CHIPPEWA COUNTY

COUNTY BOARD

REGULAR MEETING

SEPTEMBER 13, 2022

CHIPPEWA COUNTY COURTHOUSE, RM 302

6:00 PM

NOTE: THE COUNTY BOARD MEETING WILL BE LIVE STREAMED ON YOUTUBE.

During the meeting you can access the video by using the link provided below.

https://youtu.be/B4wR2TZP6lE

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 5 (Chair)	Present	
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Present	
James Flater	Chippewa County	District 1	Present	
Harold Steele	Chippewa County	District 2	Present	
David Bischel	Chippewa County	District 4	Present	
Glen Sikorski	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	
James Ericksen	Chippewa County	District 8	Present	
Joel Seidlitz	Chippewa County	District 9	Present	
Matthew Peterson	Chippewa County	District 10	Present	
Roger Calkins	Chippewa County	District 11	Absent	
Charles Bomar	Chippewa County	District 12	Present	
Caden Berg	Chippewa County	District 13	Present	
Robert Teuteberg	Chippewa County	District 14	Present	
David Eisenhuth	Chippewa County	District 15	Present	
Ronald McGill	Chippewa County	District 16	Present	
George Rohmeyer	Chippewa County	District 17	Present	
Annette Hunt	Chippewa County	District 18	Absent	
Chuck Hull	Chippewa County	District 19	Present	
Dean Mueller	Chippewa County	District 20	Present	
Kari Ives	Chippewa County	District 21	Present	

others present in room 302 - Randy Scholz, Lori Zwiefelhofer, Toni Hohlfelder, Andy Bauer, Chris Kowalczyk, Lynda Schweikert, Matt Hanson, Larry Ritzinger Todd Pauls, Traci Bremness, Doug Clary, Brian Kelley and Jaclyn Sadler

4. APPROVAL OF AGENDA

Motion to Amend the agenda to move the business items ahead of the reports. Motion made by Supervisor Steele and second made by Supervisor Sikorski. All Supervisors present voted yes, except Supervisor Schmitt. 18 Yes, 1 No

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Chuck Hull, District 19
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

There were no members of the public wishing to be heard

6. CONSENT AGENDA

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ronald McGill, District 16
SECONDER:	James Flater, District 1
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

1. Approval of Minutes

   County Board - Regular Meeting - Aug 9, 2022 6:00 PM

2. County Board Chair Appointment - Ethics Inquiry Board

3. County Administrator Appointment - Local Emergency Planning Committee

7. BUSINESS ITEMS

1. Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes - Randy Scholz
   Brad Viegut from Baird spoke on the resolution.

   All supervisors present voted yes, 19 Yes, 0 No, 2 absent

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Bischel, Ronald McGill
SECONDER:	Jason Bergeron, Robert Teuteberg
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

2. Res. 46-22: Resolution to Proclaim September 2022 as "Recovery Month in Chippewa County" - Tim Easker

   Human Services Director, Tim Easker, spoke on the resolution.

   All supervisors present voted yes, 19 Yes, 0 No, 2 absent

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kari Ives, District 21
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

3. Res. 47-22: Resolution to Authorize Sale of Type B Land in the Town of Lake Holcombe - Doug Clary

   Planning and Zoning Director, Doug Clary, spoke on the resolution to sell land in the Town of Lake Holcombe.

   All Supervisors present voted yes, 19 Yes, 0 No, 2 Absent.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Bischel, District 4
SECONDER:	Robert Teuteberg, District 14
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

4. Ord. 04 - 22 : Ordinance to Amend Sec. 2-82(e) to Increase Highway Permit Fees - Second Reading - Brian Kelley

   Highway Commissioner, Brian Kelley, spoke on the ordinance change.

   Ordinance approved 11 Yes, 8 No, 2 absent. All supervisors present voted yes, except Supervisors Steele, Schmitt, Bergeron, Seidlitz, Peterson, Berg, Teuteberg and Ives.

RESULT:	**APPROVED [11 TO 8]**
MOVER:	Glen Sikorski, District 6
SECONDER:	Charles Bomar, District 12
AYES:	Gullickson, Flater, Bischel, Sikorski, Ericksen, Bomar, Eisenhuth, McGill, Rohmeyer, Hull, Mueller
NAYS:	Schmitt, Steele, Bergeron, Seidlitz, Peterson, Berg, Teuteberg, Ives
ABSENT:	Calkins, Hunt

5. Ord. 05 - 22 : Ordinance to Amend Sec. 2-2 of the Chippewa County Code of Ordinances Regarding Hours of Operation - Second Reading - Randy Scholz

   County Administrator Randy Scholz spoke on the ordinance and stated had not received any negative feedback on the proposed change of courthouse hours.

All supervisors present voted yes, except Supervisors, Peterson and Ives. 17 yes, 2 no, 2 absent

RESULT:	**APPROVED [17 TO 1]**
MOVER:	Joel Seidlitz, District 9
SECONDER:	David Bischel, District 4
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller
NAYS:	Peterson
ABSENT:	Calkins, Hunt
EXCUSED:	Ives

6. Ord. 06 - 22 : Ordinance to Amend Section 2-60 of the Chippewa County Code of Ordinances Regarding Annual Meeting and Appointments- First Reading - Randy Scholz
   Motion to waive the 2nd reading made by Supervisor Erickson and second made by Supervisor McGill. 18 yes, 1 No (Supervisor Rohmeyer voted no)

   Ord. 06-22 approved with 18 yes, 1 No. All supervisors present voted yes, except Supervisor Rohmeyer.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Caden Berg, District 13
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

7. Ord. 07 - 22 : Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Secs 70-147 to 150 - First Reading - Doug Clary
   Planning and Zoning Director, Doug Clary explained the amendment to Chapter 70.

RESULT:	**FIRST READING**	**Next: 10/11/2022 6:00 PM**

8. Ord. 08 - 22 : Ordinance to Amend Ch 70, Art IV, Div 1, Sec 70-115 Home Occupations - First Reading - Doug Clary
   Planning and Zoning Director, Doug Clary explained the amendment to Chapter 70.

RESULT:	**FIRST READING**	**Next: 10/11/2022 6:00 PM**

9. New Longevity Bonus Policy for Human Resources Policy Manual - Second Reading - Toni Hohlfelder
   Human Resources Director, Toni Hohlfelder was available for any questions. All supervisors present voted yes except Supervisor Teuteberg who abstained from voting. Supervisor Teuteberg's spouse works for the County and abstained from voting on all the Human Resource Policies. 18 Yes, 1 Abstain, 2 Absent

RESULT:	**APPROVED [18 TO 0]**
MOVER:	James Flater, District 1
SECONDER:	Chuck Hull, District 19
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSTAIN:	Teuteberg
ABSENT:	Calkins, Hunt

10. New Employee Referral Reward Policy for Human Resources Policy Manual - Second Reading - Toni Hohlfelder

    Human Resources Director, Toni Hohlfelder was available for any questions. All supervisors present voted yes except Supervisor Steel, who voted no and Supervisor Teuteberg who abstained from voting. Supervisor Teuteberg's spouse works for the County and abstained from voting on all the Human Resource Policies. 17 Yes, 1 No, 1 Abstain, 2 Absent

RESULT:	**APPROVED [17 TO 1]**
MOVER:	David Bischel, District 4
SECONDER:	Joel Seidlitz, District 9
AYES:	Gullickson, Schmitt, Flater, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
NAYS:	Steele
ABSTAIN:	Teuteberg
ABSENT:	Calkins, Hunt

11. New Funeral Leave Policy for Human Resource Policy Manual - Second Reading - Toni Hohlfelder

    Human Resources Director, Toni Hohlfelder was available for any questions. All supervisors present voted yes except Supervisor Teuteberg who abstained from voting. Supervisor Teuteberg's spouse works for the County and abstained from voting on all the Human Resource Policies. 18 Yes, 1 Abstain, 2 Absent

RESULT:	**APPROVED [18 TO 0]**
MOVER:	David Bischel, District 4
SECONDER:	Ronald McGill, District 16
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSTAIN:	Teuteberg
ABSENT:	Calkins, Hunt

12. Review Revisions to the Human Resources Policy Manual Chapters 1-8 - Second Reading - Toni Hohlfelder

    Human Resources Director, Toni Hohlfelder was available for any questions. All supervisors present voted yes except Supervisor Teuteberg who abstained from voting. Supervisor Teuteberg's spouse works for the County and abstained from voting on all the Human Resource Policies. 18 Yes, 1 Abstain, 2 Absent

RESULT:	**APPROVED [18 TO 0]**
MOVER:	Jason Bergeron, District 7
SECONDER:	James Ericksen, District 8
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSTAIN:	Teuteberg
ABSENT:	Calkins, Hunt

8. REPORTS

A. County Administrator Review and Update

1. Preliminary Review of County Administrator 2023 Proposed Budget - Randy Scholz
   County Administrator, Randy Scholz, presented the preliminary 2023 County Budget

2. Update on Public Firearms Range Closure and Clean Up - Randy Scholz
   County Administrator, Randy Scholz, updated the board on the status of the DNR funding and clean up of the firearms range.

3. Chippewa County Forest Carbon Credit Opportunity – Randy Scholz/Matt Hanson/Josh Strauss
   Chippewa County Forester, Matt Hanson, explained the Carbon Credit Opportunity

B. Department Reports

1. Finance Update - Lori Zwiefelhofer
   Finance Director, Lori Zwiefelhofer, provided a finance update from January 2022 through June 2022

2. Recognition of Henry Shakal - Dean Gullickson
   County Board Chair Gullickson acknowledged former County Board Supervisor, Henry Shakal, who passed away recently. Chair Gullickson said that Mr. Shakal didn't miss a single County Board meeting in the 12 years he served and only missed one committee meeting as he was driving a van of veterans to appointments and they had vehicle trouble.

C. General Reports

9. AGENDA ITEMS FOR FUTURE CONSIDERATION

There were no items for future consideration.

10. ADJOURN

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Ericksen, District 8
SECONDER:	Ronald McGill, District 16
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Calkins, Hunt

DRAFT

CHIPPEWA COUNTY

COUNTY BOARD

REGULAR MEETING

AUGUST 9, 2022

CHIPPEWA COUNTY COURTHOUSE, RM 302

6:00 PM

NOTE: THE COUNTY BOARD MEETING WILL BE LIVE STREAMED ON YOUTUBE.

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https://youtu.be/kjeLbLJurQ0

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

3. ROLL CALL

Attendee Name	Organization	Title	Status	Arrived
Dean Gullickson	Chippewa County	District 5 (Chair)	Present	
Ken Schmitt	Chippewa County	District 3 (Vice-Chair)	Present	
James Flater	Chippewa County	District 1	Present	
Harold Steele	Chippewa County	District 2	Present	
David Bischel	Chippewa County	District 4	Present	
Glen Sikorski	Chippewa County	District 6	Present	
Jason Bergeron	Chippewa County	District 7	Present	
James Ericksen	Chippewa County	District 8	Present	
Joel Seidlitz	Chippewa County	District 9	Present	
Matthew Peterson	Chippewa County	District 10	Present	
Roger Calkins	Chippewa County	District 11	Present	
Charles Bomar	Chippewa County	District 12	Present	
Caden Berg	Chippewa County	District 13	Present	
Robert Teuteberg	Chippewa County	District 14	Absent	
David Eisenhuth	Chippewa County	District 15	Absent	
Ronald McGill	Chippewa County	District 16	Present	
George Rohmeyer	Chippewa County	District 17	Present	
Annette Hunt	Chippewa County	District 18	Absent	
Chuck Hull	Chippewa County	District 19	Present	
Dean Mueller	Chippewa County	District 20	Present	
Kari Ives	Chippewa County	District 21	Present	

others preseent in room 302 were Randy Scholz, Lori Zwiefelhofer, Andy Bauer, Tamee Foldy, April Anderson, Tim Easker, Tom Diel, Larry Ritzinger, Toni Hohlfelder, Angie Weideman, Fred Anderson, Karla Halvorsen, Todd Pauls, Traci Bremness, Jaclyn Sadler and Don Hauser.

4. APPROVAL OF AGENDA

Minutes Acceptance: Minutes of Aug 9, 2022 6:00 PM (Consent Agenda)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ronald McGill, District 16
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

5. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

Don Hauser, Town of Anson, spoke on water quality.

6. CONSENT AGENDA

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Ronald McGill, District 16
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

1. Approval of Minutes

   County Board - Regular Meeting - Jul 12, 2022 6:00 PM

7. REPORTS

A. County Administrator Review and Update

B. Department Reports

C. General Reports

1. 2021 Audit Report - April Anderson - CliftonLarsonAllen
   April Anderson from CliftonLarsonAllen provided the 2021 Audit Report to the County Board.

2. Recognition of Facilities & Parks Division for Superior Customer Service - Harold Steele
   County Board Supervisor, Buck Steele, recognized the Facilities and Parks Division for the excellent Customer Service. See the attachment.

8. BUSINESS ITEMS

1. Res. 35 - 22 : Resolution to Create a Clinician in the RWC of the DHS
   Tom Diel explained the need for the position.

Minutes Acceptance: Minutes of Aug 9, 2022 6:00 PM (Consent Agenda)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Caden Berg, District 13
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

2. Res. 36 - 22 : Resolution to Create a PT Options Counselor Position in the ADRC
Leslie F explained the need for this position.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kari Ives, District 21
SECONDER:	George Rohmeyer, District 17
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

3. Res. 37 - 22 : Resolution to Create Environmental Health Specialist in Public Health
Angie Weideman spoke on the need for this position and the responsibilities.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kari Ives, District 21
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

4. Res. 38 - 22 : Resolution to Create a CLTS Social Worker Position in DHS
Tim Easker explained the need of the CLTS Social Worker Position.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	George Rohmeyer, District 17
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

5. Res. 39 - 22 : Resolution to Create 3 CCS Social Worker Positions in DHS
Tim Easker explained the need for 3 CCS Social Worker Positions.

Minutes Acceptance: Minutes of Aug 9, 2022 6:00 PM (Consent Agenda)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	James Flater, District 1
SECONDER:	George Rohmeyer, District 17
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

6. Res. 40 - 22 : Resolution to Rescind Resolution 21-22 Regarding Approval of a Lease Agreement with US Cellular

Randy Scholz explained the reason to rescind resolution 21-22.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ronald McGill, District 16
SECONDER:	Charles Bomar, District 12
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

7. Res. 41 - 22 : Resolution to Designate Chippewa County Sheriff's Dept 911 as PSAP

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ronald McGill, District 16
SECONDER:	James Flater, District 1
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

8. Res. 42 - 22 : Resolution to Designate and Approve the Official Map of the County Highway T Corridor - Brian Kelley

Fred Anderson explained the map of the County Highway T Corridor

RESULT:	**APPROVED [14 TO 4]**
MOVER:	James Flater, District 1
SECONDER:	George Rohmeyer, District 17
AYES:	Gullickson, Flater, Bischel, Sikorski, Bergeron, Seidlitz, Peterson, Calkins, Bomar, McGill, Rohmeyer, Hull, Mueller, Ives
NAYS:	Schmitt, Steele, Ericksen, Berg
ABSENT:	Teuteberg, Eisenhuth, Hunt

9. Res. 43 - 22 : Resolution to Establish Health Insurance Plan Funding for 2023

Randy Scholz presented the resolution

Minutes Acceptance: Minutes of Aug 9, 2022 6:00 PM (Consent Agenda)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ronald McGill, District 16
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

10. Res. 44 - 22 : Resolution to Approve Levy for Salary Adjustments in 2023
    Randy Scholz presented the resolution

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Ronald McGill, District 16
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

11. Ord. 02 - 22 : Ordinance to Amend Sec. 2-52 Attendance of the Chippewa County Code of Ordinances - Second Reading

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Bischel, District 4
SECONDER:	Joel Seidlitz, District 9
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

12. Ord. 03 - 22 : Ordinance to Amend Sections 2-83 and 2-84 Crime Prevention Funding Board of Chippewa County Code of Ordinances - Second Reading
    Rose Baier and Todd Pauls explained the ordinance and the changes that were made from the first reading.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Caden Berg, District 13
SECONDER:	Jason Bergeron, District 7
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

13. Ord. 04 - 22 : Ordinance to Amend Sec. 2-82(e) to Increase Highway Permit Fees - First Reading
    Fred Anderson explained the increases to highway permit fees

Minutes Acceptance: Minutes of Aug 9, 2022 6:00 PM (Consent Agenda)

RESULT:	**FIRST READING**	**Next: 9/13/2022 6:00 PM**

14. Ord. 05 - 22 : Ordinance to Amend Sec. 2-2 of the Chippewa County Code of Ordinances Regarding Hours of Operation - First Reading
    Randy Scholz presented the ordinance change to the hours of operation of the courthouse

RESULT:	**FIRST READING**	**Next: 9/13/2022 6:00 PM**

15. New Logevity Bonus Policy for Human Resources Policy Manual - First Reading
    Toni Hohlfelder presented the new longevity bonus policy

RESULT:	**FIRST READING**	**Next: 9/13/2022 6:00 PM**

16. New Employee Referral Reward Policy for Human Resources Policy Manual - First Reading
    Toni Hohlfelder presented the new referral reward policy

RESULT:	**FIRST READING**	**Next: 9/13/2022 6:00 PM**

17. New Funeral Leave Policy for Human Resource Policy Manual - First Reading
    Toni Hohlfelder presented the new funeral leave policy

RESULT:	**FIRST READING**	**Next: 9/13/2022 6:00 PM**

18. Review Revisions to the Human Resources Policy Manual Chapters 1-8 - First Reading
    Toni Hohlfelder presented the revisions to Human Resources Policy Manual Chapters 1-8.

RESULT:	**FIRST READING**	**Next: 9/13/2022 6:00 PM**

9. AGENDA ITEMS FOR FUTURE CONSIDERATION

10. ADJOURN

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jason Bergeron, District 7
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Calkins, Bomar, Berg, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Teuteberg, Eisenhuth, Hunt

Minutes Acceptance: Minutes of Aug 9, 2022 6:00 PM (Consent Agenda)

STATEMENT OF EXPLANATION
COUNTY BOARD CHAIR APPOINTMENT - ETHICS INQUIRY BOARD

County Board Appointment to Standing and Special Committees

I, Dean Gullickson, appoint, subject to County Board confirmation, the individuals listed below to the Ethics Inquiry Board per Ordinance Sec. 2-192(e). The term of office will expire as indicated.

The Ethics Inquiry Board shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to Sec. 2-192(e)(3), in any case where the Ethics Inquiry Board has found that probable cause exists for believing the allegations of a complaint referred to the Ethics Inquiry Board after preliminary review pursuant to Sec. 2-192(b-d). The Corporation Counsel shall provide legal advice, administrative support and assistance to the Ethics Inquiry Board.

Chad Verbeten, Attorney..... Term expires April 15, 2025
Honorable Steven R. Cray, Alternate Attorney..... Term expires April 15, 2025
Lee McMenamin, Citizen Rep ..... Term expires April 16, 2024
Bill Stimeling, Citizen Rep..... Term expires April 18, 2023

Dated this 13th day of September, 2022

Dean Gullickson
County Board Chair

STATEMENT OF EXPLANATION
COUNTY ADMINISTRATOR APPOINTMENT - LOCAL EMERGENCY PLANNING COMMITTEE

County Appointment to Statutory Commissions and Boards

I, Randy B. Scholz, appoint, subject to County Board confirmation, Amanda Lierman to the Local Emergency Planning (LEPC) Committee as our Industry Representative. Amanda will fill the seat vacated by Chuck Daly.

Dated this 13th day of September, 2022

Randy Scholz
County Administrator

STATEMENT OF EXPLANATION
Resolution No. 45 - 22

RES. 45-22: RESOLUTION AWARDING THE SALE OF $3,000,000 GENERAL OBLIGATION PROMISSORY NOTES

Approval of this resolution authorizes the sale of general obligation promissory notes to evidence the borrowing of $3,000,000 authorized by the County Board at the June 14, 2022 County Board meeting. Approval of this resolution requires a simple majority of a quorum of the County Board.

Resolution No. 45 - 22

RES. 45-22: RESOLUTION AWARDING THE SALE OF $3,000,000 GENERAL OBLIGATION PROMISSORY NOTES

WHEREAS, on June 14, 2022, the County Board of Supervisors of Chippewa County, Wisconsin (the "County") adopted, by a vote of at least ¾ of the members-elect, an initial resolution authorizing the issuance of general obligation promissory notes in an amount not to exceed $3,000,000 for the public purpose of paying the cost of the construction and improvement of highways (the "Project") (the above-referenced initial resolution is referred to herein as the "Initial Resolution"); and

WHEREAS, on June 14, 2022, the County Board of Supervisors of the County also adopted a resolution providing that the general obligation promissory notes authorized by the Initial Resolution be issued and sold as a single issue of notes designated as "General Obligation Promissory Notes" (the "Notes") for the purpose of paying the cost of the Project; and

WHEREAS, the County Board of Supervisors hereby finds and determines that the Project is within the County's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes; and

WHEREAS, counties are authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes; and

WHEREAS, none of the proceeds of the Notes shall be used to fund the operating expenses of the general fund of the County or to fund the operating expenses of any special revenue fund of the County that is supported by the property taxes; and

WHEREAS, it is the finding of the County Board of Supervisors that it is necessary, desirable and in the best interest of the County to sell the Notes to Robert W. Baird & Co. Incorporated (the "Purchaser"), pursuant to the terms and conditions of its note purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal");

NOW, THEREFORE BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Sale of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION DOLLARS ($3,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the Chairperson and County Clerk or other appropriate officers of the County are authorized and directed to execute an

acceptance of the Proposal on behalf of the County. To evidence the obligation of the County, the Chairperson and County Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the County, the Notes aggregating the principal amount of THREE MILLION DOLLARS ($3,000,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes"; shall be issued in the aggregate principal amount of $3,000,000; shall be dated October 4, 2022; shall be in the denomination of $5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on February 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2023. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on February 1, 2030 are subject to redemption prior to maturity, at the option of the County, on February 1, 2029 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the County are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the County a direct annual irrepealable tax in the years 2022 through 2029 for the payments due in the years 2023 through 2030 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the County shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the County and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the County for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the County then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the County, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the County may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, dated October 4, 2022" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the County at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the County above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the County, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the County, unless the County Board of Supervisors directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the County and disbursed solely for the purpose or purposes for which borrowed. In no event shall monies in the Borrowed Money Fund be used to fund operating expenses of the general fund of the County or of any special revenue fund of the County that is supported by property taxes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the County, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The County represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The County further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The County further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The County Clerk or other officer of the County charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the County certifying that the County can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The County also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the County will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the County by the manual or facsimile signatures of the Chairperson and County Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the County of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the County has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The County hereby authorizes the officers and agents of the County to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the County Clerk or the County Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The County shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an

assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and County Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The County shall cooperate in any such transfer, and the Chairperson and County Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the County at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the County agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the County Clerk or other authorized representative of the County is authorized and directed to execute and deliver to DTC on behalf of the County to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the County Clerk's office.

Section 16. Official Statement. The County Board of Supervisors hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the County in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate County official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The County Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The County hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the County to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and County Clerk, or other officer of the County charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the County's Undertaking.

Section 18. Record Book. The County Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the County are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and County Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and County Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Forwarded to the County Board by the Executive Committee.

EXHIBIT A

Note Purchase Proposal

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

EXHIBIT B-1

Pricing Summary

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

EXHIBIT C

(Form of Note)

UNITED STATES OF AMERICA

REGISTERED	STATE OF WISCONSIN	DOLLARS
NO. R-___	CHIPPEWA COUNTY	$_____

GENERAL OBLIGATION PROMISSORY NOTE

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
February 1, _____	October 4, 2022	____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS ($_____)

FOR VALUE RECEIVED, Chippewa County, Wisconsin (the "County"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the County Clerk or the County Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the County are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of $3,000,000, all

of which are of like tenor, except as to denomination, maturity date and redemption provision, issued by the County pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of paying the cost of the construction and improvement of highways, as authorized by resolutions adopted on June 14, 2022 and September 13, 2022. Said resolutions are recorded in the official minutes of the County Board of Supervisors for said dates.

The Notes maturing on February 1, 2030 are subject to redemption prior to maturity, at the option of the County, on February 1, 2029 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the County, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the County Board of Supervisors as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the County kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the County appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney.

Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the County for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and County may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of $5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Chippewa County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and County Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CHIPPEWA COUNTY, WISCONSIN

By: _____
Dean Gullickson
Chairperson

(SEAL)

By: _____
Jaclyn J. Sadler
County Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

_____

(Name and Address of Assignee)

_____

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

_____ _____

(e.g. Bank, Trust Company or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

_____

(Authorized Officer)

FINANCIAL IMPACT:

The fiscal impact will be the repayment of the $3,000,000 borrowed plus interest. The interest rate will be locked in prior to the County Board meeting on September 13, 2022. The estimated levy impact is $0 as all principal and interest for this bond issue will be funded from Sales Tax proceeds.

09/13/2022	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Bischel, Ronald McGill
SECONDER:	Jason Bergeron, Robert Teuteberg
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Roger Calkins, Annette Hunt

History:

09/06/22 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel 8/24/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director 8/24/2022

Randy B. Scholz
Randy B. Scholz, County Administrator 8/24/2022

NOTE PURCHASE AGREEMENT

September 13, 2022

Mr. Dean Gullickson, Chairperson
and Members of the County Board of Supervisors
Chippewa County
711 North Bridge Street, Room 107
Chippewa Falls, WI 54729

Dear Mr. Gullickson and Members of the County Board of Supervisors:

Robert W. Baird & Co. Incorporated (the "Underwriter") hereby offers to enter into this Note Purchase Agreement (the "Agreement") with Chippewa County (the "Issuer") for the purchase by the Underwriter and sale by the Issuer of all its $3,000,000.00 General Obligation Promissory Notes (the "Securities"), to be dated October 4, 2022. This offer is made subject to acceptance by the Issuer on September 13, 2022. The Securities shall mature, bear interest at the rates, have such terms and be payable at the times, all as set forth in Exhibit A attached hereto. The issuance and terms of the Securities will be duly authorized and adopted by the Issuer by a resolution dated September 13, 2022 (the "Resolution").

Upon the terms and conditions and upon the basis of the representations herein set forth, the Underwriter hereby agrees to purchase from the Issuer and the Issuer hereby agrees to sell to the Underwriter, all (but not less than all) the Securities, at a price of $3,061,970.07 (representing the principal amount of the Securities, plus original issue premium of $122,953.40, less underwriter's discount of $60,983.33), plus accrued interest, if any, from the dated date to the date of Closing (as defined below). The underwriter's discount will include $30,983.33 of costs of issuance to be paid by the Underwriter on behalf of the Issuer.

The closing shall occur on October 4, 2022, at a time to be determined, or on such other date mutually agreeable to the Issuer and the Underwriter (the "Closing"). The Securities will be delivered as fully registered bonds, bearing proper CUSIP numbers, and registered in the name of Cede & Co., as nominee of The Depository Trust Company, which will act as securities depository for the Securities.

The Issuer confirms that the Preliminary Official Statement (including any addenda or amendments thereto) delivered to the Underwriter was and hereby is "deemed final" as of its date by the Issuer for purposes of Rule 15c2-12 under the Securities Exchange Act of 1934 (the "Rule"), and the Issuer consented to its distribution and use by the Underwriter prior to the date hereof in connection with the public offering and sale of the Securities.

The Securities are being purchased subject to satisfaction of the following conditions at Closing:

1. The Issuer agrees to take such action as necessary so that the Underwriter will be in receipt of a final Official Statement (the "Official Statement") within seven (7) business days after the date hereof and in sufficient time to accompany any confirmation that requests payment from any customer, and in sufficient quantity to comply with paragraph (b)(4) of the Rule and applicable rules of the Municipal Securities Rulemaking Board (the "MSRB"). The Issuer hereby authorizes and approves the Official Statement and consents to the use and distribution of the Official Statement by the Underwriter in connection with the public offering and sale of the Securities. At the time of or prior to the Closing, the Underwriter will file, or cause to be filed, the Official Statement with the MSRB.
2. If applicable, the current rating on the Securities or on the insurer of the Securities shall not have been lowered, put on negative outlook, suspended or withdrawn by an applicable credit ratings agency.
3. Bond Counsel shall provide an unqualified approving opinion in form and substance satisfactory to the Underwriter.
4. The Issuer shall execute and deliver a written undertaking to provide ongoing disclosure for the benefit of holders of the Securities as required by the Rule, subject to any applicable exemptions under the Rule.
5. The Issuer shall deliver true and complete copies of the Resolution authorizing the issuance and sale of the Securities, which shall be in full force and effect.
6. The Issuer shall deliver one or more closing, compliance, tax and other certificates from its duly authorized representatives as the Underwriter may reasonably request.

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

7. The Underwriter has not cancelled their obligation to purchase the Securities or terminated this Agreement by written notice to the Issuer following the occurrence, escalation or existence of the following events as of the Closing: (a) any legislation or development adversely affecting the legality of the issuance, sale or delivery of the Securities or the tax treatment of interest to be received on the Securities; (b) any outbreak or escalation of hostilities, a declaration or war by the United States, a national emergency or other national or international calamity or crisis materially affecting the financial markets of the United States or elsewhere; (c) a material disruption in securities settlement, payment or clearance services affecting the Securities or the ability of the Underwriter to enforce contracts for the sale of the Securities, or a new restriction on transactions in securities materially affecting the market for securities (including the imposition of any limitation on interest rates) or extension of credit by, or a charge to the net capital requirements of underwriters; (d) a general banking moratorium shall have been declared by authorities having jurisdiction and be in force; (e) a general suspension of trading on the New York Stock Exchange or other major exchange shall be in force, or minimum or maximum prices for trading shall have been fixed and be in force, or maximum ranges for securities shall have been required and be in force on any such exchange, whether by virtue of determination by that exchange or by order of the SEC or any other governmental authority having jurisdiction; (f) an event or circumstance that either makes untrue or incorrect in any material respect any statement or information contained in the Official Statement or is not reflected in the Official Statement but should be reflected therein in order to make the statements contained therein not misleading in any material respect; (g) a decision by a court of the United States shall be rendered, or a stop order, release, regulation or no-action letter by or on behalf of the SEC or any other governmental agency having jurisdiction, to the effect that the issuance, offering or sale of the Securities, including any underlying obligations as contemplated by this Agreement or by the Official Statement, or any document related to the issuance, offering or sale of Securities, is or would be in violation of any provision of the federal securities laws at the Closing Date, including the Securities Act, the Exchange Act and the Resolution.

The Underwriter agrees to assist the Issuer in establishing the issue price of the Securities and shall execute and deliver to the Issuer at Closing an "issue price" or similar certificate, together with the supporting pricing wires or equivalent communications, substantially in the form attached hereto as Exhibit B, with such modifications as may be appropriate or necessary, in the reasonable judgment of the Underwriter, the Issuer and Bond Counsel, to accurately reflect, as applicable, the sales price or prices or the initial offering price or prices to the public of the Securities.

The Issuer will treat the first price at which 10% of each maturity of the Securities (the "10% test") is sold to the public as the issue price of that maturity (if different interest rates apply within a maturity, each separate CUSIP number within that maturity will be subject to the 10% test). At or promptly after the execution of this Note Purchase Agreement, the Underwriter shall report to the Issuer the price or prices at which it has sold to the public each maturity of Securities. If at that time the 10% test has not been satisfied as to any maturity of the Securities, the Underwriter agrees to promptly report to the Issuer the prices at which it sells the unsold Securities of that maturity to the public. That reporting obligation shall continue, whether or not the Closing Date has occurred, until the 10% test has been satisfied as to the Securities of that maturity or until all Securities of that maturity have been sold to the public.

The Underwriter confirms that any selling group agreement and any retail distribution agreement relating to the initial sale of the Securities to the public, together with the related pricing wires, contains or will contain language obligating each dealer who is a member of the selling group and each broker-dealer that is a party to such retail distribution agreement, as applicable, to

(A) report the prices at which it sells to the public the unsold Securities of each maturity allotted to it until it is notified by the Underwriter that either the 10% test has been satisfied as to the Securities of that maturity or all Securities of that maturity have been sold to the public and

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

(B) comply with the hold-the-offering-price rule, if applicable, in each case if and for so long as directed by the Underwriter. The Issuer acknowledges that, in making the representation set forth in this subsection, the Underwriter will rely on (i) in the event a selling group has been created in connection with the initial sale of the Securities to the public, the agreement of each dealer who is a member of the selling group to comply with the hold-the-offering-price rule, if applicable, as set forth in a selling group agreement and the related pricing wires, and (ii) in the event that a retail distribution agreement was employed in connection with the initial sale of the Securities to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the hold-the-offering-price rule, if applicable, as set forth in the retail distribution agreement and the related pricing wires. The Issuer further acknowledges that the Underwriter shall not be liable for the failure of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a retail distribution agreement, to comply with its corresponding agreement regarding the hold-the-offering-price rule as applicable to the Securities.

The Issuer agrees to indemnify and hold harmless the Underwriter against any and all losses, claims, damages, expenses or liabilities incurred by the Underwriter that arise out of or are based upon any untrue statement or alleged untrue statement of a material fact made in the Preliminary Official Statement or Official Statement or which arise out of or are based upon the omission or alleged omission to state in such connection a material fact required to be stated therein or necessary in order to make the statements made therein not misleading in light of the circumstances under which they are made.

The Underwriter shall be responsible for paying all costs of issuance of the Securities.

The Issuer acknowledges and agrees that the purchase and sale of the Securities pursuant to this Agreement is an arm's-length commercial transaction between the Issuer and the Underwriter, acting solely as a principal and not as a municipal advisor, financial advisor or agent of the Issuer. The Underwriter has not assumed a financial advisory responsibility in favor of the Issuer with respect to the offering of the Securities or the process leading thereto (whether or not the Underwriter, or any affiliate of the Underwriter, has advised or is currently advising the Issuer on other matters) or any other obligation to the Issuer except the obligations expressly set forth in this Agreement, it being the Issuer's understanding that a financial advisory relationship shall not be deemed to exist when, in the course of acting as an underwriter, a broker, dealer or municipal securities dealer, a person renders advice to an issuer, including advice with respect to the structure, timing, terms and other similar matters concerning a new issue of municipal securities.

Unlike a municipal advisor or financial advisor, the Underwriter does not have a fiduciary duty to the Issuer under the federal securities law and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. Although MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors, the Underwriter's primary role is to purchase the Securities with a view to distribution and it has financial and other interests that differ from those of the Issuer. The Underwriter has a duty to purchase the Securities from the Issuer at a fair and reasonable price, but must balance that duty to sell the Securities to investors at prices that are fair and reasonable. The Underwriter has reviewed the Official Statement for the Securities in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.

The Underwriter's compensation in the form of a fee or discount from the public offering price is contingent on the closing of the Offering. Such compensation that is contingent on the closing of a transaction or the size of a transaction presents a conflict of interest because it may cause the Underwriter to recommend a transaction that is unnecessary or to recommend that the transaction be larger than is necessary.

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

Very truly yours,

ROBERT W. BAIRD & CO. INCORPORATED

By: _____

Bradley D. Viegut, Managing Director

Date: September 13, 2022

ACCEPTED:

Chippewa County

By: _____

Dean Gullickson, Chairperson

Date: September 13, 2022

By: _____

Jaclyn J. Sadler, County Clerk

Date: September 13, 2022

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

Exhibit A - Debt Service Schedule

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/04/2022					
02/01/2023	265,000	4.000%	39,000	304,000	
08/01/2023			54,700	54,700	358,700
02/01/2024	555,000	4.000%	54,700	609,700	
08/01/2024			43,600	43,600	653,300
02/01/2025	310,000	4.000%	43,600	353,600	
08/01/2025			37,400	37,400	391,000
02/01/2026	355,000	4.000%	37,400	392,400	
08/01/2026			30,300	30,300	422,700
02/01/2027	310,000	4.000%	30,300	340,300	
08/01/2027			24,100	24,100	364,400
02/01/2028	150,000	4.000%	24,100	174,100	
08/01/2028			21,100	21,100	195,200
02/01/2029	515,000	4.000%	21,100	536,100	
08/01/2029			10,800	10,800	546,900
02/01/2030	540,000	4.000%	10,800	550,800	
08/01/2030					550,800
	3,000,000		483,000	3,483,000	3,483,000

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

Exhibit B - Underwriter's Certificate

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

Chippewa County, Wisconsin
$3,000,000
General Obligation Promissory Notes,
dated October 4, 2022

UNDERWRITER'S CERTIFICATE

The undersigned, on behalf of Robert W. Baird & Co. Incorporated ("Baird"), hereby certifies as set forth below with respect to the sale and issuance of the above-captioned obligations (the "Notes").

1. ***Sale of the Notes.*** As of the date of this certificate, for each Maturity of the Notes, the first price at which at least 10% of such Maturity of the Notes was sold to the Public is the respective price listed in Schedule A.

2. ***Defined Terms.***

(a) "County" means Chippewa County, Wisconsin.

(b) "Maturity" means Notes with the same credit and payment terms. Notes with different maturity dates, or Notes with the same maturity date but different stated interest rates, are treated as separate Maturities.

(c) "Public" means any person (including an individual, trust, estate, partnership, association, company, or corporation) other than an Underwriter or a related party to an Underwriter. The term "related party" for purposes of this certificate generally means any two or more persons who have greater than 50 percent common ownership, directly or indirectly.

(d) "Underwriter" means (i) any person that agrees pursuant to a written contract with the County (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Notes to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Notes to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Notes to the Public).

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents Baird's interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. Baird understands that the foregoing information will be relied upon by the County with respect to certain of the representations set forth in the Tax Exemption Certificate and compliance with the federal income tax rules affecting the Notes, and by Quarles & Brady LLP, Bond Counsel, in connection with rendering its opinion that the interest on the Notes is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038-G and other federal income tax advice that it may give to the County from time to time relating to the Notes.

ROBERT W. BAIRD & CO. INCORPORATED

By:_____

Name:_____
Dated: October 4, 2022

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

SCHEDULE A
TO
UNDERWRITER'S CERTIFICATE

SALE PRICES

(See Attached)

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

BAIRD

BOND PRICING

Chippewa County (Aa1)
General Obligation Promissory Notes - FINAL
BQ; Callable 2/1/29 or any date thereafter

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)
Serial Bond:									
	02/01/2023	265,000	4.000%	2.480%	100.484				1,282.60
	02/01/2024	555,000	4.000%	2.530%	101.900				10,545.00
	02/01/2025	310,000	4.000%	2.600%	103.135				9,718.50
	02/01/2026	355,000	4.000%	2.650%	104.266				15,144.30
	02/01/2027	310,000	4.000%	2.750%	105.061				15,689.10
	02/01/2028	150,000	4.000%	2.900%	105.388				8,082.00
	02/01/2029	515,000	4.000%	2.950%	106.014				30,972.10
	02/01/2030	540,000	4.000%	2.980%	105.837 C	3.102%	02/01/2029	100.000	31,519.80
		3,000,000							122,953.40

Dated Date	10/04/2022	
Delivery Date	10/04/2022	
First Coupon	02/01/2023	
Par Amount	3,000,000.00	
Premium	122,953.40	
Production	3,122,953.40	104.098447%
Underwriter's Discount	(30,000.00)	(1.000000%)
Cost of Issuance	(30,983.33)	(1.032778%)
Purchase Price	3,061,970.07	102.065669%
Accrued Interest		
Net Proceeds	3,061,970.07	

Attachment: Exh. A - Note Purchase Agreement 09-13-2022 SIGNED (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

BAIRD

BOND PRICING

Chippewa County (Aa1)
General Obligation Promissory Notes - FINAL
BQ; Callable 2/1/29 or any date thereafter

Bond Component	Maturity Date	Amount	Rate	Yield	Price		Yield to Maturity	Call Date	Call Price	Premium (-Discount)
Serial Bond:										
	02/01/2023	265,000	4.000%	2.480%	100.484					1,282.60
	02/01/2024	555,000	4.000%	2.530%	101.900					10,545.00
	02/01/2025	310,000	4.000%	2.600%	103.135					9,718.50
	02/01/2026	355,000	4.000%	2.650%	104.266					15,144.30
	02/01/2027	310,000	4.000%	2.750%	105.061					15,689.10
	02/01/2028	150,000	4.000%	2.900%	105.388					8,082.00
	02/01/2029	515,000	4.000%	2.950%	106.014					30,972.10
	02/01/2030	540,000	4.000%	2.980%	105.837	C	3.102%	02/01/2029	100.000	31,519.80
		3,000,000								122,953.40

Dated Date	10/04/2022	
Delivery Date	10/04/2022	
First Coupon	02/01/2023	
Par Amount	3,000,000.00	
Premium	122,953.40	
Production	3,122,953.40	104.098447%
Underwriter's Discount	(30,000.00)	(1.000000%)
Cost of Issuance	(30,983.33)	(1.032778%)
Purchase Price	3,061,970.07	102.065669%
Accrued Interest		
Net Proceeds	3,061,970.07	

Attachment: Exh. B-1 - Pricing Summary (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

BAIRD

BOND DEBT SERVICE

Chippewa County (Aa1)
General Obligation Promissory Notes - FINAL
BQ; Callable 2/1/29 or any date thereafter

Dated Date	10/04/2022
Delivery Date	10/04/2022

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/04/2022					
02/01/2023	265,000	4.000%	39,000	304,000	
08/01/2023			54,700	54,700	358,700
02/01/2024	555,000	4.000%	54,700	609,700	
08/01/2024			43,600	43,600	653,300
02/01/2025	310,000	4.000%	43,600	353,600	
08/01/2025			37,400	37,400	391,000
02/01/2026	355,000	4.000%	37,400	392,400	
08/01/2026			30,300	30,300	422,700
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08/01/2027			24,100	24,100	364,400
02/01/2028	150,000	4.000%	24,100	174,100	
08/01/2028			21,100	21,100	195,200
02/01/2029	515,000	4.000%	21,100	536,100	
08/01/2029			10,800	10,800	546,900
02/01/2030	540,000	4.000%	10,800	550,800	
08/01/2030					550,800
	3,000,000		483,000	3,483,000	3,483,000

Attachment: Exh. B-2 - Debt Service Schedule (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)



Chippewa County

Final Pricing Summary
September 13, 2022

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
rwbaird.com/publicfinance

Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding



Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding

Chippewa County

Issue Summary	
Description:	General Obligation Promissory Notes
Amount:	$3,000,000
Dated & Settlement Date:	October 4, 2022
Maturities:	February 1, 2023 - 2030
First Interest Payment:	February 1, 2023
First Call Date:	February 1, 2029
Moody's Rating:	Aa1
True Interest Cost:	3.16%

Chippewa County

FINANCING ILLUSTRATION

LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE	FINAL $3,000,000 G.O. PROMISSORY NOTES Dated October 4, 2022 (First interest 2/1/23) PRINCIPAL (2/1)	INTEREST (2/1 & 8/1) TIC= 3.16%	TOTAL (A)	Example 2024 Borrowing $3,500,000 G.O. PROMISSORY NOTES Dated October 1, 2024 (First interest 2/1/25) PRINCIPAL (2/1)	INTEREST (2/1 & 8/1) TIC= 3.54%	TOTAL (B)	Example 2026 Borrowing $3,500,000 G.O. PROMISSORY NOTES Dated October 1, 2026 (First interest 2/1/27) PRINCIPAL (2/1)	INTEREST (2/1 & 8/1) TIC= 3.55%	TOTAL (C)	Example 2028 Borrowing $3,500,000 G.O. PROMISSORY NOTES Dated October 1, 2028 (First interest 2/1/29) PRINCIPAL (2/1)	INTEREST (2/1 & 8/1) TIC= 3.48%	TOTAL (D)	NEW DEBT TOTAL DEBT SERVICE	COMBINED DEBT SERVICE	YEA DU
2021	2022	$1,853,800														$0	$1,853,800	202
2022	2023	$1,552,900	$265,000	$93,700	$296,730											$296,730	$1,849,630	202
2023	2024	$1,200,075	$555,000	$98,300	$653,300											$653,300	$1,853,375	202
2024	2025	$1,196,050	$310,000	$81,000	$391,000	$200,000	$113,685	$264,163								$655,163	$1,851,213	202
2025	2026	$1,195,575	$355,000	$67,700	$422,700	$100,000	$131,223	$231,223								$653,923	$1,849,498	202
2026	2027	$1,198,475	$310,000	$54,400	$364,400	$100,000	$127,223	$227,223		$117,904	$61,809					$653,432	$1,851,907	202
2027	2028	$1,197,250	$150,000	$45,200	$195,200	$100,000	$123,223	$223,223	$95,000	$139,585	$234,585					$653,008	$1,850,258	202
2028	2029	$251,250	$515,000	$31,900	$546,900	$645,000	$108,323	$753,323	$100,000	$135,685	$235,685		$116,667	$65,130		$1,601,038	$1,852,288	202
2029	2030		$540,000	$10,800	$550,800	$755,000	$80,323	$835,323	$100,000	$131,685	$231,685	$95,000	$138,100	$233,100		$1,850,908	$1,850,908	203
2030	2031					$785,000	$49,523	$834,523	$615,000	$117,385	$732,385	$150,000	$133,200	$283,200		$1,850,108	$1,850,108	203
2031	2032					$815,000	$16,911	$831,911	$645,000	$92,185	$737,185	$155,000	$127,100	$282,100		$1,851,196	$1,851,196	203
2032	2033								$955,000	$60,185	$1,015,185	$725,000	$109,500	$834,500		$1,849,685	$1,849,685	203
2033	2034								$990,000	$20,543	$1,010,543	$760,000	$79,800	$839,800		$1,850,343	$1,850,343	203
2034	2035											$1,615,000	$32,300	$1,647,300		$1,647,300	$1,647,300	203
		$9,645,375	$3,000,000	$483,000	$3,421,030	$3,500,000	$750,432	$4,200,909	$3,500,000	$815,157	$4,259,062	$3,500,000	$736,667	$4,185,130		$16,066,131	$25,711,506	

Sources		*Sources*		*Sources*		*Sources*		*Total*
Par	$3,000,000	Par	$3,500,000	Par	$3,500,000	Par	$3,500,000	$13,500,000
Premium	$122,953	Premium	$118,420	Premium	$125,492	Premium	$121,434	$488,299
Total	$3,122,953	Total	$3,618,420	Total	$3,625,492	Total	$3,621,434	$13,988,299
Uses		*Uses*		*Uses*		*Uses*		
Project Fund	$3,000,000	Project Fund	$3,500,000	Project Fund	$3,500,000	Project Fund	$3,500,000	$13,500,000
Bond Counsel	$12,100	Bond Counsel (est.)	$14,500	Bond Counsel (est.)	$14,500	Bond Counsel (est.)	$14,500	$55,600
Rating	$14,000	Rating (est.)	$14,500	Rating (est.)	$15,000	Rating (est.)	$15,500	$59,000
Official Statement	$4,800	Official Statement	$4,800	Official Statement	$4,800	Official Statement	$4,800	$19,200
Underwriter's Discount	$30,000	Underwriter's Discount	$35,000	Underwriter's Discount	$35,000	Underwriter's Discount	$35,000	$135,000
Day Loan	$83	Day Loan	$97	Day Loan	$97	Day Loan	$97	$375
Bid Premium	$61,970	Bid Premium (est.)	$49,522	Bid Premium (est.)	$56,095	Bid Premium (est.)	$51,536	$219,124
Total	$3,122,953	Total	$3,618,420	Total	$3,625,492	Total	$3,621,434	$13,988,299

(A) Net of bid premium of $61,970.
(B) Net of hypothetical bid premium of $49,522.
(C) Net of hypothetical bid premium of $56,095.
(D) Net of hypothetical bid premium of $51,536.

