height capable of limiting the uncontrolled slide of workers. Workers should install the slide guard while standing in truss webs and leaning over the sheathing.

g) Additional rows of roof sheathing may be installed by workers positioned on previously installed rows of sheathing. A slide guard can be used to assist workers in

retaining their footing during successive sheathing operations.

h) Additional slide guards shall be securely attached to the roof at intervals not to exceed 13 feet as successive rows of sheathing are installed. For roofs with pitches in excess of 9 – 12, slide guards will be installed at 4-foot intervals.

When wet weather (rain, snow, or sleet) is present, roof sheathing operations shall be suspended unless safe footing can be assured for those workers installing sheathing.

When strong winds (above 40 mph) are present, roof sheathing operations are to be suspended unless wind breakers are erected.

L. Installation of Floor Joists and Sheathing

During the installation of floor sheathing/joints (leading edge construction), the following steps shall be taken to protect workers:

1. Only trained workers will be allowed to install floor joists or sheathing.

2. Materials for the operations shall be conveniently staged to allow for easy access to workers.

3. The first floor joists or trusses will be rolled into position and secured either from the ground, ladders, or sawhorse scaffolds.

4. Each successive floor joist or truss will be rolled into place and secured from a platform created from a sheet of plywood laid over the previously secured floor joists or trusses.

5. Except for the first row of sheathing which will be installed from ladders or the ground, workers shall work from the established deck.

6. Any workers not assisting in the leading edge construction while leading edges still exist (e.g., cutting the decking for the installers) shall not be permitted within six feet of the leading edge under construction.

M. Scaffolds: Scaffolds shall be used when persons are engaged in work that cannot be performed safely from the ground or from solid construction. Scaffolds and their components shall be capable of supporting, without failure, at least four times the maximum intended load. Requirements for

the proper and safe use of scaffolding include:

1. All scaffolds shall be erected level and plumb.

2. The footing or anchorage for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.

3. The height of a freestanding metal scaffold shall not exceed four times its minimum base dimension.

4. The modular frames of tubular metal scaffolds shall be connected by couplings or stacking pins to provide proper vertical alignment of the legs, and locking retainer pins shall be utilized to prevent the frames from separating. All casters on mobile scaffolds shall be secured in place with a locking retainer pin, and provided with a positive wheel lock to prevent movement.

5. Walking and working platforms shall consist of either a metal scaffold board(s) designed for use with the scaffold or scaffold grade wooden planking.

6. Wooden scaffold planks shall extend over their end supports not less than 6 inches or more than 12 inches. All wooden planking shall be overlapped 12 inches or more or secured from movement.

7. When an employee is exposed to a fall of six or more feet, scaffolds shall be fully planked and equipped with a standard guardrail (42" high, mid-rail) on all exposed sides and ends of the walking and work platforms unless the employee is utilizing approved fall protection gear.

8. Scaffolds shall be provided with a four-inch toeboard, extending along the entire opening where persons are required to work or pass under the scaffolds.

The following safety procedures will be followed when using scaffolds:

1. Prior to use scaffolds shall be visually inspected by the user(s) to ensure no hazards exist and the equipment is in good working order.

2. Scaffolds shall not be loaded in excess of the working load for which they are intended.

3. Scaffolds shall not be altered or moved horizontally while they are

in use or occupied.

4. Employees shall not work on scaffolds during storms or high winds or on scaffolds which are coved with ice or snow.

5. Tools, materials, and debris shall not be allowed to accumulate on walking or working surfaces in quantities to cause a hazard.

6. Employees shall only utilize the access ladder or equivalent safety access provided to mount and dismount work platforms.

N. Training: Each employee who may be exposed to fall hazards will be trained to recognize the hazards and the procedures to follow to minimize the hazards. Training will be arranged through the Human Resources Department. Refresher training will be offered as needed. Employees shall be trained in the following areas:

1. How to recognize and minimize fall hazards.

2. Correct procedures for erecting, maintaining, disassembling, and inspecting fall protection systems.

3. The use and operation of controlled access zones and guardrail, personal fall arrest, safety net, warning line, and safety monitoring systems.

4. Use, operation, and limitations of fall protection systems.

5. The user's role in fall protection systems.

O. Accident Investigations: All accidents that result in injury to workers, regardless of their nature, shall be reported and investigated by the supervisor immediately. It is an integral part of any safety program that documentation take place as soon as possible so that the cause and means of prevention can be identified to prevent a reoccurrence.

In the event that an employee falls or there is some other related, serious incident occurring, this plan shall be reviewed to determine if additional practices, procedures, or training need to be implemented to prevent similar types of falls or incidents from occurring. (See also *Personnel Policies and Procedures Manual,* Chapter 8, Section 2, "Reporting on-the-job injuries/accidents".)

P. Changes to Plan: Any changes to this plan will be approved by the Human Resources Director and the department head. This plan shall be reviewed by a qualified person as the job progresses to determine if

additional practices, procedures, or training needs to be implemented by the competent person to improve or provide additional fall protection. Workers shall be notified and trained, if necessary, in the new procedures.

Section 15 Hazardous Communications Program

A. This program is intended to ensure compliance with the Occupational Health and Safety Administration (OSHA) requirements for the adoption of the UN Globally Harmonized System (GHS) and to provide a safe work environment for employees and independent and independent contractors.-

The purpose of this policy is to ensure that:

1. Hazardous substances present in the work place are identified and labeled
2. Employees (including independent contractors) have ready access to information on the hazards of these substances
3. Employees are given information on how to prevent injury or illness due to chemical exposure

B. Authority and Reference:

1. OSHA Hazard Communication Standard, 29 CFR 1910.1200 (Hazcom 2012 / GHS regulations).

2. Department of Safety and Professional Services (DSPS)

C. Scope and Application: This program applies to all employees who have exposure to hazardous products or chemicals as a routine or non-routine part of their work tasks.

D. Definitions:

1. GHS –the Globally Harmonized System of Classification and Labelling of Chemicals. It is a global approach to chemical hazard communication developed by the United Nations.

2. Hazardous Chemical - any chemical that has a physical and/or a health hazard.

3. Health Hazard - a chemical that has significant evidence identifying an acute or chronic health effect may occur in exposed employees.

4. Immediate Use - means that the hazardous chemical will be under the control of and only used by the person who transfers it from a labeled container within that work shift.

5. Label - any written, printed or graphic material displayed on or affixed to the immediate use of containers of hazardous chemicals identifying the contents. At a minimum, the label must contain the name as listed on the SDS, manufacture name, and any health or physical hazard warnings.

6. Material Safety Data Sheet (MSDS) – a written or printed document that contains information and instructions on a hazardous chemical. .This definition is used interchangeably with Safety Data Sheet (SDS) in this document.

7. Physical Hazard - a chemical for which there is a significant evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

8. Safety Data Sheet (SDS) - a written or printed document that contains information and instructions on a hazardous chemical. This definition is used interchangeably with Material Safety Data Sheet (MSDS) in this document.

9. SDS Management System – an online database of SDSs

E. Responsibilities:

1. County Administrator - has the ultimate responsibility for ensuring compliance with the program. The Administrator assigns the responsibility for facilitating the implementation of the program to Human Resources.

2. Human Resources is designated as the County Hazard Communication Coordinator and will facilitate the implementation and maintenance of the program by assisting department heads in its execution.

3. Human Resources will assist departments with coordinating training for their employees and maintaining training records.

4. Department Heads - are responsible for all operations under their control as it relates to this program.

   Department heads and/or their designees (SDS Coordinator) will ensure their employees are properly trained on the Hazard Communication Program, including identification of hazardous chemicals in their work areas, labeling, SDSs and how to access them (See P-2).

   Department heads and/or their designees (SDS Coordinator) are also responsible for conducting chemical inventory in their department, obtaining SDSs for products prior to use, contacting manufacturers for a SDS if one is not available upon acquisition of the chemical, ensuring there is proper labeling and storage of all hazardous chemicals under their control, and maintaining SDS inventory records.

   Department heads and/or designees will notify Human Resources and employees in their department of who is responsible for maintaining SDSs in their department (SDS Coordinator).

5. Employees - are required to follow all safe work practices and use proper precautions required by the guidelines in this program. Each employee will attend training required for this program.

F. Selection and Reduction of Existing Hazardous Chemicals:

1. A concerted effort will be made by department management and employees to reduce or eliminate the amount of hazardous chemicals used in relation to their assigned work tasks.

2. When possible, non-hazardous chemicals should be substituted. If substituting is not possible, the amount of hazardous chemicals purchased should be held to the minimum necessary to accomplish the desired task. Records of discarded chemicals will be maintained (See H-7).

G. Inventory of Hazardous Chemicals:

1. An inventory list of all hazardous chemicals in each workplace will be maintained. Each chemical shall have a SDS that is accessible by employees and contractors. The inventory will be conducted every three years by March 31st.

2. The inventory list will minimally include: the chemical name or trade name of the product, workplace location and name and address of the manufacturer.

H. Safety Data Sheets (SDS):

1. A SDS will be available to employees and contractors on all hazardous chemicals in the department workplace to which there is potential or actual exposure. SDS may be available through the SDS Management System or by SDS paper binders specific to each workplace and will be available to all employees at all times throughout various work shifts.

2. Records of SDS will be maintained on the SDS Management System or by paper binders.

3. The person who originates a hazardous chemical purchase will ensure that a SDS is obtained and provided to the Department Head or designee that maintains SDS records in each department.

4. A SDS is not required for household consumer products when the product is used in the workplace in the same manner that a consumer would use them, i.e., where the duration and frequency of use (and therefore exposure) is not greater than what the typical consumer would experience. This exemption in OSHA's regulation is based, however, not upon the chemical manufacturer's intended use of the product, but upon how it actually is used in the workplace. Employees who are required to work with hazardous chemicals in a manner that results in a duration and frequency of exposure greater than what a normal consumer would experience have a right know about the properties of those hazardous chemicals.

5. Employees may access a SDS by accessing the computerized SDS Management System and searching for the product by its trade or manufacturer name, requesting it through the Fax Back service provided by the SDS Management System, obtaining a copy from paper binders provided at specific work locations, or upon request from their supervisor or employee maintaining the SDS Management System.

6. An injured employee or their supervisor will take the SDS with them to the hospital or treating physician so proper treatment can be administered. If this is not possible, the SDS will be provided to the hospital or treating physician in the most expeditious way possible (fax, email, hand delivery by others, etc.).

7. SDS's for discarded chemicals will be maintained and archived in the SDS management system. SDS's will be kept for a minimum of 30 years to comply with Exposure and Medical Records Standards and will be available for review for informational and documentation purposes.

I. Labeling:

1. Department heads and/or their designees will ensure each container of hazardous chemicals in the workplace is labeled, tagged or marked with the identity of the hazardous chemical. Each label must contain the following information:

   - Identity of the hazardous substance (product identifier)
   - Signal word (Danger or Warning)
   - Hazard statements
   - Pictograms
   - Precautionary Statements
   - Name, address and phone number of the manufacturer

   A container will not be released for use until an appropriate label is affixed to the container.

2. Signs, placards, operating procedures, or other written material instead of affixing labels to individual stationary process containers are acceptable, as long as the alternative method identifies the containers to which it is applicable and conveys the information required under this program (See Item D-4 & 5).

3. Labeling is not required on portable containers into which hazardous chemicals are transferred from labeled containers intended only for the immediate use by the employee who performs the transfer. Unlabeled portable, secondary containers should only be used by one employee during their shift. If the secondary containers are used by more than one employee, the containers shall be labeled with either a copy of the GHS shipping label or a workplace label with the product identifier and words, symbols, pictogram or combination which provides specific information of the physical and health hazards of the chemical.

4. Employees will not remove or deface existing labels on incoming containers of hazard chemicals.

5. Labels must be legible, in English, and prominently displayed on the container or readily available in the work area.

6. Pipes or pipping systems are not to be labeled.

8. On a continual basis, the Department Head and/or their designee will periodically check to ensure that all containers in their facilities are labeled, legible and up-to-date.

J. Hazardous Chemical Storage:

1. Hazardous chemicals will be stored to ensure the safety and well-being of building occupants.

2. Any applicable codes and regulations for storage of a specific hazardous chemical will be complied with, including proper storage of flammable liquids.

K. Hazardous Waste Disposal:

1. The Department head and/or their designee will direct employees to agencies that can help with the proper disposal of hazardous chemicals.

2. Hazardous waste disposal will be handled according to applicable federal, state, and/or local regulations.

L. Routes of Entry: Hazardous chemicals can enter the human body through four routes of entry:

1. Inhalation
2. Ingestion
3. Skin contact - injection
4. Absorption

Use of appropriate engineering controls (ventilation), donning of appropriate personal protective equipment, refraining from smoking and eating in areas where chemicals are being used and washing hands are means of limiting the possibility of entry.

M. Non-Routine Tasks: Before any non-routine task is performed (e.g., cleaning tanks, entering confined spaces, etc.), supervisors will ensure that employees are informed of chemical hazards associated with the performance of the tasks and will take appropriate protective measures as necessary. Prior to starting work on such projects, each affected employee will be given information about hazardous chemicals they may be exposed to during such activity.

N. Unlabeled Pipes: Before starting work in areas where chemicals travel through unlabeled pipes, supervisors will inform employees of chemicals in the pipe, potential hazards and safety precautions to be taken.

O. Contractor Notification: The Department Head or their designee will advise outside contractors of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measurers to be taken, and the safe handling procedures to be used. In addition, these individuals will be notified of the location and availability of SDSs. Each contractor bringing chemicals on-site must provide the Department Head or their designee with the appropriate hazard information on these chemicals, including the labels used and the precautionary measurers to be taken in working with these chemicals.

P. Employee Training:

1. The Department Head and/or their designee will ensure employees who work with or are potentially exposed to hazardous chemicals are provided with effective information and training on the hazardous chemicals in their work area. This training will be completed before their initial assignment and when new hazards are introduced into the work area. The Human Resources Department will assist the Department with coordinating the training.

2. Prior to working with hazardous chemicals, employees will attend a Hazard Communication Training where they will be informed of:

    a. Policies and procedures related to the Hazard Communication Standard.

    b. The requirements of the County's written Hazard Communication Program and where it is located.

    c. The identification of any operations in their work area where hazardous chemicals are present, including work practices that may result in exposure.

    d. How to access a SDS and list(s) of hazardous chemicals by workplace location by use of the SDS management system or MSDS binder(s), including the workplace location of the SDS Management System and SDS binders.

    e. How to read and interpret a SDS.

    f. An explanation of the hazardous materials labeling system and how to obtain a label.

    g. The physical and health hazards of the chemicals in the work area, including symptoms of overexposure.

    h. How to determine the presence or release of hazardous chemicals in the work area.

i. Emergency procedures to follow if exposed to any chemicals.

j. The measures employees can take to protect themselves from these hazards, including specific procedures to protect employees from exposure to hazard chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

k. Procedures for non-routine tasks hazards.

3. Upon completion of the training program, employees will sign a form documenting that he/she has received the training.

4. Retraining will be required when departments introduce a new chemical into the work area. Employees who will use the chemical will be provided information regarding health and physical hazards along with personal protective equipment required.

5. Retraining will be required when a chemical based on an updated SDS has additional health and/or physical hazards or requires additional/different personal protective equipment.

6. The Human Resources Department will maintain training records.

Q. Questions - about this policy or other aspect of the Hazardous Communications Program can be directed to Human Resources.

Section 16 Hearing Conservation Program

Prolonged exposure to noise of certain frequencies and intensities can cause varying degrees of hearing loss. There is no cure for noise-induced hearing loss, so the prevention of excessive noise exposure is the only way to avoid hearing damage. Specifically designed protection is required, depending on the type of the noise encountered.

The components of the County hearing conservation program are:

A. Monitoring work environments to ascertain noise levels to which employees are exposed. The Human Resources Department will coordinate periodic noise level sampling studies to determine work areas with noise exposure at 85 dBA or higher. When significant variations in sound levels or worker mobility make area monitoring inappropriate personal sampling shall be used. Employees shall have opportunity to observe monitoring. Department heads should notify the Human Resources Department of any new machinery or equipment purchases that when in use forces a person to raise their voice to speak to the person next to them. The Human Resources Department will maintain records of noise level measurements. Signs should be posted indicating where hearing protection is required (above 85 dBA).

B. Training employees. Annually, all employees exposed to noise levels of 85 dBA or higher will be given refresher training. Topics covered will include hearing conservation; the effects of noise; purpose of hearing protectors, the advantages, disadvantages and the attenuation of various types, and instruction on selection, fitting, use and care of hearing protection devices; the purpose of audiometric testing, and an explanation of the test procedures. New employees shall also be instructed regarding hearing conservation rules as part of their orientation with the department.

C. Providing and requiring hearing protection devices. All employees will be required to wear hearing protection devices in posted areas where noise levels are at 85 dBA or above. Employees will be offered disposable self-forming ear plugs, molded ear protectors fitted by a professional and earmuffs. The non-disposable type should be cleaned after each use for proper protection. For extremely noisy situations, earplugs should be worn in addition to earmuffs. When used together earplugs and earmuffs change the nature of sounds; all sounds are reduced including one's own voice, but other voices or warning signals are easier to hear. Enforcement of policy on the wearing of hearing protection devices will be the responsibility of the department supervisor, including any disciplinary action which may be necessary to insure full compliance.

D. Molded Ear Protectors: Employees may purchase molded ear protectors fitted by a professional. The County will reimburse the employee 80% of the standard molded ear protectors including cost associated with office visit once every 24 month period. If the employee elects to purchase the custom molded ear protectors, the additional cost above the standard molded ear protectors will be the responsibility of the employee. The employee may use any provider to obtain the molded ear protectors. Complete and submit the Molded Ear Protection Reimbursement form to the Human Resources Department along with receipt (See Appendix F)

E. Audiometer testing of employees. All employees exposed to noise levels of 85+ dBA at work shall have an audiogram annually. Baseline audiograms are conducted as part of the employment physical process or within 6 months of employment. These tests will be coordinated by the Human Resources Department.

F. Further evaluation. An audiologist or other health professional will review problem audiograms and determine a need for further evaluation. If follow-up audiometric evaluation is needed, the cost of this evaluation will be paid from the County's safety budget.

G. OSHA recordable hearing loss: The following hearing loss cases will be recorded on the OSHA log:

- Employees whose hearing test reveals that the employee has experienced a work-related standard threshold shift (STS) in hearing in one or both ears (an average hearing loss of 10 dB

or more at 2000, 3000 or 4000).

- Employee's total hearing is 25 dB or more.

H. Record keeping: All related records will be maintained by the Human Resources Department with copies sent to department heads and employees as appropriate which includes name and job classification; date of audiogram; examiner's name; date of last calibration for testing equipment; employee's most recent noise exposure assessment; measurements of background sound pressure levels (SPL) in audiometric test rooms. Noise exposure measurements shall be kept for two years. Employee's audiometric tests will be kept for the duration of their employment.

I. Access to information. Employees can obtain a copy of the standard from the Human Resources Department.

Section 17 Lead Management Policy

A. Scope: The Lead Management Policy applies to all employees who may have an occupational exposure to lead.

B. Purpose: The purpose of this policy is to ensure that the health and safety of employees working with lead containing materials during construction activities are maintained and are in accordance with the OSHA 29CFR 1926.62 Construction Lead Standard.

C. Definitions:

1. Action Limit: means exposure, without regard to the use of respirators, to an airborne concentration of lead of 30 micrograms per cubic meter of air (30 ug/m^3) calculated as an 8-hour time-weighted average (TWA).

2. Competent Person: means one who is capable of identifying existing and predictable lead hazards in the surroundings or working conditions and who has authorization to take prompt corrective measures to eliminate them.

3. Construction Work: means any job involving construction, alteration and/or repair, including painting and decorating. It includes but is not limited to the following:

   - Demolition or salvage of structures where lead or materials containing lead are present.
   - Removal or encapsulation of materials containing lead.
   - New construction, alteration, repair or renovations of

structures, substrates, or portions thereof, that contain lead, or materials containing lead.

- ► Installation of products containing lead.
- ► Lead contamination/emergency cleanup.
- ► Transportation, disposal, storage, or containment of lead or materials containing lead on the site or location at which construction activities are performed; and
- ► Maintenance operations associated with the construction activities described above.

4. Micrograms (ug): Means one-millionth of a gram.

5. Milligrams (mg): Means one-thousandth of a gram.

1 mg/m³ = 1,000 ug/m³

6. Permissible Exposure Limit (PEL): Means lead at concentrations of 50 micrograms per cubic meter of air (50 ug/m^3) averaged over an 8-hour period.

D. Determination of Lead Exposure: County departments shall perform initial lead hazard assessments on all tasks having the potential to expose employees to lead. The initial air monitoring will be conducted for the employee full shift. The assessment shall include initial air monitoring and observation of work practices and engineering controls typically used for each task. During the initial testing, employees will be required to wear fullface air supplied respirator, disposable Tyvek suits and disposable gloves and shoe coverings. Employees will also be provided with lead wipes (to determine if lead is present).

1. Highway Department: has determined that employees have a potential of lead exposure during steel beam bridge demolition, bridge false work construction, repair of existing steel bridge members, sandblasting of lead paint covered steel bridge members, and working with salvaged materials with lead. Employees may also have an exposure to lead paint during building demolition (see Appendix G).

   The Highway Department will contract with Certified Contractor to perform air monitoring testing on lead contaminated materials and worksites using OSHA approved certified testing equipment and procedures. The documents regarding the tests will be shared with the employees prior to any work being performed and kept on file at the Highway Department, Wausau Office.

E. Repeat Lead Exposure Monitoring:

1. Below Action Level (Below 30 ug/m): Further air monitoring need not be repeated except whenever there has been a change of equipment, process, control, personnel or a new task has been initiated that may result in additional employees being exposed to lead at or above the action level or may result in employees already exposed at or above the action level being exposed above the PEL, the County shall conduct additional monitoring.

2. At or Above Action Level (30 ug/m) But Below the PEL (50 ug/m): Further air monitoring shall be completed every 6 months. The County shall perform monitoring until at least 2 consecutive measurements, taken at least 7 days apart, are below the action level (30 ug/m) at which time the County shall discontinue monitoring except as provided in Section E (1).

3. Above PEL (50 ug/m): Further air monitoring shall be completed quarterly. The County shall perform monitoring at the required frequency until at least 2 consecutive measurements, taken at least 7 days apart, are below the action level (30 ug/m) at which time the County shall discontinue monitoring except as provided in Section E (1).

   Highway Department: will minimally monitor lead exposure at the beginning of each bridge and building demolition season and will conduct air sampling for the employee full shift and worksite area for any lead containment.

F. Employer Notification: The department shall, as soon as possible but no later than 5 working days after the receipt of the results of any monitoring performed, notify each affected employee of these results either individually in writing or by posting the results in an appropriate location that is accessible to employees.

   Highway Department: will provide copy of written air monitoring results to each affected employee and also post the results by the time clocks.

G. Engineering and Work Practice Controls: The department shall implement engineering and work practice controls, including administrative controls, to reduce and maintain employee exposure to lead to or below the PEL (50 ug/m) to the extent that such controls are feasible. Whenever all feasible engineering and work practices controls that can be instituted are not sufficient to reduce the employee exposure to below the PEL, the department shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them by the use of respiratory protection.

   Examples of engineering and work practice controls:

1. Local exhaust; open doors, fans.

2. Rotate work among employees.

3. When working outdoors, have employees position themselves upwind and make sure that debris is not blowing towards unprotected employees and the public. Set-up windsock to determine/monitor wind direction.

4. Building demolition where lead exists would be sprayed with water to control the spread of lead contaminated dust (See Appendix G).

5. A competent person will provide for frequent and regular inspections of job sites, materials, and equipment.

See Appendix H for listing of Highway Department work practices where lead is emitted.

See Appendix I for samples of safe work practices provided in OSHA Construction Lead Standard, Appendix B.

Employees shall complete the "Lead Exposure Assessment Worksheet" (Appendix J) prior to performing any work procedures where the possibility of lead contamination exposure exists. This worksheet will be filled out in cooperation with a member of the supervisory staff and kept on file in the department's office. When the possibility of lead contamination exists, all work procedures will be performed in accordance with this policy.

H. Respiratory Protection: For employees who use respirators required by this policy, the departments must provide respirators that comply with the requirements of the OSHA Lead Standard and the OSHA Respiratory Protection Standard (1910.34) – See County's Respiratory Protection Policy; Chapter 12, Section 21:

1. Periods when an employee's exposure to lead exceeds the PEL.

2. Work operations for which engineering and work-practices controls are not sufficient to reduce employee exposure to or below the PEL.

3. Periods when an employee requests a respirator.

4. As interim protection for employees performing tasks prior to and during initial assessment of possible lead exposure.

Only medically approved employees who have received respiratory

protection training and have been fit tested for a supplied air full, face mask respiratory will be allowed to perform work activities where lead exposure is probable.

Highway Department: Type of respirator:

— Bullard M45 Full face air supplied respirator
Bullard EPD10 pump
Bullard 88 air helmet

Air Protection Factor (APF) should be obtained from the respirator manufacture.

Require APF	=	Sample Results ÷ PEL
Actual Exposure Level	=	Sample Results ÷ APF

Sample results are determined by air monitoring on a time weighted average for 8 hours shift.

I. Protective Work Clothing: The department shall provide employees who have lead exposure the following protective work clothing:

1. Disposable coveralls

2. Disposable gloves

3. Disposable shoe coverings

J. Cleaning and Replacement: The departments shall:

1. Assure that disposal of protective clothing is thrown away in a closed container in the change area which prevents dispersion of lead outside the container.

2. Assure that the containers of contaminated protective clothing are labeled as follows prior to throwing in dumpster:

CAUTION — Clothing contaminated with lead

3. Prohibit the removal of lead from protective clothing or equipment by blowing, shaking or any other means which disperses lead into the air.

K. Housekeeping:

1. Worksite area will be sprayed with water to control the spread of lead contaminated dust.

2. Compressed air shall not be used to remove lead from any surface unless the compressed air is used in conjunction with a ventilation system designed to capture the airborne dust created by the compressed air.

L. Hygiene Facilities and Practices: The departments shall assure that in areas where employees are exposed to lead above the PEL without regard to the use of respirators, food or beverage is not present or consumed, tobacco products are not present or used and cosmetics are not applied.

M. Change Area Which Includes Portable Hand Wash Station: The departments shall:

1. Provide clean change areas for employees whose airborne exposure to lead is above the PEL and as interim protection for employees performing tasks prior to and during initial assessment of possible lead exposure, without regard to the use of respirators.

2. The Highway Department will have a portable lead contamination clothes changing station, include a portable hand wash station at the worksite. The changing station will be equipped with separate area for removing disposable protective clothing and equipment and a separate area to change into clean work clothes which prevent cross-contamination.

3. The Supervisor or Crew Chief will assure that employees do not leave the worksite wearing any contaminated protective clothing or equipment.

4. Lead test wipes will be used to detect possible lead contamination of hands, face and clean clothing for any residual lead particulates. After washing hands and face, the test wipes will be used before eating food, drinking, smoking and at the end of a work shift on clean clothes before the employee enters a department vehicle or at the end of the workday. If above PEL without regard to respirator, final showering at the department will occur before punching out at the end of the work shift.

5. The portable lead contamination clothes changing stations is built on a trailer. The station will be cleaned in the Highway Department's washbay.

N. Eating Areas: The supervisor/crew chief shall:

1. Assure that eating areas at the job site are away from lead contamination and readily accessible to employees.

2. Assure that employees who had a lead exposure, wash their hands and face prior to eating, drinking, smoking or apply cosmetics.

3. Assure that employees do not enter eating area with protective clothing or equipment

O. Medical Surveillance: The Human Resources Department:

1. shall make available initial medical surveillance to employees occupationally exposed to any day to lead at or above the action level. Initial medical surveillance consists of biological monitoring in the form of blood sampling and analysis for lead and zinc protoporphyrin levels.

2. shall institute a medical surveillance program in accordance with the OSHA Lead Standards [1926.62 (j)(3)] for all employees who are or may be exposed by the County at or above the action level for more than 30 days in any consecutive 12 months.

P. Biological Monitoring Follow-Up:

1. Employees whose blood sampling and analysis indicated a blood lead level at or above 40 ug/dl, at least every 2 months. This frequency shall continue until 2 consecutive blood samples and analyses indicate a blood lead level below 40 ug/dl.

2. Whenever the results of a blood lead level test is at or above 50 ug/dl, the Human Resources Department shall provide a second (follow-up) blood sampling test within 2 weeks after the Human Resources Department receives the results of the first blood sampling test.

3. For each employee who is removed from exposure to lead due to an elevated blood lead level reading (at or above 50 ug/dl) at least monthly during the removal period.

Q. Employee Notification of Blood Sampling Results: The Human Resources Department:

1. shall within 5 days working days after the receipt of biological monitoring results notify each employee in writing of his or her blood level; and

2. shall notify each employee whose blood level exceeds 40 ug/dl that the OSHA Lead Standard requires temporary medical removal with Medical Removal Protection benefits when an employee's blood is at or exceeds 50 ug/dl.

R. Medical Examinations and Consultations: The Human Resources Department shall make available medical examinations and consultations:

1. To employees for whom a blood sampling test conducted at any time during the preceding 12 months indicated a blood lead level at or above 40 ug/dl.

2. As soon as possible, upon notification by an employee either that the employee has developed signs or symptoms commonly associated with lead intoxication, that the employee desires medical advice concerning the effects of current or past exposure to lead on the employee's ability to procreate a healthy child, that the employee is pregnant, or that the employee has demonstrated difficulty in breathing during a respirator fitting test or during use.

3. As medically appropriate for each employee either removed from exposure to lead due to risk of sustaining material impairment to health or otherwise limited pursuant to a final medical determination.

S. Employee Information and Training: The departments shall:

1. Communicate information concerning lead hazards according to the requirements of OSHA's Hazard Communication Standard including but not limited to the requirements and concerning warning signs and labels, material safety data sheets (MSDS) and employee information and training.

2. Train all employees initially who are subject to exposure to lead at or above the action level (30 ug/m3 calculated as an 8-hour TWA) or who are exposed to lead compounds which may cause skin or eye irritation (e.g. lead arsenate, lead azide).

3. Annually for each employee who is subject to lead exposure at or above the action level on any day.

4. Training program shall cover but not limited to:

   a. The content of the OSHA Construction Lead Standard and its appendices.

   b. Instructions to employees that chelating agents (using a chemical to bind metals, drinking a lot of water to flush body, etc.) should not routinely be used to remove lead from their bodies and should not be used at all except under the direction of a licensed physician.

   c. The content of the County's Lead Management Policy.

   d. The specific nature of the operations which could result in exposure to lead above the action level.

e. The purpose, proper selection, fitting, use and limitations of respirators.

f. The purpose and a description of the medical surveillance program and the medical removal protection program.

g. Information concerning the adverse health effects associated with excessive exposure to lead (with particular attention to the adverse reproductive effects on both males and females and hazards to the fetus and additional precautions for employees who are pregnant) — See Appendix K of this policy.

h. The engineering controls and work practices associated with the employee's job assignment including training of employees to follow relevant good work practices) — See Appendix L for samples of safe work practices provided in OSHA Construction Lead Standard; Appendix B.

i. The employee's right to access to records.