Note: This illustration represents a mathematical calculation of potential debt service, assuming hypothetical rates based on current market rates. Interest and costs of issuance are only estimates for illustrative purposes and are based on Baird's experience with comparable transactions. Actual interest and costs of issuance w vary. This illustration provides information and is not intended to be a recommendation, proposal or otherwise considered advice.

Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding

MOODY'S INVESTORS SERVICE

CREDIT OPINION
1 September 2022

Send Your Feedback

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CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

Chippewa (County of) WI

Update to credit analysis

Summary

Chippewa County, WI (Aa1) benefits from a stable financial position supported by strong management practices. The large tax base is growing because of both residential appreciation and ongoing development which somewhat offsets the county's limited revenue raising ability. The debt and pension burdens are both low. These credit strengths are balanced against the county's resident income levels that lag similarly rated peers and a higher than average reliance on intergovernmental grants, though funding levels have historically been stable.

Credit strengths

» Large and growing tax base

» Strong financial reserves and liquidity

» Modest debt burden and pension burdens

Credit challenges

» Resident incomes lag similarly rated peers

» Above average reliance on operating grants

» Limited revenue raising flexibility because of levy limits

Rating outlook

Moody's does not typically assign outlooks to local governments with this amount of debt.

Factors that could lead to an upgrade

» Improvement of resident income levels paired with significant expansion of the tax base

Factors that could lead to a downgrade

» Deterioration of financial reserves and liquidity

» Significant increase in the debt or pension burden

Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

Key indicators

Exhibit 1

Chippewa (County of) WI	2017	2018	2019	2020	2021
Economy/Tax Base					
Total Full Value ($000)	$5,328,055	$5,557,874	$6,046,130	$6,494,498	$7,010,536
Population	63,445	63,635	63,892	64,175	64,175
Full Value Per Capita	$83,979	$87,340	$94,630	$101,200	$109,241
Median Family Income (% of US Median)	97.8%	95.5%	93.9%	92.3%	92.3%
Finances					
Operating Revenue ($000)	$39,979	$42,601	$43,931	$45,471	$45,940
Fund Balance ($000)	$30,781	$32,485	$33,287	$36,388	$35,335
Cash Balance ($000)	$30,221	$29,437	$33,854	$33,418	$34,285
Fund Balance as a % of Revenues	77.0%	76.3%	75.8%	80.0%	76.9%
Cash Balance as a % of Revenues	75.6%	69.1%	77.1%	73.5%	74.6%
Debt/Pensions					
Net Direct Debt ($000)	$5,695	$10,285	$8,725	$10,160	$8,615
3-Year Average of Moody's ANPL ($000)	$44,364	$48,119	$49,689	$55,419	$64,159
Net Direct Debt / Full Value (%)	0.1%	0.2%	0.1%	0.2%	0.1%
Net Direct Debt / Operating Revenues (x)	0.1x	0.2x	0.2x	0.2x	0.2x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.8%	0.9%	0.8%	0.9%	0.9%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	1.1x	1.1x	1.1x	1.2x	1.4x

Sources: US Census Bureau, Chippewa (County of) WI's financial statements and Moody's Investors Service

Profile

Chippewa County encompasses 1,025 square miles in west central Wisconsin (Aa1 stable) approximately 200 miles northwest of Madison (Aaa stable) and 100 miles east of the Twin Cities metropolitan area. The county provides municipal services to a population of about 65,000 residents.

Detailed credit considerations

Local economy: large and growing tax base in west central Wisconsin

The county's large tax base is likely to continue to grow, though the pace of future growth will depend on the strength of the housing market. The full value grew to $8.1 billion as of tax year 2022, averaging annual increases of 9% over the last five years. Growth is largely driven by residential appreciation (75% of the base) though there has been steady new construction which contributes to the county's allowable growth in the levy. Median family income in the county is 92% of the national average and property wealth as measured by full value per capita is $109,000.

The local economy is diverse without concentration in a single sector. The largest employers are TTM Technologies, a circuit board manufacturer (1,200 employees), Chippewa Falls School District (800 employees), and St. Joseph's Hospital (450 employees). Management notes that a number of established employers within the county have recently expanded operations, including a $22 million expansion at the Hewlett-Packard (Baa2 stable) computing center located in Chippewa Falls (Aa2). New development in the county includes a $20 million Northside Elevator facility that recently started construction in Stanley.

Financial operations: stable financial trends driven by strong management

The county's financial position is likely to remain a key credit strength, bolstered by conservative budgeting practices and year over year modest growth in the county's primary revenue streams. Fiscal 2022 is tracking close to budget and management expects to end

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Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

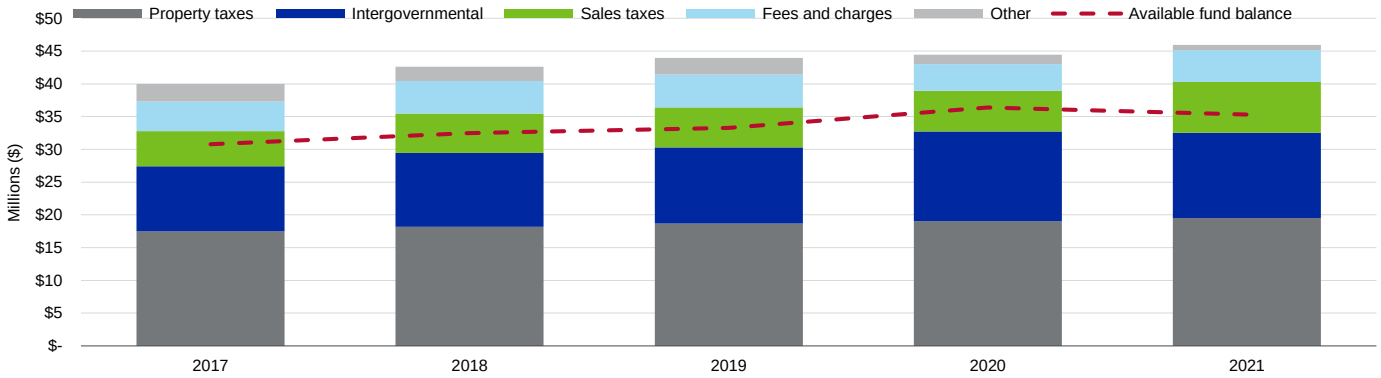
7.1.d

the year balanced including about $2 million budgeted from the county's allocation from the American Rescue Plan Act (ARPA). The county's remaining allocation of about $10 million will be spent in the following two fiscal years on road and capital improvements.

Exhibit 2

Modest annual growth across primary operating revenue sources supports stable reserves

Operating revenue by source and available fund balance



Source: Chippewa County, WI's audited financial statements

Fiscal 2021 closed with $35 million in available fund balance, representing a strong 77% of operating funds across the general, debt service, sales tax and health service funds. The largest revenue source for the county is property taxes, which comprised 43% of fiscal 2021 operating revenue, followed by intergovernmental aid, which accounted for 28%, and sales taxes at 17%. All of the county's primary revenue sources have grown modestly on an annual basis which has supported steady overall operational growth despite strict state imposed limits on raising revenue (see exhibit 2). The county collects a 0.5% sales tax, which generated a total of $7.6 million in revenue in fiscal 2021. Revenue is typically used for a combination of sales tax relief, debt service and capital projects.

Liquidity

The county' s available liquidity is strong. Net cash across major operating funds stood at $34 million, representing 75% of operating fund revenue at the close of fiscal 2021.

Debt and pensions:

The county's debt burden will remain low because of rapid principal payment on debt supported by sales tax proceeds and the relatively limited future borrowing plans. The county is in the process of selling $3 million in general obligation unlimited tax (GOULT) notes which will be followed by similar borrowings every other year through at least fiscal 2028. Note proceeds will finance capital improvements in the county's five-year capital improvement plan. Management expects sales tax revenue to be sufficient to cover debt service in full going forward which is in line with the county's historic practice of abating the debt service levy. Following the sale, the county will have $11.6 million in GOULT debt outstanding.

Legal security

The county's GOULT notes are backed by its full faith and credit pledge and the authority to levy a dedicated property tax unlimited as to rate and amount.

Debt structure

All of the county's debt is fixed rate and long-term. Amortization of existing debt is rapid with 100% of principal set to be retired over the next ten years.

Debt-related derivatives

The county is not party to any interest rate swaps or other derivative agreements.

Pensions and OPEB

Chippewa County participates in the Wisconsin Retirement System (WRS), a statewide cost-sharing plan. Contributions are determined using a level contribution actuarial method in an effort to keep employer and employee contribution rates at a level percentage of

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payroll over time, and are set at 100% of the plan's funding requirement. As a result, WRS remains one of the best funded public employee retirement systems in the country.

The county's three-year adjusted net pension liability (ANPL) is about $64 million, equivalent to 1.4x operating revenue and 0.9% of full value. Moody's ANPL reflects the use of a market-based discount rate to value pension liabilities rather than the assumed rate of investment return on plan assets. In comparison, the reported net pension liability (NPL), based on the plan's reported 7% discount rate, was negative $8.5 million in fiscal 2021, reflecting a net pension asset. The county's ANPL is much higher than reported pension liabilities because the market interest rates that we used to value pension liabilities are far lower than reported discount rates (see Exhibit 3).

Exhibit 3

Adjusted pension liabilities notably higher than reported pension liabilities because of Moody's adjustments

$ thousands	2019	2020	2021
Net pension liability, reported basis	$4,787	($4,359)	($8,515)
Discount rate	*7.00%*	*7.00%*	*7.00%*
Net OPEB liability, reported basis	$2,441	$3,100	$3,716
Adj. net pension liability	$48,054	$63,749	$80,673
Discount rate	*4.22%*	*3.22%*	*2.52%*
Adj. net OPEB liability	$2,419	$2,861	$3,504

Source: Chippewa County's audited financial statements and Moody's Investors Service

The County provides other post-employment benefits (OPEB) to employees who have terminated their employment with the county and have satisfied specified eligibility standards through a single-employer plan. The plan allows eligible retirees to remain on the county's healthcare plan if the retiree pays 100% of the retiree premium. Membership of the plan consisted of 15 retirees receiving benefits and 335 active plan members as of Dec. 31, 2021.

ESG considerations

Chippewa County's overall ESG Credit Impact Score is neutral to low (CIS-2), reflecting neutral to low exposure to environmental, social, and governance risks.

Environmental

Chippewa County's E issuer profile score is neutral to low (E-2), reflecting relatively low exposure to environmental risks across all categories, including physical climate risk, carbon transition, natural resources management, waste and pollution. Chippewa County maintains a comprehensive plan for mitigation and response in the event of disaster.

Social

Chippewa County's S issuer profile score is neutral to low (S-2), reflecting relatively neutral to low exposure to social risks across all categories, including demographics, labor and income, education, housing, health and safety and access to basic services. The county has a long-term trend of solid population growth, a good labor force participation rate and low rate of violent crime.

Governance

Chippewa County's G issuer profile score is positive (G-1), reflecting strong transparency and budget management and positive policy credibility balanced against a relatively restrictive institutional structure because of a state imposed cap that limits increases to the growth in net new construction. Counties have a high ability to reduce expenditures, as workforces are mainly comprised of non-public safety employees, for whom collective bargaining is limited. The county's informal fund balance policy is to maintain 35-40% of general fund expenditures.

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Rating methodology and scorecard factors

The US Local Government General Obligation Debt methodology includes a scorecard, a tool providing a composite score of a local government's credit profile based on the weighted factors we consider most important, universal and measurable, as well as possible notching factors dependent on individual credit strengths and weaknesses. Its purpose is not to determine the final rating, but rather to provide a standard platform from which to analyze and compare local government credits.

Exhibit 4

Chippewa (County of) WI

Rating Factors	Measure	Score
Economy/Tax Base (30%)[1]		
Tax Base Size: Full Value (in 000s)	$8,134,357	Aa
Full Value Per Capita	$126,753	Aa
Median Family Income (% of US Median)	92.4%	Aa
Finances (30%)		
Fund Balance as a % of Revenues	76.9%	Aaa
5-Year Dollar Change in Fund Balance as % of Revenues	14.0%	Aa
Cash Balance as a % of Revenues	74.6%	Aaa
5-Year Dollar Change in Cash Balance as % of Revenues	14.2%	Aa
Management (20%)		
Institutional Framework	A	A
Operating History: 5-Year Average of Operating Revenues / Operating Expenditures	1.0x	Aa
Debt and Pensions (20%)		
Net Direct Debt / Full Value (%)	0.1%	Aaa
Net Direct Debt / Operating Revenues (x)	0.2x	Aaa
3-Year Average of Moody's Adjusted Net Pension Liability / Full Value (%)	0.8%	Aa
3-Year Average of Moody's Adjusted Net Pension Liability / Operating Revenues (x)	1.4x	A
	Scorecard-Indicated Outcome	Aa1
	Assigned Rating	**Aa1**

[1] Economy measures are based on data from the most recent year available.
[2] Notching Factors are specifically defined in the US Local Government General Obligation Debt methodology.
[3] Standardized adjustments are outlined in the GO Methodology Scorecard Inputs publication.
Sources: US Census Bureau, Chippewa County's financial statements and Moody's Investors Service

Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

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REPORT NUMBER 1339498

Attachment: Baird Final Pricing Summary 09-13-2022 (45 - 22 : Res. 45-22: Resolution Awarding $3,000,000 of Promissory Notes)

CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

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STATEMENT OF EXPLANATION
Resolution No. 46 - 22

RES. 46-22: RESOLUTION TO PROCLAIM SEPTEMBER 2022 AS "RECOVERY MONTH IN CHIPPEWA COUNTY"

Passage of this resolution will formally declare September 2022 as "Recovery Month in Chippewa County" to bring awareness to those in the community in mental health and substance abuse recovery. National Recovery Month is now in its 33rd year and the continuing theme for 2022 is *"Recovery is for Everyone: Every Person, Every Family, Every Community"*. The goal of this national organization is to celebrate the gains made by those in recovery, just as those who are managing other health conditions such as hypertension, diabetes, asthma, and heart disease are celebrated for improvements in their physical health.

Each September, National Recovery Month works to promote and support new evidence-based treatment and recovery practices, the emergence of a strong and proud recovery community, and the dedication of service providers and community members across the nation who make recovery in all its forms possible.

Resolution No. 46 - 22

RES. 46-22: RESOLUTION TO PROCLAIM SEPTEMBER 2022 AS "RECOVERY MONTH IN CHIPPEWA COUNTY"

WHEREAS, there are many residents of Chippewa County that struggle with mental health and/or substance abuse issues and are in recovery to address those issues to gain control of their lives; and

WHEREAS, celebrating those among us who have made personal gains in their lives through recovery will help to end a negative stigma that some may feel, while also encouraging others to enter recovery; and

WHEREAS, National Recovery Month (Recovery Month) is a national observance held every September to educate Americans that substance use treatment and mental health services can enable those with a mental and/or substance use disorder to live a healthy and rewarding life; and

WHEREAS, this annual observance reinforces the positive message that behavioral health is essential to overall health, prevention works, treatment is effective, and people can and do recover; and

WHEREAS, the 2022 National Recovery Month theme continues to be "*Recovery for Everyone: Every Person, Every Family, Every Community*" to remind people in recovery and those family and friends that support them that recovery belongs to all of society; and

WHEREAS, there are millions of Americans whose lives have been transformed through recovery and since these successes often go unnoticed by the broader population, Recovery Month provides an opportunity for everyone to celebrate these accomplishments; and

WHEREAS, supporting the residents of Chippewa County that have had success in recovery for mental health and/or substance abuse issues will send a message that the County supports them in their efforts to address some of society's most complex and challenging issues;

NOW, THEREFORE BE IT RESOLVED, that the Chippewa County Board of Supervisors does hereby proclaim the month of September 2022 as Recovery Month in Chippewa County and encourages all of our County residents to support those in recovery for mental health and/or substance abuse issues.

Forwarded to the County Board by the Health and Human Services Board.

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of this resolution.

09/13/2022	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kari Ives, District 21
SECONDER:	Harold Steele, District 2
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Roger Calkins, Annette Hunt

History:

08/18/22 Health & Human Services Board FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 8/8/2022

Lori Zwiefelhofer, Finance Director 8/8/2022

Randy B. Scholz, County Administrator 8/8/2022

STATEMENT OF EXPLANATION

Resolution No. 47 - 22

RES. 47-22: RESOLUTION TO AUTHORIZE THE SALE OF 1.04 ACRES OF TYPE B TAX-DEEDED LAND IN THE TOWN OF LAKE HOLCOMBE THAT WAS ACQUIRED THROUGH THE ENFORCEMENT OF DELINQUENT REAL ESTATE TAXES

In 2021, it was brought to the attention of Chippewa County Corporation Counsel that an encroachment on County Type B Tax Deed property in the Town of Lake Holcombe, T32N R6W S1/2 of NENE (PIN 23206-0811-05010000) had occurred. In the early 1990's, Donald and Lana Meyer, who are the adjacent landowners to the west of the county parcel, had constructed a driveway across the aforementioned County Type B Tax Deed land. Discussion with the Corporation Counsel resulted in the conclusion that it would be in the County's best interest to resolve the issue by creating a separate parcel from the lands lying west of the town road, 271st Street and selling the property via the process set out in Chippewa County Code of Ordinances Section 2-353(e)(6), which allows the Director of Land Conservation and Forest Management to request disposition of Type B tax deeded lands.

Once a request for disposition of Type B tax deeded lands occurs, the Planning & Zoning Committee then takes action to deny or approve the request and submit for final approval to the County Board. Upon County Board approval, Section 2-353(e)(7) of the Ordinances requires that the land value be appraised and then advertised by publication for sale of the property pursuant to Wis. Stat. 75.69.

Passage of this resolution will authorize the sale of this small segment of the property west of the town road as a separate parcel. The sale of the property will allow the County to maintain access to Lake Holcombe, as required by Wis. Stat. 66.1006, without any alteration of the existing access.

Resolution No. 47 - 22

RES. 47-22: RESOLUTION TO AUTHORIZE THE SALE OF 1.04 ACRES OF TYPE B TAX-DEEDED LAND IN THE TOWN OF LAKE HOLCOMBE THAT WAS ACQUIRED THROUGH THE ENFORCEMENT OF DELINQUENT REAL ESTATE TAXES

WHEREAS, Chippewa County has acquired properties by tax deed through enforcement of tax delinquent liens pursuant to Section 2-353 of the Chippewa County Code of Ordinances and Wisconsin Statutes §75.521; and

WHEREAS, Sections 2-353(b)(3) and 2-353(e)(3)of the Chippewa County Code of Ordinances define "Type B tax-deeded land" as land that has previously been retained for purposes relating to county forest management, natural resource conservation, and public recreation; and

WHEREAS, Section 2-353(c) of the Chippewa County Code of Ordinances empowers the Planning & Zoning Committee, through the Department of Planning and Zoning, to retain and to sell, subject to the approval of the County Board, all tax-deed acquired land; and

WHEREAS, in 2021 it was brought to the attention of the Chippewa County Corporation Counsel that a driveway encroachment onto Parcel Tax Number 23206-0811-0501000, as shown in Attachment A, which is a Type B Tax Deed parcel, had occurred in the early 1990's by the adjacent property owners; and

WHEREAS, the Chippewa County Director of Land Conservation and Forest Management has agreed that it would be in best interest of the County to resolve the driveway encroachment issue by selling that portion of the aforementioned parcel number located to the west of the center line of 271st Street; and

WHEREAS, Section 2-343(e)(6) of the Chippewa County Code of Ordinances states that requests to offer Type-B tax-deeded land for sale may be made by the Director of the Land Conservation and Forest Management Department and shall be presented to the Planning & Zoning Committee for consideration; and

WHEREAS, the Planning & Zoning Committee were presented with options to resolve the driveway encroachment issue; and

WHEREAS, the Planning & Zoning Committee, after having reviewed options to resolve the driveway encroachment issues, recommends that the Type B parcel, containing approximately 1.04 acres, be subdivided into an outlot of approximately 11,857 square feet (0.27 acres) and a buildable lot of approximately 33,687 square feet (0.77 acres) as more particularly shown and described in Attachment B, and recommends the County Board authorize the sale of these parcels; and

WHEREAS, pursuant to section 2-353(7) of the Chippewa County Code of Ordinances, the Planning & Zoning Administrator, in consultation with the Corporation Counsel, contracted with a private certified appraiser who appraised the outlot at $6,000 and the buildable lot at $34,000; and

WHEREAS, pursuant to Chippewa County Policy 308, net proceeds from the sale of Type-B tax-deeded land shall be allocated as follows:

1. 20% to County General Fund or Undesignated Fund Balance;
2. 40% to Land Conservation and Forest Management Department land acquisition projects with priority given to acquisitions within and adjacent to the County Forest Blocking Boundary;
3. 40% to County Facilities and Parks Department projects to be used specifically for acquiring or improving campgrounds and related facilities;

NOW, THEREFORE BE IT RESOLVED, that the Type-B tax-deeded land described above and in Attachment B is hereby authorized for public sale pursuant to Section 2-353 of the Chippewa County Code of Ordinances and Wisconsin Statutes §75.69; and

BE IT FURTHER RESOLVED, that the Planning & Zoning Committee shall review all bids and take action, by a simple majority vote, to reject all bids or select the bid that is considered to be most advantageous to the County; and

BE IT FURTHER RESOLVED, that the Corporation Counsel Office is authorized to prepare any and all documents necessary to complete the sales of the parcels; and

BE IT FURTHER RESOLVED, that the County Administrator and County Clerk are authorized to execute all necessary documents on behalf of Chippewa County; and

BE IT FURTHER RESOLVED, that sale proceeds be used to pay the County's expenses related to the sale transaction, with the remainder being allocated pursuant to Chippewa County Policy 308.

Recommended for Approval by the Planning & Zoning Committee.

FINANCIAL IMPACT:

The County will receive revenue from the sale of the subject parcels to be distributed pursuant to Chippewa County Policy 308 "Policy Governing the Allocation and Use of County Tax-Deeded Land Parcel Sale Proceeds". In addition, it is anticipated that the subject parcels will be transferred to private ownership, which will result in on-going real estate tax revenue. The total fiscal impact/revenue will not be determined until the parcels are sold.

09/13/2022	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	David Bischel, District 4
SECONDER:	Robert Teuteberg, District 14
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Roger Calkins, Annette Hunt

History:

08/18/22	Planning & Zoning Committee	FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel 8/10/2022

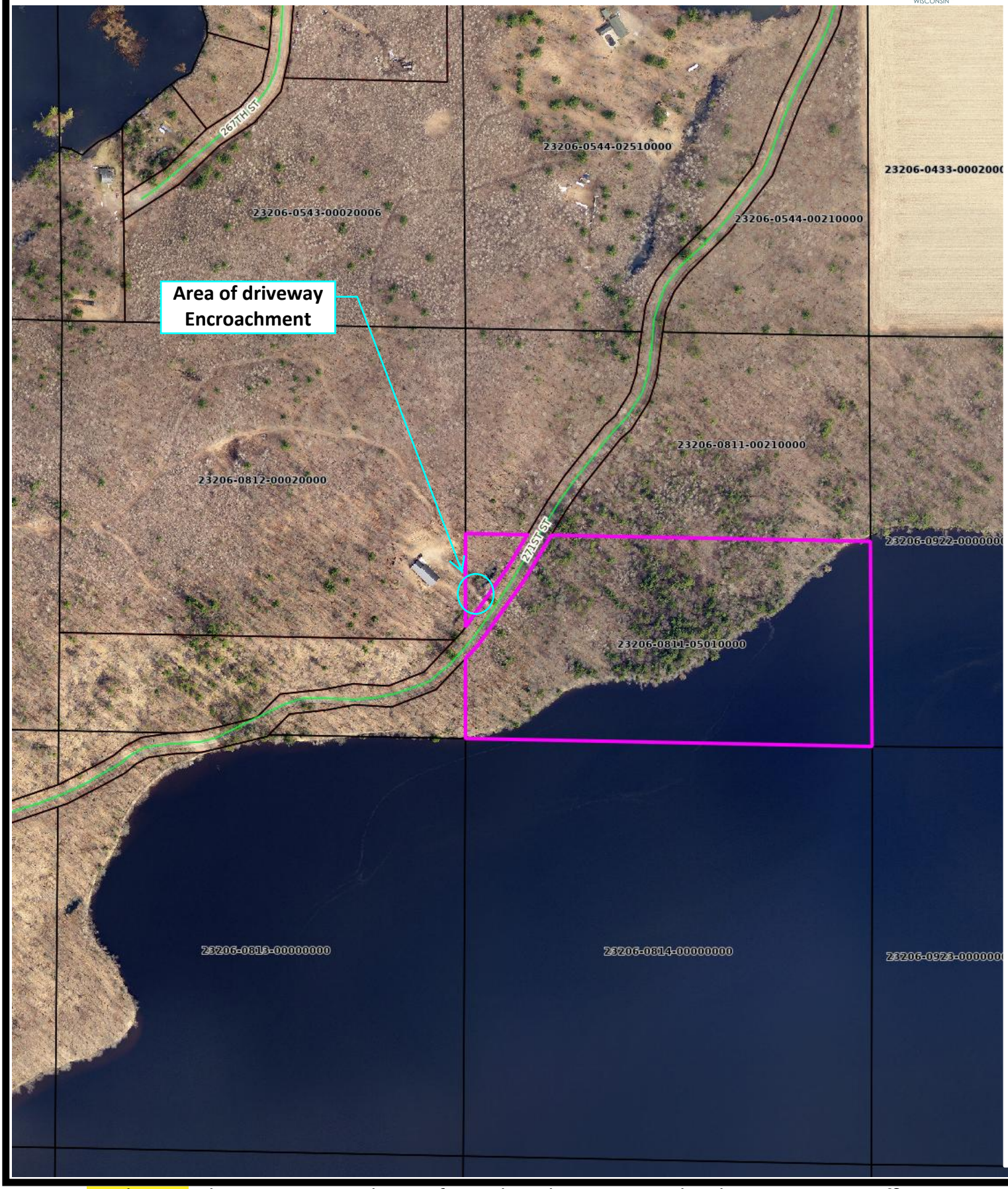
Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director 8/10/2022

Randy B. Scholz
Randy B. Scholz, County Administrator 8/10/2022

23206-0811-05010000

Attachment A

Printed 07/14/2022 Scale = 1:400'

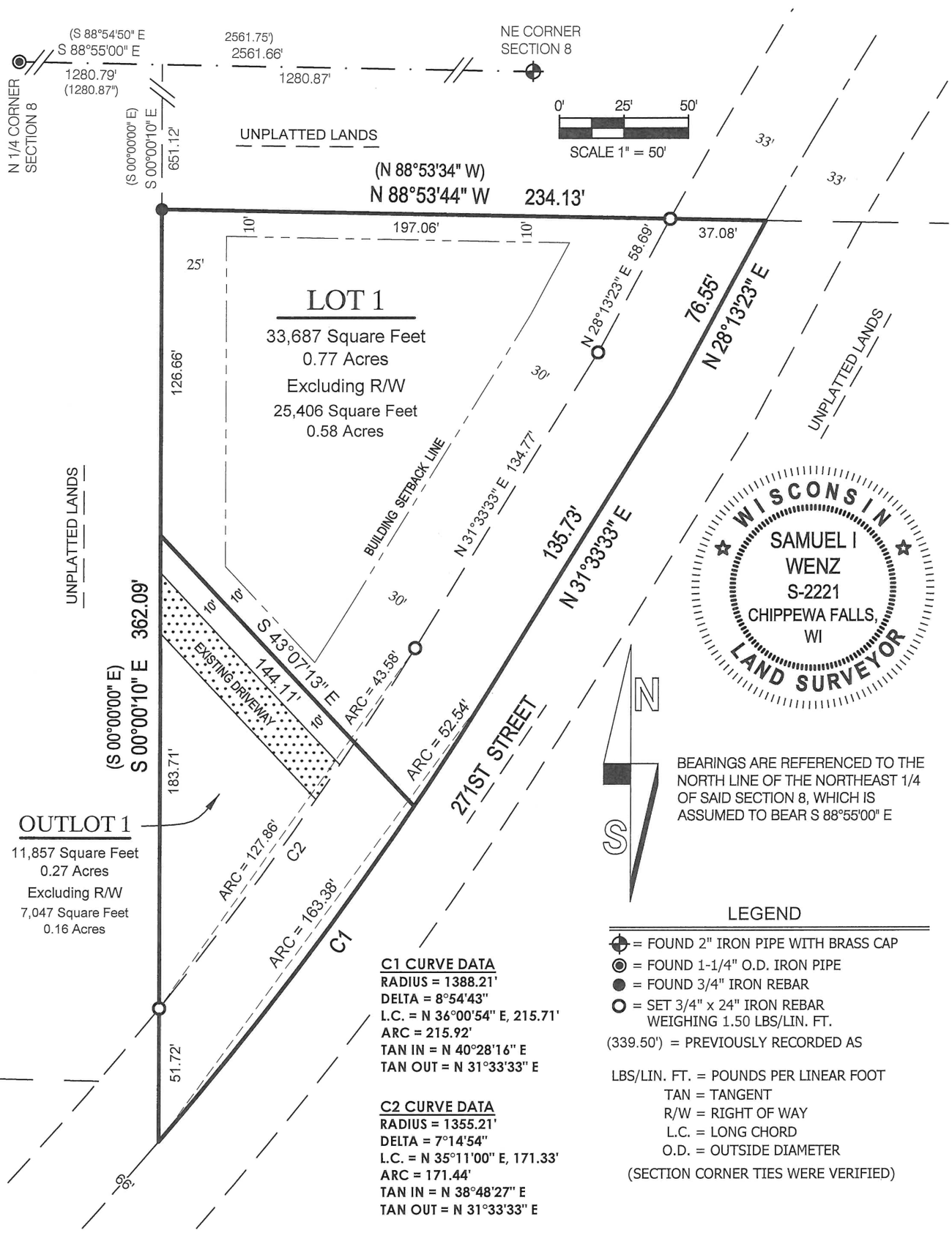


Attachment: Attachment A - Aerial View of Type B Property (47 - 22 : Res. 47-22: Resolution to Authorize Sale of Type B Land in the Town of

Disclaimer: This map is a compilation of records as they appear in the Chippewa County Offices affecting the area shown and is to be used only for reference purposes.

PRELIMINARY

LOCATED IN PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 8, TOWNSHIP 32 NORTH, RANGE 6 WEST, TOWN OF LAKE HOLCOMBE, CHIPPEWA COUNTY, WISCONSIN.



C1 CURVE DATA
RADIUS = 1388.21'
DELTA = 8°54'43"
L.C. = N 36°00'54" E, 215.71'
ARC = 215.92'
TAN IN = N 40°28'16" E
TAN OUT = N 31°33'33" E

C2 CURVE DATA
RADIUS = 1355.21'
DELTA = 7°14'54"
L.C. = N 35°11'00" E, 171.33'
ARC = 171.44'
TAN IN = N 38°48'27" E
TAN OUT = N 31°33'33" E

LEGEND

- = FOUND 2" IRON PIPE WITH BRASS CAP
- = FOUND 1-1/4" O.D. IRON PIPE
- = FOUND 3/4" IRON REBAR
- = SET 3/4" x 24" IRON REBAR WEIGHING 1.50 LBS/LIN. FT.

(339.50') = PREVIOUSLY RECORDED AS

LBS/LIN. FT. = POUNDS PER LINEAR FOOT
TAN = TANGENT
R/W = RIGHT OF WAY
L.C. = LONG CHORD
O.D. = OUTSIDE DIAMETER

(SECTION CORNER TIES WERE VERIFIED)

STATEMENT OF EXPLANATION

Ordinance No. 04 - 22

ORD. 04-22: ORDINANCE TO AMEND SEC. 2-82(E) OF THE CHIPPEWA COUNTY CODE OF ORDINANCES TO INCREASE HIGHWAY PERMIT FEES - SECOND READING

The Highway Commissioner has reviewed the existing user fees charged by the Highway Department, including permit application fees for access driveways and public and private roads, and existing application fees for new ATV/UTV routes on county highways. When comparing current user fees with actual labor expenses, it has been determined that fee increases for the above items are necessary at this time in order to recoup the service costs to Chippewa County. Additionally, a permit application deposit of $100 for access driveways and public and private roads is necessary to ensure that permit applicants notify the County when work is complete and ready for final inspection.

Ordinance No. 04 - 22

ORD. 04-22: ORDINANCE TO AMEND SEC. 2-82(E) OF THE CHIPPEWA COUNTY CODE OF ORDINANCES TO INCREASE HIGHWAY PERMIT FEES - SECOND READING

SEE ATTACHMENT

FINANCIAL IMPACT:

Any fiscal impact to Chippewa County in terms of revenue generated by passage of these ordinance amendments will likely be dependent upon the number of permit applications received by the Highway Department.

09/13/2022	**County Board**
RESULT:	**APPROVED [11 TO 8]**
MOVER:	Glen Sikorski, District 6
SECONDER:	Charles Bomar, District 12
AYES:	Gullickson, Flater, Bischel, Sikorski, Ericksen, Bomar, Eisenhuth, McGill, Rohmeyer, Hull, Mueller
NAYS:	Schmitt, Steele, Bergeron, Seidlitz, Peterson, Berg, Teuteberg, Ives
ABSENT:	Roger Calkins, Annette Hunt

History:

07/27/22 Highway Committee FORWARD TO COUNTY BOARD

08/09/22 County Board FIRST READING

Approved as to Form:

Todd A. Pauls, Corporation Counsel 7/20/2022

Lori Zwiefelhofer, Finance Director 7/20/2022

Randy B. Scholz, County Administrator 7/20/2022

Ordinance to Amend Sec. 2-82(e) of the Chippewa County Code of Ordinances to Increase Highway Permit Fees

1. That Section 2-82(e) of the Chippewa County Code of Ordinances is hereby amended as follows:

Sec. 2-82 County Board Standing Committees, Roles and Duties.

All standing committee board chairs shall, at the first regular meeting, establish a regular meeting date and time with due consideration given to the scheduling conflicts, including working hours of each member and the County Administrator. Notification of these regular meeting dates shall be placed on file in the office of the County Clerk and the County Administrator.

Each of the committees in this section shall consist of five County Board members. The first supervisor named shall be the chair and the second supervisor named shall be the vice-chair of that committee. No supervisor shall chair more than one of the standing committees listed in this section.

(e) The Highway Committee provides policy oversight to the Highway Department as set forth in Wis. Stats. § 83.015(1)(a).

(1) Condemnation and relocation.

The Board of Supervisors authorizes the county highway committee under Wis. Stats. § 32.05(1), to issue relocation orders as needed for the public purposes listed in Wis. Stats. Ch. 32.

(2) Use of county gravel by towns.

a. *Permission required*. Before any gravel may be taken from the several piles of crushed gravel of the county Highway Department for the use of the town or residents therein, the chair of the town shall obtain the permission to take the gravel from the highway commissioner.

b. *Highway department to load*. No gravel may be taken from the several piles of crushed gravel of the county highway department under any circumstances unless such gravel to be taken is loaded by the county Highway Department.

(3) Access to county highway right-of-way.

Pursuant to Wis. Stats. § 86.07(2) the County Board of Supervisors authorizes the county Highway Department to permit the following activities on county trunk highway right-of-way. In addition, permit and application fees as set forth in this section shall be established by the Highway Committee and assessed by the county Highway Department to offset the cost involved in the permit or application review. All necessary permits are to be obtained prior to the occurrence of the associated activities.

a. *Access driveways*. A permit shall be obtained from the county Highway Department for all new driveways/accesses or modifications of existing access onto the county trunk highways. The county Highway Department shall assess a

Attachment: Ordinance to Amend Sec 2-82(e) to Increase Highway Permit Fees - FINAL (04 - 22 : Ord. 04-22: Ordinance to Amend Sec. 2-82(e) to

fee of $~~5~~200.00 for each residential driveway or field entrance permit application and a fee of $250 for each commercial driveway permit~~ted~~ application. An additional deposit of $100 shall be assessed to access driveway permit applications. Upon successful completion of all permit application requirements, the deposit shall be refunded. If permit application requirements are not met within 6 months of permit issuance, the deposit will not be refunded.

b. *Public and private road access*. A permit shall be obtained from the county Highway Department for all new public or private road access on to county trunk highways. The county Highway Department shall assess a fee of $~~43~~00.00 for each public and private road access permitted. An additional deposit of $100 shall be assessed to public and private road access permit applications. Upon successful completion of all permit application requirements, the deposit shall be refunded. If permit application requirements are not met within 12 months of permit issuance, the deposit will not be refunded.

c. Work in right-of-way permit. A permit shall be obtained from the county Highway Department for any type of private work to be performed within the Chippewa County right-of-way. There shall be no fee for this permit.

d. *Utilities*. The county Highway Department shall issue permits for the construction or alteration of utility facilities on county trunk highway right-of-way. The county Highway Department shall assess fees for utility permits according to the following schedule:

Utility Activity	Fee
First service installation	$80.00
First 200 feet of run parallel to centerline of right-of-way	80.00
Additional service installations	60.00
Each additional 1000 feet of run parallel to centerline of right-of-way	60.00

(4) *Over-sized load permit.* A permit shall be obtained from the county Highway Department anytime a load is moved on county trunk highways which is above statutory limitations for width, height, or weight. The county Highway Department shall assess a fee for $20 for each single-trip permit issued and $100 for each annual permit issued.

(5) *Application fee for new ATV/UTV routes on county highways*. The fee for an application for a new ATV/UTV route on a county highway, made pursuant to §58-39, shall be $~~31~~00 and shall be included with the application. The fee shall cover the costs of the initial review and approval of the application by the county Highway Department, as well as any future reviews of the designated route.

2. That these ordinance revisions shall take effect upon passage and publication.

Forwarded to the County Board by the Highway Committee.

Attachment: Ordinance to Amend Sec 2-82(e) to Increase Highway Permit Fees - FINAL (04 - 22 : Ord. 04-22: Ordinance to Amend Sec. 2-82(e) to

STATEMENT OF EXPLANATION

Ordinance No. 05 - 22

ORD. 05-22: ORDINANCE TO AMEND SEC. 2-2 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES REGARDING HOURS OF OPERATION - SECOND READING

Passage of these ordinance amendments would change Courthouse Hours from 8:00 a.m. to 4:30 p.m. Monday through Friday to 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

Passage of these ordinance amendments would also add Law Enforcement Center Hours of 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

Finally, passage of these ordinance amendments would add the current Highway Department Hours of 6:00 a.m. to 4:00 p.m. Monday through Thursday from May to November and 6:30 a.m. to 4:30 p.m. Monday through Thursday from November to May.

The Courts will remain open on the existing schedule of 8:00 a.m. to 4:30 p.m. Monday through Friday. All three judges are in support of the new schedule and will work to make the new schedule work for the rest of the departments in the Courthouse. The Chief Judge of the District was not in favor of the change and has the last word on the Court's schedule.

The hours of operation changes will not take place until January 1, 2023. This will give everyone the ability to plan for the change and to communicate the change to the public.

Ordinance No. 05 - 22

ORD. 05-22: ORDINANCE TO AMEND SEC. 2-2 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES REGARDING HOURS OF OPERATION - SECOND READING

SEE ATTACHMENT

FINANCIAL IMPACT:

There is no financial impact to the County by passage of these Ordinance Amendments

09/13/2022	**County Board**
RESULT:	**APPROVED [17 TO 1]**
MOVER:	Joel Seidlitz, District 9
SECONDER:	David Bischel, District 4
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller
NAYS:	Matthew Peterson
ABSENT:	Roger Calkins, Annette Hunt
EXCUSED:	Kari Ives

History:

08/02/22 Executive Committee FORWARD TO COUNTY BOARD

08/09/22 County Board FIRST READING

Approved as to Form:

Todd A. Pauls, Corporation Counsel 7/19/2022

Lori Zwiefelhofer, Finance Director 7/19/2022

Randy B. Scholz, County Administrator 7/19/2022

Attachment: Ordinance to Amend Sec 2-2 Hours of Operation - 071822 (05 - 22 : Ordinance to Amend Sec. 2-2 of the Chippewa County Code of

Ordinance to Amend Sec. 2-2 of the Chippewa County Code of Ordinances Regarding Hours of Operation

1. That Section 2-2 of the Chippewa County Code of Ordinances is hereby amended as follows:

Article I. In General

Sec. 2-1. Open meetings.
Sec. 2-2. ~~Courthouse hours~~ Hours of Operation.
Sec. 2-3. Official newspaper designated.
Sec. 2-4. Jury commissioners per diem compensation.
Sec. 2-5. Self-organized status.
Sec. 2-6. Department of Administration.
2-7--2-30. Reserved.

ARTICLE I. IN GENERAL

Sec. 2-2. ~~Courthouse hours~~ Hours of Operation.

(a) Courthouse Hours.
All offices in the county courthouse ~~and annex shall~~ are generally ~~be~~ staffed and open to the public from ~~8:00~~ 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday ~~of each day that the courthouse is open~~.

(b) Law Enforcement Center Hours.
All offices in the Law Enforcement Center are generally staffed and open to the public from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday.

(c) Highway Department Hours.
All offices at the Highway Department are generally staffed and open to the public from 6:00 a.m. to 4:00 p.m. Monday through Thursday from May to November and from 6:30 a.m. to 4:30 p.m. Monday through Thursday from November to May.

2. That the amendment to create Section 2-2(c) shall take effect upon passage and publication.

3. That the amendments to Section 2-2(a) and to create Section 2-2(b) shall take effect on January 1, 2023, following passage and publication.

Forwarded to the County Board by the Executive Committee.

CHAMBERS OF CIRCUIT COURT
HONORABLE JAMES M. ISAACSON
Branch II - Chippewa County

711 North Bridge Street
Chippewa Falls, WI 54729-1876
(715)726-7783

Jennifer Lee
Judicial Assistant

Jessica Case
Rheanna Fauske
Court Reporter

July 14, 2022

Randy Scholz
Chippewa County Administrator
711 N. Bridge St.,
Chippewa Falls, WI 54729

RE: Courthouse Hours

Dear Randy:

As Judge Gibbs, Judge Lane and I have said we will be mindful of the new proposed courthouse hours and try to schedule Friday afternoons accordingly. We still need to also insure that we are meeting the needs of the public.

Our plan is to schedule as lightly as we can Friday afternoons, however speedy trial requests, time limits for preliminary hearings, juvenile matters, mental commitments, and general case load management will mean there will be some courtroom activity on Friday afternoons.

Respectfully,

James M. Isaacson
Circuit Court Judge, Branch 2
Chippewa County, Wisconsin
JMI:jll

cc: Chief Judge Maureen Boyle
Judge Gibbs
Judge Lane

Attachment: Judges Ltr RE Courthouse Hours 07-14-2022 (05 - 22 : Ordinance to Amend Sec. 2-2 of the Chippewa County Code of Ordinances

STATEMENT OF EXPLANATION

Ordinance No. 06 - 22

ORD. 06-22: ORDINANCE TO AMEND SECTION 2-60 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES REGARDING MEETINGS OF THE COUNTY BOARD - FIRST READING

Passage of these ordinance amendments will include changing the date of the County Board's annual meeting required under Section 59.11(1)(a) of the Wisconsin Statutes from the Tuesday after the 2nd Monday of November to the Tuesday after the 1st Thursday of November of each year, and relocating County Board Chair and County Administrator appointments from the consent agenda section to create separate sections for each under the County Board meeting agenda.

Section 59.11(1) of the Wisconsin Statutes provides that "every board shall hold an annual meeting on the Tuesday after the 2nd Monday of November in each year for the purpose of transacting business" but that "[a]ny board may establish by rule an earlier date during October or November for the annual meeting…".

Section 2-60(a)(2) of the Chippewa County Code of Ordinances currently provides that the County Board's annual meeting shall commence on the Tuesday after the 2nd Monday of November of each year. The County Board adopts the tax levy for the County at its annual meeting. Under the current ordinance, the date of the annual meeting in 2022 falls on the 15th of November, which is also the deadline imposed by the Wisconsin Department of Revenue for the County Clerk to submit the county tax apportionment.

Passage of these ordinance amendments will ensure that the date of the annual meeting of the County Board required under Section 59.11(1)(a) of the Wisconsin Statutes does not conflict with the deadline imposed by the Wisconsin Department of Revenue for the County Clerk to submit the county tax apportionment for approval.

County Board Chair and County Administrator appointments are currently included with other items as part of the consent agenda section of the County Board meeting agenda under Section 2-60(d) of the Chippewa County Code of Ordinances. Items under the consent agenda are to be adopted in one motion unless a separate motion is made to separately consider an item.

Passage of these ordinance amendments will provide clarity for purposes of consideration, discussion and any proposed action to be taken by the County Board specifically regarding County Board Chair and County Administrator appointments by relocating each to separate sections under the County Board meeting agenda.

Ordinance No. 06 - 22

ORD. 06-22: ORDINANCE TO AMEND SECTION 2-60 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES REGARDING MEETINGS OF THE COUNTY BOARD - FIRST READING

SEE ATTACHMENT

FINANCIAL IMPACT:

There is no fiscal impact to Chippewa County by passage of these ordinance amendments.

09/13/2022	**County Board**
RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Charles Bomar, District 12
SECONDER:	Caden Berg, District 13
AYES:	Gullickson, Schmitt, Flater, Steele, Bischel, Sikorski, Bergeron, Ericksen, Seidlitz, Peterson, Bomar, Berg, Teuteberg, Eisenhuth, McGill, Rohmeyer, Hull, Mueller, Ives
ABSENT:	Roger Calkins, Annette Hunt

History:

08/16/22 Executive Committee FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 7/19/2022

Lori Zwiefelhofer, Finance Director 7/19/2022

Randy B. Scholz, County Administrator 7/19/2022

Ordinance to Amend Section 2-60 of the Chippewa County Code of Ordinances

1. That Section 2-60 of the Chippewa County Code of Ordinances is hereby amended as follows:

Sec. 2-60. Meetings of the County Board.

(a) *Meetings*. The meetings of the County Board of Supervisors shall be as provided in Wis. Stats. § 59.11, to transact the general business of the County.

(1) *Evening meetings*. The meetings of the County Board shall convene at 6:00 p.m., unless otherwise scheduled by the Chair.

(2) *Annual meeting*. The annual meeting of the County Board shall commence on the Tuesday after the first Thursday ~~second Monday~~ of November of each year pursuant to s. 59.11(1)(a), Wis. Stats. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. The annual meeting may be rescheduled by prior resolution of the County Board.

(3) *Organizational meeting*. The Organizational Meeting of the County Board shall be held on the third Tuesday in April pursuant to sec. 59.11(1)(c), Wis. Stats. In County Board Supervisor election years, the initial business of the meeting shall be the elections of a Chair and Vice-Chair and the three at large members of the Executive Committee.

a. The Corporation Counsel shall call the Organizational Meeting to order and preside over the meeting until a Chair is elected, at which time the Chair shall preside over the meeting.

b. The Chair and Vice-Chair shall be elected to two-year terms, which shall run from supervisory election to supervisory election and in no event shall any term overlap a supervisory election.

c. The elections of the Chair and Vice-Chair shall be held by secret ballot. The County Clerk shall collect and keep the voted ballots in a safe place and shall show the voted ballots to any person upon request. Two Supervisors who were not nominated for the position of Chair or Vice-Chair shall assist the Clerk in collecting and tabulating the ballots and shall attest to the final results.

d. Before casting the ballot for Chair and Vice-Chair the Supervisors nominated shall be allowed an opportunity to provide a statement and/or introduction to the full County Board (not to exceed five minutes). (Effective April 19, 2022)

e. Following the election of the Chair and Vice Chair, an election for the three at large members of the Executive Committee shall be held as set out in Sec. 2-82(c).

f. The Organizational meeting shall be adjourned for two days to the following Thursday to allow the County Board Chair, in consultation with the Vice-Chair,

Attachment: Ord to Amend Sec 2-60 Annual Meeting and Cty Bd Chair Cty Administrator Appointments (06 - 22 : Ordinance to Amend Section

and the County Administrator to determine committee, board and commission appointments. The final list of appointments shall be presented to the County Board for approval at the adjourned Organizational Meeting.

(4) *Special meeting.* A special meeting of the board shall be held in accordance with Wis. State § 59.11(2). Upon a written request of a majority of the supervisors delivered to the clerk, specifying the time and place of the meeting. The time shall not be less than 48 hours from the delivery of the request. Upon receiving the request the clerk shall immediately provide notice to each supervisor of the time and place of the meeting. Any special meeting may be adjourned by a vote of a majority of all the supervisors. A special meeting may also be called by the Chair as set forth in sub. (5) below.

(5) *Emergency meeting.* An emergency meeting may be called by the County Board chairman by notifying the County Clerk to contact the County Board supervisors and the media according to Wis. Statute § 19.84.

(b) *Officers.* At the Organizational Meeting, the County Board shall elect a chair and first vice-chair who, in absence or disability of the chair, shall perform all the duties of the chair.

(c) *Powers and duties of chair.* The chair shall have the powers and duties under Wis. Stats. Ch. 59 and as set forth below:

(1) The chair shall preserve order and decide questions of order subject to an appeal of the Board and shall vote on all questions taken by ayes and nays, except on appeals from his own decision.

(2) The Chair shall preside over County Board meetings in an efficient and effective manner and shall set the general tone of the meeting through positive leadership.

(3) The Chair shall ensure that the County Board and individual Supervisors act consistently with the County Board's Rules and Policies adopted by the County Board.

(4) The Chair shall maintain impartiality when presiding over County Board meetings.

(5) The Chair shall set the agenda for the County Board meetings and shall direct the County Clerk on what items are to appear on the agendas.

(6) The Chair shall have the authority to change County Board meeting dates and times, if necessary and at the Chair’s discretion.

(7) The chair shall be an ex officio member of all standing committees and may meet and deliberate in the meetings. The chairperson shall have the power to vote only when present in order to form a quorum and only until such time as a quorum of the committee members is present.

(8) The Chair may represent or may assign a designee to represent Chippewa County at all ceremonial events or functions when attendance is requested.

Attachment: Ord to Amend Sec 2-60 Annual Meeting and Cty Bd Chair Cty Administrator Appointments (06 - 22 : Ordinance to Amend Section

(9) The Chair shall authorize County Board Supervisor attendance for compensation at a meeting for which the Supervisor is not a member or for which the Chair requests attendance on behalf of Chippewa County.

(10) The Chair shall recommend, subject to County Board approval, candidates to fill vacancies on the County Board.

(11) The Chair shall appoint all members of county standing committees and the chairs and vice chairs of those committees during County Board reorganization, with the exception of the Executive Committee, which shall be formed pursuant to Secs. 2-81 and 2-82(c). The Chair shall also have the authority to remove members of standing committees, subject to County Board approval.

(12) The Chair shall not be a chair of any other committee, board or commission other than the Executive Committee.

(13) In the event there is a health or safety emergency in the County, the County Board Chair shall collaborate with the County Administrator to determine if any temporary emergency changes are needed to current County policies and ordinances in order to ensure the safety of employees and the public.

a. The County Administrator shall provide a report to the Executive Committee of any implemented emergency changes.

b. Any implemented emergency changes shall be reviewed regularly and remain in effect until there is no longer a health or safety emergency.

(d) *Order of business*. The order of business for regular monthly County Board meetings shall be as follows:

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

III. ROLL CALL

IV. APPROVE THE AGENDA

V. MEMBERS OF THE PUBLIC WISHING TO BE HEARD
(Comments from the public will be limited to five minutes per speaker.)

VI. CONSENT AGENDA
(Unless separation of an item is required, all will be adopted in one motion.)
1. Approve Minutes
~~2. County Board Chair Appointments~~
~~3. County Administrator Appointments~~
2~~4~~. Amendatory Zoning Ordinance

VII. REPORTS

Attachment: Ord to Amend Sec 2-60 Annual Meeting and Cty Bd Chair Cty Administrator Appointments (06 - 22 : Ordinance to Amend Section

VIII. BUSINESS ITEMS
1. Resolutions
2. Ordinances (1st and 2nd readings)
3. Policies (1st and 2nd readings)

IX. COUNTY BOARD CHAIR APPOINTMENTS

X. COUNTY ADMINISTRATOR APPOINTMENTS

XI~~IX~~. AGENDA ITEMS FOR FUTURE CONSIDERATION

XII. ADJOURN

(e) *Exceptions to reading at length.* Every subject matter that shall come before the Board shall be read at length except:

(1) Claims.

(2) Petitions may be read by title only if County Board members have numbered copies of such petition.

(3) Ordinances and resolutions, and all zoning ordinances, may be read by title only if County Board members have numbered copies thereof and provided those documents are read consistent with Secs. 2-70(a)(4) and 2-70(b)(4).

(4) Any member shall have the right to call for the reading of any of the exceptions in subsection (f) of this section in full, but such request shall be supported by a majority vote of the members present.

(5) A motion to hold a written ballot vote may be called for on any issue by any member of the Board. If the motion is seconded, a majority vote of the County Board members present shall be required to hold a vote by ballot. Each voting member's signature is required on his ballot so the vote may be recorded; otherwise, the ballot is invalid. After votes are recorded, each member's vote shall be announced.

(f) *Prefiling requirements.*

(1) *Filing date.* All documents, including resolutions, ordinances and petitions, to be acted upon by the County Board shall be filed in the office of the County Clerk before 12:00 noon on the Wednesday preceding the regularly scheduled County Board meeting. The chair may grant leave to hear the matter if same has not been timely filed provided the requirements of Wis. Stats. § 19.84 have been met.

(2) *Fiscal impact.* All resolutions and ordinances that require or may require the expenditure of funds may be filed with the County Clerk only if a fiscal impact statement including funding source is prepared and attached thereto. Such fiscal impact shall be shown for the current budget year as well as the subsequent budget year. If there is no fiscal impact it shall be so stated. Prior to filing a resolution or ordinance that contains a

Attachment: Ord to Amend Sec 2-60 Annual Meeting and Cty Bd Chair Cty Administrator Appointments (06 - 22 : Ordinance to Amend Section

fiscal impact, both the policy committee and the finance director shall review and verify the amounts there stated.

(g) *Withdrawal of motion.* After a motion is stated by the presiding officer, or a resolution is read by the clerk, it shall be deemed in possession of the Board. A motion may be withdrawn or altered at any time by the author of the motion with the consent of the Board before a decision of the Board thereon is announced.

(h) *Voting.* The ayes and nays shall be ordered upon any question involving the appropriation of moneys or directing the drawing of orders on the county treasurer or at the request of any member and the clerk shall call the roll in alphabetical order starting with the supervisor making the motion for adoption.

(i) *Motion to reconsider.* When a question has once been decided, whether in the affirmative or negative, it shall be in order for any member who voted in the majority or, when the Board is evenly divided, for any member who voted in the negative, to move for a reconsideration at the same meeting and if a reconsideration, the subject shall be before the Board for further action. A motion to reconsider being brought and defeated shall not be renewed.

(j) *Limit for speaking on question.* No member shall speak more than twice on any question until all members who desire to speak have been heard. Such member shall then obtain leave of the chair and, in speaking, shall confine himself to the question under consideration and avoid all personalities.

(k) *Motion to excuse a member from voting.* All motions to excuse a member from voting shall be made before calling ayes and nays on the question pending and any member wishing to be excused from voting shall make a brief verbal statement of the reason for making such request and the question shall then be taken without further notice.

(l) *Claims.*

(1) Any person having a demand or claim against the county shall make such demand or claim by following the procedure prescribed by Wis. Stats. § 59.64 and shall make out a statement thereof in writing pursuant to Wis. Stat. §59.07 and file the statement with the clerk pursuant to Wis. Stat. §893.80 (1)(b).

(2) Such claims shall be referred to the Corporation Counsel. The County Clerk shall report at the next session of the Board all claims filed in the Clerk's Office since the last County Board meeting, as set out in Wis. Stat. §59.64.

(3) *Payment of claim against county.* The Executive Committee is authorized to settle claims not to exceed $10,000 as provided in Wis. Stats. §59.52(12)(a). The Corporation Counsel is authorized to settle claims not to exceed $500 as provided for in Wis. Stats. §59.52(12)(b). When any claim against the county is allowed by the Board, it shall be the duty of the clerk to prepare a warrant or order on the treasurer for payment of the claim, such warrant or order to be signed by the clerk and countersigned by the Administrator.

Attachment: Ord to Amend Sec 2-60 Annual Meeting and Cty Bd Chair Cty Administrator Appointments (06 - 22 : Ordinance to Amend Section

(m) *Ordinance adoption.* All ordinances introduced to the Board, except amendatory zoning ordinances which change zoning districts, shall have a first reading and be held over to the next ensuing meeting for a second reading and motion for adoption unless a suspension of this rule is granted.

(n) *Citizens addressing the Board.* Citizens may address the Board or any committee on any subject with permission of the body. All citizens addressing the Board shall give their name and organization affiliation, if any, and shall limit their comments to five minutes unless the chair grants an extension.

(o) *Closed sessions*. The County Board or any committee may go into closed session as part of its meeting agenda pursuant to one of the exceptions listed in Wis. Stats. § 19.85. The County Board or committee shall follow the following procedures when convening into closed session:

(1) A supervisor or committee member shall make a motion, consistent with the listed agenda item, to move into closed session. The motion shall also include the names of all individuals that will be allowed to attend the closed session. If a second to that motion is made, a roll call vote shall be taken and if a majority of the members present support the motion, the body shall then convene into closed session. Prior to moving into closed session, the Chair shall announce in open session those individuals that will be allowed to attend the closed session.

(2) The minutes from the closed session shall include those members in attendance as well as the time that the County Board or committee convened into closed session and the time that the body convened back into open session. In addition, the minutes shall also include any motions made and the votes taken on those motions.

(p) *Rules of order.* Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board in all cases where they are not inconsistent with these rules or law.

(Ord. No. 02-19, 02-19-2019; Ord. No. 10-19; 09-10-2019; Ord. No. 05-20, 03-10-2020: Ord. No. 11-20, 11-10-2020)

2. These ordinance revisions shall take effect upon passage and publication.

Forwarded to the County Board by the Executive Committee.

Attachment: Ord to Amend Sec 2-60 Annual Meeting and Cty Bd Chair Cty Administrator Appointments (06 - 22 : Ordinance to Amend Section

STATEMENT OF EXPLANATION

Ordinance No. 07 - 22

ORD. 07-22: ORDINANCE TO AMEND CHAPTER 70, ARTICLE IV. SUPPLEMENTAL REGULATIONS, DIVISION 3. SIGNS, SECTIONS 70-147, 70-148, 70-149 AND 70-150 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES - SECOND READING

Passage of these ordinance amendments will include allowing for the placement of a "Neighborhood Identification Signs for Residential or Planned Unit Developments" under Chapter 70, Article IV. Supplemental Regulations, Division 3. Signs, Sections 70-149(c) and70-149(d) of the Chippewa County Code of Ordinances. "Neighborhood Identification Signs for Residential or Planned Unit Developments" are typically located at the entrance of an approved subdivision. Previously, these types of signs were allowed and referred to as "Area Identification Signs", but they were inadvertently deleted in ordinance amendments that occurred in 2019-2020 (Ordinance 01-2020).

Passage of these ordinance amendments will also correct minor grammatical errors in Sections 70-147 to 70-150 as follows:

1. The term "premise" is changed to "premises".
2. Under Section 70-149(e)(1): the term "exceed" is inserted, the term "footage" is changed to "feet", and the term "building" is changed to "building's".
3. The term "on premises" is changed to "on-premises".

Ordinance No. 07 - 22

ORD. 07-22: ORDINANCE TO AMEND CHAPTER 70, ARTICLE IV. SUPPLEMENTAL REGULATIONS, DIVISION 3. SIGNS, SECTIONS 70-147, 70-148, 70-149 AND 70-150 OF THE CHIPPEWA COUNTY CODE OF ORDINANCES - SECOND READING

SEE ATTACHMENT

FINANCIAL IMPACT:

There is no financial impact to Chippewa County by passage of these ordinance amendments

09/13/2022	**County Board**	
RESULT:	**FIRST READING**	**Next: 10/11/2022 6:00 PM**

History:

08/18/22	Planning & Zoning Committee	FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls
Todd A. Pauls, Corporation Counsel 8/8/2022

Lori Zwiefelhofer
Lori Zwiefelhofer, Finance Director 8/8/2022

Randy B. Scholz
Randy B. Scholz, County Administrator 8/8/2022

Ordinance to Amend Chapter 70, Article IV. Supplemental Regulations, Division 3. Signs, Sections 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of Ordinances

1. That Chapter 70, Article IV. Supplemental Regulations, Division 3. Signs, Sections 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of Ordinances are hereby amended as follows:

DIVISION 3. SIGNS

Sec. 70-146 Generally

No sign shall be erected, constructed, altered or modified except as regulated in this division.

(Code 1980, § 17.42(1)) (Ord No. 01-20, 02-11-2020)

Sec. 70-147 General Sign Provisions

(a) *Hazardous signs.* No sign shall, by reason of its shape, location, lighting, size, color or intensity, create a hazard to the safe, efficient movement of vehicular or pedestrian traffic. No private sign shall contain words that might be construed as traffic controls, such as "stop," "caution," or "warning" unless such sign is intended to direct traffic on the premises.

(b) *Sign maintenance.* All signs and sign structures shall be properly maintained in a safe, orderly condition and parts and supports shall be properly painted at all times. Signs or sign structures which are rotted, unsafe or which have otherwise deteriorated or have been defaced shall be repainted, repaired or replaced by the owner of the lot upon which the sign is located, or by his licensee.

(c) *Interference.* No signs, nor any guides, stays or attachments thereto, shall be erected, placed or maintained upon rocks, fences or trees, or in such a manner as to interfere with firefighting equipment or personnel, or any electric light, power, telephone or cable wires or supports thereof.

(d) *Signs within right-of-way.* No signs other than governmental signs shall be erected or temporarily placed within any public right-of-way.

(e) *Signs within a vision clearance triangle.* Signs shall be allowed within the vision clearance triangle if the sign is not considered a hazard for motorists or the general public. The vision clearance triangle is designated under section 70-109(b) of this ordinance.

(f) *Safe ingress and egress to and from structures.* No sign or sign structure shall be erected or maintained so as to prevent or deter free movement to or from any door, window or fire escape, nor shall a sign be attached to a standpipe or fire escape.

(g) *Signs required by law.* All signs required by law shall be permitted in all districts.

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Sects 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

(h) *Sign faces.* If a freestanding sign or sign structure is constructed so that the sign faces are not parallel, the angle between the sign faces shall not exceed 30 degrees. If the angle between the sign faces is greater than 30 degrees, the total area of both sign faces shall be the calculated sign area. If the angle between the sign faces is less than 30 degrees, the sign faces shall be considered one sign face for purposes of calculating sign area and number of signs.

(i) *Obsolete signs.* An obsolete sign or a sign which advertises an activity, product or service which is no longer being produced or conducted shall be removed within 90 days from the last date upon which the activity or service was produced or conducted. Responsibility for the removal of an obsolete sign shall be that of the lot owner upon which the sign is located.

(j) *Illumination.* Signs may be internally or externally illuminated, except as prohibited by this section and subject to the following restrictions:

(1) Light that is used to illuminate a sign face shall be directed away from adjacent lots and shall be directed towards the ground in order to prevent light trespass on adjacent lots and illumination of a sign face from a light that is pointed towards the sky.

(2) Signs which contain, include, or are illuminated by flashing, intermittent, or moving light or lights are prohibited, except those allowed as multiple or variable message signs under subsection (k).

(3) Illumination which is not effectively shielded as to prevent beams or rays of light from being directed at any portion of public road right-of-way and is of such intensity or brilliance as to cause glare or to impair the vision of the driver of any motor vehicle, or that otherwise interferes with any driver's operation of a motor vehicle is prohibited.

(4) No sign shall be so illuminated that it obscures or interferes with the effectiveness of an official traffic sign, device or signal.

(k) *Multiple or variable message signs.* Free standing or advertising (off-premises) signs in the Commercial or Industrial Districts may contain multiple or variable messages, including messages on louvers that are rotated and messages formed solely by use of lights or other electronic or digital displays or processes, are subject to all of the following restrictions:

(1) All existing signs on the lot must be in compliance with the specific ordinance regulations that apply to the district in which the lot is located regarding height, sign area, and location.

(2) *Brightness*. Sign faces shall not exceed 7500 nits during daylight hours and 500 nits during nighttime hours. (Note: A "nit" is a measurement of luminance. One "nit" equals one candela per square meter.)

(3) Advertising (off-premises) signs:

a. Each change of message shall be accomplished in one (1) second or less.

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Sects 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

b. Each message shall remain in a fixed position for at least six (6) seconds.

c. The use of traveling messages or segmented messages is prohibited.

d. The owner of the sign must provide at least five (5) hours per month for public messaging announcements at no cost to the town in which the sign is located.

(4) Freestanding signs:

a. Shall be used only to advertise activities conducted on the lot on which the sign is located or to display public emergency messages.

b. No message may be displayed for less than one-half of one second.

c. No message may be repeated at intervals of less than two (2) seconds.

d. No segmented message may last longer than ten (10) seconds.

e. No traveling message may travel at a rate slower than 16 light columns per one (1) second or faster than 32 columns per one (1) second.

f. Shall provide the opportunity to display public emergency messages to notify the traveling public in the event that an emergency is declared by the county or town. Public emergency messages may include the following: amber alerts, traffic accidents, re-routing of traffic or similar events.

(5) Signs shall be equipped with a dimmer control or other device which allows the luminance of the display to be adjusted. The sign shall also be equipped with a photo cell or other means by which the sign can automatically adjust luminance to varying ambient light conditions. Both the dimmer and ambient light device shall be in full operational capacity. Non-operation of these devices is deemed a malfunction and dealt with according to this section.

(6) *Malfunctioning Signs*. Signs shall be designed and equipped to freeze the device in one position in the event a malfunction occurs. The displays shall be equipped with a means to immediately discontinue the display in the event of a malfunction occurs, and the sign owner shall immediately stop the display when notified by the Department that it is not in compliance with the ordinance standards.

(l) *Double frontage lots.* Lots having frontage on two (2) streets or roads shall be permitted to have signs on any side of the principal building as long as the signage does not exceed the maximum number and square feet of signage allowed.

(m) *Signs on parked vehicles.* The parking of any vehicle or trailer on a public right-of-way, or public property, or on private property so as to be visible from a public right-of-way, which has

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Secs 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

attached thereto or located thereon, any sign or advertising device that advertises products or directs people to an on-premises or off-premises business or activity is prohibited. However, vehicular signage permanently attached on construction vehicles or trailers while in use at construction sites is allowed. In addition, vehicular signage located on a vehicle or trailer which is incidental to the principal use of the lot is allowed unless such vehicle or trailer is clearly visible from the public right-of-way and is not moved from its location for a period exceeding five (5) calendar days.

(Code 1980, § 17.42(2)) (Ord. No. 01-20, 02-11-2020)

Sec. 70-148 Permitted Signs

The following signs shall be allowed subject to the following and without a zoning permit, unless the sign is proposed to be located within a vision clearance triangle:

(a) *Governmental signs.* Signs of a public, non-commercial nature, including but not limited to safety signs, traffic control devices, scenic or historical signs and memorial plaques.

(b) *Integral signs or nameplates.* Signs attached to buildings or structures which name only the building, date of construction and commemorative actions. Signs shall be limited to six (6) square feet in size.

(c) *Construction signs.* Construction signs are limited to three (3) signs per lot and shall be non-illuminated. The construction sign may name the architects, engineers, contractors and other individuals or entities involved in the construction, alteration or repair of a structure. Construction signs shall be confined to the construction site and shall be removed when the project is completed or upon the granting of occupancy of the structure, whichever occurs first. A construction sign face shall not exceed 32 square feet in size in any district.

(d) *Future use of site signs.* Future use signage is limited to one (1) sign per site and shall be non-illuminated. The future use sign shall display only information specific about the future use of the lot and applicable contact information. The sign cannot be placed onsite until the applicable zoning and building permits for the construction of the principal building have been issued. Signs shall not measure more than six (6) square feet in size in residential districts nor more than 32 square feet in size in all other districts.

(e) *Real estate signs.* A single on-premises sign announcing the owner, manager, realtor or other person directly involved in the sale or rental of a property. Signs shall not measure more than six (6) square feet in size in residential districts nor more than 32 square feet in size in all other districts. In the event of sale, the sign must be removed within ten days thereafter.

(f) *Trespassing signs.* Signs which indicate the allowed use of private property, such as no trespassing, no hunting, or hunting by permission only per terms of law as to frequency and size.

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Sects 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

(g) *Agriculture test plot signs.* Agricultural test plot signs shall be allowed in the Agricultural District under the following conditions:

(1) One sign facing each direction.

(2) Sign shall not exceed 32 square feet in size and are permitted during the growing season and shall be removed after harvest.

(3) Row markers and variety markers are permitted as necessary.

(h) *Occasional yard sale sign.* One sign is allowed, shall not exceed six (6) square feet in size and shall not be placed more than one day prior to the sale and shall be removed at end of sale.

(i) *Personal expression sign.* A personal expression sign is an on-premises sign that expresses an opinion, interest, position or other non-commercial message or advertising and shall not be illuminated. Signs shall not measure more than six (6) square feet in size in residential districts nor more than 32 square feet in size in all other districts.

(j) *Window signs.* Window signs located on the inside of a building and displaying pertinent business information such as a business' hours of operation or a special sales event or promotion shall be excluded from calculations for building signs.

(Code 1980, § 17.42(3)) (Ord. No. 01-20, 02-11-2020)

Sec. 70-149 District Regulations

(a) *Signs in all districts.* Signs are regulated or prohibited in particular zoning districts according to their size, height, number and location on the lot.

(1) *Lot line setback*. Freestanding signs, regardless of the zoning classification or the requirement for a zoning permit shall be located at least ten (10) feet from a lot line or right-of-way line.

(2) *Height*. Unless specifically referenced within the ordinance, freestanding signs shall not extend higher than eight (8) from the existing grade level.

(b) *Permits required.*

(1) Except as allowed in section 70-148, signs shall not be erected, constructed, enlarged or otherwise modified without first receiving all applicable zoning permits.

(2) An application for a zoning permit, along with the applicable fee shall be submitted to the Department and shall include a rendering of the design of the sign, a site plan showing the location of the sign on the lot or building, a list of all existing signs that will remain on the lot, a list of existing signs that will be removed from the lot, and all

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Sects 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

pertinent information showing compliance with this division. ~~.~~ A zoning permit shall be issued if the proposed sign meets the requirements of this division.

(c) *Residential and Planned Unit Development Districts.*

(1) One (1) sign shall be allowed within the front yard of one (1) lot or on the principal building façade that is adjacent to a public road. The sign shall be ~~of a non-commercial activity~~limited to permitted on-premises activities, shall not exceed six (6) square feet in size and shall be limited to an overall height of six (6) feet from the existing grade at the location of the sign.

(2) *Neighborhood Identification Signs for Residential or Planned Unit Developments*. One (1) freestanding sign shall be allowed at each major entrance of the development. "Major Entrance" means a public or private street that provides access to more than ten (10) residential lots. The sign shall not exceed thirty-two (32) square feet in size and shall be limited to an overall height of six (6) feet from the existing grade at the location of the sign.

(d) *Public Institutional, Public Conservancy, Recreational and Agricultural Districts.*

(1) One (1) sign shall be allowed within the front yard of one (1) lot or on the principal building façade that is adjacent to a public road. Signs shall be limited to on-premises activities only and shall not exceed 32 square feet is size.

(2) *Neighborhood Identification Signs for Residential or Planned Unit Developments*. One (1) freestanding sign shall be allowed at each major entrance of the development. "Major Entrance" means a public or private street that provides access to more than ten (10) residential lots. The sign shall not exceed thirty-two (32) square feet in size and shall be limited to an overall height of six (6) feet from the existing grade at the location of the sign.

(e) *Commercial and Industrial Districts.* Sign regulations for Local Commercial, Highway Commercial and Industrial Districts shall be as follows:

(1) *Building signs.* The gross area of all signs on the principal building shall not exceed the total lineal ~~footage~~ feet of the outside dimensions of the principal building's footprint. Signs may project from the wall and roof, subject to the following restrictions:

a. The sign shall not project over a public road right-of-way.

b. The sign shall not project more than 48 inches from the principal building wall.

c. The sign shall not extend more than five (5) feet above that portion of the roof or parapet wall upon which the sign is located.

d. The sign must be permanently attached to the wall or roof.

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e. The sign shall not have support posts to the ground.

(2) *Freestanding signs.* Freestanding signs may be either a monotype sign or monument sign. The sign shall meet the following district regulations:

a. Local Commercial District.

(1) One (1) sign per lot shall be allowed.

(2) The total sign face shall not exceed 75 square feet.

(3) The sign shall not extend more than 25 feet in height above the centerline of an adjacent highway at the location of the sign. However, if the grade of the adjacent lot is higher than the centerline of the adjacent highway the sign shall not extend more than 25 feet in height above the existing grade of the lot.

b. Highway Commercial and Industrial Districts.

(1) Two (2) signs per lot are allowed.

(2) The total of all sign faces shall not exceed 200 square feet.

(3) The sign shall not extend more than 30 feet in height above the centerline of an adjacent highway at the location of the sign. However, if the grade of the adjacent lot is higher than the centerline of the adjacent highway the sign shall not extend more than 30 feet in height above the existing grade of the lot.

(3) *Directional and parking signage.* Free standing signs intended to facilitate the movement of vehicles and pedestrians upon the lot shall not exceed six (6) square feet in size. There is no limit to the number of directional and parking signs allowed per lot.

(4) *Off-premises development signage*. Freestanding signs that identify and display businesses within an approved area as designated under a developer's agreement in either the commercial or industrial districts shall abide by the following restrictions and/or requirements:

a. Under this subsection, a maximum of two (2) freestanding signs shall be allowed, but they cannot be located on the same lot.

b. Each freestanding sign may not exceed 400 square feet in sign faces.

c. On-premises freestanding signs allowed under section 70-149(e)(2) shall not be allowed on those lots whose name or logo appears on the development sign.

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d. Advertising (Off-Premises) signs under section 70-150 shall not be allowed on those lots within the approved area.

e. The total portion of the sign face on the off-premises development sign for each business shall not exceed 75 square feet.

f. The signs shall not include any type of electronic message center or flashing lights, except for a single temperature and time sign that shall not exceed six (6) square feet.

g. The sign shall not extend more than 30 feet in height above the centerline of an adjacent highway at the location of the sign. However, if the grade of the adjacent lot is higher than the centerline of the adjacent highway the sign shall not extend more than 30 feet in height above the existing grade of the lot.

(5) *Banners.* One (1) sign constructed of nylon, plastic or other pliable material and without a permanent rigid frame, which does not exceed thirty-two (32) square feet in size and is not displayed for a period to exceed thirty (30) calendar days shall be allowed. Each lot shall be allowed one (1) banner sign at a time. However, a location where banner signs are regularly erected shall be treated as a freestanding sign and subject to the requirements of section 70-149(e)(2). For banners, "regularly" shall be defined as more than 60 days within a calendar year.

(6) *Window signs.* Window signs located on the inside of a building and displaying pertinent business information such as a business' hours of operation or a special sales event or promotion shall be excluded from calculations for building signage under section 70-149(d)(1).

(Code 1980, § 17.42(4); Ord. No. 09-02, § 4(17.42), 07-09-2002; Ord. No. 01-20, 02-11-2020)

Sec. 70-150 Advertising (Off-Premises) Signs

Off-premises advertising signs are permitted in the local commercial, highway commercial and industrial districts subject to the following provisions:

(a) *Spacing.* There shall be a minimum of 1,000 feet of separation between advertising signs. No more than three (3) off-premises signs shall be allowed per mile of highway. Signs which are not back to back shall be spaced 300 feet when on opposite sides of a highway.

(b) *Parallel signs.* Advertising signs may be double-faced, with each side considered as facing traffic flowing in the opposite directions. Such signs shall be considered as one when computing sign area.

(c) *Size, height and length.* Advertising signs shall not exceed 400 square feet in total area including all faces, except parallel signs, nor shall the height exceed the permitted height in the district in

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Secs 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

which it is located as per section 70-149(d) and (e). No advertising sign shall exceed 55 feet in length.

(d) *Relation to on-premises business signs.* When advertising (off-premises) signs are located on the same lot as on-premises signs, the on-premises signs shall be included in the computation of the number and square footage of the total off-premises sign size allocation.

(Code 1980, § 17.42(5)) (Ord. No. 01-20, 02-11-2020)

Sec. 70-151 Official Government Sign

Under this section, a town, after a public meeting, may designate any sign as an "Official Government Sign". The official government sign's main purpose is to identify the town and welcome individuals into the town limits. The sign is subject to the following requirements:

(a) *Location.* Only one (1) sign shall be located in each of the four (4) major directions of the compass.

(b) *Size and height.* The official sign shall not exceed 150 square feet in total area, including all faces. The sign shall not extend more than 12 feet above the centerline of an adjacent road.

(c) *Official wording.* The wording on the sign shall be determined by the town board and shall be a minimum of 32 square feet in total size. Non-profit organizations, designating their association, shall be allowed to place a sign face, shall receive town board approval prior to the placement of the sign face.

(d) *Relation to business signs*. A designated "Official Government Sign" by the Town Board shall not be included in the total square feet of sign allowed on a lot; however the sign shall meet the minimum setback requirements of this division.

(Ord. No. 01-20, 02-11-2020)

Sec. 70-152 Nonconforming Signs

(a) Legal nonconforming signs may not be structurally altered or enlarged except in accordance with this chapter or reestablished after being brought into compliance.

(b) Nothing in this division shall be construed as relieving the owner of a legal nonconforming sign from the provisions of this division regarding safety, maintenance and repair of signs. However, no change in the sign structure or copy shall be made which makes it more nonconforming.

(Code 1980, § 17.42(6)) (Ord. No. 01-20, 02-11-2020)

Sec. 70-153 Inspection

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Sects 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

All signs for which a permit is required shall be subject to inspection by the Administrator. The Administrator may enter any property during normal business hours to ascertain whether the provisions of this division are being obeyed. The Department shall order the removal of any sign that is not maintained in accordance with the provisions of this division.

(Code 1980, § 17.42(7)) (Ord. No. 01-20, 02-11-2020)

Sec. 70-154 Enforcement

The Administrator shall administer and enforce this division. Any person violating any regulation or any provision of this division, or any amendment or supplement thereof, is subject to penalties set forth in section 70-31. Each and every day during which illegal location, erection, construction, maintenance, abandonment or use continues may be deemed separate offense.

(Code 1980, § 17.42(8)) (Ord. No. 01-20, 02-11-2020)

2. That these ordinance revisions shall take effect upon passage and publication.

Forwarded to the County Board by the Planning & Zoning Committee.

Attachment: Ordinance to Amend Ch 70, Art IV, Div 3 Signs, Sects 70-147, 70-148, 70-149 and 70-150 of the Chippewa County Code of

STATEMENT OF EXPLANATION

Ordinance No. 08 - 22

ORD. 08-22: ORDINANCE TO AMEND CHAPTER 70, ARTICLE IV. SUPPLEMENTAL REGULATIONS, DIVISION I. GENERALLY., SECTION 70-115 HOME OCCUPATIONS - SECOND READING - DOUG CLARY

Passage of these ordinance amendments to Chapter 70, Article IV. Supplemental Regulations, Division I. Generally., Section 70-115. Home Occupations will include allowing, via an approved Conditional Use Permit, the ability of a property owner to utilize the home and an accessory building for a home occupation under Section 70-115(a)(1).

Passage of these ordinance amendments will also clarify that the size of the signage allowed for a home occupation under Section 70-115(a)(7) is dependent upon whether the parcel is located in the agricultural or residential zoning district.

Finally, passage of these ordinance amendments will remove the requirement under Section 70-115(b)(6) that a wedding venue must be “rustic” in nature to qualify as a home occupation.

Ordinance No. 08 - 22

ORD. 08-22: ORDINANCE TO AMEND CHAPTER 70, ARTICLE IV. SUPPLEMENTAL REGULATIONS, DIVISION I. GENERALLY., SECTION 70-115 HOME OCCUPATIONS - SECOND READING - DOUG CLARY

SEE ATTACHMENT

FINANCIAL IMPACT:

There is no financial impact to Chippewa County by passage of these ordinance amendments

09/13/2022	**County Board**	
RESULT:	**FIRST READING**	**Next: 10/11/2022 6:00 PM**

History:

08/18/22	Planning & Zoning Committee	FORWARD TO COUNTY BOARD

Approved as to Form:

Todd A. Pauls, Corporation Counsel 8/8/2022

Lori Zwiefelhofer, Finance Director 8/8/2022

Randy B. Scholz, County Administrator 8/8/2022

Attachment: Ordinance to Amend Ch 70, Art IV, Div I Generally, Section 70-115 Home Occupations - FINAL (08 - 22 : Ordinance to Amend Ch 70,

Ordinance to Amend Chapter 70, Article IV. Supplemental Regulations, Division I. Generally., Section 70-115 Home Occupations

1. That Chapter 70, Article IV. Supplemental Regulations, Division I. Generally., Section 70-115 Home Occupations of the Chippewa County Code of Ordinances is hereby amended as follows:

Sec. 70-115 Home Occupations

It is the intent of this section to set standards under which home occupations may be conducted so that such home occupations do not undermine the purpose of the ordinance.

(a) Home occupations shall be allowed without permit in all residential and the agricultural districts, provided they conform to the following performance standards:

(1) The home occupation shall be conducted entirely within a dwelling unit or entirely within an accessory building~~, but not both~~. A home occupation may be allowed within a dwelling unit and an accessory structure as a conditional use permit issued under section 70-108.

(2) The home occupation is incidental to the residential use of the property and does not involve any external alterations that would effect a substantial change in the residential character of the dwelling unit or accessory building.

(3) The floor area devoted to the home occupation shall not exceed 25% of the habitable floor area of the dwelling unit, except as a conditional use permit issued under section 70-108.

(4) No person other than a resident of the dwelling unit shall be employed therein; except that additional non-resident employees may be approved as a conditional use under section 70-108.

(5) No inventory of a commodity shall be sold on a regular basis on the premises except as a conditional use permit under section 70-108.

(6) The home occupation shall not be objectionable to neighboring uses due to noise, dust, odors, and hours of operation, traffic generation or electrical interference.

(7) There shall be one (1) sign allowed, which cannot exceed six (6) square feet in the residential district or thirty-two (32) square feet in the agricultural district~~and shall be located on the dwelling unit or the accessory building~~.

(8) There shall be no outside storage or display of products, materials, or equipment except for seasonal products such as Christmas trees, which do not exceed 8 weeks.

(b) The following home occupations may be allowed, but only after a conditional use permit is approved under section 70-108:

(1) Professional Offices, including but not limited to physicians, chiropractors, dentists, lawyers, real estate brokers, insurance agents and contractors;

(2) Beauty and barber shops;

(3) Repair of motor vehicles and small engines including the construction and operation of racing machines such as stock cars, snowmobiles and tractors.

(4) Storage of motor vehicles and recreational vehicles in accessory structures that were existing at the time of adoption of the zoning code (1974).

(5) CNC Machining; allowed only within the Agriculture District.

(6) ~~Rustic~~ Wedding Venues; allowed only within the Agriculture District.

(Ord. 02-18, 06-12-2018)

2. That these ordinance revisions shall take effect upon passage and publication.

Forwarded to the County Board by the Planning & Zoning Committee.

Attachment: Ordinance to Amend Ch 70, Art IV, Div I Generally, Section 70-115 Home Occupations - FINAL (08 - 22 : Ordinance to Amend Ch 70,

**** NEW PROPOSED HUMAN RESOURCES POLICY ****
07/12/2022

Longevity Bonus

(place under Compensation section of the handbook after Additional Compensation)

a. Purpose

The purpose of this policy is to recognize, express appreciation for and reward long standing employees for their dedicated service to the County.

b. Eligibility

This Policy shall apply to all active full time and part time employees at the time of the longevity bonus pay out. Eligibility and payment are based on consecutive years of service and as of May 1st of each calendar year.

c. Bonus Schedule and Amount

All eligible employees shall receive a longevity bonus according to the following schedule:

Years of Consecutive Service as of May 1st	Bonus Amount
5 Years	$500
10 Years	$1,000
15 Years	$1,500
20, 25 and 30 Years	$2,000
35, 40 and 45 Years	$2,500

The longevity bonus is paid in a lump sum on the second paycheck in May to all eligible employees with a milestone year defined above and is subject to federal, state and local income tax withholding and the withholding of the Employee's FICA and Medicare taxes.

d. Other Requirements

1. Longevity bonuses are not prorated. Employees who terminate from the County and return at a later date, no matter how long the gap in employment, shall use the most recent rehire date to establish years of service for purpose of a longevity bonus.

2. A break in service as a result of time off on an approved FMLA, Military, County Medical, Personal or Workers' Compensation Leave will not reduce eligibility or unqualify an employee to receive a longevity bonus. If an employee is on an approved leave when the annual bonus is paid, they are not eligible to be paid the longevity bonus until the second paycheck upon return from leave.

3. In the event an employee transfers to another department, the longevity bonus will be charged to the account in the department that the employee is working and paid from on the date the longevity bonus is paid.

4. In the event an eligible employee retires (as defined in the Separation section of the HR Policy Manual) prior to May 1 and they reached a milestone year, they will be eligible to receive the applicable longevity bonus on their last paycheck. This does not apply to those resigning (as defined in the Separation section of the HR Policy Manual).

Attachment: New Longevity Bonus Policy Draft for CB review 7-12-22 (7198 : New Longevity Bonus Policy for Human Resources Policy Manual)

**** NEW PROPOSED HUMAN RESOURCES POLICY ****
07/12/2022

Employee Referral Reward

(place under Recruitment section of the handbook)

a. Purpose

The purpose of this policy is to establish guidelines for an Employee Referral Reward. The County would like to encourage employees to seek out and refer people they know to apply for open positions with Chippewa County. Open positions are posted on the County website's Career Opportunities page and the Human Resources Division Facebook page.

Current employees are well equipped to know who will connect with County government and our mission to serve the public. We trust that employees know who may fit our culture best and for this reason, the County will offer a Referral Reward (less taxes) via direct deposit to employees who refer a candidate who is subsequently hired for a posted position.

b. Eligibility

This policy shall apply to all active Chippewa County employees.

c. Referral Process

1. The referring employee shall complete an Employee Referral Form located on the Employee Portal and submit it to the Human Resources Division.

2. The Employee Referral Form shall be submitted no later than the last day of the close of the recruitment/advertisement on the County website. Open positions are typically advertised for a two-week period. In rare cases, if a position is not advertised on the County website, the Employee Referral Form is due at least two days before the interview by the applicant and supervisor.

3. If two or more employees refer the same applicant, only the first referring employee to submit the Referral Form to the Human Resources Division will receive the Referral Reward.

d. Referral Reward Amount

To thank employees for recommending and referring Chippewa County as an employer to people you know, we will pay a Referral Reward in two payment installments once the applicant / referred employee completes two (2) months of employment and then twelve (12) months of employment with Chippewa County.

1. Total: The County employee making the referral is eligible for up to a $1,000 Referral Reward (less taxes).

    a. Payment 1: After the referred employee successfully completes two (2) months of employment, $250 (less taxes) will be paid to the County employee who made the referral on the next pay period following eligibility.

Attachment: New Employee Referral Reward Policy Draft for CB review 7-12-22 (7199 : New Employee Referral Reward Policy for Human

b. Payment 2: After the referred employee successfully completes twelve (12) months of employment, $750 (less taxes) will be paid to the County employee who made the referral on the next pay period following eligibility.

e. Other Requirements:

1. Department Heads, managers, supervisors or employees directly or indirectly involved in the hiring decision are not eligible for an Employee Referral Reward.

2. Referring employee must be an active Chippewa County employee at the time the Referral Reward is paid.

3. Existing employees cannot be referred or qualify an employee for an Employee Referral Reward.

4. The applicant shall not have applied previously for any County position within the last 12 months.

5. Applicant shall not have been a previous employee, intern or independent contractor of Chippewa County in the previous 24 months.

6. A Referral Reward shall not be paid to an employee for referring applicants accepting LTE or Reserve positions that are scheduled and/or work less than 975 hours per year/season or do not complete the entire season they were hired for.

7. The Department or Division receiving the new employee will be charged the Employee Referral Reward. A Referral Reward shall not result in the Department going over budget. It is recommended to adjust the start date accordingly if needed for budgetary reasons.

Toni's will discuss below related to budgets during the County Board meeting to illustrate budget impact, this red section will not be part of the policy.

a. $13/hour X 80 hours = $1,040
b. $15/hour X 80 hours = $1,200
c. $20/hour X 80 hours + $1,600
d. $25/hour X 80 hours = $2,000

8. All individuals referred by employees will receive the same employment consideration as applicants from other sources.

9. All information regarding the hiring decision will remain strictly confidential. The referring employee will be notified by the Human Resources Division once eligibility for the reward has been determined.