T. Recordkeeping: The department shall establish and maintain record of all monitoring and other data used in conducting employee exposure assessment. Exposure monitoring records shall include:

1. The date(s), duration, location and results of each of the samples taken including a description of the sample procedures used to determine representative employee exposure, where applicable.

2. A description of the sampling and analytical method used.

3. The type of respiratory protective devices worn, if any.

4. Name, social security number and job classification of the employee monitored and of all other employees whose exposure the measurement is intended to represent.

5. The environmental variables that could affect the measurements of employee exposure.

U. Signs: The department shall post the following warning signs in each work area where employees' exposure to lead is above the PEL and on the change/washrooms provided:

WARNING - LEAD WORK AREA
POISON
NO SMOKING OR EATING

The department shall erect signs when performing construction/demolition on sites with known lead contamination:

DO NOT ENTER
LEAD CONTAMINATION HAZARD

When needed, these areas will be fenced off to prohibit entrance into work area by other contractors or general public during construction/demolition work activities.

V. Policy Review: The departments will minimally review and update this policy annually or when there has been a change of equipment, process, control or a new task has been initiated to ensure that current policies are still valid.

Section 18 Lock-Out Tag-Out

A. Purpose: Establishes minimum standards for the neutralization of all energy sources (electrical, hydraulic, pneumatic, chemical, etc.) which could cause injury or death.

Lock-Out: Lock-out is the process of blocking the flow of energy from a power source to a piece of equipment, and keeping it blocked out.

Tag-Out: Tag-out is accomplished by placing a tag on the power source. The tag acts as a warning not to restore energy.

B. The Department head shall:

1. Conduct a survey of their facilities to identify all energy sources and related exposures and hazards.

2. Notify and train employees working with identified energy sources on hazards and department procedures.

This section summarizes the Lock-Out Tag-Out Policy in abbreviated form. See your department head or the Human Resources Department for the complete policy for your department.

Section 19 Personal Protective Equipment Policy

A. Purpose: To protect employees from the hazards of processes or environment, chemical hazards, radiological hazards or mechanical irritants by providing personal protective equipment for eyes, face, head and extremities and to ensure protective clothing, respiratory devices, and protective shields, and barriers are used and maintained in a sanitary and reliable condition.

B. Authority and Reference:

1. Occupational Safety and Health (OSHA) 29 CFR 1910 Subpart I and 1910.132 through 1910.138 Personal Protective Equipment Standards.

2. Department of Commerce (DCOMM).

C. Definitions:

1. Personal Protective Equipment "PPE": Includes, but is not limited, to the following: hard hats, eye protection, face shield, foot protection, gloves, protective clothing, hearing protection or respirator.

2. Individualized PPE: Is an item that is to be used by the employees for whom they were purchased, such as safety shoes and prescription safety glasses, which may not be returned.

D. Responsibility:

1. Program development, policy review, and audit functions shall be provided by Human Resources Specialist.

2. Department Heads or their designees are responsible for:

   a. Develop departmental procedures and implement practices to ensure effect effective compliance with the personal protective equipment policy.

   b. Conduct hazard assessments in their work environment and identify employees that may be affected.

   c. Provide all employees with information, training and the equipment they need to protect themselves and others against hazards or potential hazards.

   d. Ensure proper use of necessary equipment and train employees on limitations of each.

3. Employees are responsible for:

   a. Understand their assigned tasks relating to personal protective equipment.

   b. Wear the proper personal protective equipment to safely work in hazardous areas.

   c. Assist with the hazard assessment(s) and the identification of

hazardous areas.

d. Comply with the directives of this policy.

E. Hazard Assessment:

1. Each department shall assess their work areas to determine if hazards are present or likely to be present which necessitate the use of Personal Protective Equipment (PPE). The assessment shall include the type of hazard and the specific recommended protective equipment the employee must wear to protect themselves.

2. If changes occur in the work area (new machinery, new processes, etc.) a new hazard assessment must be completed for the work area.

3. The form, Certification of Personal Protective Equipment Hazard Assessment, shall be signed by the department head or designee.

4. A copy of completed and signed hazardous assessment form shall be sent to Human Resources Specialist, initially and whenever the assessment is updated.

F. Training:

1. Each employee who is required to wear protective equipment as determined by the hazard assessment shall be properly trained in the use and care of this equipment.

a. When protective equipment is necessary.

b. What protective equipment is necessary and which protective equipment has been selected for each process the employee operates.

c. How to properly put on, take off, adjust and wear protective equipment.

d. What are the limitations of the protective equipment.

e. How to get replacement protective equipment.

f. What is the proper care, maintenance, useful life and disposal of the protective equipment.

2. Periodic assessment of process/equipment shall be conducted to ensure that the personal protective equipment is adequate, and training is appropriate.

3. Retraining of employees is required whenever:

a. Changes in the workplace render the previous training obsolete.

b. Changes in the types of personal protective equipment render previous training obsolete.

c. Employer observed inadequacies in an employee's knowledge or use of assigned personal protective equipment indicates that an employee has not retained the necessary understanding or skill.

4. The Human Resources Department will maintain training records.

G. Questions - about this policy can be directed to the department supervisor or Human Resources Specialist.

Section 20 Prescription Safety Eyewear Reimbursement Policy

A. Purpose: To establish requirements and responsibilities for obtaining reimbursement for prescription safety eyewear.

B. Policy: Employees who are assigned duties which are potentially hazardous to the eyes are required to wear safety eyewear. Potential eye hazards include operations that:

1. Produce flying particles, such as those created when using machining equipment or portable power tools.

2. Involve the handling of hazardous liquids, for examples, chemicals, plating baths, or epoxies where there is a potential for a chemical splash hazard

3. Involve exposure to intense light, such as working with UV or lasers.

4. Produce molten metal by welding or brazing.

5. Produce an electric arc, such as by grounding a charged capacitor.

6. Involve potential expose to electrical arc flash.

7. Use pressure systems, such as compressed air or hydraulic systems.

8. Involve exposure to cryogens.

C. Eligibility:

1. The employee must be a regular employee in a full or part-time allocated position and eligible for County benefits.

2. The employee's job duties must require safety eyewear in order to perform his/her employment responsibilities.

D. Safety Eyewear:

1. Departments will provide and pay for safety eyewear meeting the requirements of ANSI Z87.1 Departments may also be required to provide and pay for face shields and/or goggles.

2. The County will provide an allowance for prescription safety eyewear for employees who are required to wear safety eyewear in order to perform his/her employment responsibility and also require vision correction.

E. Allowance for Prescription Safety Eyewear:

1. Employee is responsible for obtaining their vision prescription. They can use their own health care vision program or flex spending program if available, or their own money.

2. Reimbursement of 50% of cost up to $100 maximum for prescription safety eyewear (including cost associated with fitting and dispensing fees).

3. Employees are eligible for an allowance once every 24 month period.

4. Employees can use any vision provider to obtain prescription safety eyewear. However, employees can receive State of Wisconsin discounts through participating providers - - obtain list of providers from Human Resources Department along with prescription eyewear order form (Appendix L).

5. Employees must get ANSI Z87.1 prescription safety eyewear.

6. Employees must get side shields; can be permanently affixed or removable side shields.

7. Employee must save receipt and submit completed and signed "Request for Reimbursement" form to Human Resources Department (Appendix L) .

F. Replacement for Damaged Prescription Safety Eyewear:

1. Repair/replacement will be provided if employee has a workplace accident/injury which entitles the employee to medical treatment

or payment of compensation. If an employee merely slips and prescription safety eyewear drops to the floor and breaks, but no personal injury results to the employee, there will be no reimbursement for damage to safety eyewear, unless employee has not received an allowance during the past 24 month period.

Section 21 Respiratory Protection Program

A. Purpose: We are committed to protecting employees from respiratory hazards associated with their work. These hazards include wood dust, particulates, and vapors. We have not identified any circumstances in which Marathon County employees perform work which represent Immediately Dangerous to Life or Health (IDLH) conditions. This respirator protection program has been created to operationalize the procedures necessary to ensure that our employees are protected from exposure to respiratory hazards.

Engineering controls, such as ventilation and substitution of less toxic materials, are the first line of defense; however, engineering controls are not always feasible for some of our operations, or have not always completely controlled the identified hazards. In these situations, respirators and other protective equipment must be used. Respirators are also needed to protect employees' health during emergencies. The work processes requiring respirator use are outlined in Table 1 in the Scope and Application section of this program.

In addition, some employees have expressed a desire to wear respirators during certain operations that do not require respiratory protection. As a general policy, we will review each of these requests on a case-by-case basis.

B. Scope and Application: This program applies to all employees who are required to wear respirators during normal work operations, and during some non-routine or emergency operations such a spill of a hazardous substance. Employees working in these areas and engaged in certain processes or tasks (as outlined in the subsequent tables) must participate in the respiratory protection program.

In addition, any employee who voluntarily wears a respirator when a respirator is not required (e.g., in certain maintenance operations which will not jeopardize the health or safety of the worker such as certain types of painting) is subject to the medical evaluation, cleaning, maintenance, and storage elements of this program, and shall be provided with certain information specified in this section of the program. Employees who voluntary use a respirator shall also be receive from their supervisor a copy of the information provided in Appendix M of this Chapter.

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Employees participating in the respiratory protection program do so at no cost to them. The expense associated with training, medical evaluations, and respiratory protection equipment will be borne by the County.

TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE

Respirator	Department/Process
Negative Pressure Respirator (filtering facepiece, non-cartridge type only, disposable, dusk mask)	**Facilities and Capital Management** Spray painting parts and equipment **Central Wis Airport** Aircraft rescue and firefighting; use of toxic chemicals; chemical spray; grass cutting; pavement grinding; sand blasting; painting; vehicle maintenance **Health** When working with clients with active TB who are currently

TABLE 1: VOLUNTARY AND REQUIRED RESPIRATOR USE	
Respirator	**Department/Process**
	infectious and in the event of case involving other diseases spread by air (such as during an influenza pandemic) **Highway** Apply aerosol paints, cleaning fluids and other shop sprays; cutting guardrail and steel; hand spraying bridge deck (TK-290) painting **Parks Recreation Forestry** Chemical application in greenhouse; certain painting applications **Sheriff's Department** Emergency use for hazardous material spills, use of chemical agents in apprehension of criminals (tear gas, etc.)
Powered Air-Purifying Respirator (half-facepiece, full-facepiece, or hooded) - uses cartridges	**Facilities and Capital Management** Spray painting parts and equipment **Central Wis Airport** Aircraft rescue and firefighting; use of toxic chemicals; chemical spray; grass cutting; pavement grinding; sand blasting; painting; vehicle maintenance
Supplies Air Respirator (SAR)	**Central Wis Airport** Aircraft rescue and firefighting; use of toxic chemicals; chemical spray; pavement grinding; sandblasting **Highway** Sandblasting fuel storage tanks; sandblasting expansion joints and rebar, etc.
Self-Contained Breathing Apparatus (SCBA)	**Central Wis Airport** Aircraft rescue and firefighting **Sheriff's Department** Bomb squad members Investigating and dismantling Clandestine Labs SCUBA dive operations Corrections/Juvenile Divisions C emergency evacuation of staff and inmates in the event of a fire/smoke incident.

C. Responsibilities:

1. Program Administrator

The program administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

- ► Arranging for and/or conducting training.
- ► Administering the medical surveillance program.
- ► Maintaining records required by the program.
- ► Evaluating the program.
- ► Updating written program, as needed.

The program administrator for Marathon County is Frank Matel, Human Resources Director, who will be advised on technical issues by another designated agency.

2. Department Heads and Supervisors

Department heads and supervisors are responsible for ensuring that the respiratory protection program is implemented in their particular areas. In addition to being knowledgeable about the program requirements for their own protection, supervisors also ensure that the program is understood and followed by the employees under their charge. Duties of the department heads and supervisors include:

- ► Identifying work areas, processes or tasks that require workers to wear respirators, and evaluating hazards.
- ► Monitoring respirators is used to ensure that respirators are used in accordance with their certification.
- ► Selection of respiratory protection options.
- ► Ensuring that employees under their supervision (including new hires) have received appropriate training, fit testing, and medical evaluation.
- ► Ensuring the availability of appropriate respirators and accessories.
- ► Being aware of tasks requiring the use of respiratory

protection.

- ► Enforcing the proper use of respiratory protection when necessary.
- ► Ensuring that respirators fit well and do not cause discomfort.
- ► Periodically monitoring work areas and operations to identify respiratory hazards.
- ► Coordinating with the program administrator on how to address respiratory hazards or other concerns regarding the program.

3. Employees

Each employee has the responsibility to wear his/her respirator when and where required and in the manner in which they were trained. Employees must also:

- ► Care for and maintain their respirators as instructed and store them in a clean sanitary location.
- ► Inform their supervisor if the respirator no longer fits well and request a new one that fits properly.
- ► Inform their supervisor or the program administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding the program.

D. Program Elements:

1. Selection Procedures

Each department head will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with all OSHA standards. The department head will conduct a hazard evaluation for each operation, process, work area where airborne contaminants may be present in routine operations or during an emergency. The hazard evaluation will include:

a) Identification and development of a list of hazardous substances used in the workplace, by department, or work process.

b) Review of work processes to determine where potential exposures to these hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing process records, and talking with employees and supervisors.

2. Updating the Hazard Assessment: The department head shall revise and update the hazard assessment as needed (e.g., any time work process changes may potentially affect exposure). If an employee feels that respiratory protection is needed during a particular activity, he/she is to contact his/her supervisor. The supervisor will evaluate the potential hazard, arranging for outside assistance as necessary. If it is determined that respiratory protection is necessary, all other elements of this program will be in effect for those tasks and this program will be updated accordingly.

3. NIOSH Certification: All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH) and shall be used in accordance with the terms of that certification. Also, all filters, cartridges and canisters must be labeled with the appropriate NIOSH approval label. The label must not be removed or defaced while it is in use.

4. Medical Evaluation: Employees who are either required to wear respirators, or who choose to wear an APR voluntarily, must receive approval to use a respirator by a licensed medical provider. **Employees are not permitted to wear respirators until a licensed medical provider has determined that they are medically able to do so.** Any employee refusing to complete the medical evaluation process will not be allowed to perform work which requires respirator use.

   A licensed medical provider will provide the medical evaluations. Medical evaluation procedures are as follows:

   ► The medical evaluation will be conducted using a health history questionnaire designed specifically for this program – "OSHA Medical Questionnaire for Respirator Users". The program administrator will provide a copy of the questionnaire to all employees requiring medical evaluations.

   ► The licensed medical provider will determine based on completed "OSHA Medical Questionnaire for Respirator

Users" that an employee can safely wear respirators **OR** that a physical examination is necessary in order to better assess ability to use a respirator.

- Follow-up medical exams will be granted to employees as required by the standard, and/or as deemed necessary by the licensed medical provider.

- All employees will be granted the opportunity to speak with the licensed medical provider about their medical evaluation, if they so request.

- The program administrator will provide the licensed medical provider with a copy of this program, the list of hazardous substances by work area, and for each employee requiring evaluation: his/her work area or job title, proposed respirator type and weight, length of time required to wear respirator, expected physical work load (light, moderate, or heavy), potential temperature and humidity extremes, and any additional protective clothing required.

- An employee required for medical reasons to wear a positive pressure air purifying respirator will be provided with a powered air purifying respirator.

- After an employee has received clearance and wears his/her respirator, additional medical evaluations will be provided under the following circumstance(s):

  - Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing.

  - The physician or supervisor informs the program administrator that the employee needs to be reevaluated.

  - Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation.

  - A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

A list of Marathon County employees currently included in medical surveillance is provided in Tables 2A-2E of this program.

All examinations and questionnaires are to remain confidential.

5. Fit Testing: Fit testing is required for employees wearing respirator (except dusk mask). Employees voluntarily wearing respirator may also be fit tested upon their request.

   The fit testers have been instructed not to attempt to fit test an employee when facial hair is present in the area where the respirator seals to the face.

   Employees who are required to wear half-facepiece APRs, PAPRs and SCBA will be fit tested:

   - Prior to being allowed to wear any respirator with a tight-fitting facepiece.
   - Annually
   - When there are changes in the employee's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

   Employees will be fit tested with the make, model, and size of the respirator that they will actually wear. Fit testing of PAPRs is to be conducted in the negative pressure mode. The department Fit Tester shall complete the "Fit Testing Checklist" (see Appendix N of this Chapter) for each employee and send copy of completed checklist to Human Resources Department.

   The department head will ensure that fit tests follow the OSHA approved Fit Testing Procedure found on Appendix O of this Chapter) and Fit Testing Protocol (see Appendix P & Q of this Chapter).

5. Respirator Use

   Respirator protection is required for the following personnel:

TABLE 2A: (FACILITIES AND CAPITAL MANAGEMENT)
PERSONNEL IN RESPIRATORY PROTECTION PROGRAM

Classification	Department	Job Description/ Work Procedure	Respirator
Maintenance Workers Environmental Control Specialist	Facilities and Capital Management	Painting	Negative Pressure Respirator Powered Air-Purifying Respirator

TABLE 2B: (CENTRAL WI AIRPORT)
PERSONNEL IN RESPIRATORY PROTECTION PROGRAM

Classification	Department	Job Description/ Work Procedure	Respirator
All classifications in the Central Wis Airport	CWA	Airport rescue and firefighting; custodial services	Negative Pressure Respirator Powered Air-Purifying Respirator Supplied Air Respirator (SAR) Self-Contained Breathing Apparatus (SCBA)

TABLE 2C: (HEALTH)
PERSONNEL IN RESPIRATORY PROTECTION PROGRAM

Classification	Department	Job Description/ Work Procedure	Respirator
Public Health Nurse	Health		Negative Pressure Respirator
Program Asst Epidemiologist Bilingual Health Aide Health Educator Health Officer			

TABLE 2D: (HIGHWAY DEPARTMENT)
PERSONNEL IN RESPIRATORY PROTECTION PROGRAM

Classification	Department	Job Description/ Work Procedure	Respirator
Equipment Operator (Fuel Person)	Highway	Sandblasting fuel storage tanks	Supplied Air Respirator (SAR)

Equipment Operator (Custodian)	Highway	Apply aerosol paints	Negative Pressure Respirator
Equipment Services Mechanic (4 employees)	Highway	Apply aerosol paints; cleaning fluids and other shop sprays	Negative Pressure Respirator
Bridge Crew - Trades Technician	Highway	Cutting guardrail and steel; Hand spraying bridge deck (TK-290) painting Sandblasting expansion joints and rebar, etc.	Negative Pressure Respirator Supplied Air Respirator
Welder	Highway	Apply aerosol paints; cleaning fluids and other shop sprays	Negative Pressure Respirator

TABLE 2E: (PARKS RECREATION FORESTRY DEPARTMENT)
PERSONNEL IN RESPIRATORY PROTECTION PROGRAM

Name	Department	Job Description/ Work Procedure	Respirator
Park Maintainer II (2 employees) Equipment Services Mechanic	PRF	Certain painting applications	Negative Pressure Respirator
Horticulturist	PRF	Chemical applications in Greenhouse	Negative Pressure Respirator

TABLE 2F: (SHERIFF'S DEPARTMENT)
PERSONNEL IN RESPIRATORY PROTECTION PROGRAM

Name	Department	Job Description/ Work Procedure	Respirator
Sworn Law Enforcement Officers	Sheriff's	Emergency Use for hazardous material spills, use of chemical agents in apprehension of criminals (tear gas, etc.)	Negative Pressure Respirator (filtering facepiece, cartridge type only, disposable, dusk mask)

Bomb Team	Sheriff's	Bomb squad members wear a 70 pound protective bomb suit and for NCRB calls also wear a SCBA unit. + Above duties listed for Sworn Law Enforcement Officers	Powered Air-Purifying Respirator; Self contained breathing apparatus (SCBA) + Above respirator listed for Sworn Law Enforcement Officers
Dive Team	Sheriff's	SCUBA diving operations + Above duties listed for Sworn Law Enforcement Officers	Self contained breathing apparatus (SCBA) + Above respirator listed for Sworn Law Enforcement Officers
Clandestine Lab Team	Sheriff's	Investigating clandestine labs, dismantling labs + Above duties listed for Sworn Law Enforcement Officers	Self contained breathing apparatus (SCBA) + Above respirator listed for Sworn Law Enforcement Officers
Corrections/ Juvenile Detention Divisions	Sheriff's	Emergency evacuation of staff and inmates in the event of a fire/smoke incident	Self contained breathing apparatus (SCBA)

TABLE 2F: (SHERIFF'S DEPARTMENT) PERSONNEL IN RESPIRATORY PROTECTION PROGRAM			
Name	**Department**	**Job Description/ Work Procedure**	**Respirator**
		atmosphere conditions are or could be present.	Self contained breathing apparatus (SCBA)

7. General Use Procedures

- ► Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.

- ► All employees shall conduct user seal checks each time they wear their respirator. Employees shall use either the positive or negative pressure check (depending on which test works best for them) specified in Appendix R of this Chapter (User Seal Check Procedure).

- ► Employees are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures, that prevent(s) them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, or other articles that may interfere with the facepiece-to-face seal.

8. Respirator Malfunction

a) APR Respirator Malfunction: For any malfunction of an APR (e.g., such as breakthrough, facepiece leakage, or improper working valve), the respirator wearer should inform his/her supervisor that the respirator no longer functions as intended and go to the designated safe area to maintain the respirator. The supervisor must ensure that the employee receives the needed parts to repair the respirator or is provided with a new respirator.

b) Immediate Danger to Life or Health (IDLH) Procedures: The program administrator has not at this point identified any work areas which present the potential for IDLH conditions.

c) Air Quality: For supplied-air respirators, only Grade D breathing air shall be used in the cylinders. The department head will coordinate testing with the company's vendor to certify that the air in the cylinders meets the specifications of Grade D breathing air.

9. Cleaning, Maintenance, Change Schedules and Storage

a) Cleaning (refer to Appendix S of this Chapter for mandatory respiratory cleaning procedures)

Respirators are to be regularly cleaned and disinfected.

Respirators issued for the exclusive use of an employee shall be cleaned as often as necessary.

Atmosphere supplying and emergency use respirators are to be cleaned and disinfected after each use.

Note: The department head will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor.

b) Maintenance: Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be conducted by the manufacturer.

The following checklist will be used when inspecting respirators:

- Facepiece:
  - cracks, tears, or holes
  - facemask distortion
  - cracked or loose lense/faceshield
- Headstraps:
  - breaks or tears
  - broken buckles

- Valves:
  - residue or dirt
  - cracks or tears in valve material

- Filter/Cartridges:
  - gaskets
  - cracks or dents in housing
  - proper cartridge for hazard

- SCBA:
  - condition of supply hoses
  - hose connections
  - settings on regulators and valves

Employees are permitted to leave their work area to perform limited maintenance on their respirator in a designated area that is free of respiratory hazards. Situations when this is permitted include to wash their face and respirator facepiece to prevent any eye or skin irritation, to replace the filter, cartridge or canister, and if they detect vapor or gas breakthrough or leakage in the facepiece or if they detect any other damage to the respirator or its components.

c) Change Schedules: Employees wearing APRs or PAPRs with P100 filters for protection against wood dust and other particulates shall change the cartridges on their respirators based upon the "change schedule" determined for each department. Departments are responsible for developing the change out schedule for work performed in their department which require the use of a respirator based on "service life". The service life of a cartridge depends upon many factors, including environmental conditions, breathing rate, cartridge filtering capacity, and the amount of contaminants in the air.

d) Storage: Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each employee will clean and inspect their own air-purifying respirator in accordance with the provisions of this program and will store their respirator in a plastic bag in their own locker. Each employee will have his/her name on the bag and that bag will only be used to store that employee's respirator.

Atmosphere-supplying respirators will be stored in the department parts room.

The parts room manager will store the supply of respirators and respirator components in their original manufacturer's packaging in the equipment storage room.

e) Defective Respirators: Respirators that are defective or have defective parts shall be taken out of service immediately, If, during an inspection, an employee discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her supervisor. The supervisor will decide whether to:

- ► temporarily take the respirator out of service until it can be repaired,
- ► perform a simple fix on the spot such as replacing a headstrap, or
- ► dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the employee will be given a replacement of similar make, model, and size. All tagged-out respirators will be kept in the supervisor's office.

f) Training: The program administrator will ensure that training is provided to respirator users and their supervisors on the contents of this policy and program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. Workers will be trained prior to using a respirator in the workplace. Supervisors will also be trained prior to using a respirator in the workplace or prior to supervising employees that must wear respirators.

The training course will be conducted annually or as needed. Employees must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test. Respirator training will be documented by the program administrator and the documentation will include the type, model, and size of the respirator for which each employee has been trained and fit tested.

Training shall include:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- What are the limitations and capabilities of the respirator are.
- How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
- How to inspect, put on and remove, use, and check the seals of the respirator.
- What the procedures are for maintenance and storage of the respirator.
- How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
- The general requirements of the respirator standard.

Retraining must be administered:

- When changes in the workplace or the type of respirator render previous training obsolete.
- When inadequacies in the employee's knowledge or use of the respirator indicate that the employee has not retained the requisite understanding or skill.
- When any other situation in which retraining appears necessary to ensure safe respirator use.

E. Program Evaluation: The program administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with employees who use respirators and their supervisors, site inspections, air monitoring and a review of records.

Problems identified will be noted in an inspection log and addressed by the program administrator. These findings will be reported to the County Administrator and the report will list plans to correct deficiencies in the

respirator program and target dates for the implementation of those corrections.

F. Documentation and Recordkeeping: A written copy of this program and the OSHA standard is kept in the program administrator's office and is available to all employees who wish to review it.

Also maintained in the program administrator's office are copies of training and fit test records. These records will be updated as new employees are trained, as existing employees receive refresher training, and as new fit tests are conducted.

The program administrator will also maintain copies of the medical records for all employees covered under the respirator program for 30 years plus duration of employment. The completed medical questionnaire and the physician's documented findings are confidential.

Fit testing records shall be retained until the next fit test is administered and shall include:

- ► Employee's name
- ► Type of test performed (qualitative or quantitative)
- ► Specific make, model, style and size of respirator tested
- ► The pass/fail results for qualitative fit tests (QLFTs) or other recording of the test results for quantitative fit tests (QNFTs).

G. Definitions: The following definitions are important terms used in the respiratory protection standard in this section.

1. ***Air-purifying respirator*** means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

2. ***Assigned protection factor (APF)*** means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respiratory protection program as specified by this section.

3. ***Atmosphere-supplying respirator*** means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

4. ***Canister or cartridge*** means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

5. ***Demand respirator*** means an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

6. ***Emergency situation*** means any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

7. ***Employee exposure*** means exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

8. ***End-of-service-life indicator (ESLI)*** means a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

9. ***Escape-only respirator*** means a respirator intended to be used only for emergency exit.

10. ***Filter or air purifying element*** means a component used in respirators to remove solid or liquid aerosols from the inspired air.

11. ***Filtering facepiece (dust mask)*** means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

12. ***Fit factor*** means a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

13. ***Fit test*** means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)

14. ***Helmet*** means a rigid respiratory inlet covering that also provides head protection against impact and penetration.

15. ***High efficiency particulate air (HEPA) filter*** means a filter that is at least 99.97% efficient in removing monodisperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.

16. ***Hood*** means a respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.

17. ***Immediately dangerous to life or health (IDLH)*** means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

18. ***Interior structural firefighting*** means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage. (See 29 CFR 1910.155)

19. ***Loose-fitting facepiece*** means a respiratory inlet covering that is designed to form a partial seal with the face.

20. ***Maximum use concentration (MUC)*** means the maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator, and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure limit is available for a hazardous substance, an employer must determine an MUC on the basis of relevant available information and informed professional judgment.

21. ***Negative pressure respirator (tight fitting)*** means a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.

22. ***Oxygen deficient atmosphere*** means an atmosphere with an oxygen content below 19.5% by volume.

23. ***Physician or other licensed health care professional (PLHCP)*** means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to

independently provide, or be delegated the responsibility to provide, some or all of the health care services required by paragraph (e) of this section.

24. ***Positive pressure respirator*** means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

25. ***Powered air-purifying respirator (PAPR)*** means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

26. ***Pressure demand respirator*** means a positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

27. ***Qualitative fit test (QLFT)*** means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

28. ***Quantitative fit test (QNFT)*** means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

29. ***Respiratory inlet covering*** means that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.

30. ***Self-contained breathing apparatus (SCBA)*** means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

31. ***Service life*** means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.

32. ***Supplied-air respirator (SAR) or airline respirator*** means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

33. ***Tight-fitting facepiece*** means a respiratory inlet covering that forms a complete seal with the face.

34. ***User seal check*** means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

Section 22 Safety & Security Handbook

Each location and/or department should have their own handbook detailing specific procedures.

Section 23 Seat Belts

All persons traveling in County owned or personal vehicles for County business purposes are required to wear seat belts. Certain activities are exempt under State law and this policy. Examples: operation of an authorized emergency vehicle by a law enforcement officer or other authorized operator under circumstances in which compliance could endanger the safety of the operator or another OR the operator of a vehicle while on a route which requires the operator to make more than 10 stops per mile involving an exit from the vehicle in the scope of his or her employment. This also does not apply to a passenger while on a route which requires the passenger to make more than 10 stops per mile involving an exit from the vehicle in the scope of his or her employment. It is always recommended to wear seat belt even when making frequent stops.

Section 24 Automated External Defibrillator (AED) Policy

A. Purpose: To establish guidelines for application, location, maintenance and other components of the Automated External Defibrillator (AED) program at Marathon County. This policy applies to all AEDs located in facilities owned and maintained by Marathon County and to all Marathon County Employees.

An AED is used to treat individuals who experience sudden cardiac arrest. It is only to be applied to persons, who are unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

The AED will enable users to deliver early defibrillation to persons in the first critical moments after a sudden cardiac arrest. Use of the AED will not replace the care provided by emergency medical service (EMS) providers, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Patient care will be transferred to EMS providers upon their arrival.

B. Early Defibrillation Response Team Roles and Responsibilities

1. AED Coordinator: The AED Coordinator oversees the implementation of the AED Program and assists with post incident

evaluation and organizes training programs. The Risk Manager is Marathon County's AED Coordinator.

2. Facilities and Capital Management Director: The Facilities and Capital Management Director is responsible for developing a system that ensures county facilities maintain all AED equipment and supplies, documents AED maintenance records, and reports all AED usage to the AED Coordinator.

3. Medical Emergency Response Team (MERT): Employees having proper training with AED use, cardiopulmonary resuscitation and blood borne pathogen exposure. The County will designate MERT members.

4. Volunteer Responders: Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies.

   Although it is desirable to be trained in CPR when using an AED, it is recognized that not everyone is CPR certified. The AED's are designed to be user friendly so that even an untrained person can use it successfully. There are audible and visual cues to guide the user in placing the pads correctly and administering the shock at the right time. Marathon County will provide opportunities for employees to receive training in the proper use of first aide, CPR, and AED's through an approved training course offered through the American Heart Association or American Red Cross.

C. Coordination with Local Emergency Medical Services (EMS): Medical and rescue service is provided by various EMS due to various county-wide facility locations. The AED Coordinator is responsible for notifying appropriate EMS of Marathon County's AED Policy.

D. MERT Training: Designated MERT members shall receive training in the proper use of the equipment through an approved training course offered by the American Red Cross or the American Heart Association. MERT members shall also have training in cardiopulmonary resuscitation and blood borne pathogens. MERT skills can be maintained through appropriate annual or semi-annual refresher training. MERT members must possess current CPR certification.

   An AED training unit will be made available for training purposes. Contact the Risk Manager for use of it.

E. AED Placement: AEDs are located at Marathon County facilities in the following locations:

AED Location Sites		
Building/Area	**Address**	**Specific Location**
Courthouse	500 Forest Street, Wausau	1. Outside Information Desk 1st Floor Located on Southeast wall. 2. Outside Courthouse Security Office-2nd Floor Located on Northeast wall near Branch 5 Offices. 3. Across from break room- Lower Level located on Northwest wall near elevator. 4. Fitness Center 5. Jail – 2nd Floor located behind Booking Desk 6. Dispatch
Juvenile Facility	72nd Avenue Wausau	Central Control
Nine Mile Recreation Area	8704 Red Bud Road, Wausau	Ski Chalet
Multi-Purpose Building	17th & Stewart Avenue, Wausau	Lobby
Central Wisconsin Airport – Terminal	100 CWA Drive, Mosinee	Terminal Security Checkpoint

AEDs will be housed in an AED security cabinet that will be hung on the wall in the area indicated above unless other accommodations have been made with the AED Coordinator. The security cabinets will have an audible alarm that will sound if the door is opened. The location of all AEDs will be reported to local EMS by the AED Coordinator.

F. AED Equipment Kit Inventory: Each AED cabinet will include the following items:

- AED in carrying case
- AED User's Guide
- One set of Adult electrode pads (attached to the AED)
- One set of Child electrode pads
- One installed battery
- Basic Response Kit
- CPR Mask
- Face Shield
- Non-Latex Gloves

The Facilities and Capital Management Director will ensure that all accessories and equipment must remain with the AED unit and will be inspected monthly or as recommended by the AED manufacturer.

G. Response Procedure: Any individual who recognizes a medical emergency may initiate the Medical Code Red procedure (Appendix T) and follow the AED Response Protocol (Appendix U).

H. Transfer of Care: MERT and volunteer responders working on the person should communicate information required in Appendix T to EMS provider(s).

The AED should be offered to the EMS for transportation and data retrieval. MERT and/or volunteer responders should arrange for recovery and transfer of AED data event file from the medical emergency center.

MERT and volunteer responders shall complete an AED Incident Report within 24 hours following the medical event (See Appendix V). All accounts of the event and any patient care must be documented on the form. MERT and volunteer responders will provide the completed AED Incident Report to the AED Coordinator.

The AED Incident Report is part of a patient care record and is confidential to the patient and/or the County. The report is not to be copied or altered once completed without authorization. To prevent violation of patient confidentiality, all employees are to refrain from open discussion about any aspects of the medical event. Patient confidentiality must be maintained in accordance with all state and federal regulations.

I. Post-Use Procedure: After transferring care of the person to EMS, MERT and/or volunteer responders should complete the AED Incident Report and return the AED to the Facilities and Capital Management Director. If the AED was transported to a medical facility with EMS, the MERT member should notify the Facilities and Capital Management Director to accommodate the retrieval of the AED. Upon receiving the AED, the Facilities and Capital Management Director, with the assistance of the AED Coordinator, conduct post-event procedures in accordance with the protocol outlined in Appendix A to get the AED functional as soon as practical so it is ready for any future need.

J. Debriefing Procedures: A debriefing may be conducted to evaluate the AED response and the potential need for emotional support of the MERT and volunteer responder(s) involved. The debriefing can be conducted on an informal basis with the MERT and volunteer responder(s) with the Human Resource Director, supervisory staff, or with the assistance of professional counselors such as those available through the Employee Assistance Program or Critical Incident Stress Debriefing Team.

A Post-Incident Evaluation Form (Appendix W) may be completed at the conclusion of each response event to evaluate the response and debrief

MERT and volunteer responders (s). A copy of this form shall be provided to the AED Coordinator and will be reviewed in a meeting with the MERT and volunteer responder (s), Facilities and Capital Management Director and the AED Coordinator along with other relevant staff. The goal is to evaluate all aspects of the emergency response including the strengths and deficiencies as revealed by the incident. Modifications to the plan must be approved by the AED Coordinator and properly communicated to all affected AED sites.

Any equipment irregularities that occurred during the event are to be reported to the AED Coordinator immediately who will notify the manufacturer of equipment irregularities.

K. Data Retrieval: Data retrieval includes completion of the AED Incident Report and event data download from the AED. These must be delivered to the AED Coordinator as soon as possible.

If the hospital where the patient was taken requests the event data, the request must be made to the AED Coordinator.

L. AED Maintenance: The Facilities and Capital Management Director shall be responsible for ensuring the maintenance of the AED's and their protective cabinets. AED's and their cabinets are to be inspected monthly and documented on a Maintenance Checklist. Other maintenance shall be followed according to the maintenance schedule provided by the AED manufacturer and shall be documented. Any device defects, missing, expired, or damaged parts or accessories are to immediately be reported to the AED Coordinator.

M. AED Acquisition: Any AED purchased for County use shall be a unit approved by the AED Coordinator. All requests for AED purchase and installation must be referred to County Administration for approval.

N. Good Samaritan Legislation: The State of Wisconsin has a Good Samaritan Law which provides some level of immunity for persons rendering aid in medical emergencies. 895.48(4), Wis. Stats, reads as follows:

(4) (ag) Definitions….

:

1. "Cardiac arrest" means the sudden cessation of cardiac function and the disappearance of arterial blood pressure that connote ventricular fibrillation or pulseless ventricular tachycardia.

2. "Pulseless ventricular tachycardia" means a disturbance in the normal rhythm of the heart that is characterized by rapid electrical activity of the heart with no cardiac output.

(am) Any of the following, other than an emergency medical technician or a first responder—defibrillation, is immune from civil liability from the acts or omissions of a person in rendering in good faith emergency care by use of an automated external defibrillator to an individual who appears to be in cardiac arrest:

1. The person who renders the care.
2. The owner of the automated external defibrillator
3. The person who provides the automated external defibrillator for use, if the person ensures that the automated external defibrillator is maintained and tested in accordance with any operational guidelines of the manufacturer.
4. Any person who provides training in the use of an automated external defibrillator to the person who renders care.

(b) The immunity is specified in par. (am) does not extend to any of the following:

1. A person whose act or omission resulting from the use or the provision for use of the automated external defibrillator constitutes gross negligence.

2. A health care professional who renders emergency care for compensation and within the scope of his or her usual and customary employment or practice at a hospital or other institution equipped with hospital facilities, at the scene of an emergency or accident, enroute to a hospital or other institution equipped with hospital facilities or at a physician's office.

Appendix B
Drug & Alcohol Testing

Transport employee to one of the following collection sites:

(1) **MARSHFIELD CLINIC - WAUSAU CENTER**
2727 Plaza Dr, Wausau, WI 54401

OCCUPATIONAL HEALTH DEPARTMENT
Monday – Friday, 7:15 AM – 5 PM
Phone: 715-847-3223
Fax: 715-847-3580

WALK-IN DEPARTMENT
Monday – Friday, 8 AM – 6 PM
Sat, Sunday, 8 AM – 4 PM
Holidays,8 AM – 1 PM
Phone: 715-847-3281
Fax: 715-847-3810
No appointment necessary

(2) MARSHFIELD CLINIC – WESTON CENTER
3501 Cranberry Blvd, Weston, WI 54476

WALK-IN DEPARTMENT
Monday – Friday, 8 AM – 6 PM
Weekends & Holidays – Not Open
Phone: 715-393-1482
Fax: 715-393-1285
No appointment necessary

(3) MARSHFIELD CLINIC – MARSHFIELD CENTER "CENTRAL LAB" – 1ST FLOOR
1000 North Oak Avenue, Marshfield
Phone: 715-389-4700
Monday – Friday, 8:30 AM – 4:30 PM
Call ahead to schedule

(4) MARSHFIELD CLINIC – WISCONSIN RAPIDS LAB
220 24th St South, Wisconsin Rapids
Phone: 715-424-8686
Call ahead to schedule drug screen appointment
Monday – Friday, 8 AM – 4 PM

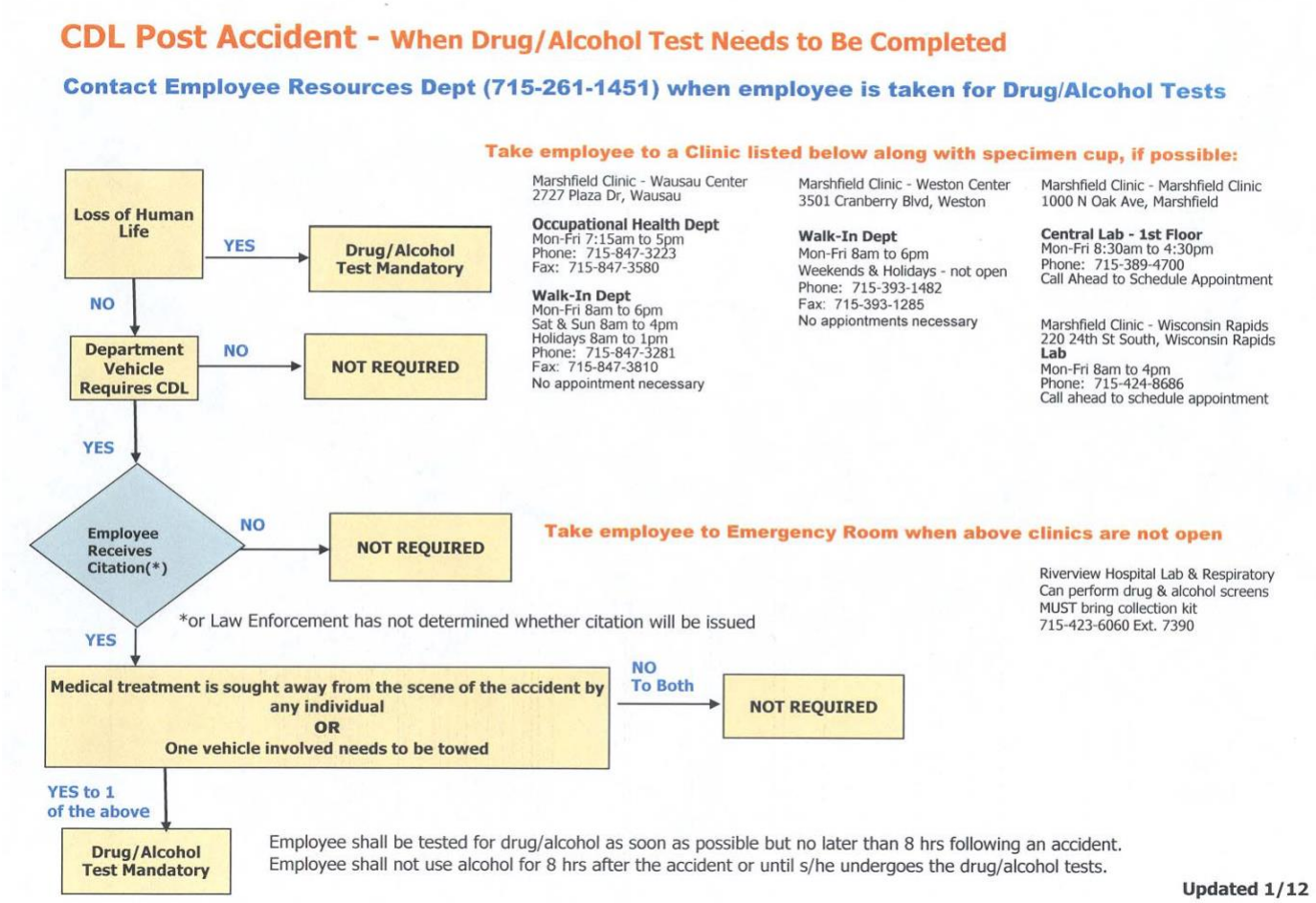
OR transport employee to the emergency room at Aspirus Wausau Hospital, St. Clare's Hospital (Weston), St. Joseph's Hospital (Marshfield), Riverview Hospital Lab & Respiratory* or the nearest hospital emergency room for drug/alcohol testing services outside of these time frames.

To expedite testing services, take the Federal Drug Testing Custody and Control Form and specimen cup available from Highway, Parks, CWA, and ADRC-CW Department supervisors or the Human Resources Department. Marshfield clinic sites should have the forms and cups available on-site, but it is recommended to bring them.

For services at Weston Center, park next to the building with the white Marshfield Clinic Cattails Logo (Lot #1) then go to the check-in desk to your left after you enter the facility. At Wausau Center, enter the East entry and walk straight ahead to the first floor occupational health or walk-in reception desk.

*** Riverview Hospital Lab & Respiratory – 436-6060, Ext. 7390**
Can perform drug/alcohol screens – MUST BRING COLLECTION KIT

Appendix C
CDL Post Accident When Drug/Alcohol Test Needs to Be Completed



Appendix D
Marathon County Confined Space Pre-Entry Checklist (Non-Permit)

Date:_____ Time:_____AM / PM Job
Site/Location: _____

Work to be Performed:
- ☐ Water (valves on/off, repair, etc.)
- ☐ Sewer (storm, septic, septic — clean out/repair, etc.)
- ☐ Electrical
- ☐ Lock Out/Tag Out Completed
- ☐ Other: _____

Hazard of permit space: _____

Calibration Readings	**READING**	**REQUIREMENT**
Oxygen Content (Ox)	_____%	19.5% to 23.5%
Hydrogen Sulfide (H2S)	_____ppm	less than 10 parts per million (ppm)
Combustible Gas (LEL)	_____%	less than 10% of the lower explosive limit (L.E.L.)
Toxic Substance	_____%/ppm	

Monitor zeroed in a clean atmosphere ☐ Yes ☐ No

Direct reading air monitoring device simultaneously tests for oxygen, toxic, and combustible gases (MSA Passport) ☐ Yes ☐ No

Authorized entry person has successfully completed required confined space training ☐ Yes ☐ No

CHECKLIST COMPLETED BY: I have reviewed the work authorized by this checklist and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be performed if any checks are marked in the "NO" column. This checklist is not valid unless all appropriate items are completed.

Permit expires in 12 hours.

Authorized Entry Person _____ _____
Print Signature

COMMENTS: _____

_____

_____

COMPLETION TIME AND DATE _____

RETURN CONFINED SPACE PRE-ENTRY CHECKLIST TO YOUR SUPERVISOR

Appendix E
Marathon County Permit Required Confined Space Pre-Entry Checklist/Permit

STEP 1 — **Entry Authorization (*Authorization valid for 1 shift (8 to 12 hours*)**

Department_____

Confined Space Identification _____

Description of Work Needed _____

Entry Supervisor (PRINT) _____

Authorized Entrant Involved (PRINT) _____

Authorized Attendant Involved (PRINT) _____

Date_____ Time_____AM / PM

Hazard of permit space: _____

STEP 2 — **Required Equipment**	**Yes**	**No**	**If yes, explain:**
1. Safety harness and/or safety line	☐	☐	
2. Hard hat(s)	☐	☐	
3. Communication equipment	☐	☐	
4. Protective equipment (gloves, goggles, etc.)	☐	☐	
5. Fire extinguisher(s)	☐	☐	
6. Respirators	☐	☐	
7. Proper tools as required	☐	☐	
8. Adequate and safe illumination	☐	☐	
9. Additional equipment as needed	☐	☐	
10. Ventilation equipment	☐	☐	
11. Air monitoring and proper calibration	☐	☐	
12. Lock Out/Tag Out Completed	☐	☐	

STEP 3 — **Entry Preparation**	**Yes**	**No**	**If yes, explain:**
1. Pre-entry briefing/emergency plan discussed	☐	☐	
2. Electrical lockout/tagout procedure followed	☐	☐	
3. Is ventilation on during entry	☐	☐	
4. Rescue personnel present/available	☐	☐	
5. Valves locked and capped	☐	☐	
6. Employees properly trained for the activity	☐	☐	

STEP 4 — **Confined Space Air Monitoring (no force ventilation prior to test)** **Refer to MSDS**

CALIBRATION READINGS	**READING**	**REQUIREMENT**
Oxygen Content (Ox)	_____	19.5% to 23.5%
Hydrogen Sulfide (H2S)	_____	less than 10 parts per million (ppm)
Combustible Gas (LEL)	_____	less than 10% of the lower explosive limit (L.E.L.)
Toxic Substance	_____	Refer to MSDS

PERIODIC ATMOSPHERIC TESTS	**READING**	**TIME**		**READING**	**TIME**
Oxygen	_____	_____	Oxygen	_____	_____
Hydrogen Sulfide	_____	_____	Hydrogen Sulfide	_____	_____
Combustible Gas	_____	_____	Combustible Gas	_____	_____
Toxic Substance	_____	_____	Toxic Substance	_____	_____
Oxygen	_____	_____	Oxygen	_____	_____
Hydrogen Sulfide	_____	_____	Hydrogen Sulfide	_____	_____
Combustible Gas	_____	_____	Combustible Gas	_____	_____
Toxic Substance	_____	_____	Toxic Substance	_____	_____

The above readings must be within prescribed limits. Results valid for current entry only.

PERSON CONDUCTING READINGS

Signature_____ Print_____ Date/Time_____

STEP 5 I have inspected and verified each requirement on this checklist, to the best of my knowledge state that this work can be done safely and in compliance with the Confined Space Entry Policy of Marathon County.

Entry Supervisor

Signature_____ Print_____ Date/Time_____

Authorized Entrant

Signature_____ Print_____ Date/Time_____

Authorized Attendant

Signature_____ Print_____ Date/Time_____

COMMENTS: _____

COMPLETION DATE AND TIME _____

RETURN TO SUPERVISOR FOR RECORDING

Appendix F
Molded Ear Protectors Reimbursement Form
Effective 4/19/11

Employee Name _____ Employee # _____

Job Title _____

The above employee is required to wear hearing protection devices in order to perform his/her employment responsibilities.

The employee is eligible for reimbursement of 80% of cost up to $50 maximum for molded ear protectors once every 24 month period (including cost associated with office visit). The employee may use any provider to obtain molded ear protectors.

Employee's Signature _____ Date _____

Print Name _____

Supervisor's Signature _____ Date _____

Print Name _____

Submit completed form to the Human Resources Department along with original receipt for purchase of molded ear protectors.

Appendix G
Lead Paint and Building Demolition

WHAT'S THE CONCERN:

Many of the buildings to be demolished are older and contain lead-based paint. If the building is older than 1978, there is a good chance the paint on the building contains lead. Demolition of an old building can procedure a great deal of lead-containing dust. It is important to keep this dust on the demolition site. Small amounts of lead in dust can poison children. Workers can bring lead-contaminated dust home. Exposure to lead affects the brain and nervous system, blood production, bones and teeth, kidneys, liver, and digestive system and the effects are permanent.

WHAT SAFETY PROCECAUTIONS SHOULD BE TAKEN DURING DEMOLITION?

Wetting the structure using water before and throughout the demolition will keep lead and other dust on the demolition site. Before demolition, one or more sprinklers may be set up inside the structure to thoroughly wet interior surfaces wet. If available, water meters from the Municipal Water Department may be used on fire hydrants to supply water for keeping surfaces wet.

WHAT ABOUT HAULING THE DEMOLITION MATERIAL AWAY?

When hauling demolition debris, a tarp should cover the dumpster or truck bed to keep lead dust and other materials from blowing out during transport.

SHOULD ANYTHING BE DONE WITH THE SOIL ON THE DEMOLITION SITE?

During the demolition, nearby soil may become contaminated with lead dust and could be a health concern if children have access to the contaminated soil. Removal and disposal of the top 2-4" of soil will minimize the risk. The soil may be hauled away to a landfill or if the structure has a basement, the soil can be used as fill. The lead does not readily move through the soil and would not be a concern for groundwater. Future use of the site can be a factor in which disposal method is used.

WHAT SAFE WORK PRACTICES SHOULD BE FOLLOWED?

Keep all non-workers, especially children outside of the work area. Workers should wear a properly fitted respirator using HEPA filters, paper dust masks should be avoided as they do not seal well and cannot filter out lead dust. Wear protective clothing such as disposal coveralls, shoe covers, goggles, and gloves to keep dust off skin. Remove protective disposal clothing prior to leaving the worksite to avoid contaminating vehicles.

Do not eat, smoke or drink in the work area. Wash hands and face before eating, smoking or drinking.

CAN THE BUILDING BE INSPECTED FOR LEAD PAINT?

Yes, there are individuals trained to inspect buildings for lead paint. They can determine the location of paint using mechanical devices or by taking samples of the painted surfaces. The Wisconsin Department of Health and Family Services maintains a listing of certified lead inspectors which is available from their website:

http://www.dhfs.state.wi.us.programs.htm

Find PUBLIC HEALTH heading and click on Asbestos/Lead, then click on Asbestos/Lead Services. Another way to get the list is to contact the Marathon County Health Department at 261-1900.

Appendix H Highway Department
Work Practice Where Lead is Emitted

Job Assignment/Description:	Bridge Demolition; Bridge Repair and Construction of False Work with Steel Bridge Members Containing Lead Based Paint Coatings; Repair of Existing Steel Bridge Members; Working with Salvaged Materials with Lead
Equipment Used:	Oxy Acetylene cutting torch, gas powered chop saw with fiber blade, extension cords and electric powered hand drills.
Material:	Steel structure members covered with lead based paint coatings.
Controls (PPE):	Bullard M45 full face air supplied respirator Bullard EPD10 pump and Bullard 88 air helmet Disposable coveralls — Disposable gloves Disposable shoe coverings — Change room Signage — Lead Testing wipes
Crew Size:	3 to 5 employees
Crew Job Classifications:	Trades Tech I & II and Hwy Patroller.
Employee Job Responsibilities:	Remove and or repair steel beam bridge superstructure and Substructure components containing lead paint coatings.
Work Practices:	Prior to start of work - **complete Lead Exposure Assessment Worksheet**. Cut steel members with Oxy Acetylene Torch or gas powered chop saw with fiber blade and drilling holes.
Work Practices (Clean-Up):	Transportation of lead paint coated Steel members to a salvage yard via truck and trailer. Test work area, employee disposable clothing, Oxy Acetylene torches/gas powered chop saw, extension cords and hand drills for lead dust contamination using Lead test wipes. Clean work area and lead containment shack as needed with water in such a manner as to eliminate lead contamination of employees, equipment and storage buildings on site.
Methods Selected to Control Exposure:	Limit access to work/demolition area. Keep public and any other unnecessary employees a safe distance away from lead contaminated smoke fumes during cutting processes and demolition/construction work. Apply appropriate housekeeping practices, personal protection and hygiene practices including Lead contaminated clothes changing shack with wash station on site. **See – Appendix I**
Technology considered in meeting PEL:	Hire contractor to test for Lead paint on Salvaged Beams in advance of use. Use PPE Control Equipment listed in **Appendix I** while performing work to insure employee safety. Air monitoring data: Kept on file in Wausau Highway Shop.
Air monitoring data:	Kept on file in Wausau Highway Shop
Inspection of job site, materials and equipment:	Will be performed by a designated employee who has been trained using the information provided in the Marathon County Lead Policy and will be performed daily or anytime work practices can result in the possible exposure to Lead contamination by Marathon County employees or the public.

Appendix H –Highway Department
Work Practice Where Lead is Emitted

Job Assignment/Description:	Bridge False Work Construction with Steel Beams Containing Lead Paint Coatings
Equipment Used:	Oxy Acetylene cutting torch, gas powered chop saw with fiber blade, extension cords and electric powered hand drills.
Material:	Salvaged steel structure members covered with lead based paint coatings.
Controls (PPE):	Bullard M45 full face air supplied respirator Bullard EPD10 pump & Bullard 88 air helmet Disposable coveralls — Disposable gloves Disposable shoe coverings — Change room Signage — Lead Testing wipes
Crew Size:	3 to 5 employees
Crew Job Classifications:	Trades Tech I & II and Hwy Patrollers.
Employee Job Responsibilities:	Construction of Bridge Substructure falsework using salvaged components containing lead paint coatings.
Work Practices:	Prior to start of work - **Complete Lead Exposure Assessment Worksheet**. Cut Steel members with Oxy Acetylene torch, gas powered chop saw with fiber blade and drill holes. Grinding of existing lead based paint coatings before welding, periodically test work area and Oxy Acetylene torches/gas powered chop saw, extension cords and hand drills for lead dust contamination using Lead test wipes.
Work Practices (Clean-Up):	Rinse work area with water. Wash Tools and Lead Containment shack with water or at Hwy Dept wash Bay (Wausau Shop) to remove any residual lead contaminated smoke fume dust.
Methods Selected to Control Exposure:	Limit access to work/demolition area. Keep public and any other unnecessary employees a safe distance away from lead contaminated smoke fumes resulting from cutting/welding processes during false work construction. Apply appropriate housekeeping, personal protection and hygiene practices including Lead contaminated clothing changing shack with wash station on site. **See Appendix I**
Technology considered in meeting PEL:	Hire contractor to test for Lead paint on Salvaged Beams in advance of use. Use PPE Control Equipment listed in **Appendix I** while performing work to insure employee safety.
Air monitoring data:	Kept on file in Wausau Highway Shop
Inspection of job site, materials and equipment:	Will be performed by a designated employee who has been trained using the information provided in the Marathon County Lead Policy and will be performed daily or anytime work practices can result in the possible exposure to Lead contamination by Marathon County employees or the public.

Appendix H –Highway Department
Work Practice Where Lead is Emitted

Job Assignment/Description: Sandblasting of Lead Paint Covered Steel Members

Sandblasting of lead covered steel members will not be a permitted work practice. All sandblasting of lead paint covered steel members to be done by a contractor off site.

Appendix H –Highway Department
Work Practice Where Lead is Emitted

Job Assignment/Description:	Building Demolition
Equipment Used:	Rubber Tire/ Tracked Excavator, Tractor Backhoe, Bulldozer, Quad Axle Haul Trucks and Pressure Washer
Material:	Residential/Commercial Lead Paint Covered Building Materials
Controls (PPE): Disposable coveralls	Disposable gloves Disposable shoe coverings Change room Goggles Lead wipes Signage Sealed respirator with HEPA filter when required
Crew Size:	3 to 5 employees
Crew Job Classifications:	Operator 2, 3, 4 and Hwy Patroller
Employee Job Responsibilities:	Removal/ demolition of residential and commercial buildings, loading and hauling to approved disposal site/landfill
Work Practices:	Prior to start of work - **Complete Lead Exposure Assessment Worksheet.** Use portable Pressure Washer or other sources of water to dampen building materials during demolition process to control lead contaminated paint dust.
Work Practices (Clean-Up):	Wash down Equipment and trucks with pressure washer or in wash bay at Wausau Hwy Dept Shop.
Methods Selected to Control Exposure:	If during the demolition process employees are exposed to lead above the PEL in an 8-hour TWA, without regard to use of a respirator, or if they are exposed to lead compounds such as lead arsenate or lead azide which can cause skin and eye irritation, the employer will provide them with protective work clothing and equipment appropriate for the hazard and test such items for lead contamination using lead test wipes. Protective clothing to consist of Disposable Coveralls, Disposable Gloves, Disposable Shoe Coverings, Goggles and Sealed Respirator with HEPA filter. **See Appendix I**
Technology considered in meeting PEL:	Legends Technical Services for lead paint testing on structures in advance of demolition. Lead Test Wipes to be used for lead dust contamination testing on demolition equipment and trucks used in hauling away refuse. Use PPE Control Equipment listed in **Appendix I** while performing work to insure employee safety.
Air monitoring data:	Kept on file in Wausau Highway Shop
Inspection of job site, materials and equipment:	Will be performed by a designated employee who has been trained using the information provided in the Marathon County Lead Policy and will be performed daily or anytime work practices can result in the possible exposure to Lead contamination by Marathon County employees or the public.

Appendix I
OSHA Sample of Safe Work Practices

Protective Work Clothing and Equipment

If you are exposed to lead above the PEL as an 8-hour TWA, without regard to your use of a respirator, or if you are exposed to lead compounds such as lead arsenate or lead azide which can cause skin and eye irritation, your employer must provide you with protective work clothing and equipment appropriate for the hazard. If work clothing is provided, it must be provided in a clean and dry condition at least weekly, and daily if your airborne exposure to lead is greater than 200 ug/m (3). Appropriate protective work clothing and equipment can include coveralls or similar full-body work clothing, gloves, hats, shoes or disposable shoe coverlets, and face shields or vented goggles. Your employer is required to provide all such equipment at no cost to you. In addition, your employer is responsible for providing repairs and replacement as necessary, and also is responsible for the cleaning, laundering or disposal of protective clothing and equipment.

The interim final standard requires that your employer assure that you follow good work practices when you are working in areas where your exposure to lead may exceed the PEL. With respect to protective clothing and equipment, where appropriate, the following procedures should be observed prior to beginning work:

1. Change into work clothing and shoe covers in the clean section of the designated changing areas.

2. Use work garments of appropriate protective gear, including respirators before entering the work area; and

3. Store any clothing not worn under protective clothing in the designated changing area.

Workers should follow these procedures upon leaving the work area:

1. HEPA vacuum heavily contaminated protective work clothing while it is still being worn. At no time may lead be removed from protective clothing by any means which result in uncontrolled dispersal of lead into the air.

2. Remove shoe covers and leave them in the work area.

3. Remove protective clothing and gear in the dirty area of the designated changing area. Remove protective coveralls by carefully rolling down the garment to reduce exposure to dust.

4. Remove respirators last; and

5. Wash hands and face.

Workers should follow these procedures upon finishing work for the day (in addition to procedures described above):

1. Where applicable, place disposal coveralls and shoe covers with the abatement waste.

2. Contaminated clothing which is to be cleaned, laundered or disposed of must be placed in closed containers in the change room.

3. Clean protective gear, including respirators, according to standard procedures.

4. Wash hands and face again. If showers are available, take a shower and wash hair. If shower facilities are not available at the work site, shower immediately at home and wash hair.

Housekeeping

Your employer must establish a housekeeping program sufficient to maintain all surfaces as free as practicable of accumulations of lead dust. Vacuuming is the preferred method of meeting this requirement, and the use of compressed air to clean floors and other surfaces is generally prohibited unless removal with compressed air is done in conjunction with ventilation systems designed to contain dispersal of the lead dust. Dry or wet sweeping, shoveling, or brushing may not be used except where vacuuming or other equally effective methods have been tried and do not work. Vacuums must be used equipped with a special filter called a high-efficiency particulate air (HEPA) filter and emptied in a manner which minimizes the reentry of lead into the workplace.