10. Chippewa County reserves the right to deny Referral Reward payments to any employee who improperly makes promises or assurances of employment to prospective or actual applicants, or otherwise engages in improper or inappropriate conduct related to this policy.

Attachment: New Employee Referral Reward Policy Draft for CB review 7-12-22 (7199 : New Employee Referral Reward Policy for Human

**** NEW PROPOSED HUMAN RESOURCES POLICY ****
07/12/2022

Funeral Leave

(place after PTO or place it after Leave – Military and title it **Leave – Funeral)**

a. Purpose

The purpose of this policy is to establish guidelines for Funeral Leave for employees. In the event of the death of an employee's loved one, the employee will be permitted time off without loss of pay or without being required to use accrued PTO or Compensatory Time.

The purpose of Funeral Leave is to allow time for the employee to make funeral arrangements, attend or travel to/from the funeral, celebration of life, visitation, wake, burial or pay respects to family; and/or to handle any estate related activities in which the employee has a role.

Employees not involved or attending the funeral may not qualify for Funeral Leave.

b. Eligibility

This Policy shall apply to all full time and part time employees who have been a Chippewa County employee for 30 days or more. Limited Term Employees (LTEs) are not eligible for paid Funeral Leave.

c. Family Member Definitions

The following are definitions for each classification of deceased family members or other individuals that will qualify an eligible employee to use Funeral Leave:

1. Family Members Group 1: Defined as the employee's spouse, parent (includes step-parent), and child (includes biological, adopted, step or foster child).

2. Family Members Group 2: Defined as father in-law, mother in-law, son in-law, daughter in-law, grandparent, step grandparent, grandparent in-law, grandchild, step grandchild, sibling (including step), sister in-law, brother in-law, uncle or aunt.

3. County Board Supervisor / County Employee: Any active County Board Supervisor, active County employee or retired County employee that was with the County for 1 year or more.

d. Time Off and Paid Funeral Leave Permitted by Classification

1. Family Members Group 1: Up to five (5) days and no more than forty (40) hours paid at the employee's regular straight time hourly rate at the time of the Funeral Leave multiplied by the number of hours the employee would otherwise have worked at the time of the absence.

2. Family Members Group 2: Up to three (3) days and no more than twenty-four (24) hours paid at the employee's regular straight time hourly rate at the time of the Funeral Leave multiplied by the number of hours the employee would otherwise have worked at the time of the absence.

Attachment: New Funeral Leave Policy Final Draft for CB review 7-12-22 (7200 : New Funeral Leave Policy for Human Resource Policy Manual)

3. County Board Supervisor / County Employee: Up to four (4) hours paid at the employee's regular straight time hourly rate at the time of the Funeral Leave multiplied by the number of hours the employee would otherwise have worked at the time of the absence to attend the funeral or visitation of a County Board Supervisor or co-worker at the discretion of the Department Head.

4. Part-time employees are eligible for Funeral Leave pro-rated based on the normally schedule hours on the day in which the Funeral Leave is taken. For example, if someone typically works 4 hours a day, 20 hours a week and a Group 1 family member dies, they would be eligible for five (5) days and no more than twenty (20) hours paid (4 hours per day) at the employee's regular straight time hourly rate at the time of the Funeral Leave.

e. Other Requirements:

1. Funeral Leave will not be approved if the employee is on a paid or unpaid leave of absence, worker's compensation leave, on scheduled PTO or laid-off. If the employee chooses to cancel future PTO scheduled due to an upcoming funeral, Funeral Leave may be approved by the Department Head and Human Resources Director or designee.

2. Funeral Leave may be taken continuously or non-continuously.

3. Funeral Leave shall be taken within 30 days of death unless approved by the Department Head and Human Resources Director or designee.

4. Funeral Leave will not be counted as time worked for overtime calculation purposes.

5. Payment for Funeral Leave shall only be for days lost from the approved regularly scheduled work days/hours of the employee.

6. Funeral Leave is limited to ten (10) days and no more than eighty (80) hours maximum per calendar year per employee.

7. Employee shall complete a Funeral Leave Request form and submit it to their Direct Supervisor and/or Department Head for approval. The Department Head shall submit it to the Human Resources Division for processing.

8. Funeral Leave Request Forms shall have an obituary or other documentation attached that includes date of death and date of funeral. In rare instances, the obituary or other documentation may be provided after the form is submitted, if approved by the Human Resources Division.

9. Additional time off may be granted at the discretion of the Department Head and chargeable to the accrued Paid Time Off (PTO) or Compensatory Time balances.

10. The County recognizes that the individuals designated in the policy may not recognize other people within the family who are cared about deeply. In these instances, accrued Paid Time Off (PTO) is available and may be approved by the Department Head.

11. Funeral Leave is not applicable to the loss of a pet.

Attachment: New Funeral Leave Policy Final Draft for CB review 7-12-22 (7200 : New Funeral Leave Policy for Human Resource Policy Manual)

Department of Administration
Human Resources Division

To: County Board Supervisors

From: Toni Hohlfelder, Human Resources Director

Date: July 12, 2022

Subject: Summary of the HR Policy Manual Recommended Changes

To assist in reviewing the HR Policy Manual changes, below is a list of three (3) types of policy changes organized for ease.

1. The first list includes all of the minor or grammatical recommended changes to the policy manual. I will not go through these in detail during our meetings, but please review and let me know if you have questions or suggestions.

2. The second list includes the current policy changes that I will review more in depth during our meetings and review the reason for the recommended change.

3. The last list includes three new policies all together that I will discuss in detail, including the reason for the recommendation to add them to the HR Policy Manual.

If you have any questions or suggestions prior to the Executive or County Board meetings, please don't hesitate to email me at thohlfelder@co.chippewa.wi.us or call me at 715-726-7970.

Group 1 changes that are minor or grammatical

1. Throughout the entire manual, the term Worker's Compensation was changed to Workers' Compensation for consistency.

2. Page 7 and 31 – Updated the Holiday language to match the current practice when someone is on a FMLA or County Medical leave.

3. Page 8 – Removed Public Health Home Care Division Exception since the division no longer exists.

4. Page 9 – Changed to approval from HR Division to HR Director or designee.

5. Page 30 and 32 – Updated the County Medical and Personal Leave by adding the word only for emphasis.

6. Page 30 and 32 – Updated the County Medical and Personal Leave to accurately state when insurance will be reinstated. It is not immediately, it is on the first day of the month that follows the return to FT employment.

7. Page 40 – Added witness fee clarification language and updated jury duty language.

8. Page 43 and 152 – Updated the WC notification process to accurately reflect the new vendor used to report a work related injury.

9. Page 48 – Corrected the demotion example language from the last policy manual update.

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Chippewa Falls, WI 54729
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Ph: (715) 726-7969
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Attachment: HR Memo Summary of HR Policy Updates 7-12-22 (7197 : Review Revisions to the Human Resources Policy Manual Chapters 1-8)

10. Page 49 – Added "with County Administrator approval".

11. Page 52 – In the Sheriff Dept Exception section, removed Personal Time (old policy language) and added a clarification regarding unpaid time. Also added clarification to Highway Dept Exception.

12. Page 55 – Removed Public Health Home Care Division language since the division no longer exists.

13. Page 57 – Removed Personal Time language from an old policy.

14. Page 62 – Updated from HR to the Treasurer's Office for accuracy, as they process AP checks, not HR.

15. Page 65 – Added the Sheriff Dept current annual training days to policy section.

16. Page 69 – Moved reference to the State of WI Pocket Travel Guide, it no longer exists

17. Page 85 – Updated uniforms for accuracy in the Sheriff Dept.

18. Page 85 – Updated Protective Footwear. This will change the way we process all employees required to have steel toed shoes. Receipts will no longer be required by employees annually. This will allow them to buy every other year and use both stipends to pay for the shoes if needed, due to cost increases. There is no change to the fiscal impact to the County for this update.

19. Page 89 – Employees requested to add the age requirements for WRS eligibility for clarity.

20. Page 92 – Removed three-quarter time language, we don't have employees who work three-quarter time

21. Page 97, 105 and 108 – Updated the timing of when health insurance premiums are deducted (if there is a premium) from the employee's pay check to monthly vs one month in advance.

22. Page 109 – Supplemental Life Insurance benefit language that has always existed in the plan was recommended to be add to policy by the broker.

23. Page 122 – Updated performance review section so that reviews are not required if the employee starts on 11/1-12/31 of the performance review year.

Group 2 changes to discuss in more detail

1. Page 3 – Updates to Hours of Work policy

2. Page 5-6 – Update to Breaks and Lunches policy

3. Page 6-8 – Recommend adding a 10th Observed Holiday after researching the market, including other WI Counties. Most offer 10 paid holidays and Chippewa County offers 9 to GMEs and 10 to union employees. Recommendation is to add the Day after Independence Day. Also updated holiday language to clarify holiday is 8 hours, regardless of the shift.

4. Page 7 – Updated the Holiday section to permit the use of PTO-S or PTO-U before or after the holiday and still earn holiday pay. This will allow employees who are sick before or after the holiday to be paid, just as long as they have PTO to cover the time. Also clarified that Holiday is 8 hours of pay per day, regardless of your shift.

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5. Page 8 – Updated the PTO Accrual language to be permitted accrual if the hours are OT or regular.

6. Page 11 – Add Unpaid Time for Exempt Employee Section to the PTO policy because FLSA does not address this and leaves this up to the employer to put in their policy to clarify. You are only permitted to deduct pay for exempt employees if it's in the organization's policy. Thankfully we have not had these issues, but this should be in our policy in the event we have an exempt employee run out of PTO or need unpaid time, otherwise we would be required to pay them.

7. Page 15 to 28 – Condensed the FMLA section of the handbook and removed duplicate sections or details that are already in the law and do not need to be restated in the policy.

8. Page 28 - Updated County Medical Leave section. Policy is silent on what type of leave is permitted, so added the current practice of intermittent vs. continuous.

9. Page 31 – Updated Personal Leave section. FMLA and/or County-Medical leave shall be exhausted before Personal Leave is permitted.

10. Page 54 - Added a section titled Non-Exempt Employee Annual Payout of Compensatory Time. This recommendation is due to WRS rules related to comp time and non-exempt employees. Going forward, if approved, all non-exempt employees will have their compensatory time paid out annually in December.

11. Page 56 – Updated On-Call holiday pay to $100 for both observed holidays and holidays. This will increase all approved on-call by up to $400 annually only if the holiday falls on a weekend.

12. Page 86-87 – Updated Recruitment section. This change will now require the County Administrator to bring a resolution forward to the County Board approve an employee moving from PT to FT or if the County Administrator recommends combining PT and/or LTE positions into a FT position. The reason for this recommendation is due to the fiscal impact of adding benefits when this decision is made.

13. Page 99-100 – Recommend removing retiree health insurance effective 1/1/2023. We have 4 people currently enrolled and recommend allowing them to maintain on the plan until they cancel or when they become Medicare eligible.

14. Page 168-169 – Updated the travel section when telecommuting to disallow mileage reimbursement for travel back and forth from home and the courthouse. Also updated the Telecommuting Agreement to section to allow for one agreement continuously unless a change is made vs. requiring an annual process of gathering a new agreement.

Group 3 recommended new policies

1. Longevity Bonus – attached separately to review

2. Employee Referral Reward – attached separately to review

3. Funeral Leave – attached separately to review

Attachment: HR Memo Summary of HR Policy Updates 7-12-22 (7197 : Review Revisions to the Human Resources Policy Manual Chapters 1-8)

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DRAFT 7/12/2022 – PROPOSED CHANGES

Chippewa County
Department of Administration
Human Resources Division



Human Resources Policy Manual

County Board Action/History

Adopted by the County Board 11/13/2012 and effective 1/1/2013

Revised and amended by the County Board on the following dates:

05/14/2013; 08/13/2013; 12/10/2013; 03/11/2014; 05/12/2014; 12/09/2014; 12/08/2015; 03/14/2017; 04/11/2017; 03/13/2018; 11/06/2018; 12/11/2018; 01/08/2019; 07/09/19; 09/10/19; 10//08/19; 11/11/19; 11/10/2020

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

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CHAPTER 1 – INTRODUCTION MATTERS

General Policy Statement

This Policy Manual is not a contract of employment. This Policy Manual supersedes and replaces all previous personnel policies and procedures on issues that are addressed in this Policy Manual. This Policy Manual applies to non-represented, general municipal employees (management and non-management employees).

For public safety employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of this Policy Manual. Those provisions in this Policy Manual that are not addressed in the relevant collective bargaining agreement(s) shall apply to all employees of the County.

Nothing contained in this Policy Manual shall imply, either implicitly or explicitly, that this Policy Manual is a contract between employer and employee. Nor is there any guarantee of employment or job tenure. Chippewa County subscribes to the view point of employment at will.

This Policy Manual is subject to change and modification by Chippewa County with or without notice.

Equal Employment Opportunity

It is the policy of Chippewa County to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that Chippewa County complies with its obligations under state and federal law. Equal consideration to all qualified persons includes, but is not limited to, the following functions:

1. Hiring, placement, promotion, transfer, or demotion;
2. Recruitment;
3. Compensation for employment;
4. Conditions of employment;
5. Training; and,
6. Involuntary layoff or separation from employment.

The policy objective of Chippewa County is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability and other relevant considerations.

Chippewa County is an equal opportunity employer and complies with the principles and practices of equal opportunity employment applicable by Federal, State and local laws and regulations prohibiting employment discrimination on the basis of race, color, age, religion, sex, sexual orientation, national origin, disability, marital status, veteran status, political affiliation, arrest and conviction record or other non-job related factors protected by law. In compliance with the Americans with Disabilities Act, Chippewa County shall provide reasonable accommodations to qualified individuals with disabilities and encourages employees to discuss potential accommodations with the employer.

Violations and/or complaints of this section shall be referred to the Human Resources Director or County Administrator. It is the intent that issues be dealt with in a timely and appropriate manner.

Employees found to be in violation of this policy shall be subject to disciplinary action.

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

At Will

This Policy Manual sets forth Chippewa County employee policies. The purpose of this Policy Manual is to familiarize employees with the personnel policies of the County. All employees are considered "at-will" employees; nothing contained in this document is to be construed by any employee as establishing, creating or constituting a written, oral or implied contract of employment. Furthermore, nothing herein shall be construed as a guarantee of continued employment or as a guarantee of any benefits or conditions of employment.

Employment Relationship

An employment relationship is the day to day interactions between an employee and an employer.

An employment relationship under the FLSA shall be distinguished from a strictly contractual one. Such a relationship shall exist for any provision of the FLSA to apply to any person engaged in work which may otherwise be subject to the Act. In the application of the FLSA, an employee is distinguished as a person who is engaged in a business of his or her own, is one who, as a matter of economic reality, follows the usual path of an employee and is dependent on the business which he or she serves. The employer-employee relationship under the FLSA is tested by "economic reality" rather than "technical concepts." It is not determined by the common law standards.

The Role of Management

Certain rights and responsibilities are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, Chippewa County reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to:

1. Manage and direct the employees;
2. Hire, promote, schedule, transfer and assign employees;
3. Lay off and recall employees;
4. Discharge employees or take disciplinary action;
5. Schedule overtime as required;
6. Develop job descriptions;
7. Assign work duties;
8. Introduce new or improved methods or facilities or change existing methods or facilities;
9. Contract out for goods and services;
10. Discontinue certain operations;
11. Direct all operation of Chippewa County; and
12. To establish work rules.

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

CHAPTER 2 – TIME AT WORK AND TIME AWAY FROM WORK

1. Hours of Work

a. Purpose

To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations. Hours of work and work schedules shall be determined by the Department Head.

b. Business Hours

Chippewa County Courthouse office hours are generally 8:00 a.m. to 4:30 p.m. ~~(7:00 a.m. to 3:30 p.m. for the Highway Department),~~ Monday through Friday except for established holidays as determined by the County Board.

Chippewa County Highway Department hours are generally 6:00 a.m. to 4:00 p.m. Monday through Thursday from May to November or 6:30 a.m. to 4:30p.m. Monday through Thursday from November to May.

c. Schedule

The County reserves the right to schedule and/or change all hours and schedules of work as deemed necessary and nothing contained herein shall be construed as a guaranteed work week. The core hours of operation for County Courthouse offices are generally 8:00 a.m. to 4:30 p.m. Monday through Friday. However, this does not guarantee a work schedule of such, and scheduling may be adjusted according to the operational needs of a department.

The core hours of operation for the Highway Department are generally ~~7~~6:00 a.m. to ~~3~~4:0~~3~~0 p.m. or 6:30 a.m. to 4:30 p.m. Monday to Thursday depending on the season, however this does not guarantee a work schedule of such, and scheduling may be adjusted according to the operational needs of a department.

Certain departments may work varied hours based on 24/7 operations, customer needs, including the Sheriff's Department.

d. Alternate Schedule

Alternate schedules are typically permanent schedules that deviate from the core hours of operation for the County. Examples include 8-hour shift schedules, 9-hour shift schedules, 10-hour shift schedules, 12-hour shift schedules, mixed shift schedules or schedules starting or ending earlier or later in the day than the core hours of operation detailed above under the Schedule section. Alternate schedules require the approval of the County Administrator. The Department Head may discontinue the alternate schedule and should provide advance notice of such change to affected employee(s) whenever possible.

e. Flexible Schedules

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Flexible Schedules enhance the ability of the County to fulfill its responsibilities, render services to the public, and enhance employee morale. For purposes of this section, a flexible schedule is not a permanent schedule or shift change. Rather, a flexible schedule is designed to offer the employee and the Department Head flexibility to alter a shift as needed for a short term, temporary or one-time basis. A flexible schedule may be established upon request of the employee, with the prior approval of the Department Head or designee. The Department Head may discontinue or alter the flexible schedule. When discontinuing or altering an established flexible schedule, the Department Head will normally provide advance notice of such change whenever possible.

f. Workweek

The normal work week shall consist of seven consecutive calendar days, starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday of each calendar week for all departments.

g. Maximum Hours Worked

Employees may be required to work additional hours in a day to meet operational demands for a department. Employees are required to have at least eight (8) hours off after 16 consecutive hours worked.

1. Extended Operations Exceptions

Certain operations may require employees to work longer consecutive hours (such as snow removal or dispatch emergency communications). During extended operations, employees may request rest time to their Department Head/Manager. The Department Head is then required to make arrangements for such rest time on an individual basis, giving consideration to the needs of the employee as well as continued coverage for these services. The Department Head/Manager has the authority to require employees take rest time and remove them from work at any point while providing extended operations. Rest time shall not count as hours worked.

h. Work Performed Outside the County Workplace

Generally speaking, non-exempt employees shall perform their duties only at a County worksite. (Examples of an obvious exception to this are those positions which require employees to travel to clients' homes and other similarly situated positions.) Non-exempt employees shall receive advanced approval from their Department Head for any work performed outside the County workplace. Non-exempt (hourly) employees approved for work outside the County workplace shall document and submit their hours, including but not limited to any and all time spent accessing work related emails and other programs and files, according to the payroll policies.

i. Daylight Savings Time

Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours actually worked.

j. Annual Hours

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1. Full-Time Status

The normal workweek for regular full-time employees is generally 40 hours as designated by the County. The annual hours of full time employees are normally 2080+ hours.

2. Part-Time Status

The workweek for any regular part-time employee shall be designated by Chippewa County and normally is scheduled between 20-28 hours/week. The annual hours of part-time employees ranges between 1040-1500 hours.

3. Limited-Term (Annual or Seasonal) Status

The workweek for any limited-term employee (LTE) shall be designated by Chippewa County. The annual hours of an LTE shall not exceed 975 hours without County Administrator approval. Approval may be granted for a temporary increase in hours, which is budget neutral and does not result in becoming WRS eligible. The normal schedule of an Annual LTE is variable and between 1-19 hours/week for the entire year. The normal schedule of a Seasonal LTE is up to 40 hours/week and by the very definition, shall be seasonal. If the Seasonal LTE returns the following season, there should be a 6 month break in service. In rare circumstances, with Human Resources Division approval, a minimum of a 13 week break in service may occur.

(Section 1 amended by the County Board 05/14/13; 12/10/13; 12/09/14; 12/08/15; 03/13/18; 11/6/18; 11/10/2020)

2. Breaks and ~~/~~Lunches

a. Purpose

To provide employees with regular break periods and lunch periods throughout the normal workday.

b. Lunch Periods

All full-time employees are entitled to an unpaid thirty (30) minute lunch period. Lunch periods ~~are required when employees work six (6) or more consecutive hours and~~ should be scheduled midway in the workday. Lunch periods are not required when approved by the Department Head, but shall not result in an employee working unapproved overtime. ~~Employees who work less than six (6) consecutive hours are not required to take a lunch period. The designated lunch period for all departments should normally occur during the timeframes of 11:00 a.m. to 2:00 p.m. Lunch periods are 30 minutes in length and are unpaid so they shall not be included in hours worked, except when the job requires that the employee remain on duty. Except with advance approval, employees are not allowed to work through the lunch period to make up lost work time or in order to leave work early without Department Head approval. Employees are encouraged to take lunch periods away from their workstations.~~

~~Exceptions~~

~~Due to the nature of the work, all Sheriff's employees, excluding non-exempt support staff, are granted an exception to the lunch period requirement.~~

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c. Break Periods

Unless otherwise determined by a Department Head, eEmployees may ~~leave their workstation for a~~receive two paid break periods of no more than fifteen (15) minutes in duration, one in the first half of the work day and one in the second half, as the position allows. ~~for every four (4) hours consecutive worked, except when the job requires that the employee remain on duty.~~ Unused break periods cannot be accumulated for use at a later date. Employees who miss a break period may not ~~take an extended lunch period,~~ arrive at work later than the normal starting time, or leave work before the normal quitting time.

d. Scheduling

Break periods and ~~/~~lunch periods may not be taken in the first or last hour of the work day. Break periods and lunch periods may be combined only if approved by the Department Head. If the Department Head approves to combine, the employee shall create a note on their timesheet that states "combined breaks/lunches for a 45- or 60-minute lunch" and record the 30-minute unpaid lunch as a Time In and Time Out. Department Heads are responsible for scheduling lunch periods and break periods to ensure that adequate staff coverage is provided.

During paid break periods, employees should remain on the premises unless approved by the Department Head. It is acceptable for employees to use paid break periods for outdoor or indoor walks or for smoking breaks.

e. Office Closures Over Breaks and Lunches

Department Heads shall make every effort to keep offices open during break and lunch periods and employees should stagger their breaks and lunches to accommodate this. If an office must be closed, the Department Head or designee shall place a visible sign as to when the department will reopen.

(Section 2 amended by the County Board 12/08/15; 09/10/19)

3. Holidays

a. Purpose

To identify observed employee holidays and to establish a consistent procedure for scheduling and payment.

b. Eligibility

All regular full-time or part-time employees are eligible to receive compensation for the paid holiday benefit. In order to receive holiday pay, employees shall work the full scheduled day before and the full scheduled day after each observed holiday ~~with the exception of normal days off or scheduled paid absences~~unless the employee substitutes PTO (scheduled or unscheduled). Part-time employees shall be compensated on a prorated basis. Employees receiving Worker~~'~~s' Compensation benefits are not eligible for compensation for holidays that fall during their period of disability. Employees on any type of unpaid leave of absence on the observed holiday are not eligible for compensation for the holiday.

c. Holidays Observed

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The following holidays shall be paid holiday for eligible employees:

New Year's Day	Labor Day
Spring Holiday (Friday before Easter)	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	December 24th
Day after Independence Day	December 25th

d. Compensation

Holiday pay is calculated at the straight time hourly rate of pay of the employee on that day.

1. Full-time employees shall be compensated for ~~receive~~ eight (8) hours of holiday pay on the observed holidays regardless of the scheduled shift (4-, 5-, 6-, 7-, 8-, 9-, 10-, 11-, or 12-hour day). ~~All employees working an altered schedule such as 4X10 schedules or 12 hour shifts shall receive 8 hours of holiday pay on the observed holiday.~~

2. Part-time employees shall receive four (4) hours of holiday pay on the observed holidays.

e. Work on Holiday

In cases where an employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee shall receive holiday pay for the holiday in addition to the actual hours worked.

Holiday pay is considered time worked for the purposes of overtime.

f. Holidays During Leave

Holidays falling within any unpaid period of absence for any reason shall be without pay.

For employees on paid FMLA over an observed holiday, the holiday shall be counted as FMLA leave.

Employees are permitted to use scheduled or unscheduled PTO during an approved FMLA or County medical leave before and after the Holiday to be eligible for Holiday pay, even if the employee doesn't have enough PTO or Compensatory time for the entire leave period.

g. Holidays Falling on a Weekend

Whenever any of the observed holidays falls on a Saturday, the preceding Friday shall be observed as the holiday, and when falling on a Sunday, the succeeding Monday shall be observed as the holiday. When December 24th falls on Friday and December 25th on Saturday, the preceding Thursday and Friday shall be observed as the holidays. When December 24th falls on Sunday and December 25th on Monday, the succeeding Monday and Tuesday shall be observed as the holiday.

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h. Holidays Falling on a Scheduled Day That is Not 8 Hours for a Full-Time Employee

Whenever an observed holiday falls on a day that an employee is scheduled to work more than eight (8) hours, the employee shall be paid for eight (8) hours of holiday pay. The employee shall use PTO, Compensatory time or work a flexible schedule to make up the additional hours within the same work week.

Whenever an observed holiday falls on a day that an employee is scheduled to work less than eight (8) hours, the employee shall flex their schedule during the week to work less hours on other days, so not to earn overtime or compensatory time without Department Head approval.

Flexible schedules during the week of a holiday shall be established and approved by the Department Head to best meet the needs of the department for efficient operations, to reduce overtime or compensatory time and to remain open during established business hours.

~~Public Health Home Care Division Exceptions~~

~~Due to the nature of the work and the scheduling within the Public Health Home Care Division, Home Health Aides and Personal Care Workers who are scheduled to work on the observed holiday shall receive an additional 60 cents ($.60) per hour for those scheduled hours worked.~~

i. Sheriff's Department Dispatcher and Jailer Exceptions

Due to the nature of the scheduling within the Sheriff's Department, the dispatchers and jailers who are eligible for holidays and required to work on an observed holiday shall receive the holiday pay for that day in addition to hours worked.

j. Exceptions

Due to the nature of work required from the Highway Department and Facilities and Parks Division for unforeseen emergency circumstances, in cases when a regular status non-exempt employee of the Highway Department or Facilities and Parks Division is required to work on an observed holiday, the non-exempt employee shall receive overtime pay at a rate of time and one-half for those actual hours worked by the non-exempt employee in addition to receiving holiday pay for the holiday. Overtime hours worked on an observed holiday are considered premium overtime pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.201).

(Section 3 amended by the County Board 05/14/13; 12/10/13; 12/09/14; 12/08/15, 03/13/18; 11/6/18)

4. Paid Time Off (PTO)

a. Purpose

The purpose of the Paid Time Off (PTO) plan is to provide regular full time and regular part-time employees a flexible means to carefully plan their time away from work and maximize time spent on the job. It is the County's belief that employees empowered to control their time at work and away from work do so responsibly. PTO can be utilized for any purpose, subject to necessary request and approval procedures consistent with County policies and written departmental procedures.

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b. Calculation

Employees earn PTO for each pay period based upon the number of hours ~~(excluding overtime hours)~~ that an employee is paid during the pay period, up to 80 ~~regular~~ or overtime hours. The payroll hours are tied to a multiplier, based upon years of service, and a new accrual amount is added to an employee's balance each pay period. The following are the multipliers to be used:

Multiplier Level	Years of Continuous Service	Hour for Hour Multiplier Used	Per Pay Period Multiplier (Full Time Employee)	Approximate Annual Accrual
Level 1	Less than 5	.0886	7.09	184
Level 2	5-less than 10	.0983	7.86	204
Level 3	10-less than 15	.1079	8.63	224
Level 4	15-less than 20	.1271	10.17	264
Level 5	20 and greater	.1464	11.71	304

Movement to Higher Multiplier

When the employee's length of service reaches the next higher rate of accrual, accrual at the new rate shall begin on the first day of the pay period that the employee's Full Time or Part Time anniversary date is within.

c. Accrual Limits (Maximum and Minimum)

An employee's total accrued PTO shall not exceed four hundred eighty (480) hours at any given time for full time and three hundred-sixty (360) hours for part-time. Upon reaching the maximum hours, the employee shall no longer continue to accrue hours until PTO hours are used; except as otherwise provided in this policy, employees may not have a negative PTO balance.

Employees are not authorized to carry a negative PTO balance (except as provided below under Newly Hired Employees). There is no minimum requirement per policy, however PTO shall be used for both planned time off (typically a vacation) and unplanned time off (sick time or other emergencies). So it is recommended to maintain a healthy minimum PTO balance for unplanned events.

d. Timeframe for Available Use

Employees may request to use PTO only in a pay period following the pay period in which the PTO was accrued.

e. Newly-Hired Employees

PTO is earned on a pay period basis and can only be used in a pay period following the pay period in which the PTO was accrued. Consequently, newly-hired employees may submit a request to the Human Resources Division that their PTO bank be authorized to carry a negative balance within the first seven (7) pay periods from the newly-hired employee's date of hire for emergency situations or pre-approved absences only. Requests for authorization of a negative PTO balance shall be made in writing to the Human Resources Division by the Department Head or designee. The Human Resources Division shall consult with the Department Head and render a determination. The determination of the Human Resources Director or designee ~~Division~~ shall be final and binding. Any authorized negative balance shall not exceed forty (40.0) hours. Authorized negative balances shall be restored

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through accrual to a positive balance before any further PTO may be taken by the employee. Employees who separate employment and have a negative PTO bank balance at the time of separation shall have their final paycheck adjusted from regular hours worked to restore the PTO bank to a zero (0) balance.

f. PTO Service Credit at Hire

The Department Head may submit a request to the Human Resources Director that a prospective applicant be granted a one-time beginning balance credit of PTO or be given credit for length of service for employment experience that is directly related to the position. The request shall be in writing before the applicant is hired and shall be based on the Department Head's assessment of the candidate's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the previous employer. No additional length of service credit shall be granted after initial appointment with the County. The Human Resources Director shall make all determinations for length of service credit, and the determination of the Human Resources Director shall be final and binding.

g. Rate of Pay for PTO Bank Hours

PTO hours shall be paid at regular straight time pay for the workday the PTO is taken. Shift differentials are excluded from the rate of pay.

h. PTO Departmental Scheduling Procedures

Each department shall establish written procedures to ensure that paid time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department. All procedures shall include the following components: notice requirements for scheduled vs. unscheduled absences, process for requesting PTO, reminder that the employee is responsible for monitoring PTO and Compensatory Time balances, hours that the department shall be staffed and open to the public, how the department shall handle employees reporting to work sick and compensatory time or flex time requirements if relevant. All departments shall file a copy of their updated written time off procedures with the Human Resources Division.

i. PTO Scheduling Authority

The department head or designee has final authority in authorizing accrued and available PTO.

j. Scheduled Absences

PTO shall be requested by the employee as far in advance as reasonably possible and shall be approved in advance by the Department Head or designee. Individual departments shall define advanced notice for Scheduled Absences and list the definition in the departments PTO scheduling procedure. Employees shall follow written departmental procedures for requesting PTO. Requests for PTO may be denied based on the needs and workload of the department or if other employees are already scheduled for time off.

k. Unscheduled Absences

Employee PTO usage for unscheduled, unforeseen circumstances shall be made according to written departmental procedures. The employee may be requested to provide a physician's verification statement for absences spanning more than three (3) consecutive work days.

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l. Coordination with FMLA

The County reserves the right to require substitution of paid leave, subject to applicable state and federal law. Therefore, an employee shall use PTO for any federal FMLA qualifying leave including, but not limited to, intermittent leaves.

m. Coordination with Worker's' Compensation

The employee may use accrued PTO to compensate for time lost that is not reimbursed by workers' compensation.

n. Unpaid Time

With the exception of qualified Wisconsin and Federal FMLA leave, an employee may not take unpaid leave until such time that the employee's PTO bank has been exhausted. At no time shall an employee be authorized to carry a negative PTO balance (except as provided above under Newly Hired Employees). In the event an employee has an insufficient PTO balance to cover an absence for any reason, the employee shall immediately revert to unpaid time. In the event an employee is reverted to unpaid time without prior authorization by the Department Head and the Human Resources Director, the employee may be subject to disciplinary action.

Employees on unpaid status, for any reason other than as outline in Chapter 2, under Leave-Military, shall not accrue PTO on the unpaid time.

1. Unpaid Time for Exempt Employees

Unpaid time or partial-day deductions for exempt employees are permitted in the case of a public employee who is in a position that earns PTO or Compensatory Time and is absent for a partial day or full day due to personal reasons, illness or injury under the following circumstances:

a). PTO or Compensatory Time has not been requested or has been denied;

b). Accrued PTO or Compensatory Time is exhausted; or

c). The employee is qualified under Wisconsin FMLA leave and specifically chooses to take time off unpaid.

The employee will not accrue PTO on the unpaid time. This policy is established pursuant to principles of public accountability and complies with the requirements of 29 C.F.R. 541.710

o. Part-Time Employee Utilization of PTO

The number of hours that a part-time employee may record when taking a "day off" from work is what they would normally have been scheduled to work. Part-time employees may only take PTO on days that they would have normally been scheduled to work.

p. Increments of Time

Employees shall use PTO in increments of fifteen (15) minutes.

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q. Presenteeism

PTO is designed to provide for effective planning of work hours and time away from work and encourages employees to maximize time spent on the job. If an employee has any communicable disease, the employee shall report it to his or her Department Head or designee. The Department Head or designee may require a return-to-work form from the employee's physician. The Department Head or designee has the right to send an employee home if the employee is unfit or unable to perform the functions of his/her position or if the Department Head or designee determines the ill employee poses a threat to the health or safety of customers or other employees in the department. The employee shall use PTO or compensatory time, if available to the employee, for their remaining work day.

r. Restrictions

1. An employee shall not be paid for time at work and receive PTO pay for the same time.

2. An employee may not donate PTO to a third party.

s. Department Transfers

PTO balances shall transfer with the employee when an employee transfers from one department to another.

t. Optional Annual PTO Payout

Full time employees that have 150 hours of PTO on the books as of the first paycheck in November each year, shall have the option to elect 24 hours of PTO paid out on the second paycheck in November that year at the employee's regular rate of pay or waive a payout.

Part time employees that have 75 hours of PTO on the book as of the first paycheck in November each year, shall have the option to elect 12 hours of PTO paid out on the second paycheck in November that year at the employee's regular rate of pay or waive a payout.

Payout is optional at the election of the employee and the Human Resources Division shall collect employee election and authorization to payout PTO annually by October 15. If the employee does not authorize to pay out PTO by October 15, no payout shall occur.

u. Separation

1. Definitions

a). A Qualified Separation is defined as follows:

1. resignation or retirement from employment with Chippewa County with advanced written notice as defined in Chapter 3, Separation of Employment Section.

2. permanent layoff from employment

3. discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most

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recent date of hire unless the employee is discharged for misconduct. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.

4. County employee who becomes an elected official for the County.

b). Discharge: Discharge is defined as dismissal from employment for involuntary reasons.

2. PTO Conversion

The accumulated PTO of those employees leaving Chippewa County employment due to a qualified separation shall be converted into the County's Conversion Plan, (herein referred to as the "Plan"). The conversion of PTO is mandatory upon a qualified separation and all separating employees with unused PTO on the date of their separation shall participate in the Plan. The employee shall have all PTO converted to a dollar value calculated by taking the number of total PTO hours multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit"). However, if an employee's total conversion amount (including all paid time) is less than $1,000, the employee shall receive a cash payout on their last paycheck.

Within thirty (30) days of receiving written notice of an employee's qualified separation, the County shall elect the form in which the separating employee shall receive the Benefit. The Benefit paid to the separating employee shall be limited to one of the following forms:

a). The County shall make a contribution to a Medical Expense Trust for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries.

b). The County shall make a contribution to a 401(a) qualified deferred compensation plan (as selected by the County in its sole discretion) in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.

1. An employee whose separation is non-qualified shall not be eligible for the PTO payout.

2. An employee who is discharged with less than 3 years of continuous service with the County based on most recent date of hire shall not be eligible for the PTO payout.

3. An employee may not use PTO beyond his/her last day actually worked.

v. Death

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Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused PTO for which the deceased employee may have otherwise been eligible to use at the time of his/her death.

w. Elected Officials

Elected Officials are not eligible for PTO. Elected officials who were county employees immediately prior to their election shall mandatorily convert their PTO as described in the PTO conversion upon taking Office.

(Section 4 amended by the County Board 12/10/13; 12/08/15; 03/13/18; 11/9/18; 11/12/19)

5. Catastrophic Illness Bank

a. Purpose

The purpose of this policy is to provide employees with Catastrophic Illness (CI) bank guidelines to utilize these hours should a medical related event of the employee require their absence upon depletion of their PTO as a bridge to return to work.

As of 01/05/2013, employees shall no longer accrue hours into the CI bank. The hours that are in the CI bank as of 01/05/2013 shall be frozen and no additional hours may be accrued.

b. Definition

Catastrophic Illness (CI) is defined as:

1. The employee is unable to perform the duties of the position held at the time of the injury or upon inception of the illness and is unable to perform available light duty work (if available); and

2. The anticipated duration of the medical absence is not less than 45 calendar days; and

3. The employee's illness is confirmed in writing by a physician chosen by the employee, and subject to reconfirmation by a physician chosen by the County.

c. Rate of Pay

CI hours shall be paid at regular straight time pay at the time the CI hours are taken/used. Shift differentials are excluded from the rate of pay.

d. Part-Time Employee Utilization

The number of hours that a part-time employee may record when using CI hours is what they would normally have been scheduled to work. Part-time employees may only take CI hours on days that they would have normally been scheduled.

e. Coordination with FMLA

The County reserves the right to require substitution of paid leave, subject to applicable state and federal law. Therefore, an employee shall apply for federal FMLA while using CI hours, to count against the employee's annual FMLA entitlement.

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f. Coordination with Worker's Compensation

The County reserves the right to require the use of CI hours while the employee is on Worker's Compensation if PTO is exhausted. An employee shall be required to use available CI hours while on Worker's Compensation to recover the employee share of benefits and mandatory deductions.

g. Coordination with Medical Leave

Upon expiration of federal FMLA, the employee is required to apply for a County Medical Leave as provided for under County Policy. The County Medical Leave shall run concurrent with CI hours taken.

h. Requesting CI Hours

Once an employee reasonably believes they shall have to use CI hours, he/she shall immediately contact the Human Resources Division for necessary forms.

i. Restrictions

1. Use of the CI hours may only occur upon exhaustion of PTO and all other accrued hours.

2. Hours in the CI bank shall not be paid out at time of separation or death.

3. Use of CI hours is limited to an employee's own medical situation.

4. An employee may not donate CI hours to a third party.

5. PTO hours shall not accrue on CI hours taken.

(Section 5 amended by the County Board 11/9/18)

6. Leaves – Family Medical Leave of Absence (FMLA)

a. Purpose

To provide time off from work for child rearing leave, family illness leave, employee medical leave, ~~and~~ military call to-duty leave and military caregiver leave to eligible employees as specified below. 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, the statutes, or regulations shall control.

b. Eligibility

1. Wisconsin FMLA: Any employee who has worked for more than 52 weeks (for a minimum of 1,000 paid hours) is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.).

2. Federal FMLA: Any employee who has worked for more than 12 months (for a minimum of 1,250 hours worked) is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993.

c. Length of Leave

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~~The federal Family and Medical Leave Act provides a combined total of twelve (12) weeks of family and medical leave for various purposes described below during any 12-month period. Chippewa County shall use a rolling 12 month period measured backward from the date an employee uses any leave under this policy to determine whether an employee has exhausted his or her 12 weeks of federal leave. Each time an employee takes leave, Chippewa County shall compute the amount of leave the employee has taken under this policy for any form of FMLA leave in the last 12 months and subtract that amount from the employee's 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.~~

1. ~~The~~ Wisconsin ~~Family and Medical Leave Act~~FMLA: provides six (6) weeks of child-rearing leave, two (2) weeks of family illness leave, and two (2) weeks of employee medical leave. Wisconsin Family Medical Leave operates on a calendar year basis.

2. Federal FMLA: provides a combined total of twelve (12) weeks of leave for various reasons, described below, during any 12-month period. Chippewa County shall use a rolling 12-month period measured backward from the date an employee is on a designated leave under this policy to determine whether an employee has exhausted his or her 12 weeks of federal leave.

Wisconsin and~~,~~ federal~~, and County~~ FMLA~~leaves~~ provided for the same purpose~~s~~ run~~s~~ concurrently~~.; that is, they do not "stack." If the leave is a County provided leave, plus federal and Wisconsin FMLA leave as well, the leaves run concurrently.~~ For example, an absence in which an employee uses accrued PTO or Compensatory time, even if for a work or non-work related illness or injury that qualifies as a "serious health condition" will be counted under the~~ as employee PTO leave is also deducted from an~~ employee's FMLA leave entitlements under the state and federal laws~~ if the medical condition qualifies as a "serious health condition" under those laws~~.

~~d. Notice of Eligibility for and Designation of FMLA Leave~~

~~Employees requesting FMLA leave are entitled to receive written notice from the County telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of (1) Their rights and responsibilities in connection with such leave; (2) the County's designation of leave as FMLA qualifying or non-qualifying, and if not FMLA qualifying, the reasons why; and (3) the amount of leave, if known, that shall be counted against the employee's leave entitlement.~~

~~The County may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the County's failure to designate leave as FMLA qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the County and employee may mutually agree that leave shall be retroactively designated as FMLA leave.~~

~~e. Employee FMLA Leave Obligations~~

~~1. Notice of the Need for Leave~~

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~~Employees who take FMLA leave shall timely notify the County of their need for FMLA leave. Employees should request FMLA leave in writing whenever possible and submit the request to the Human Resources Division. The following describes the content and timing of such employee notices.~~

~~2. Content of Employee Notice~~

~~To trigger FMLA leave protections, the employees shall inform the Human Resources Division of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. The employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Human Resources Division to determine that the leave is FMLA qualifying. For example, the employees might explain that:~~

~~a). A specific medical condition renders the employee unable to perform the functions of the employee's job;~~

~~b). The employee, or a covered family member, is under the continuing care of a health care provider for a specific medical condition;~~

~~c). A specific medical condition renders a covered family member unable to perform daily activities, or that a family member is a covered service member with a serious injury or illness incurred in the line of duty;~~

~~d). The employee is pregnant or has been hospitalized overnight; or~~

~~e). The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty.~~

~~Calling in with an unscheduled absence without providing the reasons for the needed leave, shall NOT be considered sufficient notice for FMLA leave.~~

~~The employees shall respond to the County's questions to determine if absences are potentially FMLA qualifying. If the employee fails to explain the reasons for FMLA leave, the leave may be denied. When the employee seeks leave due to FMLA-qualifying reasons for which the County has previously provided FMLA-protected leave, he or she shall specifically reference the qualifying reason for the leave or the need for FMLA leave.~~

~~3. Timing of Employee Notice~~

~~The employees shall provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, the employees shall provide the County with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Failure of the employee to give 30 days' notice for foreseeable leave, without a reasonable excuse for the delay, or to otherwise satisfy FMLA notice obligations, may result in FMLA leave being delayed or denied.~~

d~~f~~. ~~Basic FMLA Leave Entitlements~~Definitions:

1~~.~~ ~~Definitions~~

~~a).~~ "Child" means a biological, adopted or foster child, a stepchild, legal ward, or a child for whom you have assumed the obligations of a parent and who is either under 18 years of age or unable to care for him or herself due to a physical or mental incapacity or serious health condition.

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2. ~~b).~~ "Parent" includes parent's in-law only if you are requesting leave under the WFMLA.

3. ~~c).~~ "Domestic Partner" includes individuals who file "declarations of domestic partnership" in their county of residence and individuals in less formal "domestic partnerships" that satisfy the requirements set forth in the WFMLA.

4. ~~d).~~ "Serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one of the following:

~~1~~a). Hospital Care: Inpatient care (i.e., an overnight stay in a hospital, hospice or residential medical care facility) including any period of incapacity or any subsequent treatment in connection with inpatient care.

b)~~2~~. Absence Plus Treatment: A period of incapacity of more than three consecutive calendar days* including any subsequent treatment or period of incapacity relating to the same condition that also involves:

1.~~a)~~ Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under order of, or referral by, a health care provider;

2.~~b)~~ Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under direct supervision of a health care provider.

*Under the WFMLA, leave may also be available for a serious health condition of less than three (3) consecutive days in duration.

c)~~3~~. Pregnancy: Any period of incapacity due to pregnancy, or for prenatal care.

d)~~4~~. Chronic Conditions: ~~Requiring Treatment a chronic condition which;~~

~~a)~~ Requires periodic visits for treatment by a health care provider, ~~or by a nurse or physician's assistant under direct supervision of a health care provider;~~

~~b)~~ C~~c~~ontinues over an extended period of time (including recurring episodes of a single underlying condition)~~,~~ and

~~c)~~ M~~m~~ay cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

e)~~5~~. Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member shall be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

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~~f)6~~. Multiple Treatments (Non-Chronic Conditions) Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer, (chemotherapy, radiation, etc.) severe arthritis (physical therapy) and kidney disease (dialysis).

e. Basic FMLA Leave Entitlements:

~~2~~1. Childbirth/Adoption Leave: Provides child rearing leave for the following:

~~Unpaid child rearing leave may normally be used within sixteen (16) weeks prior to, or within twelve (12) months following:~~

- The birth of the employee's natural child; or
- The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or
- The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.