Hygiene Facilities and Practices

The standard requires that hand washing facilities be provided where occupational exposure to lead occurs. In addition, change areas, showers (where feasible), and lunchrooms or eating areas are to be made available to workers exposed to lead above the PEL. Your employer must assure that except in these facilities, food and beverage is not present or consumed, tobacco products are not present or used, and cosmetics are not applied, where airborne exposures are above the PEL.

Change rooms provided by your employer must be equipped with separate storage facilities for your protective clothing and equipment and street clothes to avoid cross-contamination. After showering, no required protective clothing or equipment worn during the shift may be worn home. It is important that contaminated clothing or equipment be removed in change areas and not be worn home, or you will extend your exposure and expose your family since lead from your clothing can accumulate in your house, car, etc.

Lunchrooms or eating areas may not be entered with protective clothing or equipment unless surface dust has been removed by vacuuming, downdraft booth, or other cleaning method.

Finally, workers exposed above the PEL must wash both their hands and faces prior to eating, drinking, smoking or applying cosmetics.

All of the facilities and hygiene practices just discussed are essential to minimize additional sources of lead absorption from inhalation or ingestion of lead that may accumulate on you, your clothes, or your possessions. Strict compliance with these provisions can virtually eliminate several sources of lead exposure which significantly contribute to excessive lead absorption.

Appendix J
Lead Exposure Assessment Worksheet

Department: _____

Date Assessment Performed: _____

Supervisor/Crew Chief and/or Employee Completing Assessment:

_____

Job task(s) which may involve exposure to lead (in any quantity and not using respirator)

_____

_____

_____

Location: _____

Date or Approximate Date of Initial Air Monitoring or Lead Wipe Check: _____

Duration of Air Monitoring (# of Hours) – Employees Full Shift: _____

Name and Job Title of Employee Monitored: _____

Name and Job Title of All Other Employees Required to Perform This Type of Work

_____

_____

Environmental Variables: _____

_____

Results of Initial Air Monitoring or Lead Wipe Checks: _____

_____

Date or Approximate Date of Repeat Air Monitoring (if required): _____

PPE and Equipment Required: _____

_____

_____ _____

Signature Date

Appendix K
Lead Exposure Health Hazard Data

WAYS IN WHICH LEAD ENTERS YOUR BODY:

When absorbed into your body in certain doses, lead is a toxic substance. The object of the OSHA lead standard is to prevent absorption of harmful quantities of lead. The standard is intended to protect you not only from the immediate toxic effects of lead, but also from the serious toxic effects that may not become apparent until years of exposure have passed.

Lead can be absorbed into your body by: inhalation (breathing) and ingestion (eating). Lead (except for certain organic lead compounds not covered by the standard, such as tetraethyl lead) is not absorbed through your skin.

When lead is scattered in the air as a dust, fume, or mist it can be inhaled and absorbed through you lungs and upper respiratory tract. Inhalation of airborne lead is generally the most important source of occupational lead absorption.

You can also absorb lead through your digestive system if lead gets into your mouth and is swallowed. If you handle food, cigarettes, chewing tobacco, or make-up which have lead on them or handle them with hands contaminated with lead, this will contribute to ingestion.

A significant portion of the lead that you inhale or ingest gets into your blood stream. Once in your blood stream, lead is circulated throughout your body and stored in various organs and body tissues. Some of this lead is quickly filtered out of your body and excreted, but some remains in the blood and other tissues.

As exposure to lead continues, the amount stored in your body will increase if you are absorbing more lead than your body is excreting. Even though you may not be aware of any immediate symptoms of disease, this lead stored in your tissues can be slowly causing irreversible damage, first to individual cells, then to your organs and whole body systems.

EFFECTS OF OVEREXPOSURE TO LEAD:

A. Short term (acute) overexposure: Lead is a potent, systemic poison that serves no known useful function once absorbed by your body. Taken in large enough doses, lead can kill you in a matter of days. A condition affecting the brain called acute encephalopathy may arise which develops quickly to seizures, coma, and death from cardiorespiratory arrest. A short term dose of lead can lead to acute encephalopathy. Short term occupational exposures of this magnitude are highly unusual, but not impossible. Similar forms of encephalopathy may, however, arise from extended, chronic exposure to lower doses of lead. There is no sharp dividing line between rapidly developing acute effects of lead, and chronic effects which take longer to acquire. Lead adversely affects numerous body systems and causes forms of health impairment and disease which arise after periods of exposure as short as days or as long as several years.

B. Long-term (chronic) overexposure: Chronic overexposure to lead may result in severe damage to your blood - forming, nervous, urinary and reproductive systems. Some common symptoms of chronic overexposure include loss of appetite, metallic taste in the mouth, anxiety, constipation, nausea, pallor, excessive tiredness, weakness, insomnia, headache, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, hyperactivity and colic. In lead colic there may be severe abdominal pain. Damage to the central nervous system in general and the brain (encephalopathy) in particular is one of the most severe forms of lead poisoning. The most severe, often fatal, form of encephalopathy may be preceded by vomiting, a feeling of dullness progressing to drowsiness and stupor, poor memory, restlessness, irritability, tremor, and convulsions. It may arise suddenly with the onset of seizures, followed by coma, and death. There is a tendency for muscular weakness to develop at the same time. This weakness may progress to paralysis often observed as a characteristic "wrist drop" or "foot drop" and is a manifestation of a disease to the nervous system called peripheral neuropathy.

Chronic overexposure to lead also results in kidney disease with few, if any, symptoms appearing until extensive and most likely permanent kidney damage has occurred. Routine laboratory tests reveal the presence of this kidney disease only after about two-thirds of kidney function is lost. When overt symptoms of urinary dysfunction arise, it is often too late to correct or prevent worsening conditions, and progression to kidney dialysis or death is possible

Chronic overexposure to lead impairs the reproductive systems of both men and women. Overexposure to lead may result in decreased sex drive, impotence and sterility in men. Lead can alter the structure of sperm cells raising the risk of birth defects. There is evidence of miscarriage and stillbirth in women whose husbands were exposed to lead or who were exposed to lead themselves. Lead exposure also may result in decreased fertility, and abnormal menstrual cycles in women. The course of pregnancy may be adversely affected by exposure to lead since lead crosses the placental barrier and poses risks to developing fetuses. Children born of parents either one of whom were exposed to excess lead levels are more likely to have birth defects, mental retardation, behavioral disorders or die during the first year of childhood.

Overexposure to lead also disrupts the blood - forming system resulting in decreased hemoglobin (the substance in the blood that carries oxygen to the cells) and ultimately anemia. Anemia is characterized by weakness, pallor and fatigability as a result of decreased oxygen carrying capacity in the blood.

HEALTH PROTECTION GOALS OF THE STANDARD:

Prevention of adverse health effects for most workers from exposure to lead throughout a working lifetime requires that a worker's blood lead level (BLL, also expressed as PbB) be maintained at or below forty micrograms per deciliter of whole blood (40 ug/dl). The blood lead levels of workers (both male and female workers) who intend to have children should be maintained below 30 ug/dl to minimize adverse reproductive health effects to the parents and to the developing fetus. The measurement of your blood lead level (BLL) is the most useful indicator of the amount of lead being absorbed by your body. Blood lead levels are most often reported in units of milligrams (mg) or micrograms (ug) of lead (1 mg=1000 ug) per 100 grams (100g), 100 milliliters (100 ml) or deciliter (dl) of blood. These three units are essentially the same. Sometime BLLs are expressed in the form of mg percent or ug percent. This is a shorthand notation for 100g, 100 ml, or dl. (References to BLL measurements in this standard are expressed in the form of ug/dl.).

BLL measurements show the amount of lead circulating in your blood stream, but do not give any information about the amount of lead stored in your various tissues. BLL measurements merely show current absorption of lead, not the effect that lead is having on your body or the effects that past lead exposure may have already caused. Past research into lead - related diseases, however, has focused heavily on associations between BLLs and various diseases. As a result, your BLL is an important indicator of the likelihood that you will gradually acquire a lead - related health impairment or disease.

Once your blood lead level climbs above 40 ug/dl, your risk of disease increases. There is a wide variability of individual response to lead, thus it is difficult to say that a particular BLL in a given person will cause a particular effect. Studies have associated fatal encephalopathy with BLLs as low as 150 ug/dl. Other studies have shown other forms of diseases in some workers with BLLs well below 80 ug/dl. Your BLL is a crucial indicator of the risks to your health, but one other factor is also extremely important. This factor is the length of time you have had elevated BLLs. The longer you have an elevated BLL, the greater the risk that large quantities of lead are being gradually stored in your organs and tissues (body burden). The greater your overall body burden, the greater the chances of substantial permanent damage. The best way to prevent all forms of lead - related impairments and diseases -- both short term and long term -- is to maintain your BLL below 40 ug/dl. The provisions of the standard are designed with this end in mind.

Your employer has prime responsibility to assure that the provisions of the standard are complied with both by the company and by individual workers. You, as a worker, however, also have a responsibility to assist your employer in complying with the standard. You can play a key role in protecting your own health by learning about the lead hazards and their control, learning what the standard requires, following the standard where it governs your own actions, and seeing that your employer complies with provisions governing his or her actions.

REPORTING SIGNS AND SYMPTOMS OF HEALTH PROBLEMS:

You should immediately notify your employer if you develop signs or symptoms associated with lead poisoning or if you desire medical advice concerning the effects of current or past exposure to lead or your ability to have a healthy child. You should also notify your employer if you have difficulty breathing during a respirator fit test or while wearing a respirator. In each of these cases, your employer must make available to you appropriate medical examinations or consultations. These must be provided at no cost to you and at a reasonable time and place. The standard contains a procedure whereby you can obtain a second opinion by a physician of your choice if your employer selected the initial physician.

Appendix L
Marathon County Prescription Safety Eyewear Reimbursement

Eligible employees can use any vision provider to obtain prescription safety eyewear. However, employees can receive State of Wisconsin discounts through participating providers - - obtain list of providers from Human Resources Department along with prescription eyewear order form.

Employee's Name _____ Employee # _____

Job Title _____

The above employee is required to wear safety eyewear in order to perform his/her employment responsibilities and therefore is eligible for reimbursement of 50% of cost up to $100 maximum for prescription safety eyewear once every 24 month period (including cost associated with fitting and dispensing).

Supervisor's Signature _____ Date _____

Print Name _____

Submit completed form to the Human Resources Department along with original receipt which reflects the prescription safety eyewear meets the requirements of ANSI Z87.1 Standard.

Appendix M
Information for Employees Using Respirators When Not Required Under the Standard - Mandatory

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Appendix N
Fit Testing Checklist

Check One — Mandatory Use ☐ Voluntary Use ☐

Employee Name: _____

Classification: _____

Type of Respirator: _____

Size: ☐ Small ☐ Medium ☐ Large

◆ ◆ ◆ ◆ ◆ ◆

TEST EXERCISES: Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

☐ Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.

☐ Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.

☐ Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.

☐ Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).

☐ Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage: When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

☐ Grimace. The test subject shall grimace by smiling or frowning.

☐ Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for this exercise in those test environments that does not permit bending over at the waist.

☐ Normal breathing. Same as procedures above

Successful Fit: ☐ Unsuccessful Fit: ☐

_____ _____
Fit Tester Signature Dated

_____
Fit Tester -- Print Name

Send Completed Copy to Human Resources Department

Appendix O
Fit Testing Procedures General Requirements

1. The test subject shall be allowed to pick the most acceptable respirator from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user.

2. Prior to the selection process, the test subject shall be shown how to put on a respirator, how it should be positioned on the face, how to set strap tension and how to determine an acceptable fit. A mirror shall be available to assist the subject in evaluating the fit and positioning of the respirator.

3. The test subject shall be informed that he/she is being asked to select the respirator that provides the most acceptable fit. Each respirator represents a different size and shape, and if fitted and used properly, will provide adequate protection.

4. The test subject shall be instructed to hold each chosen facepiece up to the face and eliminate those that obviously do not give an acceptable fit.

5. The more acceptable facepieces are noted in case the one selected proves unacceptable; the most comfortable mask is donned and worn at least five minutes to assess comfort. Assistance in assessing comfort can be given by discussing the points in #6. If the test subject is not familiar with using a particular respirator, the test subject shall be directed to don the mask several times and to adjust the straps each time to become adept at setting proper tension on the straps.

6. Assessment of comfort shall include a review of the following points with the test subject and allowing the test subject adequate time to determine the comfort of the respirator:

   A. Position of the mask on the nose

   B. Room for eye protection

   C. Room to talk

   D. Position of mask on face and cheeks

7. The following criteria shall be used to help determine the adequacy of the respirator fit:

   A. Chin properly placed.

   B. Adequate strap tension, not overly tightened.

   C. Fit across the nose bridge.

D. Respirator of proper size to span distance from nose to chin.

E. Tendency of respirator to slip.

F. Self-observation in mirror to evaluate fit and respirator position.

8. The test subject shall conduct a user seal check, either the negative and positive pressure seal checks described in the "User Seal Check Procedures" or those recommended by the respirator manufacturer which provide equivalent protection to the procedures listed in "User Seal Check Procedures". Before conducting the negative and positive pressure checks, the subject shall be told to seat the mask on the face by moving the head from side-to-side and up and down slowly while taking in a few slow deep breaths. Another facepiece shall be selected and retested if the test subject fails the user seal check tests.

9. The test shall not be conducted if there is any hair growth between the skin and the facepiece sealing surface, such as stubble beard growth, beard, mustache or sideburns which cross the respirator sealing surface. Any type of apparel which interferes with a satisfactory fit shall be altered or removed.

10. If a test subject exhibits difficulty in breathing during the tests, she or he shall be referred to a physician or other licensed health care professional, as appropriate, to determine whether the test subject can wear a respirator while performing her or his duties.

11. If the employee finds the fit of the respirator unacceptable, the test subject shall be given the opportunity to select a different respirator and to be retested.

12. Exercise regimen. Prior to the commencement of the fit test, the test subject shall be given a description of the fit test and the test subject's responsibilities during the test procedure. The description of the process shall include a description of the test exercises that the subject will be performing. The respirator to be tested shall be worn for at least 5 minutes before the start of the fit test.

13. The fit test shall be performed while the test subject is wearing any applicable safety equipment that may be worn during actual respirator use which could interfere with respirator fit.

14. Test Exercises – perform the following test exercises

A. Normal breathing. In a normal standing position, without talking, the subject shall breathe normally.

B. Deep breathing. In a normal standing position, the subject shall breathe slowly and deeply, taking caution so as not to hyperventilate.

C. Turning head side to side. Standing in place, the subject shall slowly turn his/her head from side to side between the extreme positions on each side. The head shall be held at each extreme momentarily so the subject can inhale at each side.

D. Moving head up and down. Standing in place, the subject shall slowly move his/her head up and down. The subject shall be instructed to inhale in the up position (i.e., when looking toward the ceiling).

E. Talking. The subject shall talk out loud slowly and loud enough so as to be heard clearly by the test conductor. The subject can read from a prepared text such as the Rainbow Passage, count backward from 100, or recite a memorized poem or song.

Rainbow Passage: When the sunlight strikes raindrops in the air, they act like a prism and form a rainbow. The rainbow is a division of white light into many beautiful colors. These take the shape of a long round arch, with its path high above, and its two ends apparently beyond the horizon. There is, according to legend, a boiling pot of gold at one end. People look, but no one ever finds it. When a man looks for something beyond reach, his friends say he is looking for the pot of gold at the end of the rainbow.

F. Grimace. The test subject shall grimace by smiling or frowning.

G. Bending over. The test subject shall bend at the waist as if he/she were to touch his/her toes. Jogging in place shall be substituted for this exercise in those test environments that does not permit bending over at the waist.

H. Normal breathing. Same as procedures listed in (14) (A).

15. Each test exercise shall be performed for one minute except for the grimace exercise which shall be performed for 15 seconds. The test subject shall be questioned by the test conductor regarding the comfort of the respirator upon completion of the protocol. If it has become unacceptable, another model of respirator shall be tried. The respirator shall not be adjusted once the fit test exercises begin. Any adjustment voids the test, and the fit test must be repeated.

Appendix P
Fit Test Protocol – Bitrex Solution Aerosol Qualitative

NOTE: The entire screening and testing procedure shall be explained to the employee prior to the conduct of the screening test.

A. Taste Threshold Screening – performed without wearing a respirator, is intended to determine whether the individual being tested can detect the taste of Bitrex.

1. Employees shall wear an enclosure about the head and shoulders that is approximately 12 inches in diameter by 14 inches tall. The front portion of the enclosure shall be clear from the respirator and allow free movement of the head when a respirator is worn. An enclosure substantially similar to the 3M hood assembly, parts # FT 14 and # FT 15 combined, is adequate.

2. The test enclosure shall have a 3/4 inch hole in front of the test subject's nose and mouth area to accommodate the nebulizer nozzle.

3. The test subject shall don the test enclosure. Throughout the threshold screening test, the test subject shall breathe through his or her slightly open mouth with tongue extended. The subject is instructed to report when he/she detects a bitter taste.

4. Using a DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent, the test conductor shall spray the Threshold Check Solution into the enclosure. This Nebulizer shall be clearly marked to distinguish it from the fit test solution nebulizer.

5. The Threshold Check Solution is prepared by adding 13.5 milligrams of Bitrex to 100 ml of 5% salt (NaCl) solution in distilled water.

6. To produce the aerosol, the nebulizer bulb is firmly squeezed so that the bulb collapses completely and is then released and allowed to fully expand.

7. An initial ten squeezes are repeated rapidly and then the test subject is asked whether the Bitrex can be tasted. If the test subject reports tasting the bitter taste during the ten squeezes, the screening test is completed. The taste threshold is noted as ten regardless of the number of squeezes actually completed.

8. If the first response is negative, ten more squeezes are repeated rapidly, and the test subject is again asked whether the Bitrex is tasted. If the test subject reports tasting the bitter taste during the second ten squeezes, the screening test is completed. The taste threshold is noted as twenty regardless of the number of squeezes actually completed.

9. If the second response is negative, ten more squeezes are repeated rapidly, and the test subject is again asked whether the Bitrex is tasted. If the test subject reports tasting the bitter taste during the third set of ten squeezes, the screening test is completed. The taste threshold is noted as thirty regardless of the number of squeezes actually completed.

10. The test conductor will take note of the number of squeezes required to solicit a taste response.

11. If the Bitrex is not tasted after 30 squeezes (step 10), the test subject is unable to taste Bitrex and may not perform the Bitrex fit test.

12. If a taste response is elicited, the test subject shall be asked to take note of the taste for reference in the fit test.

13. Correct use of the nebulizer means that approximately 1 ml of liquid is used at a time in the nebulizer body.

14. The nebulizer shall be thoroughly rinsed in water, shaken to dry, and refilled at least each morning and afternoon or at least every four hours.

B. Bitrex Solution Aerosol Fit Test Procedure:

1. The test subject may not eat, drink (except plain water), smoke, or chew gum for 15 minutes before the test.

2. The fit test uses the same enclosure as that described in Section (A) (1).

3. The test subject shall don the enclosure while wearing the respirator selected in accordance with the "General Procedure". The respirator shall be properly adjusted and equipped with any type of particulate filter(s).

4. A second DeVilbiss Model 40 Inhalation Medication Nebulizer or equivalent is used to spray the fit test solution into the enclosure. This nebulizer shall be clearly marked to distinguish it from the screening test solution nebulizer.

5. The fit test solution is prepared by adding 337.5 mg of Bitrex to 200 ml of a 5% salt (NaCl) solution in warm water.

6. As before, the test subject shall breathe through his or her slightly open mouth with tongue extended and be instructed to report if he/she tastes the bitter taste of Bitrex.

7. The nebulizer is inserted into the hole in the front of the enclosure and an initial concentration of the fit test solution is sprayed into the enclosure using the same

number of squeezes (either 10, 20 or 30 squeezes) based on the number of squeezes required to elicit a taste response as noted during the screening test.

8. After generating the aerosol, the test subject shall be instructed to perform the exercises in #14 of "General Procedures". Use the Test Exercises Checklist.

9. Every 30 seconds the aerosol concentration shall be replenished using one half the number of squeezes used initially (e.g., 5, 10 or 15).

10. The test subject shall indicate to the test conductor if at any time during the fit test the taste of Bitrex is detected. If the test subject does not report tasting the Bitrex, the test is passed.

11. If the taste of Bitrex is detected, the fit is deemed unsatisfactory, and the test is failed. A different respirator shall be tried, and the entire test procedure is repeated (taste threshold screening and fit testing).

Appendix Q
Fit Test Protocol – Irritant Smoke

NOTE: The entire screening and testing procedure shall be explained to the employee prior to the conduct of the screening test.

A. General Requirements and Precautions: This qualitative fit test uses a person's response to the irritating chemicals released in the "smoke" produced by a stannic chloride ventilation smoke tube to detect leakage into the respirator.

1. The respirator to be tested shall be equipped with high efficiency particulate air (HEPA) or P100 series filter(s).

2. Only stannic chloride smoke tubes shall be used for this protocol.

3. No form of test enclosure or hood for the test subject shall be used.

4. The smoke can be irritating to the eyes, lungs, and nasal passages. The test conductor shall take precautions to minimize the test subject's exposure to irritant smoke. Sensitivity varies, and certain individuals may respond to a greater degree to irritant smoke. Care shall be taken when performing the sensitivity screening checks that determine whether the test subject can detect irritant smoke to use only the minimum amount of smoke necessary to elicit a response from the test subject.

5. The fit test shall be performed in an area with adequate ventilation to prevent exposure of the person conducting the fit test or the build-up of irritant smoke in the general atmosphere.

B. Sensitivity Screening Check: the person to be tested must demonstrate his or her ability to detect a weak concentration of the irritant smoke.

1. The test operator shall break both ends of a ventilation smoke tube containing stannic chloride and attach one end of the smoke tube to a low flow air pump set to deliver 200 milliliters per minute, or an aspirator squeeze bulb. The test operator shall cover the other end of the smoke tube with a short piece of tubing to prevent potential injury from the jagged end of the smoke tube.

2. The test operator shall advise the test subject that the smoke can be irritating to the eyes, lungs, and nasal passages and instruct the subject to keep his/her eyes closed while the test is performed.

3. The test subject shall be allowed to smell a weak concentration of the irritant smoke before the respirator is donned to become familiar with its irritating

properties and to determine if he/she can detect the irritating properties of the smoke. The test operator shall carefully direct a small amount of the irritant smoke in the test subject's direction to determine that he/she can detect it.

C. Irritant Smoke Fit Test Procedure

1. The person being fit tested shall put on the respirator without assistance, and perform the required user seal check(s).

2. The test subject shall be instructed to keep his/her eyes closed.

3. The test operator shall direct the stream of irritant smoke from the smoke tube toward the faceseal area of the test subject, using the low flow pump or the squeeze bulb. The test operator shall begin at least 12 inches from the facepiece and move the smoke stream around the whole perimeter of the mask. The operator shall gradually make two more passes around the perimeter of the mask, moving to within six inches of the respirator.

4. If the person being tested has not had an involuntary response and/or detected the irritant smoke, proceed with the test exercises.

5. The exercises identified in #14 of the "General Procedure" shall be performed by the test subject while the respirator seal is being continually challenged by the smoke, directed around the perimeter of the respirator at a distance of six inches. Use the Test Exercises Checklist.

6. If the person being fit tested reports detecting the irritant smoke at any time, the test is failed. The person being retested must repeat the entire sensitivity check and fit test procedure.

7. Each test subject passing the irritant smoke test without evidence of a response (involuntary cough, irritation) shall be given a second sensitivity screening check, with the smoke from the same smoke tube used during the fit test, once the respirator has been removed, to determine whether he/she still reacts to the smoke. Failure to evoke a response shall void the fit test.

8. If a response is produced during this second sensitivity check, then the fit test is passed.

Appendix R
User Seal Check Procedures Mandatory

1. Facepiece Positive and/or Negative Pressure Checks

   A. Positive pressure check.

      1) Close off the exhalation valve and exhale gently into the facepiece. The face fit is considered satisfactory if a slight positive pressure can be built up inside the facepiece without any evidence of outward leakage of air at the seal. For most respirators this method of leak testing requires the wearer to first remove the exhalation valve cover before closing off the exhalation valve and then carefully replacing it after the test.

   B. Negative pressure check.

      1) Close off the inlet opening of the canister or cartridge(s) by covering with the palm of the hand(s) or by replacing the filter seal(s), inhale gently so that the facepiece collapses slightly, and hold the breath for ten seconds. The design of the inlet opening of some cartridges cannot be effectively covered with the palm of the hand. The test can be performed by covering the inlet opening of the cartridge with a thin latex or nitrile glove. If the facepiece remains in its slightly collapsed condition and no inward leakage of air is detected, the tightness of the respirator is considered satisfactory.

2. Manufacturer's Recommended User Seal Check Procedures

   A. The respirator manufacturer's recommended procedures for performing a user seal check may be used instead of the positive and/or negative pressure check procedures provided that the employer demonstrates that the manufacturer's procedures are equally effective.

Appendix S
Respirator Cleaning Procedures –Mandatory

1. Remove filters, cartridges, or canisters. Disassemble facepieces by removing speaking diaphragms, demand and pressure-demand valve assemblies, hoses, or any components recommended by the manufacturer. Discard or repair any defective parts.

2. Wash components in warm (43 deg. C [110 deg. F] maximum) water with a mild detergent or with a cleaner recommended by the manufacturer. A stiff bristle (not wire) brush may be used to facilitate the removal of dirt.

3. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain.

4. When the cleaner used does not contain a disinfecting agent, respirator components should be immersed for two minutes in one of the following:

   A. Hypochlorite solution (50 ppm of chlorine) made by adding approximately one milliliter of laundry bleach to one liter of water at 43 deg. C (110 deg. F); or,

   B. Aqueous solution of iodine (50 ppm iodine) made by adding approximately 0.8 milliliters of tincture of iodine (6-8 grams ammonium and/or potassium iodide/100 cc of 45% alcohol) to one liter of water at 43 deg. C (110 deg. F); or,

   C. Other commercially available cleansers of equivalent disinfectant quality when used as directed, if their use is recommended or approved by the respirator manufacturer.

5. Rinse components thoroughly in clean, warm (43 deg. C [110 deg. F] maximum), preferably running water. Drain. The importance of thorough rinsing cannot be overemphasized. Detergents or disinfectants that dry on facepieces may result in dermatitis. In addition, some disinfectants may cause deterioration of rubber or corrosion of metal parts if not completely removed.

6. Components should be hand-dried with a clean lint-free cloth or air-dried.

7. Reassemble facepiece, replacing filters, cartridges, and canisters where necessary.

8. Test the respirator to ensure that all components work properly.

Appendix T
Code Red

Code Red is defined as a situation occurring where someone suffers a medical emergency on County Property. A medical emergency is declared if any of the following are present:

- The patient is unconscious
- The patient is experiencing chest pain
- The patient is experiencing shortness of breath or breathing difficulty
- The patient has severe bleeding
- The patient has received burns
- The patient has received a severe trauma type injury

This is not a comprehensive list. If an employee witnesses the incident or if it appears that the patient is likely to have a severe injury, a Code Red should be declared.

Witnessed Incident – If you witness an incident involving an injury or an illness that appears to be a Code Red situation:

- Quickly assess the situation.
  - ✓ **Do Not** move patient
  - ✓ If patient is having a seizure, protect them from objects that might harm them.
  - ✓ Check for medic-alert tags/bracelet
  - ✓ Check ABC's (airway, breathing, circulation)
  - ✓
- Reassure the patient

- If someone else is present to assist. Have this person call 911 and stay with the patient. The person most able to render aid to the patient should stay with the patient. **Remember that help will not come until 911 or EMS is alerted to the situation.**

- Leave the patient, call 911 and provide Who, Where, What, When and How. Then return to the patient.

- Continue to assist and reassure the patient until help arrives.

- When help arrives, contact Risk Manager and advise them of what you observed and did.

If Code Red is announced on the P.A. System or by other means:

- **Do Not** go to the area unless you have training in First Aid and/or CPR.
- If you are trained in First Aid/CPR please walk, don't run to the location of the incident to see if your help is needed.
- Assure the public that they are not in any danger.
- If your work area is near the incident, please assist to keep the public away so as to protect the patient from further injury or humiliation. This will also aid by allowing people assisting with treatment to get to the incident.
- If requested, respond to the entrance of the building to direct EMS to the incident location.
- After the incident contact the Risk Manager if you observed anything that may assist them in completing their report.
- If you were exposed to blood or other bodily fluids as a result of the incident, contact the Risk Manager immediately after the incident has been handled.

Appendix U
AED Response Protocol

Trained MERT responders should follow the emergency response protocol recommended by the American Red Cross or American Heart Association.

If you are not trained in the AED unit's operation, you should follow the "Code Red" procedure to summon help from trained persons. If you are not trained in the AED unit's operation and you choose to use the AED unit, you assume any and all risk associated with its use.

Post-Use Procedure

MERT or Volunteer Responder

- Arrange for recovery and transfer of AED data event file at medical emergency center
- Notify the Primary AED Coordinator of the event as soon as possible
- Give the AED and AED Incident Report to the AED Coordinator within 24 hours of the event

AED Coordinator

- Complete the Post-Incident Evaluation Report
- Arrange for employee incident debriefing as needed
- Notify Facilities and Capital Management Director of use

Facilities and Capital Management Director

- Ensure unit is in proper operating condition and all necessary supplies have been replenished following manufacturers guidelines listed in the owner's manual before unit is placed back in service
- Check and/or replace the AED and any used supplies as soon as practical following the event so an AED may be returned to service
- Perform the after patient-use maintenance on the AED

Appendix V
Marathon County AED Incident Report

Incident Details

Incident Date:	Incident Time:
Incident Location:	
How were you alerted to the event:	
Patient Name:	Patient Gender: ☐ Male ☐ Female

Event History

Patient Activity Prior to Event:		
Patient Complaints Prior to event (if known):		
Was the event witnessed? ☐ Yes ☐ No	By Whom?	Time:
Was CPR started? ☐ Yes ☐ No	By Whom?	Time:

Assessment and Treatment

Were ABC's witnessed? ☐ Yes ☐ No	By Whom?	Time:
Was CPR initiated? ☐ Yes ☐ No	By Whom?	Time:
Number of shocks delivered:		
Was pulse achieved? ☐ Yes ☐ No	By Whom?	Time:
Was respiration regained? ☐ Yes ☐ No	By Whom?	Time:
Was consciousness regained? ☐ Yes ☐ No	By Whom?	Time:
Was patient transferred to EMS? ☐ Yes ☐ No	Time:	

Comments:

Report completed by:	Phone:	Date:

Submit copy to the AED Coordinator within 24 hours of medical event.

Appendix W
Marathon County AED Post Incident Evaluation Form

Patient Data

Incident Date:	Incident Time:
Patient Name:	Patient Gender: ☐ Male ☐ Female

Call Notification

How was responder alerted?	Time:
How was responder dispatched?	Time:
Who initiated 9-1-1 call?	Time:
AED Response Team Member arrival time:	AED arrival time:

Sudden Cardiac Arrest Event Report

Collapse/Recognition Time:	Bystander CPR Started Time:
911 Called Time:	EMS Dispatched Time:
AED RTM Arrival Time:	AED Arrival Time:
Patient Unresponsive: ☐ Yes ☐ No	AED Applied: ☐ Yes ☐ No
Rescue Breathing Started: ☐ Yes ☐ No	First Shock Advised: ☐ Yes ☐ No
CPR Started: ☐ Yes ☐ No	Additional Shocks: ☐ Yes ☐ No
Return of Circulation: ☐ Yes ☐ No	Return of Respiration: ☐ Yes ☐ No
Patient Condition at EMS Handoff:	
Transported to:	
Patient Condition at hospital (if known):	

Comments:

Report completed by:	Phone:	Date:

Submit copy to the AED Coordinator within 24 hours of medical event.

Chapter 13
Complaint & Grievance Procedures

Section 1 Complaint Procedure for Issues other than Suspensions, Terminations, and Workplace Safety

A. Purpose: It is the policy of the County to deal promptly and fairly with employee complaints. This complaint procedure is established to alert management to the reasons for employee complaints and to provide an effective means for resolving them. The procedure is as follows:

Step 1: An employee having a complaint may, within ten (10) calendar days of the event causing the complaint, discuss and attempt to resolve the matter with the supervisor. In the event of a complaint over a work assignment, the employee should perform the assigned task and then discuss the problem with the supervisor. Within ten (10) calendar days of receipt of the complaint, the supervisor shall meet with and transmit an answer to the employee.

Step 2: If the complaint is not settled by discussions with the supervisor, the employee may, within ten (10) calendar days of receipt of the supervisor's response, submit a written complaint to the department head who shall discuss it with the employee within ten (10) calendar days and attempt to settle the complaint with the employee and the supervisor. The department head shall, within ten (10) calendar days of the meeting, issue a written decision to the employee.

Step 3: If the complaint has not been resolved by discussion with the department head, the employee may, within ten (10) calendar days of receipt of the department head's reply, appeal in writing to the Human Resources Director with a copy of the appeal sent to the department head. The Human Resources Director shall, within fifteen (15) calendar days, meet with the employee and the department head and attempt to settle the complaint. The Human Resources Director shall, within ten (10) calendar days of such meeting, issue a written decision to the employee.

Step 4: If the complaint has not been resolved by discussion with the Human Resources Director, the employee may, within ten (10) calendar days of receipt of the Human Resources Director's reply, appeal in writing to the Human Resources Committee with copies of the appeal to the Human Resources Director and the department head. Within thirty (30) calendar days, the Human

Resources Committee shall meet with the employee, the Human Resources Director and the department head and attempt to resolve the complaint. The Committee shall, within ten (10) calendar days of such meeting, issue a written decision which shall be final.

Section 2 Grievance Procedure for Employee Discipline, Terminations and Workplace Safety Issues

A. Purpose: Marathon County's policy is to treat employees fairly and equitably and to provide employees with a fair means through which to seek local administrative redress for alleged violations, misinterpretations, or inequitable applications of Marathon County policies, rules, and expectations of conduct relative to employee discipline, termination, or workplace safety. This procedure provides all regular full and part-time employees with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Marathon County Board of Supervisors. An employee shall use the Grievance Procedure for resolving disputes regarding employee termination, employee discipline, or workplace safety issues covered by this procedure. Marathon County expects an employee and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the Grievance Procedure. The terms of this Policy shall control unless another valid and enforceable grievance procedure exists in a collective bargaining agreement or statutory dispute resolution procedure. Employees are to use the Employee Complaint Procedure for any other type of employment complaint. An employee has a right to use this Grievance Procedure without retaliation. This Grievance Procedure does not create a legally binding contract or limit or modify Marathon County's "at – will" employment policy.

B. Definitions: A grievance is defined as a dispute or misunderstanding regarding the actions of County officials with regard to the following:

1. Employee Termination: "Termination" includes an involuntary end to employment. Termination does not include a voluntary quit; a layoff or failure to be recalled from layoff at the expiration of any recall period; retirement; job abandonment such as "no-call, no-show," or failure to report to work; any workforce reduction activities; job transfer; action taken for failure to meet the qualifications of a position; action taken pursuant to an ordinance other than an ordinance specifically addressing employee discharge; death; or the end of the employment of a temporary, contract, casual, or seasonal employee.

2. Employee discipline: "Discipline" includes suspensions with or without pay, disciplinary demotions, and disciplinary terminations. Discipline does not include oral and written warnings, changes in job duties, non-disciplinary wage, benefit or salary adjustments, performance evaluations, performance improvement plans, or counseling (verbal or written) regarding job performance.

3. Workplace safety: "Workplace safety" includes conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, environmental hazards, safety of physical work environment, personal protective equipment, and workplace violence

C. Preliminary Procedures:

1. Preliminary Grievance Steps:

Step 1: Prior to filing a written grievance, employees must discuss within ten (10) calendar days any problem or complaint with their Immediate Supervisor to determine if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with the Department Head no later than ten (10) calendar days from the date the employee first becomes aware of the termination, discipline, or workplace safety condition causing the grievance. The written grievance shall include: (1) a summary of the facts pertaining to the grievance; (2) a listing of all parties involved; (3) the remedy sought by the employee; and (4) the employee's signature. The Department Head shall meet with the employee and supervisor within ten (10) calendar days and then respond to the grievance in writing within ten (10) calendar days of the meeting.

Step 3: If the grievance cannot be resolved at Step 2, the employee may appeal a denial by filing a written appeal with the Human Resources Director within ten (10) calendar days from the date of the Department Head's decision. The Human Resources Director shall respond to the grievance in writing within ten (10) calendar days of receipt of the written grievance.

2. Appeal to Human Resources Committee:

Step 4: If the grievance is not resolved at Step 3, the employee

may appeal the decision of the Human Resources Director by filing a written appeal of the grievance with the Human Resources Committee within ten (10) calendar days from the Human Resources Director's decision. The appeal should be sent to the Chairperson of the Human Resources Committee with a copy sent to the Human Resources Director. The Human Resources Committee shall meet with the parties to discuss the matter as soon as practicable. Within ten (10) calendar days of the meeting, the Human Resources Committee shall issue a written decision sustaining or denying the grievance.

D. Impartial Hearing Officer Proceedings:

1. Appeal To Impartial Hearing Officer:

Step 5: If the grievance is not resolved at Step 4, the employee may appeal a denial by filing a written request for a hearing before an Impartial Hearing Officer. This request must be received by the Human Resources Director no later than fourteen (14) calendar days after the employee receives the Human Resource Committee's written response.

On appeal, the Human Resources Director shall transmit the grievance, all grievance responses, and this Grievance Procedure to the Hearing Officer. As soon as is practicable thereafter, the Impartial Hearing Officer shall schedule a date for a hearing. The hearing shall be held at a mutually agreeable time in a public building.

2. Hearing Procedure: The Impartial Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Any party requesting a subpoena from the Impartial Hearing Officer is responsible for the fees associated with the subpoena. All testimony shall be taken under oath. Each party is responsible for its own costs in proceeding to hearing. The Impartial Hearing Officer may only recommend overruling a disciplinary action if the action taken was arbitrary or capricious. The Impartial Hearing Officer may not change or modify any discipline imposed.

3. Impartial Hearing Officer Recommendation: The Impartial Hearing Officer shall submit their recommendation affirming or reversing the action with the reasons therefore in writing to the Human Resources Committee and the employee within thirty (30)

calendar days of the close of the hearing or the submission of the parties' written briefs, if any, whichever is later, or on a later date mutually agreed upon by the parties.

E. County Board Review:

1. Appeal to County Board:

Step 6: Within fourteen (14) calendar days of the date that the Hearing Officer's decision is mailed, either party may file with the County Board a written notice of appeal of the Impartial Hearing Officer's determination to the County Board. Any such appeal shall be on the written record, the preparation of which shall be the responsibility and at the cost of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the County Board within twenty (20) calendar days of the notice of appeal. No formal hearing shall be held before the County Board. The Board shall receive no further evidence on the matter but may request additional written submittals of the parties on matters which were raised before the Impartial Hearing Officer or, at its discretion, meet with the parties to review the matter. The County Board may retain outside counsel if necessary, during the process.

2. County Board Decision:

Step 7: Within sixty (60) calendar days of the receipt of the written record, the County Board shall make and file its written decision with the Human Resources Director. The Human Resources Director or designee shall, within ten (10) calendar days, mail a copy of the decision to the last known address of the employee or the employee's representative and provide a copy of the decision to the Human Resources Committee. The Hearing Officer's determination may be affirmed, modified, or reversed by a majority vote of the County Board. The County Board's decision shall be final and binding on the parties. There shall be no subsequent right of appeal.

F. Impartial Hearing Officer Selection:

1. Qualifications/Selection: The County may contract with an Impartial Hearing Officer to hear and determine appeals at Step 5.

Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Human Resources Director or

designee, shall attempt to find an Impartial Hearing Officer who is mutually agreeable to both parties. If the parties cannot mutually agree on an Impartial Hearing Officer, the Human Resources Director shall provide the name of the individual who shall serve as an Impartial Hearing Officer.

2. Compensation: Marathon County will be responsible for the expenses of the Impartial Hearing Officer, but any additional expenses will be the responsibility of the requesting party.

G. Employee Representation: Employees may be accompanied by a representative of their choice at any level of the grievance procedure after the appeal to the department head provided the employee notifies the Human Resources Director at least 24 hours ahead of the meeting that the representative will attend. The representative is allowed to help the employee present their grievance but no step in the procedure is a legal proceeding. Employees may opt to have the grievance proceedings occur in open or closed session as permitted by law. Employees may contact their representative to discuss their problem only during non- work time.

H. Settlement of Grievance: A grievance shall be considered waived if not filed or appealed within the designated grievance timelines. Dissatisfaction is implied in recourse from one step to the next step. A grievance shall be deemed settled and dismissed at the completion of any step in the grievance procedure if all parties concerned are mutually satisfied or the grievance has not been timely processed to the next level. The parties can mutually agree to skip steps or extend timelines. All settlements shall be in writing and signed by the employee in question and the appropriate County official(s) involved at the step level that the grievance was settled.

I. Revisions/Updating: This Policy may be revised, updated, or repealed as permitted by law.

Section 3 Grievance Procedure for Complaints of Alleged Discrimination on the Basis of Disability

This procedure is intended to inform the public and employees of the process for filing complaints of discriminatory action on the basis of disability in the delivery of Marathon County Government services, programs, and activities, including employment.

Step 1: Person(s) who believe that they have been discriminated against by Marathon County on the basis of their disability shall within one hundred and eighty (180) calendar days of the event causing the complaint, provide a written summary of the issue which contains:

1. Complainant's name and address.

2. Name of department involved.

3. A summary of facts describing the alleged discrimination in detail (who, what, when, why, where, how).

4. Witnesses' names (if any) and addresses and phone numbers;

5. Name(s) of victims of alleged discrimination.

5. Name, address and phone number of attorney/designee (if any).

6. Dated and signed by complainant.

The complaint shall be mailed or delivered to:

Marathon County Administrator's Office
500 Forest Street
Wausau WI 54403

Upon receipt, the County Administrator's Office shall designate and assign the appropriate department head to investigate the complaint. The designated department head shall review the complaint and meet with the complainant and/or the complainant's legal counsel or designee, and other witnesses as deemed necessary by the department head.

Within fifteen (15) calendar days of the date the complaint was received, the department head shall prepare an internal memorandum summarizing the matter, the investigation efforts and findings and forward it to the County Administrator. The County Administrator shall review the investigation and recommendation of the department head. The County Administrator shall issue a written determination stating what action should be taken to remedy the complaint. A copy of the County Administrator's determination shall be mailed to the complainant no later than thirty (30) calendar days after the receipt of the complaint.

If the County Administrator determines, after consultation with the Corporation Counsel, that s/he lacks the legal authority to implement a determination without approval of the County Board, the County Administrator shall immediately refer the determination to the Executive Committee for action and contemporaneously notify the complainant of said referral.

The Executive Committee shall add such matters referred to it by the County Administrator to the agenda of their next scheduled meeting. The Executive Committee shall review the complaint, the County Administrator's determination

and any other information deemed relevant by the Committee. A written explanation of action taken by the Executive Committee shall be mailed to the complainant within thirty (30) calendar days of the meeting held to review the County Administrator's determination.

Step 2: If the complainant is not satisfied with the response provided under Step 1, the complainant may be provided an opportunity for appeal to the Marathon County Human Resources Committee. Written notice of the desire for an appeal shall be provided to the Marathon County Clerk, Courthouse, 500 Forest Street, Wausau, WI 54403 within thirty (30) calendar days of the determination provided under Step 1.

The Human Resources Committee shall meet within thirty (30) days of receipt of the written appeal to review the evidence and consider any argument provided by the parties. A written determination of the Human Resources Committee shall be mailed to the complainant within thirty (30) calendar days of the hearing.

Complaints filed by current and past employees of Marathon County involving issues arising out of their County employment will not be subject to a Step 2 appeal.

Step 3: If the complainant is not satisfied with the response(s) provided under the grievance procedure, the complainant may pursue further action by filing a complaint with the Civil Rights Division of the U.S. Department of Justice, the Equal Employment Opportunity Commission, or with other appropriate federal agencies that provide financial assistance for the program or service in question. The County Administrator shall provide a list of appropriate designated agencies that may be requested by the Complainant.

Complaints under the Americans with Disabilities Act may be sent to:

US Department of Justice 950 Pennsylvania Avenue, NW Civil Rights Division Disability Rights Section – 1425 NYAV Washington, D.C. 20530	and/or	Equal Employment Opportunity Commission Milwaukee District Office 310 W Wisconsin Av, Ste 800 Milwaukee WI 53203-2292

Complaints may also be sent to agencies that provide financial assistance to the program in question, such as the following agencies and functional areas:

1. Department of Agriculture: Farming and the raising of livestock, including Extension services.

2. Department of Education: Education systems and institutions (other than health-related schools), and libraries.

3. Department of Health and Human Services: Schools of medicine, dentistry, nursing, and other health-related schools; health care and social services providers and institutions, including "grass-roots" and community services organizations and programs; and preschool and day care programs.

4. Department of Housing and Urban Development: State and local public housing, and housing assistance and referral.

5. Department of Interior: Land and natural resources, including parks and recreation, water and waste management, environment protection, energy, historic and cultural preservation, and museums.

6. Department of Justice: Public safety, law enforcement, and the administration of justice, including courts and correctional institutions; commerce and industry, including banking and finance, consumer protection, and insurance; planning development, and regulation (unless otherwise assigned); state and local government support services; and all other government functions not assigned to other designated agencies.

7. Department of Labor: Labor and the work force.

8. Department of Transportation: Transportation, including highways, public transportation, traffic management (non-law enforcement), automobile licensing and inspection, and driver's licensing.

Chapter 14
Training and Development

Section 1 Purpose

To provide organized training programs for the purpose of increasing the knowledge, proficiency, ability and skills of County employees.

Section 2 Responsibility

Department heads shall provide active leadership in training and development of employees under their supervision.

Section 3 In-Service Training

Some County departments require specialized in-service training. Such training will be supervised by individuals assigned that responsibility within the department.

Section 4 New Employee Orientation

The County shall administer a program outline to orient new employees to the County work force.

A. Bi-Weekly orientation: Within the first three days of hire, new employees will meet with Human Resources Department staff to process necessary paperwork and receive information about benefits and policies.

B. Department orientation: The supervisor shall orient each new employee to the conditions related to the job and worksite. Such orientation shall include introductions to fellow workers, work standards, safety regulations, hours of work, break periods, supplies, parking, etc.

C. County Overview: New employees will be introduced to County leaders, learn about Marathon County's history, the County government organization, our core values, strategic plan, employee relations philosophy; and other policies and programs.

D Supervisor Orientation: The Human Resources Director shall periodically review the policies contained in this manual with new supervisors.

Section 5 Education and Tuition Reimbursement Program

A. Purpose: The Education and Tuition Reimbursement Program **is** designed to support the professional development of eligible employees by providing financial assistance for college or technical college courses that results in earning a professional certification, undergraduate degree, or graduate degree related to their current or future County position. This program aims to enhance the skills and qualifications of employees while promoting continued learning and career growth.

B. Eligibility: Any employee in a regular allocated full or part-time position are eligible to participate. Employees receiving grants from other sources which cover the full cost of tuition and materials will not be eligible to participate. Reimbursement for education and tuition expenses may be available for college or technical college or certificate courses meeting the following eligibility requirements:

1. Employee must be satisfactorily performing the duties and responsibilities of his/her current job.

2. The degree or certificate must be related to a County position which the individual has a reasonable expectation of achieving in the judgement of the Human Resources Department.

Only courses which lead to a certificate, or an associate's, bachelor's, or master's degree in a field applicable to the employee's current job or different County position within Marathon County government, with the employee committing to the goal of completing the certificate or degree, will be funded.

Employees approved for a certificate or degree program shall execute an agreement with the County which will include a commitment to continued employment during and one year after the completion of the program. The Human Resources Director shall direct the terms of the agreement with the employee.

Funding for employees in ADRC-CW and CW Airport will be provided through their respective department budget; however, employees requesting education and tuition reimbursement must follow the County procedures and execute an agreement. Reimbursement requests are overseen by Human Resources Department.

C. Application/Approval Procedures:

1. Employees shall complete and submit an application to the Human Resources Department requesting participation in the program prior to actually taking courses for which reimbursement is requested. (see Appendix A of this Chapter for Educational Expense Reimbursement Application).

2. The Human Resources Department will review all applications meeting the minimum criteria and will approve or deny reimbursement requests based on the following criteria:

   a. Whether the certificate or degree program is directly related to the employee's current job and/or will improve skills for a different County position.

   b. Employee's performance history including the length of time employed by the County, achievements and

contribution during this period, and overall quality of the work performed;

c. Appropriateness of the educational goal (e.g. level of correlation between the education and a likely career path within Marathon County).

3. Employees are eligible for 75 percent reimbursement of the cost for tuition, books, and lab fees (if applicable) to a maximum of $3,000 per calendar year for graduate degree programs and $2,500 per calendar year for undergraduate degree and certificate programs.

4. Employees must successfully complete each course and receive a passing grade if the course is graded on a pass/fail basis OR a grade of "B" or better if letter grades are issued.

5. Reimbursement will be made after satisfactory completion of each course. A copy of the grade report, or confirmation from the school that the course has been completed, along with original receipts for tuition and books and lab fees paid shall be submitted to the Human Resources Department for processing. Reimbursement requests shall be made within 30 days of notification of satisfactory completion of the course.

6. Mileage and other travel expenses are not reimbursable. Time spent for classes shall not be paid, work time.

D. Budget For Education and Tuition Reimbursement Expenses

1. Annually, the Human Resources Department will budget for funds for the purpose of providing education and tuition reimbursements. Based upon the predetermined criteria, reimbursement may be provided to qualified employees until the budget allocation has been expended. Funds are budgeted annually, and there is no guarantee that funds will continue to be available beyond what is approved through the annual budget process**.** Departments will be responsible for education and tuition reimbursement when funding is available through non-County tax levy sources, such as state and federal grants.
2. Seminars, workshops, other training conducted during work time as a means of skill development and keeping current in the field remains the responsibility of the operating departments and is not covered by this policy. Funds for this type of training will be the departments' responsibility. If department funds are insufficient, they may request assistance from the Human Resources Department.

E. Repayment of Education and Tuition Reimbursements:

1. The employee shall complete the degree or certification by the date agreed upon and agrees to continue in the employ of County a minimum of one (1) year after completion. Withdrawal from the program prior to completion; or failure to complete the program within the agreed upon time requirements; or any voluntary termination of County employment prior to completion or prior to one (1) year after completing the program shall result in the following:

   Repayment to the County for all education and tuition reimbursements including courses which are not directly related to position.

   AND

   Payment to the County of liquidated damages in an amount of ten percent (10%) of all education and tuition reimbursements under the terms of this agreement, not to exceed five hundred dollars ($500.00).

2. Repayments and liquidated damages shall be immediately withheld and deducted by County from the employee's earnings and/or separation benefits with any remaining balance paid directly to the County by personal check.

Appendix A
Education and Tuition Reimbursement Program Form

Employee Name (Please Print)	Work Phone Number	Application Date
Position Title	**Department**	**Date of Hire**
Name of School	**Starting Date of Class(es)**	

What major and degree are you requesting reimbursement for? _____

What is the cost per credit at the school you will attend? _____

How many credits do you personally need to graduate? _____

By what month and year do you anticipate completing this degree? _____

What achievements and/or contributions have you made to Marathon County government since you were hired?

_____

_____

_____

How is proposed degree program of value to your present job; OR how will the degree program prepare you for a different County position?

_____

_____

_____

Are you eligible for aid from any other sources? (e.g. Veteran's Education Program, Scholarships, etc.)
Yes ____ No ____ If yes, please explain.

_____

It is my understanding that:

1) Reimbursement will be limited to 75% of tuition, books, and lab fees up to $2,500 per calendar year for undergraduate or certificate programs; $3,000 per calendar year for graduate degrees.
2) To be eligible for reimbursement, I must receive a passing grade if the course is graded on a pass/fail basis or a grade of "B" or better.
3) Reimbursement will be made following presentation of evidence of satisfactory completion of course. Grade report and receipted bills shall be forwarded to the Human Resources Department within 30 days of notification of satisfactory completion of course.
4) If I terminate employment with the County prior to completion of the course(s), I will not be eligible for reimbursement. If I am approved for a degree program, an extended length of employment may be required.

I further understand that participation in the Education and Tuition Reimbursement Program is not an employee right and that although the County expects to continue this program in the future, the County reserves the right to change, modify, suspend or terminate the program at any time with or without notice.

_____ _____

Employee's Signature Date

IMMEDIATE SUPERVISOR:

Has the employee satisfactorily completed his/her job duties over the last year or more? Yes____No_____

Will completing this degree be advantageous for the County in the employee's current position? Yes____No_____

I____recommend____do not recommend approval of the requested degree program for the following reasons:

Signature_____ Date_____
(Immediate Supervisor)

DEPARTMENT HEAD:

Will earning this degree enhance the employee's potential for advancement within your dept.? Yes____No____

I____recommend____do not recommend approval of the requested degree program for the following reasons:

Signature_____ Date_____
(Department Head)

See Personnel Policies & Procedures Manual, Chapter 14, Section 5, for complete Education and Tuition Reimbursement Program Policy.

Chapter 15
Records Management

Section 1 Departments Included in Centralized Personnel Files

Human Resources Department will maintain centralized personnel files on all employees in authorized positions and casual/seasonal/temporary employees for the following County departments:

Aging & Disability Resource Center-CW
Central Wisconsin Airport
Clerk of Courts
Conservation, Planning, and Zoning
Corporation Counsel
County Administration (excludes County Administrator)
County Clerk
District Attorney (excludes Assistant DA's)
Human Resources
Emergency Management
Revised 11/20/2020 Facilities and Capital Management
Finance
Health
Highway
Library
Medical Examiner
Park, Recreation, & Forestry
Register of Deeds
Sheriff
Social Services
Solid Waste
Treasurer
UW Extension (excludes UW Extension Agents)
Veterans Services

Excludes all elected officials.

Section 2 Responsibilities of Parties Involved

A. Human Resources Department Responsibilities: The Human Resources Director shall act as the chief legal custodian of the personnel records and shall make decisions concerning the information to be contained in the personnel files. In obtaining and retaining employee information, the Human Resources Director shall substantiate the job relatedness of the information and its relevancy to specific decisions rendered. Applicable state and federal laws which regulate employee

information gathering and retention requirements shall be followed. The Human Resources Director shall establish, maintain and coordinate all personnel transactions and records management for all County employees and positions. Each central personnel file shall minimally contain name, job classification, letter extending an offer of hire, FTE status, changes in FTE status, performance evaluation, written and oral disciplinary action (if applicable), letters of recognition, cumulative test scores achieved as part of the initial selection process or for promotional opportunities (if applicable), etc.

B. Department Head Responsibilities: Department heads shall initiate and process personnel transactions affecting their employees. They may keep records of their employees, where the material is related to the employee's current job performance and service record such as: copies of completed performance evaluation forms; materials relating to an introductory employee's progress; and documentation of supportive or investigative nature pertaining to ongoing performance or discipline situations. Requests made to view this departmental file, or any other departmental files maintained on an employee shall be referred to the Corporation Counsel to discuss on a case-by-case basis. Viewing of these records shall be handled in accordance with Section 3-B.

When an employee leaves the department, their records shall be sent to the Human Resources Department for proper disposition.

C. Payroll Responsibilities: The payroll unit shall convert data from personnel transactions to payroll records and shall maintain cumulative records of PTO, vacation, overtime, sick leave, and payroll deductions. Payroll records and data shall be developed in cooperation with the Human Resources Director and Finance Director to provide current and meaningful personnel and position information, summaries, and statistics.

D. Employees' Responsibilities: Employees shall be responsible for notifying their supervisor and their departmental payroll designee of any changes affecting their personal status (for example: name, address, marital status, phone/cell number, emergency contact number, etc.).

Section 3 Viewing Records

A. Who May View Records: Marathon County considers employee personnel records to be highly confidential. Viewing of a file is limited to the individual employee and any third party (with prior written approval by the employee), the employee's department head, the Civil Service Commission members (only files of Civil Service employees) and Human Resources Department employees. The department head may

designate a representative who shall also have access to specified personnel records. Managers may have access to personnel records of employees they supervise or other County employees they are considering hiring.

Release of personnel files to other members of the public (including County Board members and other County employees) shall only be allowed if written authorization is received from the employee or if the legal custodian determines that the release of such records is proper and allowable under the State Public Records law (State Statutes 19.35).

B. Logistics of the Review of Personnel Records:

1. In accordance with Wisconsin Statutes 103.13, Marathon County permits the employee to inspect any personnel documents in the personnel file which are used, or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination, and other disciplinary action.

2. An employee who requests to view their personnel file must make their request in writing to the Human Resources Department to arrange a mutually agreeable date and time (see Appendix A). The County shall provide the employee with the opportunity to inspect the employee's personnel records within seven (7) working days after the employee makes the request for inspection. The County will grant two requests made by an employee, which includes employee's designated representative (See Paragraph 4 below) in a calendar year. Additional employee requests must be made in writing to the Human Resources Director stating the reasons for additional viewing of the record. The Human Resources Director shall have full discretion and the exclusive authority in granting these additional viewing requests.

3. The inspection shall take place at the Human Resources Department during normal working hours in the presence of an Human Resources Department employee OR theycan request copy of personnel file be sent/emailed to them.

4. An employee may designate, in writing, a representative of the employee's collective bargaining unit or other designated representative to inspect the employee's personnel records. The County shall allow such a designated representative to inspect the employee's personnel records in the same manner as provided an employee.

5. Marathon County will not furnish information about an employee to third parties without employee written authorization except to verify name, job classification, department, employment dates, and salary rate.

6. If the employee would like additional reference information given to a third party, such as a prospective employer, the employee must sign an authorization for release of employment information. (Refer to "Employment References", Chapter 8, Section 5.)

C. Exceptions: The right of the employee or the employee's designated representative to inspect their personnel records does not apply to:

1. Records relating to the investigation of possible criminal offenses committed by the employee.

2. CDL drug/alcohol background checks.

3. Letters of reference for that employee.

4. Any portion of a test document except that the employee may see a cumulative total score for either a section of the test document or for the entire test document.

5. Interview notes and ranking documentation.

6. Materials used by the County for staff management planning, including judgments for recommendations concerning future salary increases and other wage treatment, promotions, and job assignments or other comments for ratings used for the Employer's planning purposes.

7. Information of a personal nature about a person other than the employee if disclosure of that information would constitute a clear and warranted invasion of the other person's privacy.

8. Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding. (Wis. Stat. 103.13[6]).

Section 4 Personnel Record Modification: If an employee or department head wishes change or expunge any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the Human Resources Director and the requesting party. Such requests for modification must

Revised 11/20/2020

be put in writing with appropriate rationale to the Human Resources Director. If an agreement cannot be reached, the request for modification will be added to the disputed portion of the personnel record. The submitted request shall be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

Section 5 Medical/Health Record

The following policies and procedures are to comply with the client/employee privacy rights enacted under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

A. Exemption: The HIPAA regulation provides exemptions to the following materials:

1. Medical records obtained for employment related reasons are excluded from the definition of the protected health information.

2. Worker's compensation insurance and OSHA required medical evaluations are exempt from HIPAA

B. Policy: It is the policy of the Human Resources Department to:

1. Keep medical information confidential.

2. Keep medical record is a separate file and will not be included in employees' personnel file.

3. Provide access to medical information only when it is necessary to perform their job responsibilities on a "need-to-know" basis.

4. Disclose medical information on a "need-to-know" basis only.

5. Shred medical information prior to disposing in garbage.

C. Departments should forward all medical information to the Human Resources Department for filing the employee's medical file.

D. Employees may request to view their medical file by completing the "request to view form" – Appendix A.

Section 6 Copies

The right of the employee or the employee's representative to inspect personnel and medical records includes the right to copy or receive a copy of the records. The County shall charge a reasonable fee for providing copies of records (pursuant to Chapter 1.33(3) of the General Code of Marathon County).

To safeguard employee privacy, any documents containing more than one employee name will have those names other than the file name redacted.

Section 7 Penalties

Marathon County will not tolerate any inappropriate use of employee information by any County employee. Such occurrences will subject the employee(s) to discipline up to and including discharge.

Section 8 Purpose/Length of Retention

In retaining employee information, Marathon County continues to balance the individual's right to privacy, the requirements of federal and state laws and the business necessity for retaining such information. All personnel and medical records will be maintained and retained in accordance with County policy and existing state and federal laws.

Appendix A
Request to View Employee Personnel File And/Or Employee Medical File

Date Request Made_____ Request No. _____

Employee Name: _____

Department: _____

If this is more than second request in a calendar year, reason to view record:

_____

_____

_____

I hereby request to view my personnel file and/or medical file – Check Appropriate Box:

☐ Personnel File

☐ Medical File

_____ _____

Employee's Signature Phone Number

_____

Witness's Signature

◆ ◆ ◆ ◆ ◆ ◆

HUMAN RESOURCES DIRECTOR'S RESPONSE

☐ Approved the request to view the employee's personnel and/or medical file. Agreed upon viewing date and place:

_____

☐ Denied the request to view the employee's personnel and/or medical file.
REASON: _____

_____

_____ _____

Human Resources Director's Signature Date

Chapter 16
Computers, Communications and Related Technology

Section 1 City-County Information Technology Commission Information Technology Policy

The City of Wausau, Marathon County, North Central Health Care (NCHC) and the City-County Information Technology Commission (CCITC) provide a variety of information technology resources for employees and CCITC customers in an effort to allow them to be more productive and have the information necessary to do their jobs. The use of these resources is intended for City, County, NCHC, CCITC and CCITC customer's business purposes only.