~~a). Length of Child Rearing Leave~~

~~No employee may take more than twelve (12) weeks of federal child rearing leave. In addition, no more than twelve (12) weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. Child-rearing leave provided under federal law runs concurrently with the six (6) weeks of child-rearing leave provided under Wisconsin law.~~

~~b). Intermittent/Partial Leave Absences~~

~~For the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event (e.g., birth of child), an employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee is to provide the County, in writing, with the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule shall be of a sufficient definiteness that the County is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave shall commence within sixteen (16) weeks before or after the birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Rather, any remaining child-rearing leave shall be taken in a single block.~~

~~c). Scheduling Child Rearing Leave~~

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~~An employee is expected to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence and shall schedule the leave after reasonably considering the County's needs. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as practicable.~~

~~3~~2. Family Illness Leave

~~Unpaid f~~Family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law), or domestic partner as defined by law or a domestic partner's parent as defined by law, who have a serious health condition.

~~a). Length of Family Illness Leave~~

~~No employee may take more than twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents. The federal leave generally runs concurrently with the two (2) weeks of family illness leave provided under state law. A maximum of two (2) weeks of family illness leave may be taken for a spouse's parent (i.e., a parent-in-law), a domestic partner, or a domestic partner's parent, in addition to the twelve (12) weeks of federal FMLA leave.~~

~~3~~4. Employee Medical Leave

~~Unpaid~~ Employee medical leave that may be used by an employee who has a serious health condition which renders the employee unable to perform his or her job duties.

~~a). Length of Medical Leave~~

~~No employee may take more than twelve (12) weeks of federal employee medical leave. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law.~~

~~5~~4. Military Call-~~-~~to-~~-~~Duty Leave

~~Federal unpaid~~Military call-to-duty leave may be used as a result of a qualifying exigency arising from an employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

~~a). Qualifying Exigencies~~

~~Exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.~~

~~b). Length of Leave~~

~~An eligible employee is entitled to twelve (12) weeks of call-to-duty leave in a twelve (12) month period.~~

~~6~~5. Injured/Ill Service Member Caregiver Leave

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~~The purpose is to give,~~ Injured/ill service member caregiver leave may be used in addition to the basic FMLA leave entitlements discussed above, to provide an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member ~~is entitled to take~~ up to 26 weeks of military caregiver leave during a single 12-month period to care for the service member with a serious injury or illness incurred in the line of duty.

6. Intermittent/Reduced Schedule Leave

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees shall, upon request, advise the County of the reason why such leave is medically necessary. In such instances, the County and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the County's operations, subject to the approval of the health care provider.

f. Employee Notice of the Need for Leave:

Employees who take FMLA leave shall timely notify the County of their need for FMLA leave. Employees should request FMLA leave in writing whenever possible and submit the request to the Human Resources Division. For ease, a Leave Request Form is available by contacting the Human Resources Division.

Employees shall provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, the employees shall provide the County with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Failure of the employee to give 30 days' notice for foreseeable leave, without a reasonable excuse for the delay, or to otherwise satisfy FMLA notice obligations, may result in FMLA leave being delayed or denied.

The employee shall inform the Human Resources Division of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. The employee may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Human Resources Division to determine that the leave is FMLA qualifying. Calling in with an unscheduled or scheduled absence without providing the reasons for the needed leave, shall NOT be considered sufficient notice for FMLA.

The employee shall respond to the County's questions to determine if absences are may qualify as FMLA. If the employee fails to explain the reasons for FMLA leave, the leave and time off may be denied. When the employee seeks leave due to FMLA-qualifying reasons for which the County has previously provided FMLA-protected leave, he or she shall specifically reference the qualifying reason for the leave or the need for FMLA leave.

~~a). Definitions~~

~~1. "Covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list,~~

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for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness renders the service member medically unfit to perform duties of the member's office, grade, rank or rating.

2. "Next of kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority. Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

b). Length of Leave

Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. For purposes of military caregiver leave, the single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. A separate caregiver leave can be taken for each covered service member and/or for each new injury/illness.

g. Scheduling Family Illness/Employee Medical/Military Caregiver Leave

1. Medical Necessity

An employee may schedule family illness, employee medical, or military caregiver leave as medically necessary. An employee shall consider the needs of the County when scheduling leave. When medically necessary, an employee may take the leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. The lowest increment may be the lowest increment that the County permits for any other type of leave, paid or unpaid. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee is to provide the County, in writing, with the employee's proposed schedule of partial absences as soon as possible after the employee learns of the probable necessity of such leave.

2. Planned Treatment

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When planning medical treatment, employees shall consult with the County and make a reasonable effort to schedule treatment so as not to unduly disrupt the County's operations, subject to the approval of the health care provider. Employees should consult with the County prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the County and the employee, subject to the approval of the health care provider. If an employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to fulfill this obligation, the County may require the employee to attempt to make such arrangements, subject to the approval of the health care provider.

3. Intermittent/Reduced Schedule Leave

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees shall, upon request, advise the County of the reason why such leave is medically necessary. In such instances, the County and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the County's operations, subject to the approval of the health care provider.

gh. Serious Health Condition/Medical Certification Supporting NeedFMLA Documentation / Forms Required for Leave

1. Notice of Eligibility & Rights and Responsibilities under the FMLA:

Employees requesting FMLA leave or employees requesting time off from work that may qualify as FMLA leave are entitled to receive written notice from the County telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. This notice shall also include details regarding additional information needed, such as medical certifications or other military leave documentation needed to assist in designating the leave.

12. Submission ofMedical Certifications

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications establishing that a "serious health condition" (described above) is involved and supportsing their need for FMLA leave.

As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work certification.

It is the employee's responsibility to provide the County with timely, complete and sufficient medical certifications. Whenever the County requests an employee to provide a FMLA medical certification, the employee shall provide the requested certification within 15 calendar days after the County's request, unless it is not practicable to do so despite the employee's diligent, good faith, efforts. The County shall inform the employee if a submitted medical certification is incomplete or insufficient and provide the employee with at least seven calendar days to cure deficiencies. The County may deny FMLA leave to an employee who fails to timely cure deficiencies or otherwise fails to timely submit requested medical certifications.

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~~With the employee's permission, the County (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify medical certifications. If an employee chooses not to provide the County with authorization allowing it to clarify or authenticate a certification with a health care provider, the County may deny FMILA leave if the certification is unclear and a serious health condition cannot be verified.~~

~~Whenever the County deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.~~

~~2. Types of Certifications~~

~~a). Initial Medical Certifications~~

Employees requesting leave because of their own, or a covered relative's, serious health condition, or to care for a covered service member, shall submit~~supply~~ a complete medical certification form, provided by the Human Resources Division, to assist in establishing that a qualifying medical condition (described under Basic FMLA Leave Entitlements) exists and supports the need for leave.

Medical certification shall be submitted prior to the leave beginning if the employee is able to provide a 30-day notice or more of leave. If notice for leave is not feasible, due to the circumstance of the leave, the employee shall provide a medical certification within 15 calendar days of the date of the notice of leave to the Human Resources Division.

~~supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If an employee provides at least 30 days' notice of medical leave, he or she should submit the medical certification before leave begins. A new initial medical certification shall be required on an annual basis for serious medical conditions lasting beyond a single leave year.~~

~~If the County has reason to doubt an initial medical certification, it may require an employee to obtain a second opinion at the County's expense. If the opinions of the initial and second health care providers differ, the County may, at its expense, require an employee to obtain a third, final and binding, certification from a health care provider designated or approved jointly by the County and the employee.~~

~~b). Medical Recertification~~

~~Depending on the circumstances and duration of FMLA leave, the County may require an employee to provide a medical recertification of the~~a medical condition giving rise to the need for leave. The County shall notify the employee if recertification is required and shall give the employee at least 15 calendar days to provide medical recertification.

3. Designation Notice under the FMLA

Leaves covered under FMLA must be designated as FMLA-protected and the County must inform the employee with 5 business days of having sufficient information to determine whether the leave is for an FMLA-qualifying reason. The designation

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shall state if the leave request is approved, not approved or additional information is necessary. The designation shall also include the amount of leave that will be counted against the employee's FMLA leave entitlement and if some, all or none of the leave will be paid or unpaid.

The County may retroactively designate leave as FMLA leave with appropriate written notice to the employee, provided the County's failure to designate leave as FMLA qualifying at an earlier date does not cause harm or injury to the employee. In all cases where the leave qualifies for FMLA protection, the County and employee may mutually agree that leave shall be retroactively designated as FMLA leave.

4. ~~c).~~ Return to Work Report or Return to Work Medical Certifications~~.~~

~~———~~An employee returning to work from FMLA leave that was taken because of the employee's own serious health condition that made the employee unable to perform his/her job duties shall provide the County with a medical certification confirming the employee is able to return to work and the employee's ability to perform the functions of the employee's position. The County may delay and/or deny job restoration until an employee provides a requested return to work/medical certification.

~~3~~5. Certifications Supporting Need for Military Family Leave

Upon request, the first time an employee seeks leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the County may require the employee to provide:~~.~~ (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member's active duty service; and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. An employee shall provide a copy of new active duty orders or other documentation issued by the military for qualifying exigency leaves arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the County may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the County may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

~~i~~h. Using Paid Time While on FMLA Leave

1. Wisconsin FMLA

While on Wisconsin FMLA leave (including when running currently with federal FMLA leave), an employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g. PTO, holiday and compensatory time).

2. Federal FMLA

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When solely utilizing federal FMLA leave, an employee shall be required to substitute definite and certain paid leave benefits for unpaid leave including PTO and compensatory time unless the employee does not have sufficient paid time to cover the duration of the leave period. In this case, substitution of available paid time shall be applied evenly and intermittently across the leave period. In addition, employees may be allowed to maintain up to approximately 40.0 hours of paid time in their accrual bank (including any combination of PTO, and/or compensatory time) following expiration of FMLA, unless the paid time is needed to be used to recover employee benefit and mandatory deductions during the leave period. The Human Resources Division shall calculate necessary PTO or compensatory time to be exhausted to comply with this rule. Due to rounding, The Human Resources Division may allow/require up to 39-41 hours of paid time to be maintained in the employee accrual bank. An employee's use of County provided paid leave shall comply with the terms and conditions of the County's applicable paid leave policies.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave, ~~-~~the paid time runs concurrently with an employee's FMLA entitlement.

3. Coordination of FMLA with Disability Plans

Chippewa County reserves the right to require substitution of paid leave, subject to state and federal law. If an employee qualifies for and is approved for Short-Term Disability (STD) or Long-Term Disability (LTD), the employee can choose to use their earned paid time (PTO, Holiday, Compensatory Time or CI) or take Unpaid FMLA. FMLA shall run concurrently with approved STD or LTD. STD or LTD does not extend an employee's FMLA entitlement.

4. Coordination of FMLA with Catastrophic Illness Bank

The County reserves the right to require substitution of paid leave, subject to applicable state and federal law. Therefore, an employee shall apply for federal FMLA while using CI hours, and if approved, shall count against the employee's FMLA entitlement.

5. FMLA Around Holidays

Holidays falling within any unpaid period of absence for any reason shall be without pay.

Employees are permitted to use scheduled PTO during an approved FMLA leave before and after the Holiday to be eligible for Holiday pay, even if the employee doesn't have enough PTO or Compensatory time for the entire leave period.

For employees on paid FMLA on the days both before and after an observed holiday, the holiday shall be counted as FMLA leave.

~~ij~~. Health Insurance, Dental Insurance, Vision Insurance and Other Benefits

1. Continuation of Benefits

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The County is required to maintain group health, dental and/or vision insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Arrangements will need to be made for employees to pay the employee portion of health, dental and/or vision insurance premiums while on leave.

Employees shall be required to pay the employee portion of all other ~~non-health~~ benefits ~~continuing their~~ including life insurance, supplemental insurance, disability insurance, etc. during FMLA leave.

Failure to make the required payments shall result in termination of the employee's insurance coverage as indicated under "Termination of Benefits ".

Employees may elect to continue or terminate Flexible Spending Account deductions during a FMLA leave. If an employee terminates the deductions, the employee shall be allowed to resume election upon return from the FMLA leave.

While on FMLA leave, it is still the responsibility of the employee to ensure that all insurance and benefit changes, elections, and updates occur in accordance to the County imposed deadlines.

2. Coordination of Paid Time for Benefit Continuation

Under Federal FMLA, the County shall require the use of PTO or compensatory time to recover the employee share of benefits and mandatory deductions if such paid time is available.

3. Termination of Benefits

The County's obligation to maintain health, dental and/or vision insurance and all other benefits shall stop if and when the following occur:

a). An employee informs the County of intent not to return to work during or at the end of the leave period; or

b). The employee fails to return to work when the leave entitlement is used up; or

c). The employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The County's obligation to maintain health care, dental and/or vision coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the payment is received before that date. Health, dental and/or vision insurance coverage shall then be dropped retroactively to the first of the month for the month of coverage that premium payments was not received.

4. Recovery of Premium Payments

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The County has the right to collect from an employee the County's portion of the health, dental and/or vision insurance premiums during a period of unpaid leave if the employee chooses~~does~~ not return to work after the leave entitlement for reasons other than the FMLA leave request or for circumstances outside of the employee's control~~has been exhausted or expired~~. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee shall return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health, dental and/or vision insurance premiums does not apply if his/her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

~~k~~j. Other FMLA Provisions

1. Return from Leave

An employee returning from family and/or medical leave can return to his or her old position, if available, at the time the employee returns to work. If the position no longer exists, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

The determination as to how an employee is to be restored to "an equivalent position" upon return from FMLA leave is made on the basis of established policies and practices, and provisions of the federal FMLA.

2. Outside Employment

An employee who is solely utilizing federal FMLA leave (i.e., Wisconsin FMLA leave has been exhausted) and/or a County provided and approved leave, is prohibited from working for another employer while on federal FMLA leave.

(Section 6 amended by the County Board 12/8/15, 03/13/18, 11/6/18; 11/10/2020)

7. Leave – County Medical (Non-FMLA)

a. Purpose

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

b. Eligibility

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

c. Length of Leave

Employees may request a continuous (not intermittent) medical leave under this policy for up to four (4) weeks, as supported by medical documentation supplied by the employee's health care provider upon request from the County. Intermittent may be requested by the

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Department Head and approved by the Human Resources Director in extenuating circumstances when driven by the department workload and/or inability to provide services to the public.

d. Request

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

e. Using Paid Time While On County Medical Leave

1. Substitution of Paid Time

Employees on a County Medical Leave shall be required to substitute all available PTO and compensatory time. The Human Resources Division shall calculate necessary PTO or compensatory time to be exhausted to comply with this rule. Due to rounding, The Human Resources Division may allow/require up to 2 hours of paid time to be maintained in the employee accrual bank.

2. Coordination of County Medical Leave with Disability Plans

Chippewa County reserves the right to require substitution of paid leave under a County Medical Leave. If an employee qualifies for and is approved for Short Term Disability (STD) or Long Term Disability (LTD), the employee can choose to use their earned paid time (PTO, Compensatory Time or CI) or use Short Term Disability (STD) or Long Term Disability (LTD). County Medical Leave shall run concurrently while on approved STD. STD does not extend an employee's County Medical Leave.

3. Coordination of County Medical Leave with Catastrophic Illness Bank

Upon exhaustion of available PTO, and compensatory time, the employee is required to apply for CI hours as provided for under County Policy. If approved, the County Medical Leave shall run concurrent with CI hours taken. Use of CI hours does not extend an employee's County Medical Leave.

4. Unpaid Time

Employees shall be on unpaid status once PTO, holiday, compensatory time, and CI hours have been exhausted; or if on an approved STD or LTD benefit.

f. Health Insurance and Other Benefits While on County Medical Leave

1. Continuation of Health Insurance Benefits

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides employees covered under an employer's group insurance plan eligibility to continue insurance coverage under the group plan. COBRA contains provisions giving certain individuals the right to temporary continuation of insurance coverage at the group

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rate plus a 2% administration fee. This coverage is only available when coverage is lost due to a COBRA qualifying events.

A COBRA qualifying event while on County Medical Leave occurs due to a reduction in hours and occurs when an employee crosses from one month to another month on unpaid time. The employee shall remain covered under the group health insurance plan and pay the employee portion of the premium, while the County pays the employer portion during the month in which the employee had paid time only (i.e. work time, PTO or Compensatory time). If the employee returns to work after County Medical Leave, the group health insurance coverage would be reinstated the first day of the month that follows the return to full time employment.

2. Continuation of Dental and Vision Insurance Benefits

When an employee is on unpaid time while on County Medical Leave, the employee shall be required to continue paying for dental and/or vision benefits. Failure to make the required payments shall result in termination of employee's dental and/or vision benefits coverage as indicated under "Termination of Benefits".

Continued group dental and/or vision coverage through Chippewa County shall be available, per the Summary Plan Documents, for a maximum of six (6) months while on a leave of absence. After the six month period and if the employee is still on a leave of absence, COBRA rights shall be offered. If the employee returns to work, group insurance coverage shall be reinstated the first day of the month that follows the return to full time employment~~immediately upon return~~.

3. Continuation of Disability, Life Insurance and Flexible Spending Account Benefits

When an employee is on unpaid time while on County Medical Leave, the employee shall be required to pay for all Disability, Life Insurance and/or Flexible Spending Account benefits. Failure to make the required payments shall result in termination of employee's Disability, Life Insurance and or Flexible Spending Account benefits coverage as indicated under "Termination of Benefits".

4. Termination of Benefits

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

a). An employee informs the County of intent not to return to work during or at the end of the leave period; or

b). The employee fails to return to work when the leave period is used up; or

c). The employee fails to make any required payments while on leave. Health, dental and/or vision insurance, life insurance, or disability insurance coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the payment is received before that date. Health, dental and/or vision insurance coverage shall then be dropped retroactively

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to the first of the month for the month of coverage that premium payments was not received.

5. Paid Time Off and Holidays

PTO and holiday benefits shall accrue while substituting time with PTO, holiday, and compensatory time only.

Employees are permitted to use scheduled PTO during an approved County Medical leave before and after the Holiday to be eligible for Holiday pay, even if the employee doesn't have enough PTO or Compensatory time for the entire leave period.

There shall be no PTO accrual or holiday benefits while on CI hours or unpaid leave. PTO and holiday benefits shall resume upon the employee's return to active employment.

g. Other County Medical Leave Provisions

1. Outside Employment

An employee who is utilizing County Medical Leave is prohibited from working for another employer while on County Medical leave.

(Section 7 amended by the County Board 12/08/15, 03/13/18, 11/6/18, 07/09/19; 11/10/2020)

8. Leave – Personal

a. Purpose

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

b. Length of leave

A leave of absence for personal reasons may be requested for a period of up to three (3) months.

c. Request

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

The approvals of personal leave of absences are discretionary, with consideration given to the staffing needs of the department, and determining the best interests of the County.

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

d. Using Paid time While on Personal Leave

1. Employees on a Personal Leave shall be required to substitute all available PTO and compensatory time if available. The Human Resources Division shall calculate necessary PTO or compensatory time to be exhausted to comply with this rule. Due to rounding, The Human Resources Division may allow/require up to 2 hours of paid time to be maintained in the employee accrual bank.

2. Employees shall be on unpaid status once PTO, holiday, compensatory time, and CI hours have been exhausted; or if on an approved STD or LTD benefit.

e. Health Insurance and Other Benefits While on Personal Leave

If an employee was on County Medical Leave and immediately reverts to a Personal Leave, the starting period for the continuation of all benefits does not start over or extend the ability for continuation of coverage.

1. Continuation of Health Insurance Benefits

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides employees covered under an employer's group insurance plan eligibility to continue insurance coverage under the group plan. COBRA contains provisions giving certain individuals the right to temporary continuation of insurance coverage at the group rate plus a 2% administration fee. This coverage is only available when coverage is lost due to a COBRA qualifying events.

A COBRA qualifying event while on Personal Leave occurs due to a reduction in hours and occurs when an employee crosses from one month to another month on unpaid time. The employee shall remain covered under the group health insurance plan and pay the employee portion of the premium, while the County pays the employer portion during the month in which the employee had paid time only (i.e. work time, PTO or Compensatory time). If the employee returns to work after Personal Leave, the group health insurance coverage would be reinstated the first day of the month that follows the return to full time employment~~immediately upon return~~.

2. Continuation of Dental and Vision Insurance Benefits

When an employee is on unpaid time while on Personal Leave, the employee shall be required to continue paying for dental and/or vision benefits. Failure to make the required payments shall result in termination of employee's dental and/or vision benefits coverage as indicated under "Termination of Benefits".

Continued group dental and/or vision coverage through Chippewa County shall be available, per the Summary Plan Documents, for a maximum of six (6) months while on a leave of absence. After the six month period and if the employee is still on a leave of absence, COBRA rights shall be offered. If the employee returns to work,

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group insurance coverage shall be reinstated the first day of the month that follows the return to full time employment.

3. Continuation of Disability, Life Insurance and Flexible Spending Account Benefits

When an employee is on unpaid time while on Personal Leave, the employee shall be required to pay for all Disability, Life Insurance and/or Flexible Spending Account benefits. Failure to make the required payments shall result in termination of employee's Disability, Life Insurance and or Flexible Spending Account benefits coverage as indicated under "Termination of Benefits".

4. Termination of Benefits

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

a). An employee informs the County of intent not to return to work during or at the end of the leave period; or

b). The employee fails to return to work when the leave period is used up; or

c). The employee fails to make any required payments while on leave. Health, dental and/or vision insurance, life insurance, or any other benefit ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the payment is received before that date. Health, dental and/or vision insurance coverage shall then be dropped retroactively to the first of the month for the month of coverage that premium payments was not received.

5. Paid Time Off and Holidays

There shall be no PTO accrual or holiday benefits while on unpaid leave. PTO and holiday benefits shall resume upon the employee's return to active employment.

6. Outside Employment

An employee who is utilizing an approved Personal Leave is prohibited from working for another employer while on Personal leave.

(Section 8 amended by the County Board 11/6/18, 07/09/19; 11/10/2020)

9. Leave – Military

a. Purpose

To allow unpaid leave for purposes of fulfilling service in the uniformed services and ensure compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) for any employee performing duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, an examination to determine the fitness of the person to any such duty, or performing

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funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32., upon return from such service, be entitled all provisions of USERRA.

b. Length of Leave

Employees shall be granted a Military Leave of absence without pay for the period of military service outlined in the orders, in accordance with applicable laws. Eligibility for reinstatement after military duty is completed is also determined in accordance with applicable laws.

c. Notification

Employees who are called to perform duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, an examination to determine the fitness of the person to any such duty, or performing funeral honors duty as authorized by section 12503 of title 10 or section 115 of title 32 shall provide advanced written notice whenever possible of the obligation/intention and submit any applicable copies of their military orders to the Human Resources Division. When immediate duty is required and no advanced notice can be provided, the employee shall communicate their obligations to their Department Head and the Human Resources Division as soon as they are able.

d. Health, Dental and/or Vision Insurance and Other Benefits While on Military Leave

1. Continuation of Health, Dental and/or Vision Insurance

Under USERRA, federal law requires that health plans shall offer to continue coverage for employees who are absent due to service in the uniformed services and/or their dependents. Coverage may continue for up to twenty-four (24) months after the date the employee is first absent due to uniformed service. The period of coverage available under USERRA shall run concurrently with the COBRA period available to an employee and/or eligible dependents.

Employees entering military service shall be allowed the opportunity to continue to participate in Chippewa County's group health, dental and/or vision insurance plan by utilizing their Federal COBRA rights. Upon employee continuation election, Chippewa County shall continue to pay the employer's portion of the health insurance premium for the first 18 months of leave, provided the employee continues to pay the employee's portion monthly.

2. Continuation of Life Insurance

Life Insurance shall continue as allowed under §40.70 and §40.72 provided the employee continues to pay the employee's monthly premiums.

3. Termination of Health, Dental and/or Vision and Life Insurance

The County's obligation to pay the employer portion of the health, dental and/or vision insurance for the first 18 months of leave or life insurance premiums shall stop if and when the following occur:

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a). An employee informs the County of intent not to return to work during or at the end of the leave period provided under USERRA; or

b). The employee fails to return to work when the leave entitlement is used up under USERRA; or

c). The employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The County's obligation to maintain health, dental and/or vision care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the payment is received before that date. Health, dental and/or vision insurance coverage shall then be dropped retroactively to the first of the month for the month of coverage that premium payments was not received.

d). The employee dies during military service. If an employee dies during military service, the Human Resources Division shall work with any eligible dependents on the plan at the time of death to assist with the provisions of COBRA, if desired by the dependents, to ensure no lapse in coverage occurs.

4. Disability Insurance

Disability insurance cannot be continued during military leave of absences, and the plan shall be cancelled in accordance with the provisions of the benefit plan. Disability coverage may be reinstated upon the employees return to active employment in accordance with the provisions of the benefit plan.

5. Wisconsin Retirement (WRS)

USERRA allows for employee required make-up contributions to a contributory defined benefit plan (including WRS) beginning with the date of reemployment and ending on the earlier of three times the period of military service or five years.

Employees shall have the choice to repay all, some, or none of the mandatory employee required contributions (WRS employee contributions). Employee contributions shall be made pre-taxed. Employees cannot be required to pay interest charges. Employer contribution matches are only required on the actual contributions repaid by the employee.

The employee shall provide to the County, in writing, their decision to repay the WRS contributions upon return within time limits specified under USERRA. In addition, the employee has the following responsibilities to WRS:

a). Notify employer of military leave as far in advance as possible. Employee shall be required to provide orders when received.

b). Leave the military under honorable conditions.

c). Return to the same employer within the following time limits depending on length of service:

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1. Fewer than 31 days; report on next regular scheduled workday after receiving adequate travel and rest

2. 31-180 days; return within 14 days after completion of service

3. More than 180 days; return within 90 days after completion of service

d). Upon return, provide employer with a copy of your leave and earnings statement or DD-214 showing the date of entry and discharge.

e. PTO

PTO shall accrue during unpaid military leave for up to four (4) pay periods per unpaid military leave event, not to exceed a total PTO maximum accrual of four (4) pay periods per calendar year for all combined unpaid military leave.

f. Holidays

Employees on unpaid military leave are not eligible for paid holidays.

(Section 9 adopted by the County Board 11/13/12)

10. Leave – Emergency Conditions

a. Purpose

To provide a plan for employees in the event of an emergency closing or inclement weather.

As a general practice, Chippewa County makes every effort to maintain its normal schedule of operations. Chippewa County shall close all or part of its operations only in cases of extreme emergency, energy loss, or other conditions seriously endangering the health and safety of employees and the general public.

b. Reporting to Work

Each employee accepts the responsibility for reporting to work at the regularly scheduled time, regardless of prevailing weather conditions. Employees not reporting to work shall not be paid; however, such employees shall substitute PTO or compensatory time to minimize or avoid a loss of wages as a result of absence or speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

c. Responsibility for the Decision to Close

In the event that Chippewa County is forced to close operations, or delay the opening, the decision shall be made by the County Administrator.

d. Official Announcements

When the County Administrator determines that it is necessary to close or delay the opening of various operations, the starting time shall be communicated to the following media outlets. WEAU-TV 13 (NBC), WQOW TV 18 (ABC), WEUX TV 48 (FOX), WBIZ 100.7 FM, WAXX 104.5 FM, WQRB 95.1 FM, WWIB 103.7 FM, Leader Telegram and Chippewa Herald.

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e. Delayed Start Times

In the event the County Administrator announces a delayed opening of various operations, all employees that report to work at their normal starting time or on or before the delayed starting time shall be paid for any hours worked.

Employees reporting for work after the delayed starting time shall be paid for actual hours worked. Employees shall use PTO or compensatory time to minimize or avoid a loss of wages as a result of absence or speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

f. Partial Closings

In the event the County Administrator announces certain departments providing non-essential services to be closed or staffing curtailed due to emergency conditions or inability to provide a work site, employees shall be paid for actual hours worked. Employees shall use PTO or compensatory time to minimize or avoid a loss of wages as a result of absence or speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

g. Closing after the Normal Business Day has Begun

When the County Administrator determines there is sufficient reason to close various operations after the workday has started, this information shall be given to Department Heads and employees.

If employees are sent home early, they shall use PTO or compensatory time to minimize or avoid a loss of wages as a result of absence or speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

Employees working in operations where they cannot be released early, due to the nature of their service being provided, shall be required to complete the normal workday.

h. Closing before the Normal Business Day has Begun

When the County Administrator determines there is sufficient reason to close various operations before the normal business day has begun, this information shall announced as described under Official Announcements.

Employees not reporting to work shall not be paid; however, such employees shall use PTO or compensatory time to minimize or avoid a loss of wages as a result of absence or speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

Employees working in operations where they shall report to work, due to the nature of their service being provided, shall be required to complete the normal workday.

i. Employees Who Desire to Leave Early

Employees who desire to leave early when operations have not been shut down may do so with approval of the Department Head. Employees shall be paid only for the time actually worked. Such employees shall use PTO or compensatory time to minimize or avoid a loss of wages as a result of absence or speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

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(Section 10 adopted by the County Board 11/13/12)

11. Leave – Bone Marrow and Organ Donation

a. Purpose

Bone marrow and organ donation leave is available to employees as specified below and complies with Wisconsin Bone Barrow and Organ Donor Leave law (WDLA) under Wis. Stat. §103.11.

b. Eligibility

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

c. Length of Leave

The Wisconsin Bone Marrow and Organ Donation Leave Law provides for up to a maximum of six (6) weeks of unpaid leave to serve as a bone marrow or organ (e.g., kidneys, partial livers, partial lungs, partial pancreas, partial intestine) donor in a calendar year. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from it. If more than six (6) weeks are necessary, refer to Leaves – Family Medical Leave of Absence (FMLA) section of the Human Resources Policy Manual.

d. Employee Requirements

1. An employee requesting Bone Marrow and Organ Donation (WDLA) leave shall provide the County with medical certification by the health care provider of the bone marrow/organ donee or of the employee (whichever is applicable) of any of the following:

    a. That the donee has a serious health condition that necessitates a bone marrow or organ transplant.

    b. That the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee.

    c. The amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

2. Employees shall make a reasonable effort to schedule the procedure so that it does not unduly disrupt the department's operations, subject to the approval of the health care provider of the bone marrow or organ done

3. Employees shall provide the County with advance notice of the procedure in a reasonable and practicable manner.

e. Using Paid Leave While on Unpaid WDLA Leave

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The substitution of paid time for unpaid Wisconsin Bone Marrow and Organ Donation Leave (WDLA) time does not extend the length of WDLA leave - the paid time runs concurrently with an employee's WDLA entitlement.

f. Insurance and Benefits While on WDLA Leave

1. Payment of Premiums

While an employee is on WDLA leave, the County shall maintain group health, dental and vision insurance coverage under the conditions that applied before the leave began. If prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with payment of his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage.

Unless the County notifies employees of other arrangements, whenever employees are receiving pay from the County during WDLA leave, the County shall deduct the employee portion of the insurance premiums from the employee's paycheck in the same manner as if the employee was actively working. If leave is unpaid, employees shall pay their portion of the group health, dental and vision premium beginning the first of the month following the start of using unpaid time through a method determined by the County and shall be communicated to the employee by the Human Resources Division.

2. Termination of Benefits

The County's obligation to maintain health benefits shall stop if and when: (1) an employee informs the County of intent not to return to work at the end of the leave period; (2) the employee fails to return to work when the leave entitlement is used up; or (3) the employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The County's obligation to maintain health, dental and vision insurance coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the County shall send a letter notifying the employee that coverage shall be dropped on a specified date unless the co-payment is received before that date.

3. Recovery of Premium Payments

If the County chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the County does so and an employee does not immediately repay the County upon the employee's return to work, the County shall deduct the amount of the payments from the employee's paycheck.

The County has the right to collect from an employee the health, dental and vision insurance premiums the County paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee shall return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health, dental and vision insurance premiums does not apply if his/her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

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(Section 11 amended by the County Board 11/6/18)

12. Leave – Jury/Witness Duty

a. Purpose

Employees are encouraged to appear before a court, public body, or commission for witness duty when subpoenaed to do so. Employees are excused from work to fulfill their civic responsibilities when required.

b. Compensation for Jury Duty

An employee who is excused for jury duty shall receive the regular County wages that normally would have been paid during the period required for jury duty.

Jury duty pay shall be calculated on the employee's base pay rate multiplied by the number of normal hours scheduled the employee would otherwise have worked on the day of absence.

The employee who is summoned for jury duty is required to provide a copy of the jury duty summons to the employee's supervisor and the Human Resources Division as soon as is reasonably possible.

Employees shall return any jury duty fees less travel allowance and any jury duty pay earned to the County Treasurer and provide the proper department salary account number the fee shall be reimbursed to.

c. Compensation for Witness Duty

1. In the event an employee is subpoenaed to provide deposition testimony, or to testify as a witness in court proceedings or before an administrative body, commission or hearing officer in a matter that is not connected with County business, said employees shall be granted unpaid time off to appear in any such proceeding.

    a. Under the circumstances listed in subsection c1 above, the employee shall use any available PTO, holiday, or compensatory time to receive compensation for the period of the absence or they may speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

2. In the event an employee is subpoenaed to provide deposition testimony, or to testify as a witness in court proceedings or before an administrative body, commission or hearing officer in a matter that is connected with County business, said employee shall be granted paid time to appear in any such preceding.

    Employees shall return any witness fees less travel allowance earned to the County Treasurer and provide the proper department salary account number the fee shall be reimbursed to.

    a. The provisions of subsection c. shall not apply to an employee who files a grievance under the County's Employee Grievance Policy. The provisions of the County's Employee Grievance Policy shall prevail.

    b. Unless otherwise required by law, the provisions of subsection c.1 shall apply to an employee who initiates an administrative appeal to a

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determination of the County concerning that employee's County employment benefits.

d. Excusal from Jury Duty

Employees who reported to, but were excused from jury duty shall receive the regular County wages that normally would have been paid during the period they reported for jury duty.

Employees shall return any jury duty fees less travel allowance and any jury duty pay earned to the County Treasurer.

e. Documentation

Employees are required to supply copies of the jury duty summons, or the subpoena to their Department Head upon request.

Employees are expected to report for work whenever the court schedule permits, and shall discuss scheduling with their Department Head.

f. Reporting to Work

When possible, employees are to work any of their regularly scheduled hours that do not conflict with the jury or witness duty.

First-shift employees shall be required to report for work before jury duty unless the time they are to report to the courts prohibits them to do so.

If a second-or third-shift employee is selected to serve on a jury panel, the employee shall not be required to work their next scheduled shift, if such shift begins on the same calendar day.

Should an employee not be selected to serve on a jury panel, the employee shall report back to work within one hour of dismissal by the court (exceptions shall be made for employees whose county seat is greater than one hour in distance from their work location on a case by case basis). Chippewa County resident employees whose work location is at the Chippewa County Courthouse shall report back to work within 30 minutes of dismissal by the court.

(Section 12amended by the County Board 12/08/15, 07/09/19)

13. Leave – Voting

a. Purpose

To encourage employees to fulfill their civic responsibilities by participating in elections.

b. Time Off to Vote

If employees are unable to vote in an election during their nonworking hours, Chippewa County shall authorize up to 3 consecutive hours of time away from work to vote, in compliance with Wis. Stat. §6.76.

Chippewa County may specify the time during the day that leave can be taken.

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c. Requesting Time Off

Employees are required to request time off to vote, by following their department time off procedures, at least two working days prior to Election Day.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift or at another alternative time; whichever provides the least disruption to the normal work schedule.

Employees are not entitled to paid leave. Employees who choose to exercise their right to take time off from work to vote shall use PTO, holiday, or compensatory time, or may speak with their Department Head to work additional hours in the same workweek to make up the loss of hours.

(Section 13 adopted by the County Board 11/13/12)

14. Leave – Workers' Compensation

a. Purpose

To provide employees workers' compensation insurance for work-related illnesses and injuries that arises from, and occurs in the course of, employment. Employees should follow the Workers' Compensation policy and complete required forms located on the Employee Portal or available in the Human Resources Division.

b. Worker Related Injuries or Illnesses

Work-related injuries or illnesses may be covered under the County's workers' compensation insurance. To be considered work-related, the injury or illness shall arise out of and occur in the course of employment. All injuries, regardless of how insignificant the injury may appear, should be reported within 24-hours to the immediate supervisor and the Human Resources Division.

c. Medical Expenses

When authorized by applicable workers' compensation laws, medical expenses related to the treatment of a work-related injury or illness are covered by the County's workers' compensation insurance in response to properly submitted claims under the program. Examples of covered expenses are doctor visits, hospital visits, physical therapy visits, surgical procedures, prescription medication and medical equipment. Retraining benefits may also be authorized under specific circumstances directed by worker's compensation laws.

d. Lost Time

Workers' compensation insurance may also pay for lost income as a result of an employee's inability to work due to a work-related injury or illness, provided that the injury or illness is compensable under workers' compensation laws.

Temporary disability benefits are approximately two-thirds of the employee's average weekly wage subject to a maximum amount specified by law. During the date of injury, an

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employee is compensated for their entire regularly scheduled day of work, regardless of time lost due to injury that day. Temporary disability is not paid for the date of injury or when three-day waiting period for disabilities lasting seven days or less. If the period of disability extends beyond eight days after the date of injury or last day worked, compensation is paid for the entire period including the three day waiting period. Benefits are payable until you reach a healing plateau. The County encourages early return to work within work restrictions submitted by a doctor. Contact your supervisor or the Human Resources Division to see if light duty is available within your restrictions.

e. Paid Time Off

Unless the employee is designated as being on WI FMLA, the employee shall use accrued PTO or Compensatory Time for any unpaid time due to not being eligible for temporary disability payment. This may occur for the date of injury and/or the waiting period or an employee being unavailable for work for personal reasons not related to the work injury.

f. Notification Process

Following a work-related injury or illness, an employee shall notify the Trifecta First Report Hotline at (888) 589-6492 and their immediate supervisor ~~and the Human Resources Division~~ within 24-hours, or if medically unable to do so, as soon as reasonably possible. The Human Resources Division will be notified by Trifecta and will contact the employee to follow up on the injury or illness. ~~In addition, employees should obtain a Workers' Compensation Packet from the Human Resources Division or their direct supervisor. Employee shall complete and sign a Chippewa County Employee Injury Report and Statement of Work Limitations.~~ Supervisors shall complete a Chippewa County Supervisor Injury Report form found on the Employee Portal. All forms shall be submitted to the Human Resources Division within 24-hours of the injury/illness or claim payment may be delayed.

g. Coordination of Benefits

The employee has an obligation to continue paying for the employee cost of benefits (including health insurance, retirement, and other elected benefits) while out on workers' compensation leave. Benefits shall be discontinued for non-payment if the payment is more than thirty (30) days late. Employees shall not accrue PTO while receiving lost time compensation through the Workers' Compensation Program. An employee in this situation should contact the Human Resources Division for further information.

h. Where to Seek Immediate Medical Treatment

An employee who sustains a work related injury or illness requiring immediate medical attention should seek treatment from an appropriate facility or qualified physician of his or her choice. Urgent injuries should be treated at an appropriate location such as the nearest urgent care facility or hospital.

i. Job Status

Approved workers' compensation does not automatically guarantee continued employment in the same or any other position at the County. Employees who believe they may need a reasonable accommodation in order to perform the primary functions of their job, including a period of leave, should promptly contact the Human Resource Division.

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J. Applicability of other County Leaves

Employees are responsible for reviewing and applying for any other applicable County leaves, including, Family and Medical Leave, Short Term Disability or Long Term Disability. Please be aware that application for workers' compensation may affect eligibility for certain leave programs.

FMLA and workers' compensation provisions shall overlap or run concurrent under either of the following circumstances:

1. Employee's work related injury meets the criteria under FMLA for a serious health condition, as defined in the handbook under Leaves - Wisconsin and Federal Family and Medical Leave.

2. Employee is receiving workers' compensation payment to replace lost wages from time off work.

An approved leave of absence is required for all periods of absence exceeding five (5) consecutive work days.

k. Communication Requirements

An employee on workers' compensation is responsible for keeping their supervisor and the Human Resources Division informed of current work status through the submission of medical restriction documentation, return to work documentation or a medical statement completed by the treating physician. The injured employee shall make contact with Human Resources Division at least once every thirty (30) lost work days and after each doctor visit.

All documentation from the treating physician noting the dates absent from work and the diagnosis of the work-related injury or illness shall be provided to the Human Resources Division immediately. Any time an injured employee visits the doctor, documentation of the visit and updated work restrictions shall be submitted to the Human Resources Division immediately. If this documentation is not provided, the employee's continued absence from work may be considered unauthorized, and the workers' compensation benefits may be suspended.

l. Light Duty

An employee with a work related injury may be offered light duty work if the work available is within their medical restrictions provided by the treating physician. If light duty work is available and within the employee's medical restrictions and the employee refuses the light duty work, the employee is no longer eligible for workers' compensation benefits for lost time and shall use PTO or Comp time for the unworked time.

m. Return to Work

When an employee has been released by the treating physician to return to work, the employee shall notify the Human Resources Division and the employee's supervisor. Employees are required to submit a Return to Work form to the Human Resources Division indicating the employee can return to work with or without restrictions. Return to Work

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forms shall be submitted immediately (typically the same day or within 24 hours) following any appointment prior to returning to work.

n. Fraudulent Claims

Inappropriate and fraudulent claims shall be denied. Information related to fraudulent claims shall be forwarded to the District Attorney for appropriate action and Human Resources Division for appropriate discipline, up to and including discharge.

Workers' compensation claims are subject to investigation by the County, its Third Party Administrator or by an Independent Medical Evaluation (IME). Full cooperation by the employee is essential and expected for the effective and timely management of claims.

o. Outside Employment

Any employee who is unable to work, due to a work related injury, is prohibited from working for another employer while off on workers' compensation leave.

(Section 14 amended by the County Board 12/08/15, 03/13/18, 11/6/18, 07/09/19)

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CHAPTER 3 – WAGES AND OTHER FORMS OF COMPENSATION

15. Compensation System

It is the Policy of the County to administer a uniform employee Compensation System. The salary and benefits provided by the County to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the County is either required to or discretionarily provides to its residents. The County shall provide salaries and benefits on the basis of external competitiveness and internal equity and within the financial limits established.

a. Position Placement on the Salary Schedule

All positions within the Chippewa County Salary Schedule (Appendix) shall be placed on the Salary Schedule based upon the external market rate of similar positions and based upon internal equity.

b. Position Titles

All positions within the Chippewa County Salary Schedule are assigned an official title. All position requests are expected to conform to the identified titles. New or modified titles shall be approved only by the Human Resources Director, and reflected on the Salary Schedule.

All employees are to utilize the official assigned title when representing Chippewa County as an employee performing their duties. This reduces the potential for misrepresentation of authority and potential liability.

c. Salary Administration

1. New Hires for All Pay Grades

Placement of new hires with the minimum skills and qualifications shall normally be hired at Starting Wage. A new hire may be hired up to Position Point subject to the approval of the Human Resources Director, under the following conditions:

a). The new hire has a level of experience or skill set immediately usable upon hire.

b). The market conditions demand a higher starting wage.

It is discouraged to start a new hire at the Position Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the Position Point occurs.

A new hire should not be brought in above the Position Point unless there are extenuating circumstances. Any new hire requested to be brought in above the Position Point shall require the written approval of the Human Resources Director and County Administrator.

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2. Salary Schedule Adjustments

Salary Schedule Adjustments shall be applied to the Salary Schedule upon approval of the County Board. Schedule Adjustments shall generally be considered on an annual basis. The Schedule may be adjusted based on consideration of (a) Consumer Price Index; (b) County's ability to pay; and (c) West Central Wisconsin comparables. Any recommended Schedule Adjustments shall be recommended by the Executive Committee for final approval by resolution to the County Board.

3. Market Adjustment

When it is determined by the Human Resources Director that a position is placed on the appropriate Pay Grade, but insufficiently compensated based on such factors as external comparables, the County Administrator may authorize a Market Adjustment within the Pay Grade.

4. Annual Employee Wage Adjustments

Employees may be eligible for an across-the-board percentage wage adjustment each year, depending on the County's ability to pay and market conditions. Recommended wage adjustments shall be approved via resolution by the County Board annually as part of the budget process. Approved percentage wage adjustments shall take effect for employees on July 1st of the approved budget year.

No employee is permitted to earn a salary above the Maximum rate of the Salary Range as defined on the Salary Schedule. If an employee reaches the Maximum in the Pay Grade, the employee is eligible for a non-base bonus up to the percentage wage adjustment approved by the County Board. All non-base bonuses calculated due to an employee being at Maximum shall be added to the July 1st payroll period of the approved budget year.

Employees eligible for the annual percentage wage adjustment shall be employed by the County for at least six (6) months prior to the July 1st effective date.

An employee who receives a change in pay with an effective date between January 2nd and the July 1st for whatever reason (promotion, demotion, pay grade change, etc.) is not eligible for the Annual Employee Wage Adjustment. The Human Resources Division and the Department Head shall take this into consideration when establishing the new rate of pay.

d. Promotions

A promotion is the movement of an employee from a position in one Pay Grade to a different position in a higher Pay Grade.

The effective date for pay increases as a result of a promotion shall be the first date of work in the new position.

When promoted, an employee with the minimum skills and qualifications shall normally be placed at the Starting Wage of the new grade on the Salary Schedule. A promoted

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employee may be placed up to Position Point subject to written approval of the Human Resources Director, under the following conditions:

1. The employee has a level of experience or skill set immediately usable upon promotion.

2. The market conditions demand a higher starting wage.

It is discouraged to start a promoted employee at the Position Point, and considerations of other current employees within the salary range and classification shall be considered before approval at the Position Point occurs.