A. Business Purpose: All information technology (IT) resources including servers, storage devices, PCs, laptops, cell phones, smart phones, PDAs, networking equipment, networking circuits and capacity, telephone systems, e-mail, messaging systems, video systems and Internet access owned, rented or leased by City, County, NCHC and CCITC are business tools to be used in accordance with our mission of public service. Except as prohibited by this or another more restrictive department policy and with management approval, limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as it does not result in any additional cost or interfere with work productivity and follows all guidelines in this policy. Personal use must be done during the employee's unpaid time off.

B. Employee Responsibility: Employees are responsible for appropriate use of information technology resources in accordance with this policy or more restrictive department policy. In addition to complying with all laws and policies, employees are expected to adhere to the highest ethical standards when conducting business.

C. Department Head Responsibility: Department heads, managers and supervisors are responsible for ensuring the appropriate use of information technology resources through training, supervising, and, when necessary, taking disciplinary action.

D. Appropriate Use: The use of and access to City, County, NCHC and CCITC owned information technology resources is limited to employees and officers of the City, County, NCHC, CCITC and CCITC customers assigned access to said resources. It is intended for official purposes associated with the performance of governmental or agency functions in the name of and on behalf of the City, County, NCHC and CCITC. Consequently, all data and information shall be and shall remain the property of the City, County, NCHC or CCITC and shall not belong to the

individual employee or officer.

The use of information technology resources for limited personal use is a privilege which may be revoked at any time by City, County, NCHC or CCITC management if use is deemed inappropriate. The City, County, NCHC and CCITC will monitor the use of information technology resources.

E. Inappropriate Use: Inappropriate use of information technology resources, including inappropriate personal use, may result in revocation of privileges, job-related discipline up to and including termination of employment. Uses that are prohibited include, but are not limited to:

- Accessing resources or altering data without explicit management authorization.
- Intentionally deleting or damaging data.
- Copying, sending and removing information that is confidential or is not an open record to unauthorized users outside of the office or network.
- Intentionally introducing a computer virus.
- Engaging in illegal activities as defined by State and Federal law or local ordinance.
- Wagering, betting or selling chances.
- Initiating or forwarding chain letters.
- Transmitting threatening, abusive, obscene, lewd, profane, or harassing material.
- Transmitting or viewing materials with intent to demean any person's age, disability, gender, race, national origin or sexual orientation. This does not apply to an employee who is required to view such material for law enforcement or other legitimate job-related purposes where no intent to demean is formed on the part of the employee.
- Viewing, reading or accessing any sexually explicit sites or materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic. This does not apply to an employee who is required to view such material for law enforcement or other legitimate job-related purposes where no intent to demean is formed on the part of the employee.

- Engaging in commercial activities.

- Soliciting, except in relation to City, County, NCHC or CCITC activities.

- Promoting personal, political, religious or private causes, positions or activities, or working on behalf of organizations that have no professional or business affiliation with the City, County, NCHC or CCITC.

- Attempting to evade, disable, or bypass any security provisions of systems or the network.

- Obtaining unauthorized access to any computer system, including a personal or home system without the express authorization of a department head.

F. Conduct: Use of the Internet, e-mail and the telephone requires conformance to a professional standard of conduct. Employees are to conduct themselves as representatives of the City, County, NCHC or CCITC and must show consideration and respect to others. It is the responsibility of each employee to ensure that use of the Internet, e-mail and the telephone is done responsibly and economically, and that access does not adversely affect his or her productivity.

In addition to that which is contained in this document, the ethics policy shall be complied with at all times.

G. E-mail: The department head is the custodian of all information, including electronic mail (E-mail), for the department. All requests for public record information will be forwarded to the appropriate department head for action.

All messages composed, stored, sent or received on the CCITC E-mail system are and remain the property of the City, County, NCHC or CCITC. Employees do not have a personal privacy right in any e-mail message or other material in the E-mail system. Any E-mail content may be monitored without prior notification.

The amount of storage available for e-mail is limited. E-mail should not be used as a long-term storage media. The size of every e-mail account will be limited.

E-mail is not secure. If the content of a message is sensitive or confidential, other forms of delivery should be considered and used, if possible.

E-mail and comparable paper documents are subject to the same City, County, NCHC or CCITC retention schedule. It is the responsibility of each employee to be aware of the retention requirements for public records and to be aware of the exemptions that ensure the privacy of certain documents. If an e-mail message needs to be retained longer than 120 days, it should be kept outside of the production e-mail system.

Large attachments (over 3Mb) should be saved to another storage media and deleted from the e-mail system.

If you access an outside E-mail or text messaging account using City, County, NCHC, CCITC electronic resources, the content of the information transmitted across the network is the property of your employer regardless of the time of day that the access is performed or if the device is remote (ex: laptop or smart phone owned by your employer but using an outside network to access the information).

H. Social Media: Social Networking sites such as Facebook, Twitter, Four Square, etc. offer a valuable mechanism for getting information to our customers and the general public. They also offer an opportunity to interact in a two-way exchange of information which can be difficult to accomplish with conventional websites, paper brochures, booklets, etc.

Departments are encouraged to make use of social networking tools to help us achieve our goals. Departments that choose to use social media tools need to be committed to dedicating appropriate resources to keeping the information current and appropriate as well as properly training staff in the safe and effective use of these tools. Please include CCITC in your design and planning process.

Mixing personal and business use of social networking tools can expose our organizations to unnecessary legal liabilities as well as to expose our computer systems to viruses, spyware and malware. Infected PCs take significant staff resources to repair and can cause outages in critical servers and networking resources. Therefore, using City, County, NCHC or CCITC owned electronic devices to access social media tools for personal use is strictly prohibited. Staff accessing social networking sites to perform work-related activities should use a separate, work-related login and must not access their personal login (if they have one). Many social networking sites allow the installation of extra applications, programs and skins to enhance the experience. Many of these extra applications contain Trojans, viruses and other malware. Never install any extra applications on any social networking site.

When departments are considering the merits of participating in social

networking sites, they should keep in mind that having staff access risky sites may increase the likelihood of getting their PCs infected with viruses, spyware and malware. Getting infected will result in very slow performing PCs or complete crashing of the pc. It may also put other users on our network at risk of infection. Our experience with social networking sites shows infections are very common for regular visitors. While we recognize the value of reaching your clients and customers via social networking sites, we expect that the increased risks will be taken into account, and that access will be restricted to only necessary users. Further, we expect that staff who frequent social networking sites and have accepted the increased risk that it brings will also accept that these machines may not have as high a priority for repair as other PCs that are not routinely accessing these websites.

I. Video, Radio and Other Bandwidth Intensive Content: Internet bandwidth is expensive and therefore, access to streaming video (YouTube, Hulu, movie and TV stations and feeds, etc.), music (iTunes, Pandora, etc. and audio feeds (radio stations) or any other large data downloads or uploads are not allowed at any time unless they are for job-related activities.

J. Cell Phones: If you are provided a cell phone from your employer, you should be aware that your employer owns the information (length, number, etc.) about all transmissions on the device. If text messaging is provided, the content and all information about the text messages are the property of your employer. You should have no expectation of privacy with respect to activities on this device. Specific policies regarding personal use, cost sharing, etc. are the responsibility of your department head.

K. Smart Phones: Smart phones are cell phones that have internet or wireless access. These phones have the ability to access the internet and may have E-mail access. If you use a smart phone to receive and send E-mails, sync your calendar, contacts, photos and documents; be aware of the risks of loss of information. Do not store confidential information on a smart phone. If the phone is compromised you must immediately find a PC with Internet access, login to Outlook Web Access, select options, mobile devices and send a remote wipe to the device. Notify the IT Help Desk that the phone was compromised. We will immediately change the passwords on your network accounts. Be aware that a remote wipe will wipe ALL information on the device. Back up information that you do not wish to lose. A good practice to follow is to use a password to protect information on the phone.

L. Confidential Information: Confidential information is defined in State and Federal law. Confidential information means information which is protected from disclosure by state or other specific laws. The originator's subjective belief that information is not intended to be disclosed does not

render it “confidential”.

Many employees have access to confidential information through the course of their job. Confidential information may only be used to perform job functions. Any other use is prohibited and may be punishable by criminal prosecution and/or employee sanctions including termination. Access to confidential information outside of the strict business needs of a job function is prohibited. Reasonable measures must be taken to safeguard confidential information from unauthorized access.

Confidentiality of e-mail (mainly as it relates to sending messages to external parties), instant messages or voice mail messages cannot be guaranteed. If a message contains confidential information, other forms of delivery should be considered and used, if possible.

M. Security: The following guidelines have been established for all employees given access to information technology resources:

- Employees may only access information explicitly authorized for their positions by management or for limited personal use as authorized by this policy or a stricter department policy.

- Employees are responsible for safeguarding their login IDs and passwords and are held accountable for any activity that occurs under their login ID. To protect the integrity of their ID, employees should log off their workstation if they will be away from it for 15 minutes or longer or use a password-protected screen saver. Any unauthorized activity must be immediately reported to management.

- Employees may not use login IDs and passwords belonging to others.

- Employees that need to share access to their e-mail, contacts or calendar account with other employees should get management approval and should grant proxy or delegate access using Outlook.

- Anyone receiving electronic communications in error shall notify the sender immediately. The communication may be privileged, confidential, and / or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected, if possible.

N. Wallpaper: Wallpaper and background pictures which are inappropriate, as defined in the Inappropriate Use section above, are strictly prohibited.

O. Copyrighted Material: Material on the Internet may be copyrighted.

Duplicating or distributing copyrighted material without the express written consent of the owner is against the law and is prohibited. Employees should not assume that software is available for public use free of charge simply because there is no copyright or intellectual property notice on or in the software. U.S. copyright law and that of many other countries, no longer requires a copyright notice as a prerequisite to copyright protection.

P. Anti-Virus Measures: All computers with Internet access will have virus protection software installed prior to the connection being established. Even though this software will detect many viruses, it will not detect them all. If it is suspected that a computer has been infected by a virus, the user should not attempt to remove the virus but shall immediately contact the CCITC Help Desk which will arrange for diagnosis and/or removal.

Q. Hardware and Software Purchasing Approvals: The CCITC Board, with direction from the Mayor, County Administrator and NCHC CEO are responsible for reviewing and approving all requests for new or replacement computers, new hardware technology, non-standard or new software, and major new services. Exceptions include the purchase of previously approved hardware technologies (other than computers), standard supported software, and services requiring less than 20 hours to complete.

R. Software Purchase/Use/Installation: All software on City, County, NCHC and CCITC computers must be legally licensed, purchased and installed through the CCITC unless otherwise authorized by the Director of the CCITC. Running software that is not licensed is illegal and can subject the user and the City, County, NCHC or CCITC to substantial penalties under the law. No personal software, even if purchased by an employee specifically for his/her office computer, may be installed without prior authorization of the Director of the CCITC. All requests for new software applications will be ordered only after review and approval by the respective management authority. No personally-owned electronic devices may be connected to City and County owned networks by either wired or wireless connections. However, access to employee e-mail accounts through Outlook Web Access using a personal computer is allowed.

S. Downloading Software: Unless specifically authorized by the CCITC, employees shall not download software. This includes, but is not limited to games, screen savers, utilities, demo software and third-party software. Downloading software presents a significant risk of virus infection and license fee liability. Resolving these problems can be expensive and time consuming. Therefore, the unauthorized copying, downloading or importing of software by employees using any method is strictly prohibited. If downloading is necessary, it must be done by CCITC

employees following designated procedures for file transfer, virus checking and licensing.

T. Home Use of Software: City, County, NCHC or CCITC software may be used on a home or portable computer only if the licensing agreement of the software vendor allows it, and only after a written request from the appropriate department manager is approved by the Director of the CCITC. Each licensed copy of software may only be used on one computer at any time.

U. Hardware Purchase/Use/Installation: All hardware, including network equipment, computers, printers, scanners, telephones and other peripherals, must be purchased and installed through the CCITC unless otherwise authorized by the Director of the CCITC. All City, County and NCHC computers and new hardware technology will be ordered only after review and approval by the respective City, County and NCHC management teams.

V. Installation Scheduling: Upon arrival, all hardware and software installations will be scheduled and performed by the CCITC unless otherwise authorized by the Director of the CCITC.

W. CCITC Support: Computer, network, peripheral equipment and standard software support is the responsibility of the CCITC. Support calls should be directed to the Help Desk, not to a specific technician, programmer or analyst. After hours support is provided only for critical systems.

X. CCITC Support Costs: As a method to allocate our costs, the CCITC charges a fee per device connected to the network. This rate is intended to pay for the PC and network technicians only. Our three member organizations (City, County and NCHC) pay the "internal rate" and also pay an operations cost that covers the rest of the staff as well as the costs to run our main enterprise systems such as E-mail, Internet Access, backup systems, etc. External agencies pay an "external rate" which is higher than the internal rate. This is intended to allocate some of the operating costs.

All devices connected to the network directly or indirectly are charged the support fee. Exceptions can only be granted by the CCITC Director and must be re-approved each calendar year.

Y. Requests for New Application Software or Systems: Requests for new applications or systems should be made to the CCITC analyst assigned to the department (each department has one). The analyst will work with the department staff to help select and implement business solutions that provide the right solution.

Z. Privacy and Monitoring: The information technology resources provided for employees are the exclusive property of the City, County, NCHC and CCITC as are all documents, E-mails, applications, communications, SMS messages and other forms of electronic messages created or accessed using those resources whether they are housed on our network or hosted on vendor's servers outside of our network. This includes the information accessed using these devices while they are attached to other networks (laptops, smart phones, PDAs, etc. owned by your employer but connected to other networks (Wi-Fi, cellular, and other network connections). Data items created using information technology resources should not be considered private. The City, County, NCHC and CCITC reserve the right to access the contents of documents, applications, E-mail communications and all forms of electronic messages and to fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any electronic communications transmitted to or from any City, County, NCHC or CCITC facility. This includes limited personal use of information technology resources as authorized herein.

The City, County, NCHC and CCITC will monitor the use of information technology and retain the right to limit its use. Hardware and software tools have been installed which log the destination and duration of Internet access by user, examine the content of files and e-mail, and scan network disk drives. The contents of local hard drives may be physically examined without notice. Periodic and random audits of information technology usage will be performed. Management may use the results to identify and prevent problems, and to monitor employee compliance with this policy and to initiate disciplinary action up to and including termination if necessary.

AA. Violations and Disciplinary Actions: The failure or refusal of an employee or officer of the City, County, NCHC or CCITC to abide by this policy may result in employment-related sanctions in accordance with existing policies, including suspension and termination.

BB. Policy Changes: This policy may be modified at any time to reflect changes in technology or strategic direction or for any other reason deemed appropriate by the City, County, NCHC or CCITC. Employees will be notified of policy changes via the means deemed appropriate by the City, County, NCHC or CCITC.

Section 2 Interpretation and Translation Services Policy

Revised 5/22/17

A. Consistent with the Marathon County Board's commitment to diversity and welcoming and respecting persons of all cultures and backgrounds, Marathon County will provide full program access to people with Limited English skills and people who are hearing impaired. The following

guidelines will be followed by all County departments:

1. Providing quality interpretation and translations are a high priority of the County. Within logistical and fiscal constraints, interpretation and translation are to be provided to all people who need it to participate in County programs and services.

2. Depending upon the nature and importance of the interaction, some interpretations shall be conducted using the telephone and others using an in-person interpreter.

3. The person receiving the interpretation and/or translation services will not be charged for the service.

4. Administration is charged with the responsibility of creating administrative procedures that effectively implement this policy, and ensure that all federal, state, and court rules on interpretation and program access are complied with.

B. Policy: It is the policy of Marathon County that interpretation and translation services are provided without charge to Limited English and Hearing Impaired persons in a manner that assures them full program access.

C. Procedures: Marathon County has contracted with a private entity (SWITS – Southern Wisconsin Interpreting and Translation Services, LTD) to provide interpretation on a 24/7 basis:

Revised 5/22/17

Call 866-737-9487

D. Cancellations: There is a cancellation fee if a scheduled interpretation is cancelled with less than 24 hours for everything but trials, which must be cancelled with 48 hours advance notice. Employees shall notify SWITS of any cancellations as soon as the change is known to avoid the cancellation fee.

Revised 5/22/17

E. Billing: Each department shall be responsible for the costs of interpretation and translations associated with their programs and services. The Program Administrator shall establish administrative procedures for allocating costs among the department receiving the services.

F. Advisory Board: An advisory board representative of the County departments which typically make the most use of the interpretation and translation services is established for the purpose of ensuring program quality.

Appendix A
Employee Agreement
Information Technology Resources

As a condition of having access to information technology resources provided by the City of Wausau, Marathon County, NCHC and/or the CCITC, I acknowledge that I have read and understand the *Information Technology Policy* and agree to follow the guidelines contained therein.

Violation of the guidelines may be the basis for discipline, up to and including termination of employment. This policy is not meant to replace any City, County, NCHC, CCITC or departmental policy which may be more specific. The City, County, NCHC and CCITC reserve the right to revise and expand this policy and to impose additional restrictions on information technology usage at any time.

The City, County, NCHC and CCITC retain exclusive ownership of their respective documents, applications, content and messages created using the information technology resources they provide. They also reserve and intend to exercise the right to monitor information technology usage and access the contents of any electronic content for any purpose including content accessed for personal use if said content is accessed using their IT resources.

I understand that when I open, use, or access content using City, County, NCHC or CCITC technology resources, I have no right to privacy in their use or the communication of information. If I have questions about whether an activity is appropriate, I will contact my supervisor.

_____ _____

Signature Date

_____ _____

Print Name Department

Chapter 17
Civil Rights Compliance Policies and Procedures

Appendix A	Not used
Appendix B	Not used
Appendix C	Not Used
Appendix D	Equal Opportunity in Employment and Service Delivery Policy Statement – English
Appendix D	Kev Muab Vaj Huam Sib Luag Rau Sawv Daws Hauv Kev Ua Hauj Lwm Thiab Kev Pab Cuam Txoj Cai Nthuav Tawm – Hmong
Appendix D	Igualdad De Oportunidad En El Empleo Y La Prestacion De Servicios Declaracion De La Politica – Spanish
Appendix E	Equal Opportunity in Employment and Services Delivery Statement for US Department of Agriculture - Food Nutrition Services; US Department of Health and Human Services
Appendix F	Equal Opportunity in Employment And Services Delivery Statement for US Department of Health and Human Services; Department of Health Services Funded Programs; Health Care Facilities & Health Care Providers
Appendix G	USDA-FNS Employment and Services Delivery Statement for SNAP/FOODSHARE, WIC, TEFAP and FSET Program Recipients
Appendix H	Limited English Proficiency Policy Statement – English
Appendix H	Kev Pab Cov Tsis Paub Lus As Kiv Txoj Cai Nthuav Tawm – Hmong
Appendix H	Habilidad Limitada De Hablar Ingles Declaracion De La Politica – Spanish
Appendix I	Service Delivery Or Employment Discrimination Complaint
Appendix I	Ua Ntawv Tsis Txaus Siab Rau Kev Ntxub Ntxaug Cais Neeg Hauv Kev Pab Cuam Los Yog Kev Ua Hauj Lwm
Appendix I	Formulario De Quejas Por Discriminacion En El Empleo O La Prestacion De Servicios
Appendix J	Complainant Consent/Release Form
Appendix J	Tus Tsis Txaus Siab Daim Ntawv Tso Cai – Hmong
Appendix J	Consentimiento De Queja / Formulario De Divulgacion – Spanish

Appendix D
Equal Opportunity in Employment and Service Delivery Policy Statement

It is the policy of Marathon County (Organization Name)
to comply with the equal opportunity policy and standards of the Wisconsin Department of Children and Families, the Department of Health Services and the Department of Workforce Development and all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery.

EMPLOYMENT

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age (over 40), race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest record, conviction record, sexual orientation, marital status, pregnancy or childbirth, military participation, genetic testing, submitting to honesty testing, or use or nonuse of lawful products off the employer's premises during non-working hours. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace.

All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

SERVICE DELIVERY

No otherwise qualified applicant for service or program participant shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, age, sex, sexual identity, sexual orientation, religion, political beliefs or disability. No employee or other person shall intimidate, threaten, coerce, or discriminate against any otherwise qualified individual for the purpose of interfering with any right or privilege secured under one of the applicable civil rights laws, or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under one of the applicable civil rights laws.
Program access for persons with disabilities is covered in the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 as amended. Political belief or affiliation is protected under the Food Stamp Act of 1997and the Workforce Investment Act of 1998. This policy covers eligibility for access to service delivery, and to treatment in all of the programs, services and activities. All employees are expected to support the goals and programmatic activities relating to nondiscrimination in service delivery.

The Federal Health Care Provider Conscience Protection Laws prohibit recipients of certain federal financial assistance from discrimination against health care providers because of the provider's refusal or willingness to participate in sterilization procedures or abortions contrary to or consistent with the provider's religious beliefs or moral convictions. This protection applies to both employment and service delivery.

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, I have appointed (Mr./Ms.)
Molly Adzic Phone (715) 261-1454
as Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with him/her. Information about discrimination complaint resolution process is available to you upon request.

SIGNATURE - Executive Director or Chief Executive Officer — Date Signed 7/14/2021

[1] Exceptions: Under Section 702(a) of Title VII, 42 U.S.C. § 2000e-l(a), religious organizations are permitted to give employment preference to members of their own religion. The exception applies only to those institutions whose "purpose and character are primarily religious."

Under Indian Preference status, Wisconsin Tribes are exempt from complying with specific employment civil rights laws .

Co-authored by: Departments of Children and Families, Health Services; and Workforce Development
12/1/2013
of 1

Appendix D
Kev Muab Vaj Huam Sib Luag Rau Sawv Daws Hauv Kev Ua Hauj Lwm Thiab Kev Pab Cuam Txoj Cai Nthuav Tawm (Hmong)

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICE DELIVERY POLICY STATEMENT

Nws yog txoj cai ntawm Marathon County (Qhov Chaw Khiav Hauj Lwm Lub Npe) los mus muab vaj huam sib luag rau sawv daws hauv txoj kev ua hauj lwm thiab kev pab cuam kom ua tau raws Ii tsoom fwv xeev Wisconsin uas yog Department of Children and Families, Department of Health Services thiab Department of Workforce Development thiab tsoom fwv teb chaws cov cai.

KEV UA HAUJ LWM

Tsis pub kom tus neeg uas nws muaj feem tau txais kev pab raug muab cais tawm ntawm kev ua hauj lwm, tsis kam muab kev pab rau nws ntawm kev ua hauj lwm los yog raug ntxub ntxaug muab nws cais tawm vim nws lub hnub nyoog (40 xyoo rov saud), haiv neeg, kev ntseeg1, tsos nqaij daim tawv, poj niam/txiv neej, keeb kwm, muaj mob xiam oob qhab los yog muaj kev koom nrog ib tus neeg muaj mob xiam oob qhab, raug ntes, raug kaw, muaj kev plees kev yi txawv, muaj txij nkawm los tsis muaj, cev xeeb tub los yog tau me nyuam, ua tub rog, kuaj kom paub caj ces/noob (genetic testing), sim txog kev ncaj ncees (honesty testing) los yog siv los tsis siv tej khoom tsis txhaum cai uas tsis yog nyob ntawm tus tswv hauj lwm thaj chaw thaum tsis yog lub sij hawm ua hauj lwm. Tsis pub zes los yog thab cov neeg ua hauj lwm hauv chaw ua hauj lwm los ntawm qhov lawv yog cov uas muaj txoj cai pab tiv thaiv los yog tsis pub ua phem rau leej twg kom tau pauj txiaj ntsim rau qhov nws tau ua ntawv tsis txaus siab, tau pab lwm tus ua ntawv tsis txaus siab, los yog tau tawm tsam txoj kev ntxub ntxaug cais neeg hauv chaw ua hauj lwm.

Tas nrho cov neeg khiav hauj lwm yuav tau pab txhawb thiab muab kev koom tes rau cov dej num ntsig txog qhov tsis pub ntxub ntxaug cais ib leej twg ntawm kev ua hauj lwm no.

KEV PAB CUAM

Tsis pub kom tus neeg uas nws muaj feem tau txais kev pab raug muab cais tawm ntawm kev pab, tsis kam muab kev pab rau nws, los yog raug ntxub ntxaug cais tawm los ntawm nws haiv neeg, tsos nqaij daim tawv, keeb kwm, hnub nyoog, poj niam/txiv neej, kev ntseeg, kev ntseeg kev tswj hwm teb chaws los yog muaj mob xiam oob qhab. Tsis pub ib leeg twg tso hem thawj, ntxias, los yog ntxub tus neeg no vim muaj txoj cai pab tiv thaiv nws, los yog vim nws tau ua ntawv tsis txaus siab, pab ua pov thawj, los yog muab kev koom tes rau kev tshawb nrhiav qhov ua tsis yog, los yog tau sib hais mus rau ntawm rooj plaub raws txoj cai. Tsab cai hais txog cov neeg muaj mob xiam oob qhab kom lawv tau txais kev pab sib npaug muaj nyob rau hauv Americans with Disabilities Act of 1990 thiab Section 504 of the Rehabilitation Act of 1973 raws Ii tau muab kho dua tshiab. Nyob hauv Food Stamp Act thiab USDA-FNS tsab cai, tsis pub ntxub ntxaug cais leej twg los ntawm nws kev ntseeg txog ib fab kev tswj hwm teb chaws txawv.
Tsab cai no yog siv kom sawv daws tau txais kev pab ib yam nkaus txij thaum ua ntawv thov kev pab, thaum tau txais kev pab thiab thaum koom tes ua qhov kev pab cuam tej dej num tib si. Tas nrho cov neeg khiav hauj lwm yuav tau pab txhawb thiab muab kev koom tes rau cov dej num ntsig txog qhov tsis pub ntxub ntxaug cais ib leej twg ntawm kev pab cuam no.

Yuav kom pab peb ua tau raws Ii cov cai tau hais saum no, kuv tau tsa

(Mr./Ms.) Molly Adzic Xov Tooj {715)261-1454

ua Tus Xyuas Txog Kev Muab Vaj Huam Sib Luag (Equal Opportunity Coordinator). Yog koj muaj teeb meem dab tsi txog kev ua hauj lwm los yog kev pab cuam thov tham nrog nws tau. Qhov koj yuav ua ntawv tsis txaus siab Ii cas thiab txoj kev yuav pab daws teeb meem yuav muab qhia rau koj yog koj nug txog thiab xav paub.

Kos Npe n2s Executive Director lo s yog Chief Executive Officer Hnub Kos Npe
7/14/2021

[1] Tsis Hais Txog CoY No (Exce ptions): Nyob Hauy Nqe Lus 702(a) of Title VII, 42 U.S.C. § 2000e-l (a), cov koom haum rau keY ntseeg tau txais lus tso cai kom muab hauj lwm rau coy tswY c uab hauy lawv txoj kev ntseeg xwb los
tau. Qhov no tsuas hais txog coy koom haum uas lawY t xoj hauj lwm yog ua rau kev ntseeg thiab tsuas yog haisxt go keY ua hauj lwm nkaus xwb.

Apendice D
Igualdad De Oportunidad En El Empleo Y La Prestacion De Servicios Declaracion De La Politica (Spanish)

EQUAL OPPORTUNITY IN EMPLOYMENT AND SERVICE DELIVERY POLICY

Es la polftica de Marathon County (Nombre de la Organizacion) cumplir con la polftica y las normas de igualdad de oportunidad del *Wisconsin Department of Children and Families,* el *Department of Health Services* y el *Department of Workforce Development* y con todos los estatutos y las regulaciones federales y estatales que correspondan relatives a la no discriminacion en el empleo y en la prestacion deservicios.

EMPLEO

Ninguna persona que este calificada de otro modo sera excluida del empleo, negada los beneficios del empleo, o sometida de cualquier otro modo a discriminacion en el trabajo en base a su edad (sobre los 40), raza, religion, color, sexo, nacionalidad de origen o antepasados, discapacidad o asociacion con una persona discapacitada, registro de arresto, registro de conviccion, orientacion sexual, estado civil, embarazos o partos, participacion militar, pruebas geneticas, sometimiento a prueba de honestidad, o uso o no uso de productos legales en localidad de trabajo. Los empleados no pueden ser molestados en el lugar de trabajo basado en el estatus de proteccion ni deben de haber represalias en su contra por presentar una queja, por asistir con una queja, o por oponerse a la discriminacion en el lugar de trabajo.

Esperamos que todo el personal apoyara nuestras metas y las actividades de nuestros programas que se relacionan con la prohibicion de discriminacion en el trabajo.

PRESTACION DE SERVICIOS

Ningun solicitante calificado para servicio o participante del programa sera excluido a participar, negado beneficios, ode otro sometido a la discriminacion en base a su raza, color, nacionalidad de origen, edad, sexo, religion, creencias polfticas o discapacidad. Ningun empleado u otra persona debera intimidar, amenazar, coaccionar o discriminar a ninguna persona acreditada para el proposito de interferir con cualquier derecho o privilegio garantizado en virtud de una de las leyes aplicables sabre los derechos civiles, o porque ha presentado una queja, testificado, ayudado, o participado de alguna manera en una investigacion, procedimiento o audiencia en una de las leyes de derechos civiles aplicables. Acceso al programa para las personas con una discapacidad es tratado en la Ley de los Estadounidenses con una Discapacidad del 1990 *(Americans with Disabilities Act of 1990)* y en la Seccion 504 de la Ley de Rehabilitaciondel1973*(Rehabilitation Act of 1973)* segun enmendada. Segun la Ley de Cupones para Alimentos *(Food Stamp Act)* y la polftica del USDA-FNS, prohfbe la discriminacion sabre la base de la religion y las creencias o afiliacion polftica. Esta polftica se refiere a la elegibilidad para el acceso a la prestacion de servicios, y al tratamiento en todos los programas, servicios y actividades. Se espera que todos los empleados apoyen los objetivos y las actividades programaticas relativas a la no discriminacion enla prestacion de servicios.

Para ayudarnos a cumplir con todas las normas, reglamentos y pautas aplicables para la igualdad de oportunidad, yo he nombrado a

(Sr./Sra.) Molly Adzic Telefono (715)261-1454

Como Coordinador de lgualdad de Oportunidades, le exhortamos a discutir cualquier problema de discriminaci6n percibida en el empleo o la prestacion de servicios. lnformaci6n sabre el proceso de resoluci6n de la queja por discriminaci6n esta a su disposici6n bajo petici6n.

FIRMA del Director Ejecutivo

Fecha

7/14/2021

;Excepciones: En la secc ion 702(a) de! Titulo VII, 42 U.S.C. § 2000e-l (a), a las organizaciones religiosas se Jes permite preferencia de empleo a los miembros de su propia religion. La excepcion aplica unicamente a las instituciones cuya "finalidad y caracter son fundamentalmente religioso." Estas excepciones se aplican solo a las condiciones de empleo.