When promoted, an employee should not be brought in above the Position Point unless there are extenuating circumstances. Any promotions requested to be brought in above the Position Point shall require the written approval of the Human Resources Director and County Administrator.

e. Compression

There may be occasions when either a new hire or promoted employee may make less than a subordinate employee or employees with greater tenure within the County. The Salary Schedule is designed so there is some overlap in pay. In this circumstance, an adjustment of pay may be considered by the Human Resources Director or County Administrator. There may be situations in which a new hire or promoted employee may earn less than others.

The effective date of any adjustment of pay authorized due to compression shall be prospective only.

f. Demotion

Demotion is the movement of an employee from one Pay Grade to a lower Pay Grade resulting from a disciplinary measure, as a request for voluntary demotion, or in response to position/department changes.

Salary Schedule placement for demotions shall be as follows:

1. For demotions that occur because of position changes and/or position consolidations (not based on the performance of the employee), the salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.

2. For demotions that occur because the employee voluntarily applied for and accepted a position in a lower Pay Grade, the salary shall be reduced within the new Salary Range to the current placement (For example, an employee at Position Point of Pay Grade J, moving to a~~n~~ Pay Grade I shall be placed at Position Point of the new Salary Range).

3. For a d~~D~~emotion that is a result of the employee's performance or discipline, the employee's salary is decreased to within the salary range of the new Pay Grade, as determined by the Department Head and Human Resources Director or County Administrator.

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g. Transfer

A transfer is the movement of an employee from one position to another in the same Pay Grade. Whenever an employee transfers to another position, there shall be no salary adjustment.

h. Pay Grade Adjustment

Pay Grade Adjustment is movement of an employee from one Pay Grade to another Pay Grade outside the promotional process. Pay Grade Adjustments can occur in two (2) ways:

1. An employee meets additional education, certification, and/or experience required for a higher level of their current position as outlined in the 'Procedure for Requesting a Pay Grade Adjustment' on the Employee Portal.

   Employees who qualify for a higher Pay Grade in this manner shall follow the Procedure for Requesting a Pay Grade Adjustment and if approved shall be placed on the higher Pay Grade at their current salary, provided they have been placed at the Minimum Rate of the new Pay Grade.

   The effective date shall be first day of the new pay period following written approval of a higher Pay Grade.

2. A position's Pay Grade is evaluated by a third party consultant. A Pay Grade Evaluation may occur for two (2) reasons:

   a). Human Resources Director Initiation for a Pay Grade Evaluation

   The Human Resources Director with County Administrator approval may determine a position needs to be evaluated as a result of county initiated position and/or program changes, organizational structure changes, recurring minimal modification to a position that over time may result in substantive change in a position, or recruitment/retention challenges. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the Consultant.

   The effective date of a Pay Grade change due to a Human Resources Director initiation shall be determined based on the following:

   1. If the change in position is current, the effective date shall be the first day of the next pay period following the written determination by the Consultant and shall be prospective only.

   2. If the change in position is at a future date, the effective date shall be determined by the Human Resources Director and Department Head for a prospective date.

   The Pay Grade determination of the third party consultant is final.

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b). Market Analysis

The County shall evaluate each position against market conditions and internal comparable data at least once every four (4) years. The positions scheduled for market analysis each year shall be determined by the Human Resources Director. The Human Resources Director shall be responsible for the coordination of the Pay Grade Evaluation with the consultant.

All Pay Grade changes resulting from market analysis shall be made effective January 1st of the following year.

The Pay Grade determination of the third party consultant is final.

c). Salary Placement

If, after a Pay Grade Evaluation, it is determined the employee's current salary is below the Starting Rate of the new Pay Grade, the employee's new rate of pay shall be increased to at least the Starting Rate of the new Pay Grade. If the employee's current rate of pay is within the new Salary Range, additional compensation may be added to the current rate of pay subject to the discretionary approval of the County Administrator.

If, after a Pay Grade Evaluation, it is determined the employee's current salary exceeds the Maximum Rate of the new Pay Grade, the employee's salary shall be "red circled" and frozen at that level until the Salary Range of the new Pay Grade catches up to the employee's salary.

(Section 15. approved by the County Board 08/13/13; 12/08/15, 03/13/18, 11/6/18; 09/10/19; 10/08/19; 11/10/2020)

16. Total Base Wages and Other Forms of Compensation

a. Purpose

To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages only for general municipal employees. The County may consider other forms of compensation outside of collective bargaining.

b. Procedure

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

Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation.

(Section 16 adopted by the County Board 11/13/12)

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17. Overtime and Compensatory Time

a. Purpose

To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).

b. Definitions

Each position is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact the Human Resources Division if they are unsure of their position's designation.

1. Non-Exempt positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week, excluding premium overtime pay (29 C.F.R. §778.201).

2. Exempt positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

c. Overtime

Non-exempt employees may receive pay for overtime hours. This shall be paid at time and one half the hourly rate of pay for any hours worked in excess of 40 hours per workweek.

1. Facilities and Parks Division Exception

Non-exempt Facilities and Parks employees shall receive overtime at a rate of time and one-half their regular hourly rate for all hours worked for winter maintenance between the hours of 6:00 p.m. – 6:00 a.m., unless normally scheduled, and for hours worked for winter maintenance on Saturdays and Sundays.

Non-exempt Facilities and Parks employees shall receive overtime pay at time and one-half their regular hourly rate for time worked outside of their normal work schedule/shift for emergency situations. A minimum of two (2) hours shall be paid except for those hours that are part of the normal work schedule/shift. Management shall have the discretion to determine the workday thereafter. Emergency situation examples include weather-related damage, facility damage, and flooding, but excludes snow/ice removal and construction projects.

Overtime hours worked under this section is considered premium overtime pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.203 and §778.204 or as amended).

2. Sheriff's Department Management Exception

Sheriff's Department Management who are exempt may be paid overtime at their straight hourly rate for hours in excess of forty (40) in any one (1) workweek for special events in which all operating costs, salaries, and fringes are billed back to the event organizer for reimbursement. Such events do not include normal duties and

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responsibilities of the job (i.e. reporting to the scene of an accident after normal work hours). Events covered include large assembly events and music events.

3. Sheriff's Department Exception

Chippewa County has established an alternate work period for Jailers, Jail Sergeants and Patrol Sergeants working 12 hour shifts. If the Jailer, Jail Sergeant or Patrol Sergeant is assigned the alternate work period, the following exception applies. As allowed under Section 7(k) of the Fair Labor Standards Act (FLSA), the alternate work periods for Jailers, Jail Sergeants and Patrol Sergeants rotates on a 14-day work period basis. The work period for Jailers, Jail Sergeants and Patrol Sergeants shall consist of fourteen (14) consecutive calendar days starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on Saturday 14 days later. The overtime threshold within this work period shall be 84.0 hours for purposes of hours worked. Calculation of overtime and/or compensatory time shall be based on hours of work in excess of 84.0 hours per 14-day work period for the purposes of this Policy. In instances when a Jailer, Jail Sergeant or Patrol Sergeant uses PTO~~, Personal Time~~ or Compensatory Time during one week of the 14-day work period, the employee shall earn OT after the scheduled hours for that week (36 hours or 48 hours) only in the week in which the PTO~~, Personal Time~~ or Compensatory Time were not used, as long as there are no unpaid normally schedule hours during the 14-day work period.

4. Highway Department Exception

Non-exempt Highway employees shall receive overtime at a rate of time and one-half their regular hourly rate for hours worked outside of their normal work day/shift. All hours worked in excess of, or outside of, the normal work day/shift shall be approved by the Highway Commissioner or designee. A minimum of two (2) hours shall be paid if an employee is called into work, except for those hours that are part of the normal work day/shift that precede or immediately follow the shift.

Overtime hours worked under this section is considered premium overtime pay and shall not be calculated in the regular rate of pay for the purposes of calculating FLSA overtime (29 C.F.R §778.203 and §778.204 or as amended).

d. Compensatory Time

1. Exempt

It is understood that Department Heads, Managers, and other exempt positions (as classified by your job description) are paid a salary for their overall responsibility and accountability and may work in excess of the normal work week in order to complete necessary job tasks. At the discretion of the Department Head, (and County Administrator in cases of Department Heads) exempt employees who work in excess of 40 hours in a workweek (including Holiday pay) may qualify for compensatory time. Compensatory time shall be earned prior to use, is earned at straight time (hour for hour), and shall be tracked accordingly on the timesheet. Compensatory time balances for exempt non-management positions in the Criminal Justice Services, Public Health and Human Services Departments shall not exceed 40.0 hours. All other exempt employees shall not exceed 80.0 hours.

2. Non-Exempt

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Non-exempt employees may receive overtime in the form of compensatory time (earned at time and one half) or paid time at one and one-half times their rate of pay for hours worked in excess of 40 in a workweek (excludes hours paid, such as workers' compensation, PTO~~, Personal Time~~, jury duty and/or compensatory time taken) at the employer's discretion. "Non-exempt" status is determined by the employer on a job-by-job basis. Compensatory time shall be tracked on the timesheet. Compensatory time balances shall not exceed 40.0 hours for all non-exempt positions (80.0 hours for non-exempt management positions). Once the maximum accrual amount has been met, employees shall be paid for any time worked in excess of 40 in a workweek at a rate of time and one-half.

a). Section 7(O) of the FLSA allows public sector employers to provide certain nonexempt employees with an option of whether to receive cash overtime or compensatory time earned at time and one-half. Department heads shall determine employee eligibility for earning compensatory time.

b). Non-exempt highway employees are not eligible for compensatory time and shall receive overtime in the form of pay only.

3. Increments of Time

Employees shall use Compensatory Time in increments of fifteen (15) minutes.

e. Compensatory Time Payout

All accrued and unused compensatory time shall be paid out for the following reasons:

1. If an employee changes positions that results in an exempt or non-exempt status change; or

2. If an employee transfers to another department; or

3. If an employee becomes an elected official for the County; or

4. When an employee separates employment from Chippewa County. A separation is defined as follows:

a). resignation or retirement from employment with Chippewa County

b). permanent layoff from employment

c). discharge from employment with Chippewa County

Compensatory time payout due to a change in position that results in an exempt or non-exempt status change, transfer to another department, or when an employee becomes an elected official shall be added to the payroll on the last day worked in the former position, paid at the regular rate of pay, to be paid in cash via the employee paycheck. The compensatory time paid shall not be considered time worked.

Compensatory time payout due to separation of employment shall be paid in accordance with Chippewa County's Separation from Employment Policy.

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f. Approval

All overtime/compensatory time earned shall be approved in advance by the Department Head. If advanced approval is not obtained, the employee is not authorized to work the overtime. The Department Head has the sole right to approve or deny overtime and compensatory time requests. Failure to obtain prior approval may result in disciplinary action, up to and including discharge.

Requests to trade shifts cannot result in creating overtime/compensatory time for either party.

g. Compensatory Time Off

Use of compensatory time shall be requested by the employee as far in advance as reasonably possible, and shall be approved in advance by the Department Head. Employees shall follow written departmental procedures for requesting to take compensatory time. Requests to use compensatory time may be denied based on the needs and workload of the department or if other employees are already scheduled for time off. The Department Head has full authority to approve or deny said request.

h. Department Scheduling Procedures

Each department shall establish written procedures to ensure that compensatory time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department. All departments shall file a copy of their updated written time off procedures with the Human Resources Division.

i. Accrual

Employees are not able to earn compensatory time or paid overtime (earned at straight time or time and one half) as a result of the use of paid leaves. No paid leave time shall be counted as hours worked for overtime purposes, including PTO, ~~Personal Days,~~ worker~~'~~s' compensation, jury duty, and compensatory time taken.

j. Non-Exempt Employee Annual Payout of Compensatory Time

Non-exempt employees shall be paid-out, at straight time, any unused Compensatory Time earned each calendar year on the last paycheck of the year it was earned. All non-exempt employees shall start every new year with a zero balance in their Compensatory Time accrual bank.

k~~j~~. Safe Harbor

It is the policy of Chippewa County to comply with the salary basis requirements of the FLSA. Therefore, improper deductions from the salaries of exempt employees are prohibited. If it is felt that an improper deduction has been made to your salary, you should immediately report this to the Human Resources Director. Reports of improper deductions shall be promptly investigated and reimbursements provided if it is determined improper deductions occurred.

29 C.F.R 541.710 outlines the principles of public accountability in which public agencies and elected officials are held to a higher level of responsibility under the public trust which demands effective and efficient use of public funds in order to serve the public interest

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including the view that public employees should not be paid for time they do not work excluding the use of paid time as outlined in Chippewa County policy.

(Section 17 amended by the County Board 05/14/13; 12/09/14; 12/08/15, 03/13/18, 11/6/18; 11/10/2020)

18. Additional Compensation

a. Sheriff Department - Field Training

1. Purpose

To provide an incentive to dispatch employees working 24/7 operations for providing an extensive hands on training program for new hires into dispatcher and jailer positions.

2. Compensation

Dispatchers and Jailers assigned to and designated as Field Training Officers shall receive an additional 50 cents ($.50) per hour for each hour worked training new hires.

~~b. Public Health-Home Health Division - Scheduled Work on Observed Holidays/Saturdays/Sundays~~

~~1. Purpose~~

~~To provide compensation to Home Health Aides and Personal Care Workers for work scheduled on observed holidays and weekends.~~

~~2. Compensation~~

~~Due to the nature of the work and the scheduling within the Public Health Home Care Division, Home Health Aides and Personal Care Workers who are scheduled to work on an observed holiday, Saturday, or Sunday shall receive an additional 60 cents ($.60) per hour for those scheduled hours worked.~~

~~c~~b. Clerk of Courts – Jury Bailiffs

1. Purpose

To provide compensation to Jury Bailiffs scheduled for a jury trial when the trial is cancelled due to settlement, rescheduling or other reasons as determined by the County.

2. Compensation

Except as provided in sub-section 3 below, in the event a Jury Bailiff is scheduled to work for a jury trial that is canceled prior to the Jury Bailiff reporting to work, the Jury Bailiff shall be paid two (2) hours at his or her regular rate of pay. In the event a Jury Bailiff is scheduled and reports to work for a jury trial that is canceled subsequent to the Jury Bailiff reporting to work but before the Jury Bailiff has worked two (2) hours, the Jury Bailiff shall be paid two (2) hours at his or her regular

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rate of pay. In the event a jury trial is canceled after the Jury Bailiff has worked at least two (2) hours, the Jury Bailiff shall be paid for those hours worked.

3. Waiver

An employee may voluntarily elect to waive the Clerk of Courts-Jury Bailiffs additional compensation provided in sub-section 2 above. If an employee elects to waive the additional compensation, the employee shall provide written documentation of the waiver to the Human Resources Division to be placed in the employee's personnel file. A voluntary election to waive additional compensation may be withdrawn by the employee by providing a written notice of the change to the Human Resources Division to be placed in the employee's personnel file.

(Section 18 revised and approved by the County Board 08/13/13, 05/12/14, 11/6/18)

19. On-Call Pay

a. Purpose

To ensure specific employees are available at any time to respond to after normal business hours emergency situations as they arise.

b. Authorized Departments

Any requests for a formal on-call system for individual departments or program shall be approved in advance by the County Administrator.

c. Compensation

When an employee is assigned to on-call, he/she shall receive compensation as follows:

1. $20.00/day – Weekdays (Monday-Friday) outside regular office hours
2. $50.00/day – Saturdays and Sundays
3. $100.00/day – Observed Holidays and Holidays

When on-call work requirements result in an exempt employee being called, and the employee actually performs their duties, the on-call employee shall receive, in addition to the on-call compensation defined above, straight time compensatory time in increments of no less than 15 minutes for time worked.

Whenever possible, Department Heads should consider the use of flex time during the same workweek for employees who have provided service while on-call to reduce additional hours worked in the workweek.

d. Travel Time

When on-call requires an employee to leave their home/current location to provide onsite work, the employee shall be compensated for travel time to and from the place of work. Required response times shall be determined by the individual department on call system, and shall be indicated in the departments written on-call procedures.

e. Mileage

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Employees who are called out may submit round-trip mileage from the Courthouse to place of onsite work, or employee's location to place of onsite work, whichever is less. Reimbursement rates are determined in accordance with the Vehicle Fleet Policy.

f. Department Procedures

The development of, assignment to, duties during, and adjustments to a department's on call system/rotation shall be at the sole discretion of the Department Head/Manager. Each department with an on call system shall submit written on-call procedures to the Human Resources Division outlining their on-call system, including method of compensation allowed within the provisions of this Policy.

g. Response Times

Response times to an on-call situation are dependent upon the department. Response time expectations are to be clearly communicated to employees assigned to on-call within the individual department's on-call procedures.

h. Restrictions

Employees assigned to on-call are prohibited from responding to any on-call situation while under the influence of alcohol or other substance which deems them unable to work. It is the employee's responsibility to ensure they are able to respond during an on-call situation. Individual department procedures may outline how an employee may request prior arrangements to switch on-call with another employee if necessary.

(Section 19 revised and approved by the County Board 08/13/13; 12/08/15; 09/10/19)

20. Lead Worker Pay/Assignment

a. Purpose

To compensate an employee if selected as a lead worker based on knowledge, skills and abilities for specified departments.

b. Authorized Departments

Any requests for a lead worker assignment within a department or program shall be approved in writing and in advance by the Human Resources Director and County Administrator.

c. Compensation

Additional Lead Worker responsibilities shall be documented in writing and provided to the employee and the Human Resources Division. Employees assigned as a Lead Worker shall be compensated an additional $1.00 per hour for all hours paid, regardless of the number of actual hours worked as a lead.

d. Assignment

The selection process for Lead Worker shall be at the sole discretion of Chippewa County.

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A Lead Worker assignment shall not be considered permanent. The employee assigned may opt out of the assignment at any time via written notice to the Department Head/Manager. The Department Head/Manager may remove the employee from the assignment at any time via written notice to the employee.

The additional lead worker pay shall stop when the assigned employee leaves the lead worker assignment.

(Section 20 revised and approved by the County Board 08/13/13; 12/08/15, 03/13/18; 10/08/19)

21. Prevailing Wage

a. Purpose

To assure equitable wages for applicable building or construction work that is financed in whole or in part with County funds.

Chippewa County shall adhere to the prevailing wage law on applicable construction projects.

(Section 21 adopted by the County Board 11/13/12)

22. Temporary Assignment of Work

a. Purpose

Some vacated positions may require an interim appointment be made in order to continue effective operations of the department or work unit. This typically occurs when a Department Head position is temporarily vacated. Employees may be assigned an interim position to assist in carrying out those duties which must be continued.

b. Request

Any temporary assignment of an employee to work "out of title" shall be requested in writing by the Department Head to the County Administrator and the Human Resources Director. The County Administrator may also make assignments absent a Department Head.

c. Determination

The final determination of the temporary assignment shall be made by the County Administrator, and the determination shall be final.

d. Length of Assignment

A temporary assignment shall be no less than four (4) weeks, and not greater than six (6) months.

e. Determination of Pay

An employee temporarily assigned to a position in a higher Pay Grade shall receive a temporary increase in pay equivalent to the difference between the employee's current salary and the minimum placement into the temporary Pay Grade that provides at least a 2% increase only while in that position; when such placement results in no increase in

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compensation, or less than a 2% increase, the Human Resources Director shall recommend to the County Administrator a placement within the Pay Grade that provides an appropriate gain in compensation.

An employee temporarily assigned to a position with a lower Pay Grade shall receive their regular rate of pay.

f. Effective Date

If it is determined the employee shall receive additional compensation, the effective date shall be the first day where the exact duration of the assigned duties is known, or retroactive to the first day when the exact duration of the assignment was known.

g. Rights of the Executive Committee

This policy is not intended to conflict with the County Administrator and Department Head Succession Policy. The Executive Committee retains its rights to make salary adjustments to acting County Administrators as set forth in the County Administrator and Department Head Succession Policy.

(Section 22 revised and approved by the County Board 08/13/13; 12/08/15, 11/6/18)

23. Payroll and Deductions from Payroll

a. Purpose

To provide standardized payroll procedures in accordance with applicable State and Federal guidelines.

b. Employee Responsibility

To review all advice of deposits and direct any questions or concerns to the Finance Division. Items for review include, but are not limited to: salaried status and deductions that have been made from pay.

c. Employer Responsibility

1. To comply with applicable wage and hour laws and regulations.

2. To investigate and resolve all complaints as promptly, and as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint shall be resolved within a reasonable time given all the facts and circumstances.

3. If an investigation reveals that an improper deduction from pay has occurred, the employee shall be reimbursed and the Employer shall take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

(Section 23 amended by the County Board 05/14/13 and 03/11/14; 12/09/14, 03/13/18)

24. Payroll and Timekeeping

a. Purpose

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To provide standardization of time and provide each department the information needed to accurately record and submit their timesheets in accordance with applicable State and Federal guidelines. Accurately reporting time worked is the responsibility of each employee.

b. Workweek

The workweek covers seven consecutive days for the purpose of compliance with the Fair Labor Standards Act, and shall consist of seven (7) consecutive calendar days starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on the following Saturday of each calendar week for all departments.

c. Pay Periods

A pay period shall be the two (2) consecutive workweeks, on the conclusion of which payroll is completed.

d. Pay Schedule

Paychecks are generally directly deposited biweekly on Fridays. See payroll schedule on the Employee Portal for any variances due to the Federal Reserve holiday schedule.

e. General Information

1. Time Worked

Time worked includes time that an employee is required and authorized to do work and should be recorded to the nearest quarter of an hour. The following provisions count as time worked:

a). Work Away From Premises or at Home. Employees shall receive advanced approval from their Department Head for any work performed outside the County workplace. Employees approved for work outside the County workplace shall document and submit their hours, including but not limited to any and all time spent accessing work related emails and other programs and files, according to the payroll policies.

b). Break Periods. Authorized break periods of 15 minutes or less are counted as time worked.

c). Travel/Training Time. Travel and training time is to be considered and included in actual time worked in accordance with the Travel Time Policy and the Training/Development Policy.

d). Holidays. Observed Holidays as defined in the Holiday Policy are to be considered time worked.

2. Time Not Worked

The following provisions do not count as time worked:

a). Paid Leave. PTO, ~~Personal Time,~~ other substituted leaves of absence, workers' compensation, jury duty, and Compensatory Time taken are not counted as time worked and should be recorded to the nearest 15 minutes.

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b). Meal Periods. Uninterrupted time off for lunch or dinner of at least 30 minutes is not counted as time worked and shall be unpaid.

f. Payroll Reporting Procedures

In accordance with Wisconsin and Federal Labor Standards, all employees shall accurately record the following on a daily basis:

1. Time beginning/ending work each day;

2. Time beginning/ending of each meal period;

3. Absence from work with appropriate pay codes; AND

4. Total number of hours per day and week.

It is the employee's responsibility to sign his/her timesheet to verify accuracy and provide to his/her manager. The manager shall review and sign the timesheet and submit to payroll for processing. In the event of an error in reporting time, the employee should immediately report the problem to their Department Head and Finance Division.

g. Responsibilities

1. Employee Responsibilities

All employees, when completing their timesheets, shall adhere to the following procedures:

a). Record correct pay codes and benefit codes on a daily basis.

b). Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.

c). Entries for absences from work shall be used in fifteen (15) minute increments. Hours worked shall be used in fifteen (15) minute increments.

d). Obtain prior approval for any overtime or compensatory time earned in the pay period.

e). Clearly mark approved overtime and compensatory time on your timesheets.

f). Sign and submit the completed time sheet to the Department Head in the time period required for approval.

h. Department Head/Manager Responsibilities

Each Department Head is responsible for the following procedures:

1. Ensuring that employees reporting to him/her have the correct codes.

2. Ensuring employees are accurately recording their payroll on a daily basis.

3. Ensuring that all employees maintain accurate timesheets.

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4. Providing clear and timely approval for overtime or compensatory time.

5. Approval and submission of payroll by the dates specified in this policy.

i. Payroll Submission Deadlines

Department payrolls shall be submitted electronically on the Monday following the end of the pay period. Departments shall be required to follow all payroll submission procedures provided by the Finance Division.

Employees failing to submit timesheets timely will not be guaranteed receipt of their payroll check on the established payroll date as the County does not process separate payroll checks as a result of untimely timesheet submission. It is the responsibility of each department to establish written departmental procedures to allow ample time for management review prior to the submission deadline and to make arrangements if scheduled to be off work and as a result shall miss the established deadline.

j. Corrections

If a payroll error occurs, it is the employee's responsibility to immediately notify his/her Department Head and the Finance Division. Corrections shall be submitted to the Finance Division for adjustment on the next payroll within fourteen (14) calendar days from the pay date. Exceptions to the fourteen (14) calendar day requirement would occur if the error was due to the Department of Administration error or when the correction is required by law or regulation.

k. Penalties

Altering, falsifying the time record, tampering with time records, recording time on another employee's time record (authorized personnel excluded) or any other infraction of this policy may result in disciplinary action, up to and including discharge.

l. Deductions

It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your status or you believe that any deduction has been made from your pay that is inconsistent with your status, you should immediately raise the matter with the Human Resources Division who can assist you in understanding the information that is required in order to investigate the matter. Chippewa County is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint shall be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you shall be reimbursed and the County shall take whatever action it deems necessary to ensure compliance in the future.

(Section 24 amended by the County Board 05/14/13 and 03/11/14; 12/09/14, 03/13/18, 11/6/18)

25. Direct Deposit

a. Purpose

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To provide Chippewa County Employees information regarding the Direct Deposit of payroll checks.

b. Overview

All Chippewa County employees and elected officials shall have payroll wage payments and reimbursements disbursed through direct deposit to one financial institution of the employee's choice. This convenience provides the employee with funds available in their bank account each payday. Employees have electronic access on the Chippewa County Website under ESS (Employee Self Service) to their Payroll Earnings Statements on payday that details the pay and deduction information.

c. Procedures

All Chippewa County employees shall adhere to the following:

1. Each employee shall complete a Direct Deposit Authorization Agreement with a voided check attached upon hire and submit to the Human Resources Division by timeframes specified by the Human Resources Division.

2. It is the employee's responsibility to immediately notify the Human Resources Division if the employee's bank account changes by completing and submitting the new Direct Deposit Authorization Agreement available on the Employee Portal.

3. For new employees who fail to complete and submit the Direct Deposit Authorization Agreement within the timeframe communicated to them, the pay shall be added to the following payroll.

4. Any direct deposit file rejected due to closed accounts, mergers, and any other reason shall be re-processed in accounts payable (AP). This check shall be processed on the next possible AP check run and available in the ~~Human Resources~~ Treasurer's Office~~Division~~ and disbursed upon receipt of a completed Direct Deposit Authorization Agreement available on the Employee Portal.

5. Any overpayments, underpayments or failure to timely submit timesheets shall be adjusted on the following payroll.

d. Disclaimer

Each bank shall post deposits at different times. Chippewa County cannot take the responsibility for your bank's policies. Please contact your bank if you have any questions on the policies.

(Section 25 was adopted 12/05/07 and amended: 06/17/18, 09/18/12; 12/08/15, 03/13/18)

26. Personal Data Changes

a. Purpose

To ensure accurate and up-to-date personal information is on file with the Human Resources Division for all employees.

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b. Policy

Each employee shall promptly notify the Human Resources Division of any changes in personal data by completing the Employee Change form located on the Employee Portal. Personal mailing addresses, telephone numbers, number and names of dependents, number of tax exemptions, individuals to be contacted in the event of emergency, educational accomplishments, marital status, certification achievements, and other such status reports shall be accurate and current at all times.

This information is necessary as it may affect your compensation, dependents' eligibility for benefit coverage, and other important matters.

c. Changes in Name, Marital Status, Mailing Address, Phone Number, and Emergency Contact

From the Employee Portal, download and complete the Employee Change form and submit the completed document to the Human Resources Division within 30 days of the change. Employees may also call the Human Resources Division for the appropriate forms. Once the form is submitted, the employee shall schedule an appointment with a Human Resources representative to complete other documents related to the personal changes.

d. Change in Educational Accomplishments

Submit certificates received from trainings, transcripts from continuing education coursework, diplomas, or other educational materials obtained while employed by Chippewa County to the Human Resources Division for placement in the personnel file.

Employees in positions that require renewal of licenses or certifications shall provide updated copies to Human Resources upon expiration of the license or certification.

e. Change in Number of Dependents

Changes in the number of dependents and the names of such dependents shall be reported to the Human Resources Division within 30 days of the change by completing the Employee Change form available on the Employee Portal. Notification of dependent changes may have an impact on benefit coverage, so it is the employee's responsibility to immediately notify the Human Resources Division. The employee shall schedule an appointment with a Human Resources representative to complete related documents needed for a change in dependents.

(Section 26 amended by the County Board 03/13/18)

27. Training and Development

a. Purpose

To provide organized training programs for the purpose of increasing the knowledge, proficiency, ability and skills of Chippewa County employees.

b. Definitions

1. Required training: Training that employees are required to complete.

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2. Optional training: Training that is offered through Chippewa County, that is relevant and beneficial to the department and position, but is not required by law or any other Chippewa County policy.

c. Training Day

These days consist of organized training programs that are conducted on-site, off-site, or on the Internet, regardless of duration.

d. Scheduling

Department Heads have the sole discretion to approve/deny all training days. Work schedules shall be determined in advance of the training day.

e. County Training and Professional Development Day

The Courthouse will be closed on Martin Luther King, Jr. Day in January to provide an opportunity for required and optional training and other in-service programs.

The Highway Department will be closed for two (2) days each year, as determined by the Highway Commissioner, for required and optional training and other in-service programs.

The Sheriff's Department has required training in-service days throughout the year, as determined by the Sheriff. The Sheriff Department will not close the Department for training, but will establish multiple training days to meet the scheduling needs of the Department.

Unless prior approval is secured by the Department Head, all employees shall be required to attend.

f. Training Records

All training certificates/proof of completion shall be maintained in the employee's department in which the training occurred.

g. Travel

When travel is required, travel time shall be compensated in accordance with the Travel Time Policy.

h. Lunches/Breaks

Employees shall take an unpaid lunch period and paid break periods as outlined in County Policy Meal and Break Periods during trainings. Work shall not be done during these periods unless approved in advance by management.

Trainings reflecting working lunch periods may be discussed and approved in advance on a case by case basis with management. The employee shall provide management with a copy of the agenda showing the working lunch hour.

(Section 27 adopted by the County Board 11/13/12)

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28. Licensing/Certification

a. Purpose

To establish a uniform system for determining county and employee responsibility for required licenses and certifications.

b. Responsibility

Employees are responsible to acquire and maintain any license or certification that is required by Federal, State or County regulations and County job descriptions to perform his/her job duties. At least annually, typically during the performance review process, the Department Head is responsible for tracking and ensuring such license or certification is current.

c. Renewals

Employees are responsible for submitting renewed license or certifications to the Department Head and the Human Resources Division for placement in the department and/or personnel file at the time of renewal. The Department Head is responsible for tracking and ensuring proper employee licensing and certification renewals.

d. Notification

If an employee loses a required license or certification, he/she shall inform the Department Head and Human Resources Division immediately. Failure to notify the Department Head and Human Resources Division of the loss of a required license or certification may result in disciplinary action up to and including discharge.

The loss of a license or certification (for any reason) includes but is not limited to suspension, revocation, cancellation, nonrenewal, failure by the employee to renew the license or certification in a timely manner, or never having been issued the required license or certification.

Loss of a license or certification may result in termination from employment.

e. Associated Costs

Chippewa County may pay for required licensure/certifications fees if budgeted in the department budget.

(Section 28 amended by the County Board 03/13/18)

29. Bonding Requirements

a. Purpose

The County purchases blanket fidelity bond coverage for all of its employees and elected officials to protect itself against any dishonest or criminal act committed by an employee or elected official or in collusion with other persons with the intent to cause the employer to

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sustain loss and obtain an improper financial benefit for the employee, elected official or any person or organization intended by the employee to receive that benefit.

b. Employee Bondability

1. In order to remain bondable, an employee shall refrain from engaging in a dishonest or criminal act as described in subsection a, above.

2. It is the responsibility of the employee to maintain bondable status.

c. Loss of Bondability

An employee who loses the ability to be bonded shall be required to secure his or her own personal bond naming the County as the secured party to maintain employment with Chippewa County.

(Section 29 amended by the County Board 12/08/15)

30. Travel Time

a. Purpose

To establish a uniform system for determining compensable time while traveling for county business.

b. Travel Time

Any work which an employee is required to perform while traveling shall be counted as hours worked.

c. Home to Work Travel

An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not time worked, even if the work site is different each day.

Travel time as a result of being on call and reporting onsite shall be considered time work.

d. Home to Work on a Special One Day Assignment in Another City

An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the County shall deduct/not count that time the employee would normally spend commuting to the regular work site.

e. Travel That is All in a Day's Work

Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is considered time worked. However, ordinary home to the first work site and the final work site of the day to home is not considered time worked.

f. Travel Away from Home Community

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Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is time worked. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. For example, if the employee takes a flight, the time spent traveling to the airport, waiting in the airport, on the plane and traveling from the airport to the hotel or travel destination is time worked.

g. Approval

Department Heads shall be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind. All travel plans are subject to approval by the Department Head. Carpooling should be a consideration whenever more than one staff person is attending the same training/meeting. If employees request to drive separate, there should be a business reason to do so.

h. Flexible Scheduling

Whenever possible, Department Heads should consider the use of flex time during the workweek for employees who must travel to reduce additional hours worked in the same workweek. The Department Head may alter an employee's work schedule for travel time purposes considering staffing needs and the best interests of the department.

(Section 30 amended by the County Board 03/13/18)

31. Travel, Meal and Lodging Expense Reimbursements

a. Purpose

To establish a uniform system for determining county and employee responsibilities for expenses incurred by employees while performing official county business.

b. Definitions

Authorizing party: The County Administrator with respect to Department Heads and Elected Officials, Department Heads with respect to subordinate employees, and the Chair of the County Board with respect to County Administrator and County Board Supervisors.

c. General Policy

Each person shall be reimbursed for reasonable, necessary and actual travel and lodging expenses incurred in the performance of authorized official duties subject to limitations expressed in this Policy.

1. Department Heads and Elected Officials are responsible to ensure that all travel expenses shall be budgeted in a department budget in advance of authorization for use.

2. Out-of-state travel at the County's expense by Department Heads, Elected Officials and employees to and from destinations that are located 250 or more miles from Chippewa County shall be approved in advance by the County Administrator. Department Heads and Elected Officials shall submit a request for out-of-state travel to the County Administrator as far in advance of the time of travel as possible.

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3. Prior approval to the authorizing party for all expenses is required. Only conventions, seminars, and like meetings which have been approved by the County Administrator and justified in the budget process, shall be allowed.

4. Receipts are required. All expense claims $2.00 and over shall be supported by written receipts.

5. Use of public transportation is encouraged.

6. Each authorizing party shall be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.

d. Transportation

1. Air Travel

a). The maximum allowed for air travel shall be limited to the lesser of the most economical fare available or the standard county mileage allowance. The County Administrator shall have the authority to determine the most economical method after consideration of all per diem costs. The making of a reservation well in advance is recommended so as to ensure the lowest possible air fare is obtained.

b). Unless circumstances do not permit, payment of airfare shall be made upon arrangements with the County Administrator.

c). Flight insurance shall not be reimbursed.

d). Passenger's copy of the airline ticket shall be attached to the voucher.

e). When a favorable price differential exists, round trip tickets shall be provided.

f). Any frequent flyer award, discount or rebate becomes the property of the County.

2. Use of Personal Vehicles for County Business

a). Personal Automobile Insurance

All county employees who drive their personal vehicles on county business shall be required to maintain, at a minimum, personal automobile insurance in the amount specified in the Chippewa County Fleet Vehicle Policy.

b). Reimbursement

1. Rates of Reimbursement. Employees shall be reimbursed for the use of their personal vehicles at the following rates (to be set each year by the County Administrator generally based on the established State of Wisconsin vehicle mileage reimbursement rates~~) located on the Employee Portal under Forms titled State of WI: Pocket Travel Guide~~:

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a) a “standard” rate when a county fleet vehicle is not available, and

b) at a lower “turn down” rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle. (The “turn down” rate is the state approximate cost per mile of operating a vehicle, including maintenance, fuel, insurance, and depreciation expenses.)

2. Reimbursement Approval. Management may approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule that shows no vehicles are available. Each manager shall be required to keep a “fleet vehicle reimbursement log” of reimbursed personal trips that shall include the date and time of the trip with a copy of the computer printout.

3. Telecommuting. If an employee has an on-going telecommuting agreement, as defined in the Telecommuting policy, follow the Telecommuting policy for mileage reimbursement.

4. Remote Work Sites. If an employee's job assignment includes providing services in outlying areas of the county where the employee also resides, either the employee's department head or manager can approve standard mileage reimbursement for those service visits if they determine a cost advantage to the County by doing so. An analysis of that cost advantage shall accompany any proposed reimbursement at the standard rate. Here are additional requirements for mileage reimbursement when traveling to or from a remote worksite:

   a) The first one-way trip of the day from home to a remote location for the purpose of paid employment is not reimbursable for mileage or considered work time.

   b) The last trip of the day from remote location for the purpose of paid employment to the home is not reimbursable for mileage or considered work time.

   c) In the event the first trip and/or the last trip of the day is further than the mileage between the employee’s onsite work location and the employee's home, the employee shall be reimbursed for the difference in work time and mileage reimbursement. If the first trip of the day is shorter than the normal distance from the onsite work location to the employee's home, the mileage and work time shall not be reimbursable.

   d) Trips between the Chippewa County Courthouse to single or multiple remote worksites shall be paid based upon actual mileage traveled.

5. Traffic violation expenses are not reimbursable.

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6. Vehicle parking and storage costs while on authorized county activities shall be allowed in addition to the mileage allowance.

e. Meals

1. Reimbursement

Employees shall be reimbursed for meals if the employee is attending an approved meeting, convention or seminar. The claim for meals shall represent actual, reasonable and necessary costs expended for meals, not to exceed State of Wisconsin reimbursement rates.

a). If an employee is required to eat more than one meal, the employee shall be allowed the total of the meals with the total being split among the meals at the employees' option.

b). Meal expense claims may only be made for meals purchased outside the county, except in the case of county sanctioned meetings/events.

c). Any amount to be claimed in excess of the maximum shall be accompanied by a full explanation of such expenses and may be allowed by the County Administrator.

d). Detailed receipts for all meals are required.

e). There shall be no reimbursement for alcoholic beverages.

f). Departure and returning time shall be recorded on the travel voucher when submitted.

2. Meal Taxability

Chippewa County may reimburse employees for expenses while traveling away from home overnight or outside of Chippewa County for meetings. The taxability of these reimbursements depends on whether there is a valid business reason for the travel and whether the expense is substantiated. Reimbursements shall meet IRS accountable plan rules in order to be tax-free. An IRS accountable plan needs to prove a Business Connection. The plan pays reimbursements only for otherwise deductible business expenses (such as travel, lodging or meal expenses incurred while away overnight on business). The reimbursements shall be clearly identified as such when the employee is paid.

Only allowable business/county related meal expenses paid for by Chippewa County which are incurred while away overnight on business are tax-free to the employee. All other employer-paid business meal expenses shall be reported as additional income to the employee and are taxable.

3. Maximum Meal Reimbursement Rates

Maximum meal expenses shall be set by the County Administrator based on the established State of Wisconsin meal reimbursement rates. Both in-state and out-of-

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state rates shall be located on the Employee Portal under Forms titled State of WI: Pocket Travel Guide.

To be allowed reimbursement for breakfast, employees must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.

f. Lodging

1. Hotel/Motel Registration

When registering in hotels or motels or signing for any official purposes, employees shall use their business address. The choice of lodging shall be based primarily on cost with consideration given to accessibility in conducting business.

a). Lodging expenses, including taxes, shall not exceed state standards except with documentation that the rate of the host hotel or motel is greater. The County Administrator may allow higher lodging limits depending on specific circumstances when authorization is granted prior to incurring the expense.

b). Employees traveling together shall, whenever feasible, share lodging accommodations.

1. All lodging expenses shall be supported by written receipt.

2. Expenses for lodging at homes of relatives are not reimbursable.

3. When traveling alone, an employee shall make use of a single room rate.

2. One-Day Authorized Business Travel

An overnight stay for the night before may be allowed when the travel requires the employee to leave the worksite prior to 6:00 am and is in excess of 120 miles one way.

3. Multiple-Day Authorized Business Travel

Overnight stays require Department Head approval and may be allowed if travel time exceeds 2 hours and is in excess of 120 miles one way. Overnight stays shall not be allowed for the last day of travel unless prior approval is granted by the Department Head.

4. Exception to Lodging

An employee shall, with the Department Head approval, be allowed an overnight stay, outside of the policies time and mileage requirement, when the employee serves as a coordinator, host, or speaker at a conference, seminar or convention held outside the County.

An employee shall, with the Department Head approval, be allowed an overnight stay on the last day of travel, outside of the policies time and mileage requirement, due to unsafe driving conditions.

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An employee shall, with the Department Head approval, be allowed an overnight stay, outside of the policies time and mileage requirement, when a hotel stay is more cost effective.

g. Reimbursements

1. State or third party reimbursements

Employees being reimbursed for travel expenses from a third party shall not be reimbursed by the County.

2. Claiming Reimbursement of Authorized Expenditures

Reimbursement requests should be limited to mileage, meals, lodging and the occasional registration. Claims for reimbursement shall be made on the Meals, Mileage, Lodging and Registration Reimbursement Form located on the Employee Portal.

a). All requests for reimbursement shall be accompanied by an itemized receipt, including tips. Credit card reimbursement requests shall have the itemized slip attached. Room service charges on a hotel bill shall be accompanied by an itemized receipt and shall be treated as a meal expense.

b). When requesting mileage reimbursement, the reimbursement form shall be fully completed, including the total number of miles and the location to which the employee traveled.

c). When requesting meal reimbursement, the date and time leaving and returning shall be fully completed on the reimbursement form.

d). All requests for reimbursement shall be submitted monthly, and should be turned in by the fifth (5th) day of the following month.

e). All requests shall be submitted to the Finance Division by 4:30 p.m. on the second Wednesday of each pay period to be included in that payroll. Any late requests shall be paid on the following payroll.

f). The Authorizing party shall sign the request and verify/record the account number to be charged.

g). All prior year reimbursement requests shall be submitted by the first Wednesday of January of each year. This is necessary to make sure the expense gets charged to the correct year.

3. Miscellaneous Reimbursements

Miscellaneous county/business-associated expenses shall be reimbursed at cost per receipts. Requested reimbursement shall document the date(s), place, time and business purpose subject to the approval of the Authorizing party.

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Any employee who intentionally seeks reimbursement for expenses not actually incurred or expenses not allowed under this policy shall be subject to discipline, up to and including discharge.

(Section 31 amended by the County Board 12/09/14; 12/08/15, 03/13/18, 11/6/18; 09/10/19; 11/10/2020)

32. Vehicle Fleet

a. Administration

1. General

The Chippewa County Vehicle Fleet Policy addresses the procurement/disposal, maintenance, reservation, and operation of county vehicles. The fleet is comprised of shared vehicles for use through a reservation system by all employees, elected officials, Housing Authority employees and UW-Extension employees. The fleet is also comprised of specialty vehicles that are specific to a department (i.e. squad cars) or group shared specialty vehicles that several departments may share. The fleet program is administered through various county departments as outlined below under the general supervision of the County Administrator.

a). The Highway Department is responsible for the daily administration and management of the non-Highway fleet fund, and for the day to day operation of the non-highway County Vehicle Fleet.

b). The County Clerk's office is responsible for the coordination of vehicle reservations, and for checking vehicles in and out.

2. Vehicle Marking/Identification

All county vehicles shall be marked with “County of Chippewa” and either the name of the department or “County Fleet Vehicle,” the words “For Official Use Only,” and a fleet vehicle identification number.

“For Official Use Only” and a vehicle fleet number is not required for Sheriff Department vehicles. Marking requirements do not apply to Sheriff Department vehicles which have non-municipal plates and are used for investigative purposes.

3. Purchasing/Disposal

Vehicles purchased shall be determined by fleet needs, usage and availability of non-Highway fleet funds. Annually, the County Highway Department shall provide a recommended list of vehicles for replacement to the County Administrator. All vehicle purchases shall be approved by the Highway Commissioner and purchased by the Highway Department.

Time of vehicle disposal shall be approved by the Highway Commissioner. The Highway Department shall collaborate with the County Clerk and the Finance Director to determine the most cost-effective method of disposal with the sale proceeds going to the Highway Department’s non-Highway fleet fund.

4. Maintenance

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All maintenance is coordinated and directed by the County Highway Department, who shall track the maintenance needs and mileage of vehicles. The Highway Department shall maintain an annual report of fleet usage and maintenance needs to be available upon request. The Highway Department has the authority to remove a vehicle from service at any time deemed necessary, and shall coordinate the removal through the Outlook reservation system. If a reserved vehicle has been removed from service, the County Clerk's office as the reservation coordinator shall attempt to find any affected party alternative means of transportation.

5. Vehicle Titles, Registration and Licensing

The Highway Department shall apply for all necessary titles, registration and licensing. All fleet vehicles shall be titled in the name of Chippewa County. The Highway Department shall retain copies of all titles upon receipt by the state, and send all originals to the County Clerk's office who shall hold all vehicle fleet titles in the name of the county.

6. Insurance

a). **Insurance Coverage.** The county provides liability and physical damage coverage for all county vehicles. Individuals who are paid mileage for personal use of their own vehicle are required to maintain liability insurance on their vehicles with a minimum limit of $25,000/$50,000/$10,000 per State insurance guidelines. The individual employee's insurance is primary for personal vehicles.

b). **Repairs.** The Corporation Counsel Division shall work with the Highway Department to coordinate repairs.