Appendix E
Equal Opportunity in Employment and Service Delivery Statement
U.S. Department of Agriculture – Food Nutrition Services
U.S. Department of Health and Human Services
PUBLIC NOTICE POSTING - LOBBIES & WAITING ROOMS

The (Marathon County) is an equal opportunity employer and service provider. If you need special assistance to access this material in an alternate format or need it to be translated to a different language, please call 715- 261-1451 (Voice); or if you are deaf and/or hard of hearing, call us through Wisconsin Relay at 711 or
(TTY/TDD).

This institution is prohibited from discriminating on the basis of race, color, national origin, disability age, sex, gender identity, sexual orientation and, in some cases, religion and political beliefs.

The U.S. Department of Health and Human Services (HSS) and Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. **(Not all prohibited bases will apply to all programs and/or employment activities.)**

The Federal Health Care Provider Conscience Protection Laws prohibit recipients of certain federal financial assistance from discrimination against health care providers because of the provider's refusal or willingness to participate in sterilization procedures or abortions contrary to or consistent with the provider's religious beliefs or moral convictions. These protections apply to employment and service delivery.

For information regarding the Supplemental Nutrition Assistance Program (SNAP), contact the USDA SNAP Hotline Number at 800-221-5689, or click on the State information /Hotline Number. Click on the link for a listing of the Wisconsin Income Maintenance (IM) Consortia's Call Center number for your area or county and/or local tribal contact numbers: Wisconsin IM Consortia.

If you wish to file a Civil Rights Program complaint of discrimination with USDA, complete the USDA Program Discrimination Complaint form, found online at http://www.ascr.usda.gov/complaint filing cust.html or at any USDA office, or call 866-632-9992, to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to USDA at:

U.S. Department of Agriculture
Director, Office of Adjudication 1400
Independence Avenue, S.W.
Washington D.C. 20250-9410
202-690-7442 (fax) or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Services at 800-877-8339; or 800-845-6163 (Spanish).

To file a complaint of discrimination regarding a program receiving federal financial assistance through the U.S. Department of Health and Human Services (HHS), write:

HHS Director, Office of Civil Rights
200 Independence Avenue, S.W. Room
509-F, HHH Building Washington, D.C.
20201
Toll free 800-368-1019 or 800-537-7697 (TDD)

Complaints can also be directed to: HHS
Office for Civil Rights-Region V
233 N. Michigan Avenue, Suite 240
Chicago, IL 60601
Toll free 800-368-1019, 315-353-5693 (TDD), or 312-886-1807 (Fax)

OHS, USDA and HHS are equal opportunity service providers and employers.

You may also file a formal discrimination complaint with the Department of Health Services (OHS). Any consumer that receives services and benefits funded by the HHS or USDA may file a civil rights complaint by contacting Wisconsin OHS, Office of Affirmative Action and Civil Rights Compliance (AN CRC). To file a complaint, write to:

Civil Rights Compliance Officer
P.O. Box 7850
1 West Wilson Street, Room 656

Madison, WI 53707-7850
608-266-9372 (Voice), 608-266-0583 (Fax)
Wisconsin Relay Services 711 or by dialing 1-888-701-1251 (TTY)

To assist us in complying with all applicable equal opportunity rules, regulations and guidelines, I have appointed
(Mr./Ms.) Molly Adzic Phone: 715-261-1454
as Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with him/her. Information about the discrimination complaint resolution process is available to you upon request.

SIGNATURE - Executive Director or Chief Executive Officer

Date Signed
7/14/2021

Appendix F
Equal Opportunity in Employment and Service Delivery Statement
U.S. Department of Health and Human Services
Department of Health Services Funded Programs
Health Care Facilities and Health Care Providers

(Marathon County) is an equal opportunity employer and service provider. If you need special assistance to access this material in an alternate format or need it to be translated to a different language, please call 715- 261-1451 (Voice); or if you are deaf and/or hard of hearing, call us through Wisconsin Relay at 711 or
(TTY/TDD).

This institution is prohibited from discriminating on the basis of race, color, national origin, disability age, sex, gender identity, sexual orientation or religion. The Federal Health Care Provider Conscience Protection Laws prohibit recipients of certain HHS federal financial assistance from discriminating against certain health care providers because of the provider's refusal or willingness to participate in sterilization procedures or abortions contrary to or consistent with the provider's beliefs or moral convictions. These prohibitions apply to employment and service delivery.

If you feel that someone or this institution has discriminated against you based on a protected basis, you may file an informal discrimination complaint with (Molly Adzic), Equal Opportunity Coordinator.

To assist us in complying with all applicable equal opportunity rules, regulations, and guidelines, we have appointed Mr. Frank Matel, (telephone: 715-261-1454) as Equal Opportunity Coordinator. You are encouraged to discuss any perceived discrimination problems in employment or service delivery with him/her.

You may also file a formal discrimination complaint with the Department of Health Services (OHS). Any consumer that receives services and benefits funded by the HHS or USDA may file a civil rights complaint by contacting Wisconsin OHS, Office of Affirmative Action and Civil Rights Compliance (AA/CRC). To file a complaint, write:

Civil Rights Compliance Officer
P.O. Box 7850
1 West Wilson Street, Room 656
Madison, WI 53707-7850
608-266-9372 (Voice), 608-266-0583 (Fax)
Wisconsin Relay Services 711 or 1-888-701-1251 (TTY)

Anyone can file written complaints with the Office of Civil Rights. It is recommended that you use the Civil Rights Discrimination Complaint Form Package. You can also request a copy of this form from an OCR regional office. If you need help filing a complaint or have a question about the complaint or consent forms, please email OCR at OCRMail@hhs.gov.

OR

To file a complaint of discrimination regarding any program receiving federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS

Director, Office of Civil Rights
200 Independence Avenue, S.W., Room 509-
F, HHH Building Washington, D.C. 20301 or
Toll Free 800-368-1019 or 800-537-7697 (TDD)

Complaints can also be directed to: HHS Office for Civil Rights-Region V 233 N. Michigan Avenue, Suite 240

Chicago, IL 60601
Toll Free 800-368-1019
800-537-7697 (TDD)
312-886-1807 (Fax)

Federal Health Care Provider Conscience Protection Laws complaints must be filed at the Federal level with the HHS Office for Civil Rights (OCR).

We recommend that you use the Civil Rights Discrimination Complaint Form Package, which can be found on the federal website at http://www.hhs.gov/ocr/civilrights/complaints/discrimhowtofile.pdf. However, you also may file a complaint by mail, fax or email. If you need help filing a complaint, please email HHS OCR at OCRMail@hhs.gov. . .

For further information, contact:

Director, Office for Civil Rights
U.S. Department of Health and Human Services 200

Independence Avenue, SW- Room 506-F Washington,
D.C. 20201
Toll Free 1-800-368-1019, 1-800-537-7697 (TDD)
Email: OCRMail@hhs.gov Website:
http://www.hhs.gov/ocr

(Marathon County), OHS, and HHS are equal opportunity service providers and employers.

Appendix G
USDA-FNS Employment and Service Delivery Statement for SNAP/FOODSHARE, WIC, TEFAP and FSET program recipients
WEBSITES OR WEBPAGES STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. **(Not all prohibited bases will apply to all programs and/or employment activities).**

If you wish to file a Civil Rights Program complaint of discrimination, complete the USDA Program Discrimination Compliant Form found online at http://www.ascr.usda.gov/complaint filing cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail:

U.S. Department of Agriculture Director,
Office of Adjudication 1400 Independence
Avenue, S.W. Washington D.C., 20250-
9410
202-690-7442 (Fax) or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish)

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at 800-221-5689, which is also in Spanish, or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State) found online at http://www.fns.usda.gov/snap/contact info/hotlines.htm

USDA is an equal opportunity provider and employer.

Co-authored by: Departments of Children and Families, Health Services; and Workforce Development
12/1/2013

Appendix H
Limited English Proficiency Policy Statement

The Marathon County is committed to provide equal opportunity in all programs, services and activities to persons with limited English proficiency (LEP). Program access for LEP persons is covered in Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of national origin; these protections are further affirmed in Executive Order 13166. Services include providing written translation and oral interpretation, free of cost, to LEP persons to ensure meaningful, accurate, and equal access to programs, benefits, and activities.

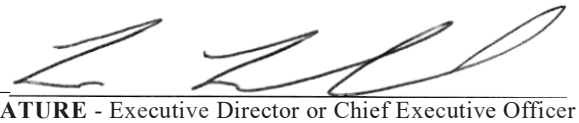
It is the policy of Marathon County to discourage the use of family members or friends as interpreters because this may violate the person's privacy and disclose sensitive and confidential information. It is our policy to inform all LEP customer of the right to free language assistance/interpreter services at no cost to the LEP customer. LEP customers who decline such services and request the use of a family member or friend will be ask to sign a Release acknowledging that this practice could result in a breach of confidentiality and he/she will not hold the agency responsible for any inaccurate translation or miscommunication.

This organization prohibits the use of minor children (18 years of age or younger) as an interpreter and will not allow minor children to interpret under any circumstances.

This agency monitors its changing demographics and population trends on an annual basis, to ensure awareness of the changing demographics and, language needs in our service area.

All sub-recipients contracting with this agency are required to comply with the LEP policies requirements.

To assist us in complying with all applicable limited English proficiency rules, regulations and guidelines, I have appointed (Mr./Ms.) Molly Adzic Phone (715)261-1454 as Limited English Proficiency Coordinator. LEP customers are encouraged to ask for language assistance or discuss any perceived discrimination problems with him/her. Information about discrimination complaint resolution process is available to you upon request.



SIGNATURE - Executive Director or Chief Executive Officer

7/14/2021
Date Signed

Appendix H
Kev Pab Cov Tsis Paub Lus As Kiv Txoj Cai Nthuav Tawm (Hmong)
LIMITED ENGLISH PROFICIENCY POLICY STATEMENT

Chaw Khiav Hauj Lwm _Marathon County_ cog lus yuav muab vaj huam sib luag rau cov neeg uas lawv hais tsis tau lus As Kiv kom lawv tau txais cov pab ib yam Ii lwm cov. Qhov kom sawv daws tau txais kev pab ib yam no yeej muab hais rau hauv tsab cai Title VI of the Civil Rights Act of 1964 uas txwv tsis pub ntxub ntxaug cais leej twg los ntawm nws keeb kwm haiv neeg (national origin); cov lus no tseem hais ntxiv nyob rau hauv tsab ntawv Executive Order 13166. Cov kev pab no yog pab txhais lus thiab txhais ntaub ntawv pub dawb rau cov hais tsis tau lus As Kiv xwv kom lawv tau txais kev pab ib yam nkaus Ii lwm cov thiab.

Nws yog txoj cai ntawm (Chaw Khiav Hauj Lwm Lub Npe) _Marathon County_ tsis pub siv ib tus neeg hauv tsev neeg los yog ib tus phooj ywg los ua tus txhais lus vim qhov no yog ib qho yuam cai ntawm tus uas nws muaj tej yam tsis pub lwm tus paub (person's privacy) thiab yuav muab tau yam uas tsis pub lwm tus paub ntawm nws tus kheej (confidential information) qhia tawm rau lwm tus. Nws yog peb txoj cai qhia rau cov uas lawv hais tsis tau lus As Kiv kom lawv paub txog txoj cai lawv muaj uas yog peb yuav tsum nrhia kom tau neeg txhais lus rau lawv yam tsis tau them dab tsi. Cov neeg tsis paub lus As Kiv uas tsis yuav kev pab es ho kom nws ib tus neeg txheeb ze txhais lus rau nws ntawd yuav tau kos npe rau ib daim ntawv (Release Form) lees paub tias qhov lawv cia ib tus neeg txheeb ze txhais lus no yuav ua rau lwm tus paub tej hauj lwm ntawm lawv tus kheej los muaj.
Yog thaum ho muaj Ii no los lawv yuav tsis nrog qhov chaw khiav hauj lwm no (this agency) yuav ib txoj cai dab tsi thiab yog thaum ho txhais tau cov lus tsis raug los lawv yuav tsis hais kom qhov chaw khiav hauj lwm ris lub nra.

Qhov chaw khiav hauj lwm no txwv tsis pub siv cov me nyuam tsis tau muaj hnub nyoog (18 xyoo rov hauv) los ua tus txhais lus tsis hais lub sij hawm twg los yog thaum twg.

lb xyoos twg, qhov chaw khiav hauj lwm no yuav tshawb xyuas cov pej xeem nyob hauv nws cheeb tsam muab kev pab kom paub cov neeg tsiv los ntxiv thiab cov tseem hais tsis tau lus As Kiv zoo seb muaj Ii cas xwv thiaj Ii paub npaj nrhiav kev pab rau lawv.

Tas nrho cov koom haum los yog chaw khiav hauj lwm uas muaj ntaub ntawv cog lus nrog peb qhov chaw khiav hauj lwm los yuav tsum ua kom tau raws Ii cov cai hais txog muab kev pab rau cov hais tsis tau lus As Kiv no tib si thiab.

Yuav kom pab peb ua tau raws Ii cov cai no, kuv tau tsa

(Mr./Ms.) Molly Adzic Xov Tooj (715) 261-1454

ua Tus Xyuas Kev Pab Cov Tsis Paub Lus As Kiv (Limited English Proficiency Coordinator.) Cov neeg tsis paub lus As Kiv yuav tau hu rau tus no thiab thov kev pab txhais lus los yog txhais ntawv, las yog hais rau nws paub yog thaum porn tias muaj kev ntxub ntxaug cais tsis kam muab kev pab thiab yog xav paub seb yog tsis txaus siab no yuav ua Ii cas.

Kos Npe ntawm Tu _____ tive Director or Chief Executive Officer _____ Hnub Kos Npe 7/14/2021

Co-authored by: Departments of Children and Families, Health Services; and Workforce Development
12/1/2013

Apendice H
Habilidad Limitada De Hablar Ingles Declaracion De La Politica (Spanish)
LIMITED ENGLISH PROFICIENCY POLICY STATEMENT

La (Nombre de la Organizaci6n) Marathon County
se compromete a proveer igualdad de oportunidad en todos los programas y servicios a aquellas personas con una habilidad limitada de hablar ingles *(Limited Engish Proficiency*- LEP por sus siglas en ingles). El acceso al programa para las personas LEP es tratado en el Tftulo VI del Acta 1964 de los Derechos Civiles *(Title VI of the Civil Rights Act of 1964)* el cual prohibe la discriminaci6n en base al origen nacional; estas protecciones se afirman con mas detalle en la Orden Ejecutiva 13166 *(Executive Order 13166).* Estos servicios inlcuyen traducci6n escrita e interpretaci6n oral, a ningun costo, a las personas LEP para garantizar acceso significativo, preciso y equitativo a los programas, beneficios y actividades.

Es la polftica de (Nombre de la Organizaci6n) **Marathon County**
□lentar uso de miembros de familia o amigos como interpretes ya que esto podria violar la privacidad de la persona y revelar informaci6n confidencial y sensible Es nuestra polftica el informar al cliente LEP sobre su derecho a recibir los servicios de asistencia/ interpretaci6n de lenguaje a ningun costo para el cliente LEP. A los clientes LEP que rechazen tales servicios y que soliciten el uso de un miembro de familia o amigo se les pedira que firmen un Formulario de Divulgaci6n de lnformaci6n *(Release Form)* que reconozca que esta practica podrfa constituir una infracci6n de la confidencialidad y que el/ella no hara a la agencia responsable por cualquier traducci6n incorrecta o por falta de comunicaci6n.

Esta organizaci6n prohfbe el uso de nifios menores (18 afios de edad o mas j6venes) como interpretes y no permitira que nifios menores sirvan de interpretes bajo ninguna circunstancias.

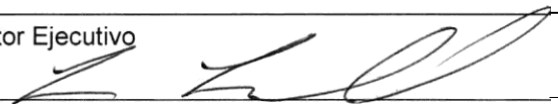
Esta agencia supervisa los cambios demograficos y las tendencias de la poblaci6n de forma anual, para garantizar el conocimiento de los cambios demograficos y, las necesidades de leguaje en nuestra area de servicio.

Todos los sub-beneficiarios de un contrato con esta agencia estan obligados a cumplir con los requisitos de las polfticas del LEP.

Para ayudarnos a cumplir con las normas, reglamentos y pautas aplicables con Habilidad Limitado de Hablar Ingles, yo he nombrado a

(Sr./Sra.) Molly Adzic Telefono (715) 261-1454

Como Coordinador del Habilidad de Hablar Ingles, exhortamos a los clientes LEP a discutir cualquier problema de discriminaci6n percibida en el empleo o la prestaci6n de servicios. lnformaci6n sobre el proceso de resoluci6n de la queja por discriminaci6n esta a su disposici6n bajo petici6n

FIRMA del Director Ejecutivo  Fecha 7/14/2021

Appendix I
Service Delivery of Employment Discrimination Complaint

Children and Families
DCF-F-156-E

Health Services F-
00166

Workforce Development DETS-
16707-E (R. 12/2013)

If you need help completing this form please contact

Name - Equal Opportunity Coordinator Molly Adzic	Phone (Voice) (715) 261-1454	Phone (TDD) ( ) -
Name of Complainant		Phone ( ) -

Address (number, street, city, state, zip code)

Basis for Service Delivery or Employment Discrimination Complaint: In service delivery, discrimination is prohibited on the following basis: age, color, disability, national origin, religion, political belief or affiliation , marital status, familial or parental status, race, sex, gender identity, sexual orientation, genetic testing, or all or part of an individual's income is derived from any public assistance program, retaliation for filing a complaint, or for assisting with a complaint, opposing discrimination in a program, service or activity conducted or funded with federal assistance.

Employment discrimination is prohibited on the basis of: age (over 40), national origin or ancestry, arrest record, conviction record, color, creed or religion, disability or association with a person with a disability, genetic testing, honesty testing, marital status, pregnancy or childbirth, military service, race, sex, sexual orientation, use or non use of lawful products off the employer's premises during non-working hours. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. The Federal Health Care Provider Conscience Protection Laws prohibit recipients of certain federal financial assistance from discrimination against health care providers because of the provider's refusal or willingness to participate in sterilization procedures or abortions contrary to or consistent with the provider's religious beliefs or moral convictions. These protections apply to employment and service delivery; however, not all prohibited bases will apply to all programs and/or employment activities.

Name of the Agency and/or Employee or Employer Against Whom the Complaint is Filed.

Describe the action or treatment that you think was discriminatory. Include information about who, what, when, where, how, why, and the names, addresses and phone numbers of any witnesses, if you know them. Please be specific about the date of the last incident. You may write this on another sheet of paper if you need more room. In the space below, please say how many pages are attached, if you need to add pages.

Description of the Relief or Satisfaction you Want:

SIGNATURE - Complainant or Complainant Representative

Date Signed

Co-authored by: Departments of Children and Families, Health Services; and Workforce Development

The information below is to be completed by the person at the agency who receives your complaint, looks into it and responds to you.

INFORMAL COMPLAINT

Date Received | Received By | Title

Agency

Actions and lndividual(s) to be Investigated:

Findings (Must be completed within 30 days):

Action Taken:

Further Action Required? Yes No

If yes, what action is recommended?

HOW TO FILE AN EMPLOYMENT OR SERVICE DELIVERY DISCRIMINATION COMPLAINT

Instructions for Completing Employment or Service Delivery Discrimination Complaint

If you feel that you have been treated differently because of your age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief or affiliation, military participation, or use or non use of lawful products off the employer's or service provider's premises during non-working hours, you may file a complaint. If you were wrongfully denied services, or if the treatment you received was separate or different from others, or if the program was not accessible to you, itmay be discrimination.

IMPORTANT: If your application for service was not taken or your were told you were not eligible for a particular program, BUT you feel you are eligible, ask the provider for a pamphlet which explains how to request a local agency appeal process or State administrative hearing review. Your right to appeal a decision or to request a State administrative hearing does not need to be connected to a discrimination complaint.

You may file an informal discrimination complaint with your employer or service provider, or you may file a formal discrimination complaint with a state or federal agency. Complaints alleging discrimination on the basis of age in programs funded by U.S. Department of Agriculture, Food and Nutrition Services (USDA- FNS) must be filed directly with the USDA Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. This complaint will be forwarded to the appropriate FNS Regional OCR within five (5) working days after receipt. No one may threaten or harass you for making a complaint. No one may threaten or harass your witnesses because they are willing to say what they saw, heard or experienced.
Complaints filed under the Federal Health Care Provider Conscience Protection Laws must be filed directly with HHS Office of Civil Rights.

All formal complaints must be filed within 180 days of the event or treatment you feel was discrimination. However, you should file the complaint as soon as possible after the action took place. IF you file an informal complaint and you are not satisfied with the resolution, you can still file a formal complaint as long as you do it within filing time frame. Do not wait until after the filing deadline to get an answer to the informal complaint if you plan to make a formal complaint.

To file an informal discrimination complaint with your provider or employer, request a discrimination complaint form by calling the Equal Opportunity Coordinator at or TDD

Send the completed form back to your provider's Equal Opportunity Coordinator. His or her name should be on this form.

If you wish to file a formal discrimination complaint, you may send the completed complaint form directly to the appropriate state or federal agency listed on the following pages. Include a letter stating that you are making a formal complaint to their agency as the funding source. Staff of the state or federal agency will provide the results to you within 90 days.

Children and Families | Health Services | Workforce Development

File formal discrimination complaints about these services with the state agency listed below.

PROGRAM	STATE **AGENCY**
Wisconsin (WI) Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the WI Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refuoee Cash and Medical Assistance)	**WI Department of Children and Families** 201 E. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 608-266-5335 (voice) 800-864-4585 (TTY}
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the WI Department of Health Services	**WI Department of Health Services** Office of Affirmative Action and Civil Rights Compliance 1 W. Wilson, Room 656 P.O. Box 7850 Madison, WI 53707 608-266-9372 (voice) 608-266-0583 (fax) 888-701-1251 (TTY) or Wisconsin Relay 711
Wisconsin Workforce Investment Act, and other programs administered by the Wisconsin Department of Workforce Development.	**WI Department of Workforce Development** ATTN: Equal Opportunity Officer 201 E. Washington Ave, Room G100 P.O. Box 7972 Madison, WI 53707-7972 608-266-6889 (voice); 866-275-1165 (TDD)
Unsubsidized and Trial Jobs Complaints. Any employment condition as an employee of DCF, OHS and/or DWD funded entities and their subcontractors.	**Equal Rights Office** P.O. Box 8928 Madison, WI 53708 608-266-6860 (voice) : 608-264-8752 (TDD) **Equal Rights Office** 819 North Sixth Street, Room 255 Milwaukee, WI 53203 414-227-4384 (voice); 414-227-4081 (TDD) **U.S. Equal Employment Opportunity Commission** Reuss Federal Plaza 310 West Wisconsin Ave., Suite 800 Milwaukee, WI 53203-2292 800-669-4000 (voice) 414-297-4133 (fax); 800-669-6820 (TTY) **Milwaukee District Office** U.S. Department of Labor, OFCCP Federal Building 310 West Wisconsin Avenue, Suite 1115 Milwaukee, WI 53203 414-297-3821 (voice); 414-297-4038 (fax)

You also have the right to file a formal complaint with a federal agency listed below.

PROGRAM	FEDERAL **AGENCY**
Formal Discrimination Complaints about any of the above services administered by the Wisconsin Department of Health Services. Formal Discrimination Complaints filed based on the Federal Health Care Providers Conscience Protection Law.	**Office for Civil Rights** **U.S. Department of Health and Human Services** 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201 800-368-1019 (voice, toll free) 800-537-7697 (TDD toll free) **U.S. Dept. of Health and Human Services Office for Civil Rights - Region V** 233 **N.** Michigan Ave., Suite 240 Chicago, IL 60601 800-368-1019 (voice, toll free) 312-886-1807 (fax) 800-537-7697 (TDD, toll free)
Formal Discrimination Complaints about any program receiving federal assistance.	**Coordination and Review Section - NWB Civil Rights Division** **U.S. Department of Justice** 950 Pennsylvania Avenue, NW Washington, D.C. 20530 888-848-5306 - English and Spanish (ingles y espafiol) 202-307-2222 (voice) 202-307-2678 (TDD) **Title VI Hotline:** 1-888-TITLE-06 (1-888-848-5306) (Voice/ TDD) **Disability Complaints:** **U.S. Department of Justice Civil Rights Division** 950 Pennsylvania Avenue, NW Disability Rights Section - NYAV Washington, DC 20530 800-514-0301 (voice) 800-514-0383 (TTY) (also in Spanish)
If you wish to file a Civil Rights Program of Discrimination with the USDA for the Supplemental Nutrition Assistance Program (SNAP) (Formerly known as the Food Stamp Program at the Federal level) FoodShare (Formerly known as the Food Stamps in Wisconsin), WIC, TEFAP and the Food Stamp Employment and Training (FSET) Program **complete the USDA Program Discrimination Complaint** found online at: http://www.ascr.usda.gov/complaint filing cust.html, or at any USDA office, or call 866-623-9992 to request a form.	USDA Director, Office of Adjudication 1400Independence Avenue, SW Washington, D.C. 20250-9410 866-632-9992 (request a form) Email: program.intake@usda.gov 800-877-8339 (Federal Relay Services) 800-845-6136 (Spanish)

Appendix I
Ua Ntawv Tsis Txaus Siab Rau Kev Ntxub Ntxaug Cais Neeg Hauv Kev Pab Cuam Los Yog Kev Ua Hauj Lwm (Hmong)

SERVICE DELIVERY OR EMPLOYMENT DISCRIMINATION COMPLAINT

Yog koj xav tau kev pab ua daim ntawv no, hu rau los yog mus ntsib:

Tus Xyuas Kev Muab Vaj Huam Sib Luag (Equal Opportunity Coordinator) ***Molly* Adzic**	Xov Tooj (Suab) (715) 261-1454	Xov Tooj (TDD) [ ]
Tus Tsis Txaus Siab Lub Npe (Name of Complainant)	Xov Tooj ( )	

Chaw Nyob (number, txoj kev, lub zos, lub xeev, zip code)

Tsis Txaus Siab Rau Kev Ntxub Ntxaug Cais Neeg Tawm Hauv Kev Pab Cuam los yog Kev Ua Hauj Lwm (Basis for Service Delivery or Employment Discrimination Complaint:) Nyob hauv kev pab cuam, txwv tsis pub ntxub ntxaug muab ib tus twg cais tawm vim nws nyob rau cov nqe lus no: hnub nyoog, tsos nqaij daim tawv, muaj mob xiam oob qhab, keeb kwm teb chaws, kev ntseeg, ntseeg las yog koom nrog ib fab kev tswj hwm teb chaws txawv (siv rau hauv USDA-FNS cov kev pab cuam xwb), haiv neeg, poj niam/txiv neej las yog pauj txiaj ntsim rau qhov nws tau ua ntawv tsis txaus siab, las yog tau pab ib tus ua ntawv tsis txaus siab, tsis nrog porn zoo rau kev ntxub ntxaug cais neeg tawm nyob rau hauv ib qhov kev pab cuam.

Nyob hauv kev ua hauj lwm, txwv tsis pub ntxub ntxaug muab ib tus twg cais tawm vim nws nyob rau cov nqe lus no: hnub nyoog (tshaj 40), keeb kwm teb chaws las yog poj koob yawm txwv, raug ntes raug kaw, tsos nqaij daim tawv, kev ntseeg, muaj mob xiam oob qhab las yog koom nrog ib tus neeg xiam oob qhab, kuaj kom paub caj ces/noob (genetic testing), sim txog kev ncaj ncees (honesty testing), muaj txij nkawm las tsis muaj, cev xeeb tub las yog tau me nyuam, ua tub rag, poj niam/txiv neej, kev plees kev yi txawv, siv las yog tsis siv tej khoom tsis txhaum cai uas tsis yog nyob ntawm tus tswv hauj lwm thaj chaw thaum tsis yog lub sij hawm ua hauj lwm. Tsis pub zes las yog thab cov neeg ua hauj lwm hauv qhov chaw ua hauj lwm las ntawm qhov lawv yog cov uas muaj txoj cai pab tiv thaiv lawv las yog tsis pub ua phem rau leej twg kom tau pauj txiaj ntsim rau qhov nws tau ua ntawv tsis txaus siab, tau pab lwm tus ua ntawv tsis txaus siab, las yog tau tawm tsam txoj kev ntxub ntxaug cais neeg hauv qhov chaw ua hauj lwm.

Lub npe ntawm qhov chaw khiav hauj lwm thiab/los yog lwm tus neeg ua hauj lwm las yog tus tswv hauj lwm uas daim ntawv tsis txaus siab no ua foob nws.

Piav kom meej qhov uas lawv ua rau koj ntawd uas koj ntseeg tias yog nxtub ntxaug cais neeg. Muab kom tau xws Ii nws yog leej twg, yog dab tsi, thaum twg, nyob qhov twg, ua Ii cas, vim Ii cas, thiab yog muaj neeg ua pov thawj lub sij hawm ntawd no muab kom tau lawv lub npe, chaw nyob thiab xov tooj. Hais kom meej seb qhov teeb meem tshwm sim hnub twg. Yog qhov chaw hauv qab no tsis txaus sau koj cov lus, koj muab mus sau ntxiv rau ib daim ntawv tshiab las tau. Nyob rau qhov chaw hauv qab no, qhia seb muaj pes tsawg phab ntawv ntxiv uas muab tom ua ke nrog daim no.

Piav seb yuav kom daws qhov teeb meem Ii cas thiaj tau raws Ii koj siab nyiam (Description of the relief or satisfaction you want):

Tus Neeg Tsis Txaus Siab las yog nws Tus Sawv Cev Kos Npe

Hnub Kos Npe (mm/dd/yyyy)

APPENDIX,..ttxuas *ntxiv Daim Ntawv Tsis Txaus Siab rau Kev Pab Guam /os yog Kev Ua Hauj Lwm*

Cov lus hauv qab no yog cia rau qhov chaw uas koj tsis txaus siab rau ua tus teb xa rov qab rau koj.

Daim Ntawv (Form)

Hnub Txais Tau	Tus Neeg Txais Daim Ntawv Lub Npe	Nws Tuav Hauj Lwm Dab Tsi (Title)

Qhov Chaw Lub Npe (Agency)

Cov Hauj Lwm Yuav Nqes Tes Ua thiab Cov Neeg Uas Yuav Raug Nug Txog Qhov Teeb Meem (Actions and lndividual(s) to be Investigated:)

Tshawb Tau Dab Tsi (Findings) (Yuav tsum ua kom tiav tsis pub dhau 30 hnub):

Cov Hauj Lwm Tau Nqes Tes Ua Lawm (Action Taken:)

Puas Tshuav Dab Tsi Yuav Ua Ntxiv? (Further Action Required?) Yog Tshuav, yog dab tsi?