7. Charge out/Financials

On the first of the month, the Fleet Vehicle Logs shall be forwarded to the Highway Department Fiscal Manager who is responsible for determining if a department should be charged, and if necessary charging the cost of each trip to the department that used the vehicle. Upon receipt of an invoice, each department shall evaluate the purpose of the trip, note the appropriate account(s) to be charged on the invoice, and forward the invoice to the Finance Division for payment.

8. Accidents or Vehicle Breakdown

In the event of an accident employees are to contact their immediate supervisor, the appropriate law enforcement agency, the Corporation Counsel Division and the Highway Department (715-738-2615). Accident kits are located in the glove compartment of the vehicle, and contain an insurance identification card, and step-by-step instructions on what to do in the event of an accident.

In the event of a vehicle breakdown, employees are to contact the Highway Department (715-738-2615). If the Highway Department is unavailable, an employee should ensure the vehicle is properly secured and out of any traffic lanes prior to proceeding with their task. Inform the Highway Office (715-726-7914) of the vehicle's location at the earliest opportunity.

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b. Use of Fleet Vehicles

1. Operator Requirements

a). Only authorized county employees, elected officials, Housing Authority and UW-Extension employees are allowed to operate county vehicles. Independent contractors and volunteers are specifically prohibited from operating county vehicles.

b). No county employee shall be permitted to operate a county vehicle without a valid driver's license applicable to the class of vehicle to be operated. Any operation of a county vehicle with a suspended driver's license shall subject the operator to disciplinary action. If an employee is involved in an accident with a county vehicle and has a suspended license, the employee shall be subject to discharge.

c). All operators of county vehicles shall abide by all traffic laws to include use of seat belts.

d). Payment of parking tickets and/or other traffic violations is the responsibility of the employee and shall not be reimbursed by the county.

e). Smoking shall not be allowed in county fleet vehicles. Smoking in fleet vehicles can impact both the resale value of the fleet vehicle and the comfort of those who check the vehicle out after it has been used by a smoking operator.

f). Pets or animals of any kind are not allowed in county fleet vehicles, with the exception of law enforcement in carrying out their official duties.

g). Operators shall manage their driving environment to minimize distractions that could have an impact on their ability to safely operate the vehicle (i.e. consuming food or beverages, talking to passengers, using cell phones, etc.).

h). Employees transporting children as part of their job responsibilities as authorized by their supervisor shall comply with state regulations regarding the use of child safety restraint systems. (DOT Chapter Trans 310 Child Restraint Standards and Exemptions)

i). When business cargo, materials or tools are being transported, operators are responsible for ensuring that all items are properly secured to prevent spillage or shifting per WI State Statute 346.94(7).

2. Personal Use Prohibited

a). **Personal use of County vehicles is prohibited**. Personal use is defined as any use which is for the benefit or enjoyment of the employee or not in the pursuit of the business or interest of the county. County employees on distant trips may use county vehicles to attain lodging or food without violating this policy.

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b). **Essential Personnel**. Certain non-law enforcement, essential personnel are provided the use of county vehicles in order to respond to emergency situations on a 24 hour a day, 7 days a week basis. These essential personnel may use their assigned county vehicle to commute to and from work in the performance of his/her job responsibilities. Personal use, other than commuting, is restricted to incidental stops falling within minimal deviations of normal commuting routes.

c). **Law Enforcement Vehicles**. Sheriff's Department Vehicles are governed by internal policies. However, such policies should reflect the spirit of this policy, including those regarding vehicle use by essential personnel.

d). **Commuting Use and Fringe Benefit Valuation.** If an employee is authorized by the Department Head or Elected Official to commute to and from work using a county vehicle as defined in section b). and c). above, the following shall apply:

1. Each authorized employee operating a county vehicle for the purpose of commuting shall have $1.50 each way included in their taxable income as set form in IRS Publication 15-B in the section titled “Commuting Rule”.

2. Each employee authorized to operate county vehicles to commute to and from work shall maintain a log showing all commuting trips by the vehicle. The log shall be maintained on a daily basis and a copy shall be given to the Central Finance Division on or before the fifth day of the ensuing month.

3. The commuting use amount recorded shall be used to calculate the taxable income in the ensuing month and added to the employee’s taxable income.

4. Fringe benefit valuation does not apply to law enforcement vehicles authorized by the Sheriff.

3. Transportation of Non-County Employees

When using fleet vehicles, passengers shall be limited to county employees or travelers engaged in official county business.

4. Use of Personal Vehicles for County Business.

a). **Rates of Reimbursement**. Employees shall be reimbursed for the use of their personal vehicles at the following rates (to be set by the County Administrator generally based on the established State of Wisconsin vehicle mileage reimbursement rates):

1. a “standard” rate when a county fleet vehicle is not available, and

2. at a lower “turn down” rate if a fleet vehicle is available, but the employee makes a decision to use their personal vehicle. (The “turn down” rate is the state approximate cost per mile of operating a

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vehicle, including maintenance, fuel, insurance, and depreciation expenses.)

b). **Reimbursement Approval**. Supervisors can approve reimbursement at the standard rate only after they have viewed a printout of the Outlook schedule before the date of vehicle use that shows no vehicles are available. Each supervisor shall be required to keep a "fleet vehicle reimbursement log" of reimbursed personal trips that shall include the date and time of the trip with a copy of the computer printout.

c). **Remote Work Sites**. If an employee's job assignment includes providing services in outlying areas of the county where the employee also resides, either the employee's Department Head or supervisor can approve standard mileage reimbursement for those service visits if they determine a cost advantage to the County by doing so. An analysis of that cost advantage shall accompany any proposed reimbursement at the standard rate.

c. Fleet Vehicle Reservation System

1. County-wide Computer Reservation Program

Utilizing the calendar option on Microsoft Outlook, county employees, elected officials or non-uniformed state or federal employees with office space located within the County facility can make a reservation for one of the vehicles in the fleet pool. Employees may make and cancel reservations for others if authorized by their Department Head. All information entered into the system (including date, time, employee name and destination) should be verified to ensure completeness and accuracy in order to ensure the registration system functions correctly. Individuals without access to the calendar option on Microsoft Outlook shall contact the County Clerk's Office for assistance.

If an employee has multiple trips to make in a short period of time (defined as not more than 30 minutes between trips), they may schedule a vehicle for the entire period if all trips are annotated during the registration process. Any employee found willfully abusing the system in order to create a situation necessitating use of a personal vehicle will be subject to disciplinary action.

2. Reservation Process

Reservation procedures using Microsoft Outlook are located on the Employee Portal**.**

3. Priority Use

Reservations may be bumped by a higher priority and/or vehicle need. Factors to be considered in determining priority include trip length, client transport or emergency use. Respective Department Heads or managers should come to a mutual agreement as to which need is of a higher priority. In the event such agreement is not possible, the County Administrator will make the final determination.

d. Fleet Vehicle Check Out/In

1. Check Out

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Employees should pick up vehicle keys and vehicle clipboards (with trip information and vehicle damage forms) in the County Clerk's office (Courthouse room #109). Gas cards are available in the glove box of the vehicle. All employees shall take the vehicle specific clipboard on each trip, and ensure all required information is properly annotated. If an employee needs a vehicle for an early morning commute that will occur before the Clerk's Office is open, it is the responsibility of that employee to ensure they have made arrangements to secure the keys prior to needing the vehicle.

2. Check In

Upon returning from a trip, vehicles are to be parked in the back, northernmost row of Parking Lot A. Vehicle keys and clipboards are to be returned immediately to the County Clerk's office and checked in. If the County Clerk's office is closed for the day, leave the vehicle key and clipboard in the County Clerk's After Hours box. Vehicles, however, have to remain parked in County Parking Lot A, and cannot be used for any other purpose.

3. Maintenance Issues

In the event maintenance is required, employees need to make all necessary notations on the trip information form and then shall inform County Clerk personnel of the issue. This is necessary because the vehicle may need to be removed from service until the issues/problems/concerns can be assessed by the Highway Department.

4. Reservation Cancellations

In the event that a planned trip is canceled, the vehicle reservation is to be immediately canceled in order to ensure vehicles are available for use. Extenuating circumstances that may prevent a cancellation shall be approved by supervisors.

e. Fueling Fleet Vehicles

At the end of the workday, users need to ensure that each vehicle is returned with at least a ¾ full tank of gas. Drivers shall fuel vehicles at the Highway Shop. The lone exception is when refueling during a longer trip is necessary to prevent running out of fuel. In these cases only purchase enough fuel to return to the Highway Shop for complete re-fueling.

1. Policy

a). Use only the fuel card assigned to the vehicle that is being fueled.

b). Do not share your employee and personal identification number with others.

c). Input correct and accurate odometer readings.

d). Ensure the vehicle has at least a ¾ full tank of gas after use, and be sure vehicle is full before leaving the County. Try to minimize refueling while outside the county. The fuel is purchased in bulk and the road tax is

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removed so there are substantial cost savings to fuel using the county system.

2. Fueling Procedure

a). Each vehicle has a fuel card assigned to it. Use only assigned card for the vehicle.

b). Swipe fuel card at fuel island terminal.

c). When prompted for 2nd card, input your employee number then press enter.

d). When prompt for personal identification number (P.I.N.), input the last 4 digits of your social security number then, enter.

e). When prompt for odometer reading, input the exact odometer reading then, enter.

f). When prompt for pump number, input pump number of correct product then, enter and use pump. Highway shops with fueling stations allow for three (3) attempts before shutting off the fuel access. Contact the Highway Department if the card is locked.

3. Lost and Damaged fuel cards

a). Report lost cards immediately.

b). Lost cards and damaged cards can be reissued by contacting the Highway Office (726-7914) or the Highway Department at 738-2615.

4. Highway Shops with fueling stations are located at the following addresses:

a). Chippewa Falls – 801 East Grand Ave, Chippewa Falls, WI 54729

b). Bloomer – 8837 200th Ave, Bloomer, WI, 54724

c). Boyd – 510 CTH X, Boyd, WI 54726

d). Cornell – 20250 CTH K, Cornell, WI 54732

f. Miscellaneous

1. Cleaning

The interior and exterior of the vehicles will be cleaned periodically through arrangements made by the County Clerk. Drivers have the option of taking a vehicle through a car wash as a part of their trip. Car wash directions are located on the back of each vehicle clipboard. Drivers are responsible to ensure that all personal items and trash are removed from the vehicle at the end of the trip.

2. Basic Vehicle Equipment

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Each vehicle should be equipped with maps of Chippewa County and Wisconsin, a first aid kit, an ice/snow scraper, Accident Reporting Kits, vehicle registration and an extension cord to plug the vehicle in during cold weather. If any of these items are missing, the Highway Department is to be notified so that the item can be replaced. The Highway Department will periodically check the inventory for serviceability and completeness.

3. Cold Weather Procedure

Vehicles are to be plugged in by the drivers when the temperature is expected to be below zero degrees.

In cold weather, employees are responsible for checking and unplugging electrical cords from vehicles in cold weather before starting them.

4. Rental Vehicles

Rental vehicles are authorized to be used in situations where it is the most cost efficient means of transportation or the efficient conduct of county business precludes the use of other means of transportation. Department Heads are authorized to determine if rental vehicles should be used.

5. Non-Reimbursable Items

Whenever possible, vehicles are to be refueled at a Highway Shop. Costs for re-fueling at a commercial filling station are only reimbursable in situations when trip length necessitates refueling before the trip is completed. In these cases, the refueling is only to be to the amount that assures return of the vehicle to the Highway Shop without running out of fuel.

Maintenance items such as floor mats, trailer hitches, air fresheners, car wash soap and other vehicle accessories are not reimbursable without prior approval from the Highway Department.

(Section 32 was adopted 03/11/08 and amended 12/8/09, 12/08/15, 03/13/18, 11/6/18, 01/08/19; 09/10/19)

33. Cell Phone

a. Purpose

This policy governs the use of mobile cellular telephones (cell phones). The guidelines, prohibitions and information established in this policy are meant to provide departments and employees with specific information regarding the intended use of cell phones as well as procedures related to their procurement and use.

To provide efficiency through the use of technology, the County shall provide a county issued cell phone or a personal cell phone allowance to authorized individuals. The use of a cellular device allows the employee to remain available for work related communication while away from their office land line and enables them to complete the essential functions of their job.

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Job descriptions shall state if the availability of a personal cell phone is a requirement of the job.

b. Policy

The respective Department Heads are responsible for identifying the needs of their departments and requesting needed equipment and services.

All requests for a cellular phone allowance require authorization by the Department Head and shall meet the following justification guidelines.

1. Employee has management responsibility which requires a cellular phone for operational tasks; or

2. Task driven functions that require a cell phone

   a). An identifiable and articulable need,

   b). For a specific task or function,

   c). The use of which shall enhance efficiency or effectiveness of county operations

c. Allowances

Once a Department Head has determined a specific need for an employee to possess a cell phone for the efficiency of county operations, and that employee either currently has a personal cell phone, or agrees to obtain a cell phone at their own expense, that employee shall receive a monthly allowance for the proposed use of that phone for county business.

1. Proposed Allowance:

   a). $10 per month for employee designated for continuous availability during work and/or non-work hours with only occasional calls expected

   b). $20 per month for employee designated for continuous availability during work and/or non-work hours with frequent calls expected.

   c). $35 per month for employee designated for continuous availability during work and/or non-work hours with heavy volume of calls expected and/or the need to receive critical alerts, on-call access, etc.

The allowance is for monthly phone use only. Allowances shall be paid on the first payroll of the month for the preceding month. To be eligible for the monthly allowance, an employee must have worked the majority of the month.

New enrollments – Eligibility date is based on receipt of the Cell Phone Allowance Initiation Form (HR-610-B), found on the Employee Portal, and hire date shall meet the majority of the month criteria.

Terminations/Retirements – If the employee terminates employment the 1st – 15th of the month, they are not eligible for the month's allowance. If the employee terminates employment the 16th – EOM, they are eligible for the month's allowance.

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Department Heads shall send a completed Cell Phone Allowance Initiation Form, found on the Employee Portal, to the Human Resources Director for approval. This shall include the employee name, cell phone number and general ledger account code.

d. County Owned Cell Phone

County owned cell phones are for work purposes only. No personal use of a County owned cell phone is allowed except for "di minimus" use, defined as limited incidental calls of two (2) minutes or less per call and not to exceed five (5) times a month.

Employees in possession of County equipment such as cell phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment or at any time upon request, the employee may be asked to produce the phone to return for inspection, upgrade or changes. Like all county equipment, it is the employee's responsibility to maintain and protect the equipment. In the event of damage or loss, this should be reported immediately to the employee's supervisor and the Information Technology Division Employees shall not be reimbursed for the cost of any lost, stolen or damaged personal cell phones.

e. Procurement

Department Heads are responsible to identify the needs of their departments, to request needed equipment and services, and to authorize the use of cell phones by designated employees.

The Information Technology Division is assigned the responsibility to manage and administer cellular phone contracts with vendors and place all orders for County provided equipment. County provided cell phones shall be billed on one single County account and then separated to departments based on cell phone usage and/or county issued cell phone number designation.

f. Phone Usage

While at work, employees are to exercise the same discretion in using cell phones as they do for County phones. Excessive personal use during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Employees must limit personal use while on-duty or at work so that they do not interfere with the performance of their duties. Employees are asked to make any personal calls on non-work time when possible and to ensure that friends and family members are aware of the County's policy.

Employees are not required to carry a cell phone, unless they have been authorized and approved to receive an allowance or a county owned cell phone.

g. Camera Phones

Use of Camera phones to take photographs may violate the privacy rights of co-workers, vendors and customers and may also be used to convey confidential information or undermine the County's operations.

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Wisconsin State Statute 175.22 protects the privacy interests of individuals who use lockers rooms and specifies that no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in a locker room.

Use of the camera on camera phones or any other camera or device in Chippewa County facilities that may capture visual images is prohibited unless it is being used directly for work purposes and the employee received prior written permission of their supervisor.

h. Safety Issues for Cell Phone Use

Using a cell phone while operating a vehicle is prohibited. It is the employee's responsibility to remain completely attentive to the task of driving while operating a vehicle.

Employees shall be responsible for payment of any traffic violations resulting from the use of a cell phone while driving.

An employee's failure to follow the provisions of this policy, or any subordinate departmental policy, may result in disciplinary action up to and including discharge.

(Section 33 was adopted 06/10/08 and amended 12/08/15, 03/13/18)

34. Safety Equipment/Uniforms

a. Purpose

To ensure that employees wear safety equipment that shall provide the necessary support and protection required of the job they are assigned.

b. Departments with Uniform Requirements

1. Highway Department

All Chippewa County highway employees (management staff and support staff excluded) shall be required to wear uniforms provided by the County while working. Each regular status employee shall be provided seven (7) uniform shirts, seven (7) uniform pants, and five (5) t-shirts. Each Seasonal employee shall be provided five (5) t-shirts. Uniforms may be replaced due to damage or normal wear by turning in the worn out uniform in accordance with Highway Department procedures.

2. Facilities and Parks

All Chippewa County Facilities and Parks Division employees (Department Head and support staff excluded) shall be required to wear uniforms provided by the County while working. Uniforms provided are determined based on the position held. Uniforms may be replaced due to damage or normal wear by turning in the worn out uniform to the Department Head for replacement.

Type and quantity of the uniforms shall be provided as defined in each position's job description as determined by the Department Head.

3. Sheriff's Department

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~~All Chippewa County Dispatchers shall be required to wear uniform shirts supplied by the County while working. Each Dispatcher shall be provided five (5) uniform shirts. Up to three (3) uniform shirts may be replaced per year due to damage or normal wear by turning in the worn out uniform to the Telecommunications Lieutenant for replacement.~~

All Chippewa County Jailers shall be required to wear uniforms, identification, and safety and security equipment supplied by the County at all times while working in accordance with the Sheriff's Department Dress Code Policy. Each employee shall be provided two~~three~~ (~~3~~2) uniform shirts and two~~three~~ (~~3~~2) uniform pants. Uniforms may be replaced due to damage or normal wear by turning in the worn out uniform to the Jail Lieutenant for replacement.

All Chippewa County Sheriff's Management shall be provided with standard uniforms, casual uniforms and related equipment as determined by the Sheriff's Department Dress Code Policy. Uniforms may be replaced due to damage or normal wear by turning in the worn out uniforms in accordance with Sheriff's Department procedures.

c. Protective Footwear

The County is committed to providing a safe work environment for its employees. Several employee job descriptions require employees to wear protective footwear. Protective footwear for all required positions, except Parks employees, shall be a minimum 6" boot height and ~~otherwise~~ meet the requirements of OSHA CFR 1910.136. For Parks employees, 3" to 6" boot height is permitted. The decision whether to include the wearing of protective footwear as a requirement of a particular position's job description shall be determined by the Department Head and approved by the Human Resources Director.

The County shall provide those employees who are required by their job descriptions to wear protective footwear an annual stipend ~~or every other year stipend~~ of $125 to be used towards the purchase of protective footwear. Footwear costs in excess of $125 shall be paid by the employee. The County Administrator has authority to change/update the stipend amount as necessary. ~~In most situations, an annual stipend and purchase of new shoes is required. However, in some situations, an employee may only be required to wear protective footwear in limited situations and therefore only required to replace the footwear every two years. In these circumstances, the job description shall define the requirement.~~

~~Annually or every other year, by October 1, employees shall submit a copy of the receipt along with the required form signed by the retailer that the shoes were purchased verifying the shoes meet the OSHA requirements stated above. A~~The stipend shall be issued annually ~~or every other year~~ in April to all employees who have this requirement in their job description.

Authorized Seasonal LTEs who work a minimum of 60 days during the season may receive a stipend and subject to approval by the Department Head. If approved, the $125 stipend shall be paid on the last paycheck of the season. ~~If a stipend is approved for a Seasonal LTE, the stipend shall only be paid if the Seasonal LTE completes the season. The required receipt and form by the retailer shall be submitted prior to the stipend issue date.~~

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Protective footwear purchased using the stipend shall be the property of the employee and may be used outside of the workplace, but shall be available by the employee and in suitable condition to be worn during working hours when required.

d. Safety Glasses

Chippewa County shall supply safety glasses/goggles where required for the work performed. The cost of prescription safety glasses is the responsibility of the employee. The County shall pay for replacement of prescription safety glasses that were broken in the course of work by following the department's procedures.

e. Other Safety Devices

Other required safety devices not specified in this Policy shall be provided by each respective Department.

(Section 34 was amended by the County Board 12/08/15, 03/13/18, 11/6/18)

CHAPTER 4 – RECRUITMENT, HIRING, AND SEPARATION

35. Recruitment and Selection

a. Policy

To provide a recruitment and selection process for all appointed county positions. The County observes all equal employment opportunity laws and regulations in all of its recruitment and selection efforts. The selection process shall include an evaluation of the applicant's education, relative abilities, skills, knowledge, and experience.

b. Responsibility

The Human Resources Director shall develop and conduct an active recruitment program designed to meet current and projected county employment needs. Recruitment shall be tailored to the position to be filled as determined by the Human Resources Director or designee.

It is the responsibility of the Department Heads and Managers and other hiring officials to adhere to all ~~administrative~~ recruitment and onboarding ~~policies and~~ procedures outlined ~~in the Administrative Recruitment Policy~~on the Employee Portal.

c. New Full Time and Part Time Positions

Any Department Head or Elected Official requesting the creation of a new full time or part time 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.

Upon approval by the County Administrator, the request for a new position shall require a resolution containing a statement that includes the total fiscal impact of the new position and a recommended start date. New position requests shall be reviewed by the department's policy committee. Then, a resolution shall be approved by the Executive Committee and forwarded to the full County Board for its consideration and approval.

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d. Vacancies and Other Position Changes

The County Administrator shall have the discretionary authority to approve or deny all of the following:

1. Department Head or Elected Official requests to fill a vacancy for a full time or part time.
2. Department Head or Elected Official requests to change an existing position's status from full time to part time ~~or part time to full time~~.
3. Department Head or Elected Official requests to change an existing position's title or job responsibilities that may result in a fiscal impact.
4. Department Head or Elected Official requests to fill a new or vacant LTE position.
5. ~~Department Head or Elected Official requests to combine two existing part time positions into a full time position. Combining two LTE positions into a part time or full time position shall be classified as a new position and requires County Board approval.~~

When the County determines that a vacancy or new position shall be filled, the County may display a position announcement of such vacancy or new position on the county website, on the bulletin board outside the County Clerk's office and bulletin board in the Human Resources Division.

Position announcements may be publicly displayed for the period of time that applications are accepted. The position announcement information may include (but is not limited to) minimum qualifications required, the date the position is to be filled, rate of pay, benefit package, application process, and the current position description or position summary. The County may advertise publicly as needed to yield the most qualified candidates.

A Chippewa County application is required of all applicants, regardless of current employment status with Chippewa County, unless an exception is approved by the Human Resources Director. Applications are only accepted through the online application process at www.co.chippewa.wi.us.

e. Interview

Meeting the minimum qualifications does not automatically guarantee an interview. The selection process shall include an evaluation of the applicant's education, relative abilities, skills, knowledge, and experience based on that information obtained on the County Application. All applicants shall be notified via e-mail of the outcome once the position has been filled.

1. Interview panels may consist of any of the following combinations and shall be determined by the Department Head:

   a. Department Head;
   b. Department Supervisor(s);
   c. Policy committee member(s);
   d. Human Resources Director;
   e. Internal or External stakeholder that may work regularly with the new employee.

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2. Department Head vacancy interview panels shall consist of a minimum of one policy committee members (typically the Chair), the County Administrator and the Human Resources Director.

f. Skills Testing /Pre-Employment Testing

The Human Resources Director shall determine the structure of the skills testing and pre-employment tests. The Human Resources Division shall administer, or make the decision to delegate, the testing process. If testing is a required part of the application process, it shall be noted in the position job description.

g. Background Screening

The Human Resources Director shall determine the structure of the background screens for each position. The Human Resources Division shall administer, or make the decision to delegate, the background screening process.

h. Hiring

With the exception of Department Head and County Administrator positions, all recommendations for hire are subject to review and approval of the Department Head or Elected Official.

The appointment of Department Head positions shall be made by the County Administrator pending confirmation by the County Board in compliance with County ordinance and Wis. Stats. § 59.18.

It is the responsibility of the Executive Committee to provide oversight of the County Administrator. The Executive Committee is responsible for recommending a candidate for the County Administrator position and an employment agreement pending County Board confirmation.

(Section 35 amended by the County Board 12/08/15, 03/13/18, 11/6/18)

36. Separation from Employment

a. Purpose

To establish uniform practices for the separation from employment with Chippewa County.

b. Definitions

1. Separation is defined as follows: resignation, retirement, layoff, failure to return from approved leave, position elimination, or discharge from employment. Such employment separations may be voluntary or involuntary.

2. Qualified Separation is defined as follows:

a). Resignation or retirement from employment with Chippewa County with advanced written notice as defined in Employee Notice of this Policy.

b). Permanent layoff from employment

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c). Discharge from employment when the employee has 3 or more years of continuous years of service with the County based on most recent date of hire unless the employee is discharged for misconduct.

3. Misconduct is defined as intentional and substantial disregard of or intentional and unreasonable interference with the employer's interests.

4. Discharge is defined as dismissal from employment for involuntary reasons.

c. Employee Notice

For the purposes of employee notice, the following definitions apply:

1. Retirement occurs when an employee voluntarily terminates employment with Chippewa County and is eligible for WRS annuity benefits. Eligibility is age 50 for Protective Status employees (Chief Deputy, Field Services Lieutenant, Field Services Sergeants, Patrol Officers and Investigators) and age 55 for all other employees.

2. Resignation occurs when an employee voluntarily terminates employment with Chippewa County and is not eligible for WRS annuity benefits.

3. Working Notice is when the employee shall work their normally scheduled shift the entire notice period. If time off is planned and approved during the notice period, the employee's last day of employment shall be extended to provide a working notice equal to the full amount of the notice (2 weeks or~~,~~ 30 days~~ or 60 days~~).

When an employee decides to resign from employment with the County, Chippewa County requires at least two (2) weeks working advance notice. If an employee decides to retire from employment with the County, Chippewa County requires a thirty (30) days advance notice. No more than 40 hours (full time employee) or 20 hours (part time employee) of PTO may be used by someone retiring during the notice.

Department Heads and managers who resign from employment with the County, shall provide at least thirty (30) days working advance notice, and shall be effective upon receipt by the appointing authority. Department Heads and managers who retire from employment with the County, shall provide at least sixty (60) days advance notice, and shall be effective upon receipt by the appointing authority. No more than 40 hours (full time employee) or 20 hours (part time employee) of PTO may be used by someone retiring during the notice.

When an employee separates employment, a written notice shall be provided to their Department Head indicating a resignation or retirement and estimated last day. The separation notice shall then be forwarded to the Human Resources Division within one (1) business day.

If an employee fails to give the required notice, the employee's resignation or retirement shall not be considered a Qualified Separation, unless the Human Resources Director determines that acceptable reasons for a shorter notice period exist.

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d. Layoffs

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

1. Notice of layoff

Employees to be laid off shall be given as much notice as practical prior to the effective date of the layoff.

2. Procedure

The needs of the County shall be the primary consideration used in the employer's determination of which employees shall be laid off.

e. Separation Procedures

Upon separation from employment, employees should make an appointment with the Human Resources Division to cover payout provisions, benefit termination and continuation options, and an exit interview.

f. County Property

Prior to separation from employment, County equipment that was assigned to the employee shall be returned to the County. Such equipment includes, but is not limited to, ID card, electronic access device, keys, tape recorders, laptop, computers, IPads and other electronics, calculators, radios, and cell phones.

g. Last Day of Employment

In most cases, the last day worked shall be considered the last day of employment. The County reserves the right to determine the last day of employment.

h. Restrictions

The employee is prohibited from extending their last day of employment with available paid time.

i. Death of an Employee

Upon the death of an employee, the County shall pay to the estate of the deceased employee all accumulated and unused PTO and Compensatory time for which the deceased employee may have otherwise been eligible to use at the time of his/her death.

j. Separation Conversion/Payouts

1. PTO and Holiday Conversion

The accumulated PTO of an employee leaving Chippewa County employment due to a qualified separation shall be converted into the County's Conversion Plan, (herein referred to as the "Plan") as long as the conversion amount is more than $1,000. If

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the employee's total conversion amount is less than $1,000, the employee shall receive a cash payout on their last paycheck.

If the total conversion amount is $1,000 or more, the conversion of PTO is mandatory upon a qualified separation and all separating employees with unused PTO on the date of their separation shall participate in the Plan. The employee shall have all PTO converted to a dollar value calculated by taking the number of total PTO hours multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit").

An employee whose separation is non-qualified shall not be eligible for the PTO payout.

2. Compensatory Time Conversion

The accumulated compensatory time of a non-exempt employee leaving Chippewa County employment due to any separation shall be paid on the employee's last paycheck.

The accumulated compensatory time of an exempt employee leaving Chippewa County employment due to any separation shall be converted into the County's Conversion Plan, (herein referred to as the "Plan"). The conversion of compensatory time for an exempt employee is mandatory upon a separation and all separating exempt employees with unused compensatory time on the date of their separation shall participate in the Plan. The exempt employee shall have all compensatory time converted to a dollar value calculated by taking the number of total compensatory time multiplied by the regular straight time hourly rate of pay at the time of separation (hereinafter "Benefit").

3. Benefit

Within thirty (30) days of receiving written notice of an employee's separation, the County shall elect the form in which the separating employee shall receive the Benefit upon completion of a benefit exit interview with a member of the Human Resources Division. The Benefit paid to the separating employee shall be limited to one of the following forms:

a). The County shall make a contribution to a Medical Expense Trust for the benefit of the separating employee to be applied toward health insurance premiums and un-reimbursed medical expenses specified under IRS Code Section 213. This benefit shall continue until fully exhausted by the separating employee or their qualified dependent beneficiaries.

b). The County shall make a contribution to a 401(a) qualified deferred compensation plan (as selected by the County in its sole discretion) in the amount of the Benefit, which shall be paid to the separating employee according to the terms of the selected plan.

(Section 36 amended by the County Board 12/08/15, 03/13/18, 11/6/18)

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37. Nepotism

a. Policy

It is the policy of the County to restrict employment of immediate family members within the same department, division, shift and/or work unit. Compliance with this policy is intended to prevent potential or perceived favoritism; or perceived or actual conflict of interest among employees, and to promote a harassment-free working environment.

No two (2) members of an immediate family shall be employed in, or promoted or transferred to, any department, division, shift and/or work unit when as a result they would be in a superior-subordinate relationship, unless prior written approval is received from the Human Resources Director. This provision shall not apply in departments where the superior is an elected official of the County and the immediate family member was employed by the County prior to the election of the superior. Any conflict or employment action that arises in cases where the superior is an elected official of the County shall be handled jointly by said superior and the Human Resources Director.

b. Definitions

1. Immediate family member. For purposes of this policy, "immediate family member" shall include, but is not limited to an employee's wife, husband, mother, father, son, daughter, brother, sister, grandparent, grandchild, and the various combinations of half, step, in-law, and adopted relationships that can be derived from the family members named herein.

2. Promotion. For purposes of this policy, "promotion" shall mean the assignment of an employee from one class to another class with a higher pay range.

3. Transfer. For purposes of this policy, "transfer" shall mean the assignment of an employee from one position to another in the same class or to a class with the same pay range.

4. Employee. For purposes of this policy, "employee" shall mean all regular full time~~,~~ or ~~three-quarter-time and half-time~~part time ~~-~~employees, as well as all employees used throughout the county in an on-call, seasonal, reserve, or limited term, casual, or temporary capacity.

5. Superior-subordinate relationship. For purposes of this policy, "superior-subordinate relationship" shall mean direct command or supervisory authority, or the capability to influence personnel or disciplinary actions, assignments or other benefits or privileges of employment.

c. Other Relationships

While the definition of Nepotism identifies relationships that are likely to be perceived as a conflict of interest in an immediate superior-subordinate relationship, employees should also guard against other superior-subordinate relationships that could be perceived as creating a conflict of interest. In order to safeguard the interests of both employees and the County, the Department Head/Manager and the Human Resources Director should be alerted to any employee relationships that pose, or potentially pose, a conflict of interest.

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(Section 37 adopted by the County Board 11/13/12)

38. Academic Internship

a. Purpose

An academic internship is a worksite experience during which a student – with guidance and supervision at the workplace – completes a planned series of activities and set of learning objectives or project(s) designed to give a broad understanding of a business or occupational area. By integrating the internship activities or project(s) at the workplace with school-based learning, the student develops both job and academic skills. Academic internships should be designed to give the student a better idea of what it is like to work within a government entity. It is an opportunity to develop a foundation of general workplace skills and to acquire information about a wide variety of careers.

b. Civil Rights

Paid and unpaid interns fall under the same guidelines as regular employees when it comes to civil rights and nondiscrimination. Employers are not allowed to select interns based on race, ethnicity, age, gender, etc., nor can they discriminate against interns with disabilities. Interns with disabilities shall be provided reasonable accommodations to perform their essential job functions as required by the Americans with Disabilities Act. Interns are protected by harassment laws in the same scope and manner as employees.

c. Paid Internships

Students must either be currently enrolled, or have completed a degreed program in the last academic year, in a higher education institution to be considered for a paid academic internship. The internship shall be academically related to the student's major field of study or career focus.

Paid interns shall be considered employees and shall have the same rights and benefits as other limited term and non-bargaining employees employed with Chippewa County.

Departments shall request to hire an intern by following the Department of Administration's Position Justification Procedure (Appendix HR-606-A). Length of internship and maximum hours shall be predetermined and specified on said request.

Requests for paid internships should only be submitted when 100% non-levy funding is secured.

Paid interns may be hired through a competitive hiring process, as arranged by the Human Resources Division. The hiring department shall comply with all current recruitment procedures. Paid interns, once hired, shall be oriented to the County as an employee of the County and comply with all County and department specific policies and procedures.

1. Academic component

Because paid internships sometimes do not result in academic credit, the hiring department shall ensure the internship is academically related to the student's major field of study or career focus. The intern should request approval from the

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educational institution and work with a faculty advisor to complete work assigned through an independent study course if required.

2. Unemployment

State unemployment allows for certain student exemptions for unemployment compensation. As a result, paid interns may qualify for unemployment benefits after leaving the County. This benefit, if claimed by a previous intern, shall be charged to the hiring department.

d. Unpaid Internships

Unpaid internships shall be related to a student's major field of study or career focus. They are predefined in length by the County, often lasting only one semester or for the summer. Students shall be currently enrolled in a higher education institution, and should receive college credit for their internships. Current employees in the same or a similar position or department shall not be permitted to participate in an "unpaid" internship in the same or similar position.

The Department of Labor has six criteria to determine if a student is a learner/trainee (i.e. Intern) and therefore does not have to be paid. The position should ultimately be more of a training experience than a job:

a). The training, though it may include actual operation of the employer's facilities, is similar to training that would be given in a vocational school.

b). The training is for the benefit of the student.

c). The student does not displace regular employees, but works under close observation of a regular employee.

d). The employer provides training and derives no immediate advantage from activities to the student.

e). The student is not necessarily entitled to a job at the conclusion of the training period.

f). The employer and the student understand that the student is not entitled to wages for the time spent training.

Unpaid internships should be able to answer yes to at least half the following questions if an unpaid internship is being considered:

a). Is the work that you are offering an integral part of the student's course of study?

b). Will the student receive credit for the work or is the internship required for graduation?

c). Does the student have to prepare a report of his/her experience and submit it to a faculty supervisor?

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d). Have you received a letter or some other form of written documentation form the school stating that the internship is approved or sponsored by the school as educationally relevant?

e). Will the student perform work that other employees also perform; will the student be doing the work for the purpose of learning and not necessarily performing a task for the employer?

f). Is the student working and providing benefit to you less than 50 percent of the time and/or is the student in a shadowing/learning mode?

g). Will you provide an opportunity for the individual to learn a skill, process, or other business function, or operate equipment?

h). Is there educational value to the work performed; that is, is it related to the courses the person is taking in school?

i). Is the individual supervised by one of your staff members?

j). Is it clear that a job is not guaranteed upon completion of the training or completion of the person's schooling?

Unpaid internships shall be requested following the Department of Administration's Position Justification Procedure (Appendix HR-606-A). Requests shall include an agreement as described below.

a). Agreement

Unpaid internship programs shall have an agreement, letter, or some other form of written documentation from the school stating that the internship is approved or sponsored by the school as educationally relevant. This agreement shall include a statement indicating there shall be no pay and no guaranteed job following completion of the internship. This agreement shall outline the expectations of the County, the student, and the education institution.

Some agreements may include confidentiality and HIPPA agreements, and background checks due to the nature of the scope of the internship.

b). Responsibility

The department supervisor shall assume responsibility for the intern's placement, and shall orient and advise the student of all applicable department policies.

c). Academic component

Students may be eligible to receive college credit for unpaid internships. Students work with a faculty advisor in their area of study who assists in developing learning objectives, assigning and grading projects related to the work experience, and awards credit. The department supervisor shall be responsible to complete other educational institutional requirements such as student evaluations for the student to ensure academic credits are earned.

d). Liability

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Potential liability exposures go hand in hand with interns. Proactive risk management efforts can help control and minimize liability exposures to help ensure the internship program is a positive experience for the intern and the County. The legal relationships that exist between the intern and the County result in two primary areas of potential liability: (1) the liability of the County for harm caused by the intern or harm to the intern, (2) the personal liability for injuries caused by the intern. All departments shall coordinate with the Human Resources Division prior to starting an intern to familiarize themselves with concepts of liability, responsibility and risk management.

The County shall provide the same protection to interns for any claims arising from acts done within the scope of their responsibilities as is provided by law for County employees.

e). Use of County Vehicles

The use of county vehicles by an unpaid intern is prohibited in accordance with Chippewa County's Vehicle Fleet Policy.

(Section 38 was adopted 09/09/09 and amended by the County Board 03/13/18, 11/6/18)

CHAPTER 5 – BENEFITS

The information provided is a summary only and is not intended to be a substitution for the plan certificate provided by the respective insurance carrier.

The County shall determine the design and selection of all benefits. The County retains the right to change these benefits. Employees shall be notified of any changes.

The benefits provided under this Chapter shall be administered by the Human Resources Division.

39. Health, Dental and Vision Insurance, Cobra, and Retiree Continuation

a. Purpose

To offer health, dental and vision insurance to those employees who qualify for coverage.

b. Coverage

The design and selection, including all level of benefits provided to County sponsored health, dental and vision insurance plans and insurance carriers are determined by the County. Participation for employee groups is also determined by the County and applicable state and federal regulations; and is governed by the contract of insurance in place between the County and the chosen insurance provider. Employees shall receive notification of any health, dental and vision plan or carrier changes, as adopted by the County. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

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1. Health Insurance

Employee health insurance premium contributions are established by Chippewa County. Any employee required to pay any portion of the health insurance premium shall make such payment by payroll deduction on a pre-tax basis. Health insurance premiums are paid ~~one~~ monthly ~~in advance~~ and shall be deducted from the first paycheck of each month. If an employee is on an approved leave and a payroll deduction is not possible, unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

2. Dental and Vision Insurance

Employee dental and vision insurance premium contributions are established by Chippewa County. Employees are required to pay the full cost of the dental and vision insurance premium. Employees shall make such payment by payroll deduction on a pre-tax basis. Dental and vision insurance premiums are paid one month in advance and shall be deducted from the second paycheck of each month. If an employee is on an approved leave and a payroll deduction is not possible, unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

d. Eligibility

1. Health Insurance

All full-time status employees are eligible for the County sponsored Health Insurance.

2. Dental and Vision Insurance

All full-time and part time status employees who work 1,040 hours or greater each year are eligible for the County sponsored dental and vision plans.

e. Enrollment

Those employees who do not enroll in the health, dental or vision plans during their initial new employee eligibility period (typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division) shall not be eligible again to enroll until one of the following two events occur:

1. Open Enrollment Event

The County holds an open enrollment period annually in the fourth quarter. Employees are eligible to make any change(s) to, cancel or add insurance coverage during the open enrollment period. All elections during open enrollment shall be effective on January 1st of the following year.

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2. Section 125 Qualifying Event

IRS Section 125 defines the circumstances under which a plan may permit an employee to change his or her plan elections with respect to health, dental or vision coverage. A qualifying event occurs when an employee or dependent that is covered becomes (or ceases to be) eligible under the plan. A qualifying event allows employees to adjust health, dental or vision insurance coverage without waiting until the open enrollment period. The qualifying event shall be reported within 30 days of the event to the Human Resources Division along with written proof of the event. The qualifying event shall correspond with the change to the plan elections and shall be subject to the approval of the Human Resources Division. The effective date of the change shall be determined by the Human Resources Division, but shall be no later than the first day of the month following the qualifying event date. Common qualifying events include, but are not limited to:

a). Marriage
b). Divorce or legal separation
c). Birth, adoption or placement for adoption of a child
d). Spouse's loss of employment
e). Death
f). Reduction in hours to less than full time status
g). Dependent turns 26 (effective date of the change for this event only is the last day of the month that the dependent turns 26)

f. Effective Date

If health, dental or vision insurance is elected, insurance becomes effective on the first day of the month following thirty (30) days of employment with the County. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

If an employee is covered under a collective bargaining agreement and has a status change which results in the employee not being covered by the bargaining agreement, the effective date of the change in insurance shall be the first day of the month that follows the change in status.

If an employee is not covered under a collective bargaining agreement and has a status change which results in the employee being covered by a collective bargaining agreement, the effective date of the change in insurance shall be the first day of the month that follows the change in status.

g. Dual Coverage Not Permitted

The County provides health insurance coverage under either one (1) family plan or two (2) single plans. No County employee may be on two County sponsored health plans.

h. Health, Dental and Vision Insurance Coverage During FMLA or Other Leave

Refer to *Continuation of Insurance* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

i. Waiver or Cancellation of Coverage

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If an employee declines, waives or cancels any insurance coverage, the employee shall complete an insurance waiver form provided by the Human Resources Division.

The effective date of any change due to waiver shall be dependent on the reason and timing of the waiver and shall be determined by the Human Resources Division consistent with the reason or timing of the waiver and any regulatory requirements (such as COBRA or Section 125 qualifying event changes).

j. Coverage upon Separation

Health, dental and vision insurance coverage shall cease on the last day of the month in which the employee's separation from employment (last day of work) with the County occurs.

k. Insurance Continuation

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and subsequent amendments to the Act, employees covered under an employer's group insurance plan are eligible for continuation of any insurance coverage under the group plan. COBRA contains provisions giving certain employees, former employees, retirees, spouses, former spouses, and dependent children the right to temporary continuation of insurance coverage at group rates plus a 2% administration fee. This coverage, however, is only available when coverage is lost due to COBRA qualifying events.

COBRA qualifying events are events that would cause an individual to lose insurance coverage. The type of COBRA qualifying event shall determine who the qualified beneficiaries are and the amount of time that a plan shall offer the insurance coverage to them under COBRA. COBRA qualifying events include:

1. Employee or spouse's voluntary or involuntary separation of employment for reasons other than gross misconduct
2. Employee or spouse's reduction in the number of hours of employment
3. Spouse becomes eligible for Medicare
4. Divorce or legal separation
5. Death
6. Dependent child loss of dependent child status under the plan rules

The employee shall report the COBRA qualifying event within 30 days of the event to the Human Resources Division and provide written proof of the event. The effective date of the change shall be the qualifying event date.

All employees, as well as their qualified dependents, shall receive notice of mandated insurance continuation benefits when the plan coverage for the employee begins.

l. Retiree Coverage

Retiree health insurance coverage is not available for employees who retire from Chippewa County on or after January 1, 2023. For employee eligible through 2022, r~~R~~etiree coverage

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is for health insurance only. Dental and vision are not offered as a retiree benefit. Retiree coverage in 2022 may be elected by the retiree when all of the following criteria are met:

1. The employee shall be enrolled at the time of retirement and have a minimum of one (1) year of enrollment in the Health Plan immediately prior to retirement; and

2. The employee shall be employed by the County for at least ten (10) consecutive years as a full time status employee; and

3. The employee shall be age 55 or older (age 50 for employees classified as Protective Status).

If retiree health insurance coverage was~~is~~ elected before January 1, 2023, the retiree *and* eligible dependents may continue in the County sponsored retiree health plan until the retiree is eligible for Medicare. Retiree coverage is solely at the participant's expense.

(Section 39 adopted by the County Board 09/11/18; 09/10/19; 11/10/2020)

40. Accident Insurance

a. Purpose

To offer accident insurance to those employees who qualify for coverage.

b. Coverage

The design and selection, level of benefits, and carrier under and carrier of the County sponsored accident insurance plan shall be determined solely by the County. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

Employee accident insurance premium contributions are established by Chippewa County. Employees are required to pay the full cost of the accident insurance premium. Employees shall make such payment by payroll deduction on an after-tax basis. Accident insurance premiums are paid one month in advance and shall be deducted from the second paycheck of each month.

Unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

d. Eligibility

All full-time and part time status employees who work 1,040 hours or greater each year are eligible for the County sponsored accident insurance plan.

e. Enrollment

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Those employees who do not enroll in the accident insurance plan during their initial new employee eligibility period (typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division) shall not be eligible again to enroll until one of the following two events occur:

1. Open Enrollment Event

   The County holds an open enrollment period annually in the fourth quarter. Employees are eligible to add insurance coverage during the open enrollment period. All elections during open enrollment shall be effective on January 1st of the following year.