D Tshuav D Tsis Tshuav

Children and Families
DCF-F-156-E

Health Services P-00166

Workforce Development
DETS-16707-E

Children and Families
DCF-F-156-E

Health Services
F-00166

Workforce Development
DETS-16707-E

APPENDIX I: cont'd

YUAV UA NTAWV TSIS TXAUS SIAB RAU KEV NTXUB NTXAUG CAIS NEEG HAUV KEV UA HAUJ LWM LOS YOG KEV PAB CUAM Li CAS

HOW TO FILE AN EMPLOYMENT OR SERVICE DELIVERY DISCRIMINATION COMPLAINT

Yog koj xav tias luag ua tsis ncaj rau koj vim koj lub hnub nyoog, haiv neeg, kev ntseeg, tsos nqaij daim tawv, poj niam/txiv neej, keeb kwm teb chaws los yog poj koob yawm txwv, muaj mob xiam cob qhab los yog muaj kev koom nreg ib ib tug neeg muaj mob xiam cob qhab, raug ntes raug kaw, kev plees kev yi txawv, muaj txij nkawm los tsis muaj los yog cev xeeb tub, ntseeg los yog koom nrog ib fab kev tswj hwm teb chaws txawv, ua tub reg, siv los yog tsis siv tej khoom tsis txhaum cai uas tsis yog nyob ntawm tus tswv hauj lwm thaj chaw thaum tsis yog lub sij hawm ua hauj lwm, koj yuav ua daim ntawv tsis txaus siab tau. Yog luag tsis kam muab kev pab rau koj raws txoj cai, los yog qhov kev pab koj tau txais ntawd raug muab cais los yog muab tsis thooj Ii lwm tus, los yog qhov pab koj raug muab faib tsis thooj Ii lwm tus los sis txawv dua lwm tus Ii, los yog qhov kev pab cuam ntawd tsis yooj yim rau koj mus cuag tau lawv, tej zaum nws yuav yog lawv ua tsis ncaj lawm tiag.

TSEEM CEEB: Yog luag tsis kam txais koj daim ntawv thov kev pab los yog luag hais rau koj tias koj tsis muaj feem tau txais ib qhov kev pab twg, TIAM SIS koj xav tias koj yeej muaj feem tau txais, nug qhov chaw ua hauj lwm muab kev pab ntawd kom lawv muab daim ntawv qhia txog qhov chaw ua hauj lwm txoj kev pab daws teeb meem tsis txaus siab los yog lub Xeev txoj kev pab taug kev ncaj ncees seb yuav ua Ii cas. Koj txoj cai thov kom rev qab muab qhov luag tau txiav txim ntawd los sib hais dua los yog thov kom Xeev tsa ib lub rooj taug kev ncaj ncees no nws tsis tas yuav tsum yog tsis txaus siab vim muaj kev ntxub ntxaug cais neeg tsis kam pab xwb.

Qhov ua ntaub ntawv tsis txaus siab los ntawm kev ntxub ntxaug cais neeg no, koj yuav ua xa mus rau koj tus tswv hauj lwm los yog qhov chaw muab kev pab cuam, los yog ua xa mus rau tsoom fwv xeev los yog tsoom fwv teb chaws qhov chaw ua hauj lwm muab kev pab. Tab sis, cov ntaub ntawv ua tsis txaus siab vim hnub nyoog raws Ii United States Department of Agriculture, Food and Nutrition Services (USDA-FNS) cov kev pab cuam txoj cai ntawd, yuav muab xa mus rau FNS Regional OCR tsis pub dhau 5 hnub tom qab tau txais daim ntawv tsis txaus siab. FNS Regional OCR yuav muab koj daim ntawv tsis txaus siab xa mus rau Federal Medication and Conciliation Services (FMCS) tsis pub dhau 10 hnub suav txij hnub luag tau txais koj daim ntawv. Yuav tsis pub ib tus twg tso hem thawj los yog thab zes koj vim koj tau ua ntawv tsis txaus siab. Yuav tsis pub ib tus twg tso hem thawj los yog thab zes koj cov neeg ua pov thawj vim lawv tau hais raws Ii lawv porn, hnov thiab ntsib los mus.

Cov ntawv tsis txaus siab yuav tsum ua tsis pub dhau 180 hnub suav txij hnub koj ntseeg tias muaj qhov teeb meem ntxub ntxaug cais neeg los mus. Tab txawm Ii no los, koj yuav tau ua kom sai Ii sai tau tom qab qhov teeb meem tshwm sim. YOG koj xub ua ntawv tsis txaus siab mus sib hais rau ntawm koj tus tswv hauj lwm los yog qhov chaw muab kev pab es koj ho tsis txaus siab raws Ii qhov luag tau txiav txim ntawd, koj tseem muaj cai ua ntawv tsis txaus siab ntxiv mus rau theem siab hauv xeev los yog tsoom fwv teb chaws thiab, tsuav yog koj ua raws lub sij hawm tsis pub dhau xwb. Yog koj yeej npaj yuav ua ntawv tsis txaus siab mus rau theem siab hauv xeev los yog tsoom fwv teb chaws no ces koj tsis tas tos kom tau lus teb los ntawm qhov koj xub ua mus rau koj tus tswv hauj lwm los yog qhov chaw muab kev pab tso.

Yog koj yuav ua daim ntawv tsis txaus siab mus rau koj tus tswv hauj lwm los yog qhov chaw muab kev pab, koj yuav tau thov kom lawv muab ib daim qauv rau koj. Hu rau los yog mus ntsib tus Xyuas Txog Kev Muab Vaj Huam Sib Luag (Equal Opportunity Coordinator) ntawm ( ) lossis TDD ( ) . Tom qab muab daim qauv los yog daim form ua tiav lawm, rev qab muab xa mus rau tus Xyuas Txog Kev Muab Vaj Huam Sib Luag. Nws tus xov tooj yuav tsum muaj nyob rau ntawm daim form no.

Yog koj xav ua daim ntawv tsis txaus siab mus rau theem siab hauv xeev los yog tsoom fwv teb chaws, koj yuav tau xa ncaj nraim mus rau tsoom fwv xeev los yog tsoom fwv teb chaws qhov chaw ua hauj lwm uas tau muab teev rau nplooj ntawv phab tom qab no. Nreg rau tsab ntawv tsis txaus siab no koj yuav tau sau ib daim hais qhia rau lawv tias koj tsis txaus siab rau ib qhov chaw ua hauj lwm muab kev pab los yog ib tus tswv hauj lwm uas tau nyiaj ntawm lawv los khiav hauj lwm pab sawv daws. Cov neeg khiav hauj lwm hauv xeev los yog tsoom fwv teb chaws yuav ua ntawv tuaj qhia rau koj paub tsis pub dhau 90 hnub seb qhov teeb meem muab daws Ii cas lawm.

APPENDIXfcont'd: Ua ntawv tsis txaus siab txog cov kev pab cuam no xa mus rau cov chaw khiav hauj lwm hauv xeev teev hauv qab no.

KEV PAB CUAM (PROGRAM)	TSOOM FWV XEEV COV CHAW KHIAV HAUJ LWM (STATE AGENCY)
Wisconsin Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, and other programs administered by the Wisconsin Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance),	**Wisconsin Department of Children and Families** 201 E. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 Voice: (608) 266-5335 TTY: 1-800-864-4585
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired and Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), and other programs administered by the Wisconsin Department of Health Services.	**Wisconsin Department of Health Services** Office of Civil Rights Compliance 1 W. Wilson, Room 561 P.O. Box 7850 Madison, WI 53707 Voice: (608) 266-9372 TTY: 1-888-701-1251
Wisconsin Workforce Investment Act, thiab lwm cov kev pab cuam uas yog Wisconsin Department of Workforce Development ua tus saib xyuas.	**Wisconsin Department of Workforce Development** ATTN: Equal Opportunity Officer 201 E. Washington Ave, Room G100 P.O. Box 7972 Madison, WI 53707-7972 Voice: (608) 266-6889 TDD: 866-275-1165
Unsubsidized and Trial Jobs Complaints. Tsis txaus siab rau cov chaw khiav hauj lwm uas tau nyiaj los ntawm DCF, OHS los yog DWD (Any employment condition as an employee of DCF, OHS and or DWD funded entities and their subcontractors.)	Equal Rights Office P.O. Box 8928 Madison, WI 53708 Telephone: (608) 266-6860 TDD-Hearing Impaired: (608) 264-8752 Equal Rights Office 819 North Sixth Street, Room 255 Milwaukee, WI 53203 Telephone: (414) 227-4384 TDD: (414) 227-4081 U.S. Equal Employment Opportunity Commission 310 W. Wisconsin Ave., Suite 800 Milwaukee, WI 53203 Telephone: 414-297-1111, TDD: 414-297-1115

	The Office of Federal Contract Compliance U.S. Department of Labor 230 South Dearborn Street Chicago, IL 60603 Telephone: 312-353-2158, TDD: 312-353-2158

APPENDIX..,:cont'd: Koj tseem muaj cai ua ntawv tsis txaus siab xa mu rau ib qhov chaw khiav hauj lwm ntawm tsoom fwv teb chaws teev nram qab no thiab.

KEV PAB CUAM (PROGRAM)	TSOOM FWV TEB CHAWS COV CHAW KHIAV HAUJ LWM (FEDERAL AGENCY)
Ua ntawv tsis b<aus siab tsis hais qhov kev pab cuam twg uas tau teev los saum toj no uas yog Wisconsin Department of Health Services ua tus saib xyuas.	HHS, Director, Office for Civil Rights Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 (202)-619-0403 (Voice) (202)-619-3257 (TTY) U.S. Dept. of Health and Human Services Office for Civil Rights Region V, 233 N. Michigan Ave. Chicago, IL 60601 Telephone: 312-886-2359, TDD: 315-353-5693
Ua ntawv tsis b<aus siab tsis hais qhov kev pab cuam twg (Formal Discrimination Complaint about any program.)	U.S. Dept of Justice Civil Rights Division 10th and Pennsylvania Ave., NW Washington, D.C. 20530 Telephone: 202-514-0301, TDD: 800-800-3302
Ua ntawv tsis b<aus siab b<og qhov kev pab cuam Supplemental Nutrition Assistance Program (SNAP) (thaum ub hu ua Food Stamp Program nyob rau theem siab ntawm Tsoom Fwv teb chaws) FoodShare (thaum ub hu ua Food Stamps in Wisconsin), WIC, TEFAP thiab qhov kev pab cuam Food Stamp Employment and Training (FSET) Program.	USDA Director, Office of Civil Rights 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 (800)-795-3272 (Voice) **(202)-720-6382 (TTY)** Food and Consumer Services Civil Rights Program U.S. Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 (312)-353-1457(Voice)

Apendice I
Formulario De Quejas Por Discriminacion En El Empleo O La Prestacion De Servicios (Spanish)
SERVICE DELIVERY OR EMPLOYMENT DISCRIMINATION COMPLAINT

Coordinador de lgualdad de Oportunidades	Numero de Telefono	Numero de Telefono (TDD)
Molly Adzic	(715) 261-1454	( ) -

Nombre del Reclamante	Numero de Telefono
	( ) -

Direcci6n (Numero, Calle, Ciudad, Estado, C6digo Postal)

Basesparaquejapordiscriminaci6nenlaprestaci6ndeserviciosoelempleo: Enlaprestaci6ndeservicios, seprohibeladiscriminaci6nsabrela basesiguiente: edad, color, discapacidad, origennacional, religi6n, opini6n polftica o de afiliaci6n (se aplican a las programas de USDA-FNS solamente), raza, sexo o represalias par presentar una queja, o par ayudar con una queja, par oposici6n de discriminaci6n en un programa, servicio o actividad.

La discriminaci6n en el empleo esta prohibida sabre la base de: edad (mayor de 40), origen nacional o ascendencia, antecedentes penales, registro de convicci6n, color, credo o religi6n, discapacidad o asociaci6n con una persona con una discapacidad, pruebas geneticas, pruebas de honestidad, estado civil, embarazo o parto, servicio militar, raza, sexo, orientaci6n sexual, uso o no uso de productos legales fuera de las locales del empleador durante las horas que no sean de trabajo. Los empleados no pueden ser molestados en el lugar de trabajo basado en su estatus de protecci6n ni tomar represalias en su contra par presentar una queja, para ayudar con una denuncia, o par oponerse a la discriminaci6n en el lugar de trabajo.

Nombre de la Agencia y/o del Empleado Contra Quien se Present6 la Queja.

Describir la acci6n o el tratamiento que usted piensa fue discriminatorio. lncluya informaci6n sabre quien, que, cuando, d6nde, c6mo, par que, y las nombres, direcciones y numeros de telefono de las testigos, si usted las sabe. Par favor, proporcione la fecha exacta del ultimo incidente. Usted puede escribir en otra hoja de papel si necesita mas espacio. En el espacio de abajo, favor de indicar cuantas paginas hay adjuntas, si es necesario ar'iadir paginas.

Descripci6n de la Soluci6n o lndemnizaci6n que Ud. desea:

FIRMA del Demandante o Representante del Demandante — Fecha de la Firma

COMO PRESENTAR UNA QUEJA POR DISCRIMINACION EN EL

EMPLEO O LA PRESTACION DE SERVICIOS
HOW TO FILE AN EMPLOYMENT OR SERVICE DELIVERY DISCRIMINATION COMPLAINT

Si usted siente que se le ha tratado de forma diferente debido a su edad, raza, religion, color, sexo, origen nacional o ascendencia, discapacidad o asociacion con una persona que tiene una discapacidad, antecedentes penales o registro de conviccion, orientacion sexual, estado civil o embarazo, creencias o afiliacion politica, participacion militar, use o no use de productos legales fuera de los locales del empleador durante las horas que no sean de trabajo, usted podria presentar una queja. Si a usted le fueron negados servicios per error, o si el tratamiento que usted recibio fue separado o diferente al de otros, o si el programa no fue accesible para usted, podria ser discriminacion.

IMPORTANTE: Si no le aceptaron su solicitud o le dijeron que usted no era elegible para un programa en particular, PERO usted cree que usted es elegible, pida al proveedor que le de un panfleto el cual explica come solicitar un proceso de apelacion de la agencia local o una audiencia administrativa a nivel estatal. Su derecho de apelar a una decision o a solicitar una audiencia administrativa a nivel estatal no tiene que estar relacionado con una queja per discriminacion.

Usted puede presentar una queja informal per discriminacion a su empleador o proveedor de servicios, o puede presentar una queja formal a una agencia estatal o federal. Sin embargo, las quejas basadas en la discriminacion sobre la base de edad para los programas del *United States Department of Agriculture, Food and Nutrition Services* (USDA-FNS), esta queja se enviara al *FNS Regional OCR* apropiado dentro de los 5 dias habiles de haberla recibido . *FNS Regional OCR* recomendara la queja al *Federal Mediation and Conciliation Services* (FMCS) dentro de los 10 dias de la recepcion inicial per la agencia. Nadie puede amenazar o molestar a sus testigos porque ellos esten dispuestos a decir lo que vieron, escucharon o experimentaron.

Todas las quejas formales deben presentarse en un plazo de 180 dias del suceso o trato que usted piensa fue discriminatorio. Sin embargo, usted debe presentar la queja tan pronto come sea posible despues del suceso. Si usted presenta una queja informal y no esta satisfecho con el resultado, todavia puede presentar una queja formal siempre y cuando lo haga en un plazo de 180 dias a partir de la presunta discriminacion. No espere hasta despues de los 180 dias para recibir una respuesta a su queja informal si esta planeando presentar una queja formal.

Para presentar una queja informal per discriminacion a su proveedor o empleador, !lame al Coordinador de lgualdad de Oportunidades ***(Equal Opportunity Coordinator)*** al ( ) o TDD ( ) para solicitar un formulario de queja.

Llene el formulario y envielo al Coordinador de lgualdad de Oportunidades de su proveedor. Encontrara el nombre del Coordinador en este formulario.

Si usted desea presentar una queja formal de discriminacion, puede enviar el formulario de queja directamente a una de las oficinas estatales o federales que aparecen en la lista en las paginas que siguen a continuacion. lncluya una carta indicando que usted esta presentando una queja formal a su agencia come la fuente de fondos. El personal de esa agencia investigara su queja y le respondera dentro de 90 dias.

Presente quejas formales de discriminaci6n sobre estos servicios con una agencia estatal de las que figuran a continuaci6n.

PROGRAMA	AGENCIA ESTATAL
Wisconsin Works (W-2), (W-2) Transitions, Temporary Assistance to Needy Families (TANF), Brighter Futures Initiative, Child Support, Early Care and Education, Head Start, Child Care and Day Care Certification Programs, Child Welfare, Milwaukee Child Welfare and Integration Programs, Emergency Assistance, Families and Economic Security, Community Service Jobs, Job Access Loans, Adoption and Foster Care Programs, Safety and Permanence Programs (Out-of-Home Care, Safety and Well Being, Program Integrity), Child Placement Services, Child Abuse and Neglect, Protective Services, Kinship Care, Domestic Abuse/Domestic Violence Programs, y otros programas administrados par el Wisconsin Department of Children and Families. Refugee and Immigrant Services (Social Services, Older Refugee, Family Strengthening, Health Services, Preventative Health Services, Mental Health, Refugee Cash and Medical Assistance),	**Wisconsin Department of Children and Families** 201 E. Washington Ave, Second Floor P.O. Box 8916 Madison, WI 53708-8916 Vaz: (608) 266-5335 TTY: 1-800-864-4585
Medical Assistance Services, Medicaid, BadgerCare Plus, FoodShare (formerly Food Stamps Program in Wisconsin), TEFAP, SeniorCare, Community Aid, Long Term Care, Mental Health and Substance Abuse, Services to the Deaf and Hard of Hearing, Blind and Visually Impaired an<:l Persons with Disabilities, Family Care, Public Health Services, Community Health Center Programs, WIC (Women, Infants and Children), y otros programas administrados par el Wisconsin Department of Health Services.	**Wisconsin Department of Health Services** Office of Civil Rights Compliance 1 W. Wilson, Room 561 P.O. Box 7850 Madison, WI 53707 Vaz: (608) 266-9372 TTY: 1-888-701-1251
Wisconsin Workforce Investment Act, y otros programas administrados par el Wisconsin Department of Workforce Development.	**Wisconsin Department of Workforce Development** ATTN: Equal Opportunity Officer 201 E. Washington Ave, Room G100 P.O. Box 7972 Madison, WI 53707-7972 Vaz: (608) 266-6889 TDD: 866-275-1165
Quejas para Trabajos Sin Subsidios o de Prueba (Unsubsidized and Trial Jobs Complaints). Cualquier condici6n de trabajo coma empleado del DCF, OHS y / o entidades financiadas del DWD y sus subcontratistas.	**Equal Rights Office** P.O. Box 8928 Madison, WI 53708 Telefono: (608) 266-6860 TDD: (608) 264-8752 Equal Rights Office 819 North Sixth Street, Room 255 Milwaukee, WI 53203 Telefono: (414) 227-4384 TDD: (414) 227-4081 **U.S. Equal Employment Opportunity Commission** 310 W. Wisconsin Ave., Suite 800 Milwaukee, WI 53203 Telefono: 414-297-1111, TDD: 414-297-1115 **The Office of Federal Contract Compliance** U.S. Department of Labor 230 South Dearborn Street Chicago, IL 60603

	Telefono: 312-353-2158, TDD: 312-353-2158

Usted tambien tiene derecho a presentar una queja formal ante una agencia federal que figura a continuaci6n.

PROGRAMA	AGENCIA FEDERAL
Queja Formal sobre cualquier de los servicios anteriores administrados por el Wisconsin Department of Health Services.	**HHS, Director, Office for Civil Rights** Room 506-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 (202)-619-0403 (Voz) (202)-619-3257 {TTY} **U.S. Dept. of Health and Human Services** Office for Civil Rights Region V, 233 N. Michigan Ave. Chicago, IL 60601 Telefono: 312-886-2359, TDD: 315-353-5693
Queja Formal de Discriminaci6n sobre cualquier programa.	**Civil Rights Division** **U.S. Department of Justice** 950 Pennsylvania Avenue, N.W. Washington, D.C. 20530 (888) 848-5306 - (ingles y espariol) (202) 307-2222 (voice) (202) 307-2678 (TDD) **Liena Directa Del Titulo VI:** 1-888-TITLE-06 (1-888-848-5306) (Voice/ TDD) **<u>Queja de Discapacidad:</u>** **U.S. Department of Justice Civil Rights Division** 950 Pennsylvania Avenue, NW Disability Rights Section - NYAV Washington, DC 20530 800-514-0301 (voice) 800-514-0383 (TTY) (En Espanol)
Queja Formal por Discriminaci6n para el Supplemental Nutrition Assistance Program (SNAP) (Anteriormente conocido como el Food Stamp Program a nivel federal) FoodShare (Anteriormente conocido como el Food Stamp Program en Wisconsin), WIC, TEFAP y el Food Stamp Employment and Training (FSET) Program.	**USDA Director, Office of Civil Rights** 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 (800)-795-3272 (Voz) (202)-720-6382 (TTY} **Food and Consumer Services** Civil Rights Program U.S. Department of Agriculture 77 Jackson Boulevard, 20th Floor Chicago, IL 60604 (312)-353-1457(Voz)

Appendix J
Complainant Consent/Release

Children and Families DCF-F-157 Health Services F-00167 Workforce Development
DETS-16708-E (R. 12/1/2013)

Complainant's Name			Date Completed	
Address		City	State	Zip Code
Telephone Number - -	Cell Phone Number - -	Email Address		

Program(s) for which this Consent *I* Release form applies

Please read the information below, initial the appropriate space, sign and date this form.

I have read the Notice of Investigatory Uses of Personal Information by DCF, DHS or DWD. As a complainant, I understand that in the course of a preliminary inquiry or investigation it may become necessary for DCF, DHS or DWD to reveal my identity to persons at the organization or institution under investigation. I am also aware of the obligations of DCF, DHS or DWD to honor requests under the Freedom of Information Act. I understand that it might be necessary for DCF, DHS or DWD to disclose information, including personally identifying details, which it has gathered as a part of its preliminary inquiry or investigation of my complaint. In addition, I understand that, as a complainant, I am protected by federal regulations from intimidation or retaliation for having taken action or participated in an action to secure rights protected by nondiscrimination statutes enforced by the federal government.

CONSENT/ RELEASE

CONSENT GRANTED - I have read and understand the above information and authorize DCF, DHS or DWD to reveal my identity to persons at the organization or institution under investigation and to other federal agencies that provide federal financial assistance to the organization or institution or also have civil rights compliance oversight responsibilities that cover that organization or institution. I hereby authorize DCF, DHS or DWD to receive material and information about me pertinent to the investigation of my complaint. This release includes, but is not limited to, applications, case files, personal records, and or medical records. I understand that the material and information will be used for authorized civil rights compliance and enforcement activities. I further understand that I am not required to authorize this release, and I do so voluntarily. Place your Initials on this line if you give consent: *(Initials)*.

CONSENT DENIED - I have read and understand the information and do not want DCF, DHS or DWD to reveal my identity to the organization or institution under investigation, or to review, receive copies of, or discuss material and consent information about me, pertinent to the investigation of my complaint. I understand that this is likely to make the investigation of my complaint and getting all the facts more difficult and, in some cases, impossible, and may result in the investigation being closed. Place your Initials on this line if you do not give consent: *(Initials)*.

SIGNATURE - Complainant or Complainant Representative Date Signed (mm/dd/yyyy)

Co-authored by: Departments of Children and Families, Health Services; and Workforce Development

Appendix J
Tus Tsis Txaus Siab Daim Ntawv Tso Cai (Hmong)
COMPLAINANT CONSENT/RELEASE FORM

Tus Tsis Txaus Siab Lub Npe:			Hnub Tim (mm/dd/yyyy)
Chaw Nyob:	Lub Zos:	Xeev	Zip Code
Xov Tooj ( ) -	Cell Xov Tooj ( ) -	Email Chaw Nyob	

Cov Kev Pab Guam Uas Daim Ntawv Tso Cai No Hais Txog (Program(s) for which this Consent/Release Form apply)

Thov nyeem cov lus hauv qab no, kos npe thiab sau hnub kos npe rau ntawm qhov chaw luag kom sau.

Kuv tau twm Oaim Ntawv Ceeb Toom (Notice of Investigatory Uses of Personal Information by OCF, OHS or OWO). Kuv tus tsis txaus siab, kuv to taub tias thaum lub sij hawm luag tshawb nug txog qhov teeb meem kuv tsis txaus siab ntawd, OCF, OHS los yog OWO yuav tau qhia kuv tus kheej rau cov neeg los yog cov chaw uas kuv tau muaj lus tsis txaus siab rau lawv. Kuv paub tias OCF, OHS los yog OWO yuav hwm thiab ua raws li txoj cai Freedom of Information Act. Kuv to taub tias OCF, OHS los yog OWO yuav tau qhia txog kuv tus kheej kom paub tseeb tias kuv yog leej twg rau lawv txoj hauj lwm tshawb nrhiav txog qhov teeb meem kuv tsis txaus siab. Ntxiv rau qhov no, kuv tus tsis txaus siab, kuv to taub tias muaj tsoom fwv teb chaws cov cai pab tiv thaiv kuv kom kuv txhob rau luag hem los yog raug luag ua phem pauj txiaj ntsim rau qhov uas kuv tau ua daim ntawv tsis txaus siab no.

TSO CAI (CONSENT/ RELEASE)

TSO CAI (CONSENT GRANTED) - Kuv tau nyeem thiab to taub cov lus hais saum toj no thiab tso cai rau OCF, OHS los yog OWO muab kuv npe qhia rau cov neeg los yog cov chaw uas kuv tsis txaus siab lub sij hawm lawv mus tshawb nrhiav txog qhov teeb meem no thiab muab qhia rau tsoom fwv teb chaws cov chaw khiav hauj lwm uas tau muab nyiaj txiag tuaj pab rau cov chaw no khiav hauj lwm thiab muaj cai tsom kwm taug qab kom lawv ua hauj lwm pab sawv daws raws li tsoom fwv cov cai.
Kuv tseem tso cai rau OCF, OHS los yog OWO txais tau tej ntaub ntawv hais txog kuv tus kheej thaum lub sij hawm tshawb nrhiav txog qhov teeb meem kuv tsis txaus siab no thiab. Tej ntaub ntawv muab tso tawm txog kuv tus kheej no kuj muaj xws li cov ntawv kuv tau ua thov kev pab, tej ntaub ntawv luag khaws cia txog kuv tus kheej. Kuv to taub tias cov ntaub ntawv qhia txog kuv tus kheej no yuav muab siv mus rau cov hauj lwm ntsig txog neeg cov cai thiab kev tswj kom ua raws li neeg cov cai (civil rights compliance and enforcement activities.) Kuv tseem to taub ntxiv tias tsis muaj leej twg yuam kom kuv tso cai li no. Qhov no yog kuv ua raws li kuv siab yeem xwb.
Thov muab tus ntawv sau koj lub npe tso rau ntawm no yog koj tso cai: *(Initials)*.

TSIS KAM TSO CAI (CONSENT DENIED) -- Kuv tau nyeem thiab to taub cov lus hais thiab kuv tsis xav kom OCF, OHS los yog OWO muab kuv npe qhia rau qhov chaw uas kuv tsis txaus siab rau lub sij hawm lawv mus tshawb nrhiav txog qhov teeb meem no. Tsis tas li no kuv tsis xav kom qhov chaw tau txais tej ntaub ntawv hais txog kuv tus kheej, muab kuv tej ntaub ntawv coj mus xyuas los yog coj mus sib tham txog qhov kuv tsis txaus siab. Kuv to tau tias qhov kuv tsis tso cai no yuav ua rau kev tshawb nrhiav txog qhov teeb meem kuv tsis txaus siab mus nyuaj thiab tej zaum kuv yuav mus tsis taus, thiab thaum kawg kuj yuav cia li muab kuv qhov teeb meem tsis txaus siab kaw tseg cia xwb los muaj.
Thov muab tus ntawv sau koj lub npe tso rau ntawm no yog koj tsis kam tso cai: *(Initials)*.

Tus Neeg Tsis Txaus Siab las yog nws Tus Sawv Cev Kos Npe Hnub Kos Npe (mm/dd/yyyy

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Apendice J
Consentimiento De Queja/Formulario De Divulgacion (Spanish)
COMPLAINANT CONSENT / RELEASE FORM

Nombre del Demandante			Fecha (mes/dfa/ario)	
Direcci6n		Ciudad	Estado	C6digo Postal
Numero de Telefono ( ) -	Numero de Celular ( ) -	Direcci6n de Correo Eletr6nico (Email)		

Programa(s) para el que el Formulario de Consentimiento/Divulgaci6n aplica

Por favor, lea la siguiente informaci6n, ponga sus iniciales en el espacio apropiado, firme y feche este formulario.

He lefdo el Aviso sobre los Usos de la lnvestigaci6n de lnformaci6n Personal de DCF, OHS o DWD. Como demandante, entiendo que en el el curso de la indagaci6n o investigaci6n preliminar puede ser necesario para DCF, OHS o DWD revelar mi identidad a personas en la organizaci6n o institui6n bajo investigaci6n. Tambien estoy cosciente de la obligaci6n que tienen DCF, DHF o DWD para honrar peticiones en virtud de la Ley de la Libertad de lnformaci6n *(Freedom of Information Act).* Entiendo que podrfa ser necesario que DCF, OHS o DWD divulgue informaci6n, incluyendo los detalles de identificaci6n personal que hayan sido reunidos como parte de la indagaci6n o investigaci6n preliminar de mi queja. Ademas, entiendo que, como demandante, estoy protegido por regulaciones federales de intimidaci6n y represalia por haber tornado o participado en una acci6n para garantizar los derechos protegidos por las !eyes de no discriminaci6n impuestas por el gobierno federal.

CONSENTIENTO / DIVULGACION

AUTORIZACION CONCEDIDA - He lefdo y entendido la informaci6n anterior y autorizo a DCF, OHS o DWD a revelar mi identidad a las personas en la organizaci6n o institui6n bajo investigaci6n ya otras agencias federales que proporcionan ayuda financiera fe deral a la organizaci6n o institui6n o que tambien reciben supervision del cumplimiento de los derechos civiles que cubren dicha organizaci6n o institui6n. Yo autorizo a DCF, OHS o DWD a recibir material e informaci6n sobre mf pertinente a la investigaci6n de mi queja. Esto incluye, pero no esta limitado a, aplicaciones, archivos, registros personales, y *Io* registros medicos. Yo entiendo que el material y la informaci6n se utilizaran para el cumplimiento de los derechos civiles autorizados y las actividades de aplicaci6n.
Ademas, entiendo que no estoy obligado a autorizar este comunicado, y lo hago de forma voluntaria. Ponga sus iniciales en esta Hnea si usted da su consentimiento: _ *(ln/ciafes).*

CONSENTIMIENTO NEGADO - He lefdo y entendido la informaci6n y no quiero que DCF, OHS o DWD revele mi identidad a la organizaci6n o institui6n bajo investigaci6n, o que revisen, reciban copias o discutan material e informaci6n de consentimiento relacionijdo conmigo, relativos a la investigaci6n sabre mi queja. Entiendo que es probable que esto haga la investigaci6n sabre mi queja y obtener todos los hechos mas diffcil y, en algunos casos,
imposible, y puede resultar en el cierre de la investigaci6n. Ponga sus iniciales en esta Hnea si usted no da su consentimiento: _ *(lnioiales).*

FIRMA del Demandante o Representante del Demandande

Fecha de la Firma(mes/dfa/ario)