2. Qualifying Event

   A qualifying event occurs when an employee or dependent that is covered becomes eligible under the plan. A qualifying event allows employees to enroll in the accident insurance plan without waiting until the open enrollment period. The qualifying event shall be reported within 30 days of the event to the Human Resources Division along with written proof of the event. The effective date of the change shall be determined by the Human Resources Division, but shall be no later than the first day of the month following the qualifying event date. Common qualifying events include, but are not limited to:

   a). Marriage
   b). Divorce or legal separation
   c). Birth, adoption or placement for adoption of a child

f. Effective Date

If accident insurance is elected, insurance becomes effective on the first day of the month following thirty (30) days of employment with the County. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

If accident insurance is elected due to a qualifying event, insurance becomes effective the first day of the month following the qualifying event date.

g. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

h. Waiver or Cancellation of Coverage

If an employee declines, waives or cancels any insurance coverage, the employee shall complete an insurance waiver form provided by the Human Resources Division.

The effective date of the cancellation of coverage will be the first of the year following the Open Enrollment event in which the cancellation was elected or the first of the month following a qualifying event applicable to the cancellation of coverage.

i. Coverage upon Separation

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Accident Insurance coverage with the County shall cease on the last day of the month in which the employee's separation from employment (last day of work) with the County occurs.

j. Insurance Continuation

Opportunity for the continuation of coverage will be provided post separation by the insurance carrier.

(Section 40 approved by the CB 09/10/19; 11/10/2020)

41. Critical Illness Insurance

a. Purpose

To offer critical illness insurance to those employees who qualify for coverage.

b. Coverage

The design and selection, level of benefits, and carrier under and carrier of the County sponsored critical illness insurance plan shall be determined solely by the County. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

Employee critical illness insurance premium contributions are established by Chippewa County. Employees are required to pay the full cost of the critical illness insurance premium. Employees shall make such payment by payroll deduction on an after-tax basis. Critical illness insurance premiums are paid one month in advance and shall be deducted from the second paycheck of each month.

Unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

d. Eligibility

All full-time and part time status employees who work 1,040 hours or greater each year are eligible for the County sponsored critical illness insurance plan.

e. Enrollment

Those employees who do not enroll in the critical illness insurance plan during their initial new employee eligibility period (typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division) shall not be eligible again to enroll until one of the following two events occur:

1. Open Enrollment Event

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The County holds an open enrollment period annually in the fourth quarter. Employees are eligible to add insurance coverage during the open enrollment period. All elections during open enrollment shall be effective on January 1st of the following year.

2. Qualifying Event

A qualifying event occurs when an employee or dependent that is covered becomes eligible under the plan. A qualifying event allows employees to enroll in the critical illness insurance plan without waiting until the open enrollment period. The qualifying event shall be reported within 30 days of the event to the Human Resources Division along with written proof of the event. The effective date of the change shall be determined by the Human Resources Division, but shall be no later than the first day of the month following the qualifying event date. Common qualifying events include, but are not limited to:

a). Marriage
b). Divorce or legal separation
c). Birth, adoption or placement for adoption of a child

f. Effective Date

If critical illness insurance is elected, insurance becomes effective on the first day of the month following thirty (30) days of employment with the County. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

If critical illness insurance is elected due to a qualifying event, insurance becomes effective the first day of the month following the qualifying event date.

g. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

h. Waiver or Cancellation of Coverage

If an employee declines, waives or cancels any insurance coverage, the employee shall complete an insurance waiver form provided by the Human Resources Division.

The effective date of the cancellation of coverage will be the first of the year following the Open Enrollment event in which the cancellation was elected or the first of the month following a qualifying event applicable to the cancellation of coverage.

i. Coverage upon Separation

Critical illness Insurance coverage with the County shall cease on the last day of the month in which the employee's separation from employment (last day of work) with the County occurs.

j. Insurance Continuation

Opportunity for the continuation of coverage will be provided post separation by the insurance carrier.

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(Section 41 adopted by the County Board 11/10/2020)

42. Long Term Disability

a. Purpose

To provide long term supplemental income protection plan for employees who are unable to work due to qualified injury or illness.

b. Coverage

The design and selection, including all level of benefits provided to the County sponsored Long Term Disability Plan and insurance carrier shall be determined solely by the County. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

Premium payments for general municipal employees are made by the County.

d. Eligibility

All full time and part time status County employees who work 1,040 hours or greater each year are automatically enrolled into the Long Term Disability Plan (income protection).

e. Enrollment

Enrollment into the Long Term Disability Plan, for new employees or newly eligible employees due to status change, typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division.

f. Effective Date

The effective date of coverage under the Long Term Disability Plan shall be on the first day of the month following thirty (30) days of employment with the County. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

g. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

h. Separation

Long Term Disability coverage with the County shall cease on the day of the employee's separation from employment (last day of work) with the County. However, if the employee's income is actively supplemented by long term disability at the time of separation, payment by the carrier shall continue as defined in the Summary Plan Document.

(Section 42 adopted by the County Board 09/11/18)

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43. Short Term Disability

a. Purpose

To provide a short term income protection plan for employees who are unable to work due to a qualified injury or illness.

b. Coverage

The design and selection, including all level of benefits provided to participants under the County-sponsored Short Term Disability Plan and insurance carrier shall be determined solely by the County. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

All Short Term Disability Plan premium contributions are paid by the employee through payroll deduction on an after tax basis and shall be deducted from the employee's first paycheck of each month. Short term disability premiums are paid during the month of coverage (unlike ~~health,~~ dental and vision insurance which are paid one month in advance).

If an employee is on an approved leave and a payroll deduction is not possible, unless other arrangements have been approved by the Human Resources Division, an employee on approved leave for whom payroll deduction is not possible in any given month shall be responsible to pay the monthly premium to Chippewa County within five (5) business days following the applicable month's payroll deduction date. Failure to make premium payments may result in termination of coverage.

d. Eligibility

All full time and part time status county employees who work 1,040 hours or greater each year are eligible for enrollment in the Short Term Disability Plan (income protection). Participation is voluntary for general municipal employees.

e. Enrollment

Enrollment into the Short Term Disability Plan, for new employees or newly eligible employees due to status change, typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division.

If an employee waives coverage during the initial eligibility period, the employee shall be eligible to enroll in coverage at any time thereafter. If an employee enrolls after the initial eligibility period, the employee shall be subject to evidence of insurability. Upon review by the Short Term Disability insurance carrier, coverage may be denied.

f. Effective Date

The effective date of coverage under the Short Term Disability Plan shall be on the first day of the month following thirty (30) days of employment with the County or the first of the month following approval of evidence of insurability. The effective date applies to new hires

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and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

g. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

h. Waiver or Cancellation of Coverage

Any employee may elect to decline or cancel short term disability coverage by signing a waiver form provided by the Human Resources Division.

A waiver shall be effective upon receipt by the Human Resources Division or, in the case of cancellation, the first day of the month following the date that premiums are paid through.

i. Separation

Short Term Disability Coverage with the County shall cease on the day of the employee's separation from employment (last day of work) with the County. However, if the employee's income is actively supplemented by short term disability at the time of separation, payment by the carrier shall continue as defined in the Summary Plan Document.

(Section 43 adopted by the County Board 09/11/18)

44. Life Insurance

a. Purpose

To provide Life Insurance coverage to eligible employees in accordance with Chapter 40 of the Wisconsin Statutes.

b. Coverage

The County participates in the Wisconsin Public Employers Group Life Insurance Program as provided in Chapter 40 of the Wisconsin Statutes.

The Wisconsin Public Employers Group Life Insurance Program offers basic, supplemental, and additional coverage as well as spouse and dependent coverage for eligible employees through Minnesota Life Insurance.

c. Employee Premium Contribution

Premium contributions are paid by both the County and the employee. The County's contribution is governed by Wis. Stat. § 40.05(6)(e) requiring a contribution toward the total cost of active employees until they reach age 70. All life insurance premium contributions of the employee are paid through payroll deduction on an after tax basis. Life insurance premium contributions of the employee are paid one month in advance and shall be deducted from the employee's first paycheck of each month.

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d. Eligibility

All employees who are eligible and participate in the Wisconsin Retirement System (WRS) administered by Wisconsin Department of Employee Trust Funds (ETF) shall be eligible to participate in the Wisconsin Public Employers Group Life Insurance, except those employees who have elected to waive said insurance.

e. Enrollment

Enrollment into the Wisconsin Public Employers Group Life Insurance, for new employees or newly eligible employees due to status change, typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division. Eligibility and enrollment is subject to the provisions outlined by WRS. Enrollment at any time other than during initial eligibility shall be subject to evidence of insurability.

f. Effective Date

The life insurance policy offered in connection with the WRS becomes effective on the first day of the month following thirty (30) days of employment with the County. All effective dates are subject to verification by the WRS.

g. Waiver or Cancellation

Any employee may elect to decline or cancel life insurance coverage by signing a waiver form provided by the Human Resources Division.

Waiver or cancellation shall be effective as defined in the ETF Insurance Manual.

h. Status Changes

It shall be the employee's responsibility to notify the Human Resources Division of any change in status that may result in a Life Insurance change through Minnesota Life Insurance. This shall include, but not be limited to, adding or deleting dependents. Such notification shall be provided by the employee to the Human Resources Division within thirty (30) days of the event. Failure to timely notify the Human Resources Division of a status change and complete necessary documents may result in loss of eligibility for coverage. The Employee Change form is located on the Employee Portal. Evidence of insurability may be required.

i. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

j. Separation

Upon separation from employment with the County, a continuation or conversion privilege option may be available. If the employee chooses not to continue or convert the policy, then coverage with the County shall cease on the last day of the month in which the employee's separation from employment (last day of work) with the County occurs.

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(Section 44 adopted by the County Board 09/11/18)

45. Supplemental Life Insurance

a. Purpose

To provide Supplemental Life Insurance coverage to eligible employees.

b. Coverage

The design and selection, including all level of benefits provided to participants under the County-sponsored Supplemental Life Insurance Plan and insurance carrier shall be determined solely by the County.

The Supplemental Life Insurance Program offers $20,000 of supplemental coverage for eligible general municipal employees. Refer to the Certificate of Insurance for complete details, including limitations and exclusions.

c. Employee Premium Contribution

All premium contributions are paid by the employee. All employee Supplemental Life Insurance premiums are paid through payroll deduction on an after tax basis. Supplemental Life Insurance premiums are paid during the month of coverage (unlike ~~health,~~ dental and vision insurance) which are paid one month in advance and shall be deducted from the first paycheck of each month.

d. Eligibility

All full time and part time status county general municipal employees who work 1,040 hours or greater each year shall be eligible to participate in the Supplemental Life Insurance Program.

d. Enrollment

Enrollment into the Supplemental Life Insurance for new employees or newly eligible employees due to status change, typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division. Enrollment at any other time, other than during initial eligibility, shall be subject to evidence of insurability.

f. Effective Date

The effective date of coverage under the Supplemental Life Insurance policy shall be on the first day of the month following thirty (30) days of employment with the County or the first of the month following approval of evidence of insurability. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

g. Waiver or Cancellation

Any employee may elect to decline or cancel Supplemental Life Insurance coverage by signing a waiver form provided by the Human Resources Division.

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A waiver shall be effective upon receipt by the Human Resources Division or, in the case of cancellation, on the first day of the month the date that premiums are paid through.

h. Benefit Reduction Due to Age

Reductions to the life insurance benefit could change due to age, starting at age 65.

i. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

j~~i~~. Separation

Upon separation from employment, a conversion privilege option may be available. If the employee chooses not to convert the policy then coverage with the County shall cease on the day of the employee's separation from employment (last day of work) with the County.

(Section 45 adopted by the County Board 09/11/18)

46. Wisconsin Retirement System

a. Purpose

To provide retirement contributions to eligible employees in accordance with Chapter 40 of the Wisconsin Statutes.

b. Employee Contribution

Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and general municipal employees are required to pay "one-half of the actuarially required contributions determined by the Department of Employee Trust Funds." Employee contributions are made through payroll deduction and are deducted on a pre-tax basis.

c. Eligibility

Chippewa County is required to cover employees under the Wisconsin Retirement System (WRS) administered by Wisconsin Department of Employee Trust Funds (ETF) if the employee meets WRS participation standards:

1. If the employee was employed by a WRS employer before July 1, 2011, to qualify for WRS coverage the employee shall be expected to work for at least one full year and at least one-third of full time (600 hours).

2. If the employee began employment with a WRS-employer on or after July 1, 2011, to qualify for WRS coverage the employee shall be expected to work for at least one full year and at least two-thirds of full time (1200 hours).

3. If neither criterion is expected to be met upon hire, the employee shall only be enrolled if he/she subsequently works at least 12 months, and in any 12-month period meets the hour requirement.

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d. Enrollment

Enrollment shall occur on the date on which eligibility is met as described in this section.

d. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

f. Waiver/Rehired Annuitants

In some circumstances, a previous participant of the WRS who had a valid termination and is actively receiving an annuity may waive WRS participation by completing a Rehired Annuitant Form. All waivers are subject to reversal by the WRS.

(Section 46 adopted by the County Board 09/11/18)

47. Deferred Compensation

a. Purpose

To provide a supplemental retirement savings plan regulated by Section 457 of the Internal Revenue Code.

b. Employee Contributions

The County does not make an employer contribution to any of the Deferred Compensation Plans that it offers. All contributions to a Deferred Compensation Plan offered by the County are made by the employee. Employee contributions (salary deferral) shall be made through payroll deduction on a pre-tax basis or after-tax basis (Roth) up to federal and state limits imposed by the Internal Revenue Service and Department of Revenue.

Employee contributions shall commence the first pay period of the month following enrollment. Contribution amounts (initial or changes) deducted through payroll may be adjusted by the employee once per quarter and will be coordinated by the Human Resources Division. Contribution amounts (initial or changes) shall be effective the first pay period in January, April, July and October. A form authorizing the initial contribution or change in contribution is due to the Human Resources Division by Friday, two weeks in advance of the effective date.

c. Eligibility

All full time and part time status county employees who work 1,040 hours or greater each year may voluntarily participate in one of the deferred compensation plans offered by the County, pursuant to the rules, terms and conditions outlined in the plan.

d. Enrollment

Eligible employees may enroll in any Deferred Compensation plan offered by the County once per quarter.

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e. Cancellation

Employees are permitted to cancel their payroll deduction(s) into the Deferred Compensation Plan at any time and shall complete a form provided by the Human Resources Division. The cancellation shall be processed the first pay period following the date the form was received by the Human Resources Division.

f. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

(Section 47 adopted by the County Board 09/11/18; 11/10/2020)

48. Flexible Spending Account

a. Purpose

To provide a Section 125/129 Flexible Spending Reimbursement Plan for dependent care expenses, and/or unreimbursed medical expenses.

b. Coverage

The Section 125/129 Flexible Spending Reimbursement Plan allows the employee to set aside pretax dollars each pay period to pay for uninsured medical expenses, and/or dependent care.

c. Employee Contribution

The County does not make an employer contribution to the Section 125/129 Flexible Spending Reimbursement Plan that it offers. All contributions to the Section 125/129 Flexible Spending Reimbursement Plan offered by the County are made by the employee. An employee may defer up to the maximum allowable amount regulated by law each year for medical expenses and/or dependent care expenses. There is no payback or carryover of unspent contributions from the previous calendar year.

d. Eligibility

All full time status employees are eligible to participate in the Chapter 125/129 Flexible Spending Reimbursement Plan offered by the County.

e. Enrollment

Enrollment into the Chapter 125/129 Flexible Spending Reimbursement Plan offered by the County for new employees or newly eligible employees due to status change, typically occurs during the first week of employment or first week of the status change during the employee orientation meeting with the Human Resources Division.

Those employees who do not enroll in the Flexible Spending Reimbursement Plan during the initial new employee eligibility period are not eligible for enrollment again until one of two events occur:

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1. Open Enrollment Event

The County holds an open enrollment period annually in the fourth quarter. Employees are eligible to make a change, cancel or add flexible spending deductions during the open enrollment period. All elections during the open enrollment period shall be effective on January 1st of the following year.

2. Section 125 Qualifying Event

IRS Section 125 defines the circumstances under which a Chapter 125/129 Flexible Spending Reimbursement Plan may permit an employee to change his or her plan elections with respect to flexible spending accounts. A qualifying event occurs when an employee or dependent that is covered becomes (or ceases to be) eligible under the Chapter 125/129 Flexible Spending Reimbursement Plan. A qualifying event allows employees to adjust flexible spending account deductions without waiting until the Open Enrollment Event. The qualifying event shall be reported within 30 days of the event to the Human Resources Division along with written proof of the event. The qualifying event shall correspond with the change to the plan elections and is subject to approval by the Human Resources Division. The effective date of the change shall be the date that the qualifying event occurred. Common qualifying events include, but are not limited to:

a). Marriage
b). Divorce or legal separation
c). Birth, adoption or placement for adoption of a child
d). Spouse's loss of employment.
e). Death
f). Reduction in hours to less than full time status
g). Dependent turns 26 (effective date of the change for this event only is the last day of the month that the dependent turns 26)

f. Effective Date

If elected, the flexible spending account becomes effective on the first of the month following thirty (30) days of employment with the County. The effective date applies to new hires and employees with a status change (as defined in Chapter 2, Section 1j) resulting in new eligibility.

g. Coverage during FMLA or other Leave

Refer to *Continuation of Other Benefits* section as identified under FMLA, Non-Medical Leave, Personal Leave, Military Leave, and Workers' Compensation Leave policies.

h. Waiver or Cancellation of Coverage

An employee may elect to decline Chapter 125/129 Flexible Spending Reimbursement Plan participation by signing a waiver form provided by the Human Resources Division. Any waiver may be withdrawn prior to its effective date. Employees waiving during Open Enrollment shall sign a waiver annually. A waiver shall be effective upon receipt by the Human Resources Division.

i. Separation

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Upon separation from employment, deductions will continue through the paycheck on or immediately following the employee's separation from employment (last day of work) with the County. Unless the employee elects COBRA, reimbursements shall have a Date of Service on or before the last day of work, as outlined in the Summary Plan Document.

(Section 48 adopted by the County Board 09/11/18)

49. Employee Assistance/Achievement Program (EAP)

The County's Employee Assistance/Achievement Program (EAP) is a voluntary, no cost and confidential service provided to all County employees and their immediately family members. EAP provides both ancillary and direct services to help employees achieve their best and also help identify or overcome personal problems and difficult situations.

Ancillary services may include wellness focused materials such as newsletters, posters, presentations, magazines, informational e-blasts and brochures.

Direct services may include a counselor for face to face or telephonic services, professional coaching, legal and financial consultation, management consultations and group services, including crisis support services.

Please contact the Human Resources Division or refer to the Employee Portal for EAP contact information.

(Section 49 adopted by the County Board 09/11/18)

50. Wellness Programs

Chippewa County offers a variety of wellness programs and activities to all employees. All employees are encouraged to participate in such programs as annual Health Risk Assessments, exercise classes, wellness challenges, flu shots, blood drives, lunch and learns, etc. Please contact the Human Resources Division if interested in serving on the Wellness Workgroup.

(Section 50 adopted by the County Board 09/11/18)

51. Other Benefits

a. Discount Savings

Chippewa County offers a variety of discount saving options to all employees from a variety of vendors. Current discounts for employees are available on the Employee Portal or by contacting the Human Resources Division. Any discount programs offered shall be subject to modification or terminated by the County with or without notice to employees.

(Section 51 adopted by the County Board 09/11/18)

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CHAPTER 6 – STANDARDS OF EMPLOYEE CONDUCT

52. Political Activities

a. Purpose

Chippewa County recognizes that, as a governmental entity, its operations occasionally include items or issues that are political in nature. To that end, the County respects the right of its employees, as individuals, to become involved in the political process. Employees are free to engage in political activity, at their own expense, outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or County operations, subject to the following guidelines. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the County. County resources may not be used for promoting a particular candidate, political party, community organization, or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

This section does not prohibit an employee or elected official from seeking elective office. This section does not prohibit any County employee or elected official seeking elective office from making reference to their County employment or service in their campaign for office.

b. Definition of *County Resources*

County resources include, but are not limited to, office supplies, electronic resources and equipment including email, official Chippewa County social media pages, facsimile and photocopying machines, bulletin boards (use of bulletin boards requires authorization in accordance with the Bulletin Board Policy) and other public spaces.

c. Prohibited Conduct

Employees shall conduct "political" activities independent of their role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. The following principles shall be followed:

1. No employee may use the workplace, working hours, or County resources to solicit money or signatures, make political contributions or otherwise engage in political activities;

2. No employee may use non-work hours to solicit contributions, signatures or services from other employees who are on work time;

3. Posting of political materials in areas open to the public shall be in compliance with other County Facility Use and Bulletin Board Policies.

5. No employee may include his or her County title in an endorsement for any candidate for political office;

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6. No employee may use the County's mailing address as the return address for political solicitations;

7. No employee may provide County mailing lists to any individual or organization except to the extent authorized under Wis. Stat. §19.35;

8. No employee may demonstrate political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

9. No candidate for elected County office, employee or County Board Supervisor may require any employee or official to endorse, assist, finance or support a candidate for political office, or retaliate against any employee or official in any manner because of that employee's or official's personal political activity.

10. No employee or elected official shall directly or indirectly use or seek to use his or her authority or the influence of his or her position to control or modify the political action of another person.

(Section 52 adopted by the County Board 12/11/18)

53. Hatch Act

Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. §§. 1501-1508. The Act may prohibit an employee in such a program from becoming a candidate for an elective office, unless the employee is an incumbent elected official. Any employee who is contemplating running for elective office may consult with the Human Resources Director before doing so to assure there is no prohibition under the Hatch Act.

(Section 53 adopted by the County Board 12/11/18)

54. Employee Conduct and Working Environment

a. Purpose

It is Chippewa County's policy that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees, and is free from all forms of harassment and violence.

To ensure orderly operations and provide the best possible work environment, Chippewa County expects employees to follow rules of conduct that shall protect the interests and safety of all employees and the County.

b. General Conduct

Employees shall conduct themselves at all times in such a manner as to reflect favorably upon themselves, the county, and their department. Whether working or not, employees shall avoid any conduct which brings the county into disrepute. The respective employee shall immediately notify their department head of the occurrence should inappropriate conduct occur.

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c. Conduct Towards the Public

The County exists to serve the citizens of Chippewa County. Accordingly, it is the fundamental policy of the County that employees treat all persons with courtesy and respect. Employees shall perform their duties attentively and courteously, avoiding rude, threatening, harsh, insulting, profane, insolent or demeaning language, and they shall maintain a professional bearing regardless of provocation to do otherwise. Employees should also refer to and shall comply with the Mutual Respect and Protection Policy.

d. Conduct Towards County or Employees

1. Employees shall treat supervisors, subordinates, and peers with respect. They shall be courteous and civil at all times in their working relationships with one another and in the presence of others.

2. Employees have a right to conduct their work without disorderly or undue interference from other employees. The County prohibits employees from violating this right of their co-workers. This prohibition includes, but is not limited to acts such as:

a). Unprovoked rude or disrespectful behavior on the part of an employee toward fellow employees, County Board Supervisors, visitors, or other members of the public.

b). Boisterous or disruptive activity in the workplace or actions that adversely and substantially affect morale, production, or efficiency.

c). Sexual or other unlawful unwelcome harassment.

d). Engaging in lurid, inappropriate or sexual behavior on County property.

e). Fighting with or provoking a disturbance among fellow employees that threatens violence in the workplace.

f). Discrimination against others because of race, color, creed, national origin, political preference, sexual preference, age, sex, disability or any other protected classification.

g). Making malicious, false, and harmful statements about others.

h). Publicly disclosing another's private information when not authorized to do so.

e. Unsatisfactory Performance

Unsatisfactory work performance is work-related performance that fails to satisfactorily meet job requirements specified in the employee's job description, work plan or as directed by the supervisor. Employees shall maintain sufficient competency to perform their duties effectively and assume responsibility of their position. Employees shall perform their duties in a manner which maintains efficiency in carrying out the functions and the objectives of the department in a positive and professional manner. Unsatisfactory performance may be demonstrated by a lack of knowledge, an unwillingness or inability to perform assigned

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tasks, a failure to conform to work standards established for the position, or a failure to take appropriate action when required.

f. Compliance with Policies, Laws and Regulations

Employees shall observe and obey all County policies, ordinances, departmental policies, procedures and rules and state and federal laws, regulations and administrative rules. Violation or disregard of any County Ordinance, County policy, departmental policy, departmental procedure, state or federal Laws, or administrative rules or regulations is prohibited.

g. Unlawful Orders

No Supervisor shall knowingly issue any order that is in violation of any law, ordinance, policy or departmental rule.

h. Compliance with Unlawful Orders

Compliance with an unlawful order is never a defense for an unlawful action; therefore, no employee is required to follow any order that is in violation of federal or state law, or county ordinance. Employees who believe they have received an unlawful order shall promptly bring the matter to the attention of the supervisor, the person issuing the order or the Department Head.

i. Confidential Materials

Employees are responsible for assuring the security of confidential material in their possession and similarly maintaining the security of County-provided equipment. Employees concerned for the security of any work area or equipment shall inform their supervisor of such concerns.

j. Loitering

Chippewa County prohibits loitering, sleeping or engaging in unauthorized personal business on County premises.

k. Use of County Postal Address

Employees are prohibited from using the County Postal Address for any personal or non-work related circumstances, including use as a primary mailing address for the purposes of mail, benefits, deliveries, etc. Use of the County Address shall be for work related activities only.

l. Use of County Property

Employees are prohibited from using County equipment or property for any personal or non-work related events and such equipment or property shall not be removed from the County premises. This provision is not intended to interfere with any other Policy or Ordinance (such as use of county vehicles, IT Policy). Unauthorized, improper, willful or negligent misuse of County equipment or property including facilities, supplies, telephone, mail service, etc., that may or may not lead to damage is prohibited.

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m. Unacceptable Conduct

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace and therefore the list of examples below is not all-inclusive.

1. Insubordination, which is defined as an unwillingness, refusal or disregard to carry out a directive from a supervisor. Insubordination is also defined as disrespectful behavior toward a supervisor.

2. Falsification of timekeeping, reports or any other County records.

3. Falsification of information to secure employment with Chippewa County.

4. Leaving the job without permission, or job abandonment.

5. Excessive tardiness, absenteeism or absence without notice.

6. Frequent absences from an employee's work area due to personal conversations, personal visitors or long breaks.

7. Poor management of an employee's Paid Time Off (PTO) bank balance that results in an employee being unpaid without approval by the Department Head and the Human Resources Director.

8. Falsifying or refusing to give testimony when accidents are being investigated.

9. Dishonesty in the performance of duties.

10. Making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of an individual or organization.

11. Theft or destruction of County equipment or property.

12. Unauthorized possession or removal of the County's or another employee's private property.

13. Unauthorized use of County-owned or leased equipment or property.

14. Dissemination or disclosure of confidential material or information, except to persons specifically authorized by law or policy to receive the same.

15. Unauthorized release or disclosure of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations or by County Policy.

16. Possession of dangerous or unauthorized materials in the workplace, such as explosives, tear gas, or firearms. Possession and use of Pepper spray in a defensive manner and that complies with the laws of the State of Wisconsin and has a safety feature designed to prevent accidental discharge shall be permissible.

17. Carrying and/or use of any object as a weapon on County premises, except for law enforcement personnel or as defined in Wis. Stat. §175.60(15m).

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18. Disregard or repeated violations of safety rules and regulations.

19. Negligence in observing fire prevention or safety regulations.

20. Failure to follow safety requirements, including required protective footwear or safety equipment.

21. Failure to report injuries or unsafe conditions.

22. Illegal, immoral, disruptive or otherwise improper conduct that adversely and substantially injures or brings the County into disrepute.

23. Being arrested or convicted of a crime that is substantially related to the circumstances of the job or licensed activity that the person was hired to perform; or unavailability for work due to incarceration.

24. Performing an act that the employee knows is in excess of his/her lawful authority or that he/she knows is forbidden by law to perform in his/her official capacity.

25. Engaging in unauthorized personal business such as excessive personal telephone calls and/or email/internet use during regularly scheduled work hours.

26. Soliciting, accepting or offering bribes.

27. Failure to obtain and maintain a current license or certification as required by law or the County.

28. Unauthorized use, lending, borrowing, or duplicating of County keys, fobs or ID cards.

29. Unauthorized access to records, file cabinets, desks, offices, facilities, or computers.

30. Engaging in work stoppages or work slow-downs.

31. Inappropriate dress, grooming and/or appearance inconsistent with the Personal Appearance Policy located in Chapter 8 of the Human Resources Policy Manual or other department procedures.

32. Smoking in prohibited areas.

33. Manufacturing, possession, distribution, dispensing, sale, transfer, or use of alcohol, a controlled substance or other illegal drugs, while in the workplace, while on duty, or while operating County-owned vehicles or equipment. This does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee.

34. Consumption of alcohol or illegal drugs by an employee while on a paid or unpaid lunch period or while recording the time as time worked as defined in Chapter 3 Section 24 of the HR Policy Manual. Time worked includes time in training, at conferences or other County sponsored events for which an employee is recording time as time worked.

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35. Consumption of alcohol or illegal drugs when using a County vehicle, either on or off duty.

36. Reporting to work or remaining on duty when the employee is under the influence or using alcohol, illegal drugs, or any controlled substance, including prescription medications, except when the use is pursuant to the instructions of a licensed health care provider who has advised the employee that the substance does not adversely affect the employee's ability to safely and competently perform his/her job.

n. Right to Search

The County reserves the right to search unlocked and/or publicly used County property at any time without consent. The County may request a search of personal property at the worksite or locked County property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein.

o. Off Duty Conduct

An employee may be disciplined for off-duty conduct when there is a connection between the off-duty conduct and the employee's position. Employees are expected to display appropriate behavior and conduct off-duty. Inappropriate off-duty behavior/conduct can reflect poorly on the County.

(Section 54 adopted by the County Board 12/11/18)

55. Employee Concerns or Complaints

a. Purpose

The purpose of this policy is to provide a procedure to address employee concerns outside of the Harassment Policy, County Grievance Policy or the Mutual Respect and Protection Policy (typically used to report issues with citizens). Concerns or complaints involving another employee may involve internal conflicts, disagreements or misunderstandings that are unresolved. It is the desire of the County, when practicable, to address concerns informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

The purpose of this policy is to provide a quick, effective and consistently applied method for employees to present concerns and have those concerns resolved.

The County does not tolerate retaliation or harassment of an employee who shares a concern or complaint. All complaints shall be truthful and made in good faith.

All timelines in the aforementioned procedure may be waived by the Human Resources Director for good cause or extenuating circumstances at the request of either the complainant, the Supervisor or the Department Head.

b. Procedure

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1. Step 1: Discuss with your Supervisor

Initially, employees shall bring their concerns or complaints to their immediate supervisor, even if the complaint involves the employee's immediate supervisor. The employee shall schedule an appointment with their supervisor to discuss the problem that gave rise to the complaint within five (5) working days of the date the incident occurred.

The immediate supervisor shall respond in writing and orally to the complaint within five (5) working days of the meeting held with the complainant employee.

2. Step 2: Submit Written Complaint

If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's Department Head. Employees may request the assistance of the Human Resources Division in preparing a complaint.

The submission of the written complaint is due within five (5) working days of the response from the immediate supervisor. The complaint should include:

a). A description of the incident(s) or concern(s).

b). Date(s) when the incident(s) or concerns(s) occurred.

c). Suggestions on ways to resolve the matter.

d). The date when the employee met with the immediate supervisor.

e). A copy of the immediate supervisor's written response or a summary of his or her verbal response.

e). If the supervisor provided no response, this shall be stated this in the written complaint.

The Department Head shall schedule a meeting with the employee within five (5) working days to discuss the complaint. The employee's Department Head shall forward a copy of the complaint to the Human Resources Division upon receipt. Within five (5) working days after the discussion, the Department Head shall issue a decision both in writing and orally to the employee filing the complaint. A copy of the written decision shall be forwarded to the Human Resources Division.

3. Step 3: Appeal of the Decision

If the employee is dissatisfied with the decision of the Department Head, the employee may, within five (5) working days of the receipt of the decision of the Department Head, appeal the decision of the Department Head in writing to the Human Resources Division. The Human Resources Director shall meet with the employee, Department Head and all interested parties within fifteen (15) working days of receipt of the written appeal of the Department Head's decision and attempt to reach a solution to the problem. The Human Resources Director may also

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gather further information from involved parties and discuss complaints with Corporation Counsel and/or the County Administrator to assist with a proper resolution.

The Human Resources Director shall issue a decision or resolution within twenty (20) working days, both in writing and orally to the employee that filed the complaint and appeal, the immediate supervisor and the Department Head. The decision of the Human Resources Director shall be final.

4. Additional Guidance

All involved individuals shall not discuss the situation with any other employees or with the complaining employee during the complaint review process. Information concerning a complaint shall be shared on a "need to know" basis. While efforts shall be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured by the Human Resources Division.

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem or complaint shall be considered settled on the basis of the last decision, and the problem shall not be subject to further consideration, unless a new event occurs. All complaints must be made in good faith and all complaints must be made by an individual employee, not groups of employees.

(Section 55 adopted by the County Board 12/11/18)

56. Performance Reviews

a. Purpose

The overall purpose of performance reviews is to assist managers in providing feedback to employees of their performance, to acknowledge employee achievements, to address areas that need to be strengthened, and to periodically record essential information about an employee's work performance and conduct. Performance reviews summarize past performance and plans for future performance.

Performance reviews shall be considered in decisions affecting placement, employment, promotions, transfers, corrective action or discipline, reemployment and training.

b. Policy

Performance reviews and face to face meetings to discuss the review shall be completed by the employee's direct supervisor or designee no later than March 1 each year, for the previous calendar year. The employee's job description shall be reviewed during the annual meeting, and if necessary, updated as part of the performance review process by submitting recommendations to the Human Resources Director, or designee, for approval.

Performance reviews shall be conducted at least annually for all full time, part time and annual limited term (LTEs) employees. Performance reviews are optional for seasonal limited term (LTEs) employees and shall be determined by the Department Head. If an employee starts on November 1 of the review year or later, a review is not required.

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Performance review comments by the direct supervisor shall be approved by the Department Head. The Human Resources Director, or designee, shall monitor to ensure completion of the review and may provide feedback on the review comments if necessary.

The performance review form and process to be used for the annual performance review shall be determined by the County Administrator and administered by the Human Resources Division.

(Section 56 adopted by the County Board 10/08/19)

57. Corrective and Disciplinary Action

Corrective and disciplinary action may be taken for violations of standards of employee conduct, violations of policies and procedures, or for unsatisfactory work performance. When formal disciplinary action is necessary, it shall be taken only after the supervisor or Department Head consults with the Human Resources Division. If no one is available in the Human Resources Division, then the supervisor or Department Head shall consult with the Corporation Counsel Division.

After consultation with the Human Resources Division, Department Heads and supervisors may issue formal disciplinary action to an employee for reasons that may include, but shall not be limited to, violation of the standards of employee conduct, County Code, County Policies and Procedures, Administrative Rules, department work rules, department policies and procedures, safety rules, or other reasonable work standards not specifically defined herein.

a. Definitions

1. Corrective Action

For purposes of this policy, "corrective action" means an employment measure initiated by the County to the employee prior to disciplinary action and may be presented to the employee in verbal or written form. Corrective action is a non-disciplinary action. Another term used for corrective action may be coaching, counseling or informal corrective action. These measures are not required to be used before disciplinary action occurs or in any specific order. The County may repeat corrective action. If the corrective action is presented in verbal form to the employee, the supervisor shall document the date and details of the verbal corrective action. Corrective Action documentation may be retained in the employee's personnel file in the Human Resources Division at the discretion of the Department Head.

2. Disciplinary Action

For purposes of this policy, "disciplinary action" means an employment action initiated by the County to an employee that results in a formal oral disciplinary warning, written disciplinary warning, disciplinary suspension without pay, disciplinary demotion/reduction in rank, or involuntary discharge from employment. Failure by the employee to correct the behavior may result in further disciplinary action, up to and including discharge from employment. All disciplinary actions shall be created and retained in the employee's personnel file in the Human Resources Division.

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3. Oral Warning

A disciplinary oral warning is an oral statement made to an employee indicating the employee's conduct or performance fails to meet an acceptable level or expected improvement. Written documentation of the oral warning shall be created and retained in the employee's personnel file in the Human Resources Division.

4. Written Warning

A disciplinary written warning is a written statement made to an employee indicating the employee's conduct or the performance fails to meet an acceptable level or expected improvement. A written warning shall be retained in the employee's personnel file in the Human Resources Division.

5. Disciplinary Suspension

A disciplinary suspension is the temporary removal of an employee from his/her assignment without pay for disciplinary reasons. The number of days of the removal shall be determined by the Department Head, in consultation with the Human Resources Director, and shall be based on the circumstances of the violation. Written documentation of the suspension shall be created and retained in the employee's personnel file in the Human Resources Division.

6. Disciplinary Demotion

A disciplinary demotion is the permanent removal, for disciplinary reasons, of an employee from the employee's current assignment to an assignment in a lower classification resulting in reduced pay. Written documentation of the demotion shall be created and retained in the employee's personnel file in the Human Resources Division.

7. Involuntary Discharge

Involuntary discharge from County employment for disciplinary purposes may occur and shall be documented and retained in the employee's personnel file in the Human Resources Division. "Discharge" does not include paid administrative leave, layoff, reduction in workday, reduction in workforce, job transfer or reassignment, retirement, death or the end or completion of temporary employment as an LTE.

8. Progressive Discipline

Progressive discipline allows an employee the opportunity to improve job performance and comply with established rules of conduct in order to avoid further consequences. For minor rule infractions and minor performance deficiencies, discipline may be applied progressively. Where progressive disciplinary action does not result in satisfactory job performance or acceptable employee conduct, discharge of employment may be necessitated.

9. Level of Discipline

The level of discipline imposed is at the sole discretion of the County. The level of discipline imposed shall take into consideration the seriousness of the infraction, a

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review of the facts and circumstances of the infraction, the employee's performance record and history of prior disciplinary actions. Depending upon the severity of the offense, the level of discipline imposed by the County may involve immediate application of one or more progressive steps including immediate discharge, if warranted. Specific disciplinary measures are not required to be imposed before discharge from employment occurs, nor are disciplinary actions required to be imposed in any specific order. Repeated infractions of even minor offenses may result in discharge. The County may, at its discretion, repeat or skip disciplinary actions.

b. Standards of Employee Conduct

While it is impossible to list every type of behavior that may be deemed a serious infraction, subject to disciplinary action, the Standards of Employee Conduct Policy includes examples of behaviors that may result in disciplinary action. The areas of unacceptable conduct listed are not intended to be an all-inclusive list. Nothing in this policy is intended to create additional property or procedural rights for employees beyond those rights guaranteed by federal and state law, unless such a provision is clearly labeled as a right of the employee.

c. FLSA

In accordance with the Fair Labor Standards Act, exempt employees who are disciplined, and given an unpaid suspension, shall serve a minimum of one full day unpaid suspension. Disciplinary deductions in pay cannot be in partial day increments.

d. Department Procedures

Each Department Head is responsible for developing any additional written department procedures unique to, and necessary for, the efficient and safe operation of the department, after consultation with the Human Resources Director. Department procedures shall not replace the guidelines in the HR Policy Manual, but shall be used in addition. Department procedures shall be explained and made available to all affected employees, including notice that any violation of such rules shall be subject to disciplinary action.

e. Documentation

An employee shall receive a copy of all written disciplinary action documentation including oral warnings, written warnings, disciplinary suspensions, disciplinary demotions, and discharge. The Corrective or Disciplinary Action Form is located on the Employee Portal.

Written Corrective and all Disciplinary action documentation shall include the following:

1. Employee name, date and time of the discipline meeting

2. Type of action (corrective action, oral warning, written warning, suspension, demotion or discharge)

3. Length of corrective action (if suspension)

4. Number and/or section of the ordinance, policy or procedure violation (if relevant)

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5. Date(s) and detail(s) of specific incident(s) leading up to the corrective or disciplinary action

6. Date(s) and detail(s) of any former corrective or disciplinary actions (if relevant)

7. Expectations going forward

8. The resulting action to be taken if employee fails to correct the deficiency

9. Signatures of the supervisor administering the Corrective or Disciplinary Action, Department Head (if not the supervisor) and any other witness in the meeting

Receipt of the Corrective or Disciplinary Action Form shall be acknowledged by the employee by signing the form. A copy of the Corrective or Disciplinary Action Form shall be furnished to the employee. The original Corrective or Disciplinary Action Form shall be forwarded to the Human Resources Division for inclusion in the employee's personnel file.

f. Appeal

An employee may appeal the imposition of a disciplinary suspension, disciplinary demotion, or discharge through the grievance policy set forth in Grievance Policy.

(Section 57 adopted by the County Board 12/11/18)

58. Grievance Policy

a. Purpose

This Grievance Policy provides an employee with the individual opportunity to address concerns regarding discipline, discharge or workplace safety matters, to have those matters reviewed by an impartial hearing officer and to appeal to the County Board, where appropriate, as required by Wis. Stat. § 66.0509. The County expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure.

If an employee is subject to a contractual grievance procedure, the contractual grievance procedure shall be followed as applicable. This Grievance Policy does not replace or supersede any statutory provision which may be applicable to an employee's employment with the County. This Grievance Policy supersedes any other grievance procedure in place for non-represented employees.

This Grievance Policy may be modified or eliminated by the County at any time, with or without prior notice. This Grievance Policy is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied.

b. Definitions

1. Employee (for Discipline Purposes)

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For purposes of this Grievance Policy and the procedure for grievances concerning employee discipline and employee discharges, the term "Employee" is defined as full-time and part-time status employees who have completed twelve (12) months of continuous employment with the County, beginning with their most recent date of hire.

The term "Employee" does not include elected officials; Limited Term Employees (LTE) status (including annual LTEs or Seasonal LTEs);, independent contractors or their respective employees; unpaid interns, volunteers, employees within their first twelve (12) months of employment, beginning with their most recent date of hire; employees covered by a collective bargaining agreement that addresses discipline and discharge; and any employee, official or officer that serves at the pleasure of an appointing authority as provided by Wisconsin Statutes. For purposes of this policy, the Employee may only initiate and file a Grievance for the employee's own discipline or discharge.

2. Employee (for Workplace Safety Purposes)

For purposes of this Grievance Policy and the procedure for grievances concerning workplace safety, the term "Employee" applies to full-time and part-time status employees, elected officials; Limited Term Employee (LTE) Status (including annual LTEs or Seasonal LTEs).

The term "Employee" does not include independent contractors or their respective employees, volunteers, unpaid interns, and any person working for another employer whose office is located within County Facilities. For purposes of this policy, the Employee may initiate and file a Grievance for workplace safety.

3. Discipline

The term "Discipline" for purposes of this Grievance Policy is defined as an adverse employment action initiated by the County that results in the following: disciplinary suspension without pay or disciplinary demotion.

The term "Discipline" in this Grievance Policy does not include any of the following actions: resignations, retirements, layoffs or workforce reduction activities, status changes, non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; corrective actions such as letters of guidance, coaching and counseling or performance improvement plans; performance evaluations or reviews; oral warnings or written warnings ; paid or unpaid administrative leave pending an investigation, or changes in assignment or assignment location.

4. Discharge

The term "Discharge" is defined as an involuntary discharge from County employment for disciplinary purposes. "Discharge" does not include layoff, reduction in workday, reduction in workforce, job transfers or reassignments, retirements, deaths, or the end or completion of temporary employment as an LTE.

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5. Workplace Safety

The term "Workplace Safety" is defined as conditions of employment related to the health and safety of employees in the workplace, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks.

The term "Workplace Safety" does not include conditions of employment unrelated to workplace health and safety matters, including, but not limited to, hours, overtime, and work schedules.

6. Grievance

The term "Grievance" is defined as a written complaint filed under this Grievance Policy by an Employee involving discipline taken against the Employee, discharge of the Employee or an alleged workplace safety issue directly affecting the Employee.

7. Employer

The term "Employer" is defined as Chippewa County.

c. General Provisions

1. Forms

a. Employee Discipline and Discharge Grievance Form

A grievance may only be filed by the Employee who is the subject of the Discipline or Discharge.

The Employee shall initiate a Grievance relating to Discipline or Discharge by presenting a written Grievance by completing the Employee Discipline and Discharge Grievance Form located on the Employee Portal. The Employee shall sign and date the form. A Grievance shall not be considered filed until the Employee signs the form, provides all of the required information on the form, and delivers a completed form to the Department Head and a copy to the Human Resources Division.

b. Employee Workplace Safety Grievance Form

The Employee shall initiate a Grievance relating to Workplace Safety by presenting a written Grievance by completing the Employee Workplace Safety Grievance Form located on the Employee Portal. The Employee shall sign and date the form. A Grievance shall not be considered filed until the Employee signs the form, provides all of the required information on the form, and delivers a completed form to the Department Head and a copy to the Human Resources Division.

c. Request for Hearing Form

The Employee shall request a Hearing by an Impartial Hearing Officer for Discipline, Discharge, or Workplace Safety by presenting a completed

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Request for Hearing Form located on the Employee Portal. The employee shall sign and date the form. A request for a hearing shall not be considered filed until the employee signs the form, provides all of the required information on the form, and delivers a completed form to the County Administrator and a copy to the Department of Administration-Human Resources Division.

d. Request for Appeal Form

The employee or employer may request an appeal by the County Board for Discipline, Discharge, or Workplace Safety by presenting a completed Request for Appeal Form located on the Employee Portal. The requesting party shall sign and date the form. A request for an appeal shall not be considered filed until the Employee or Employer signs the form, provides all of the required information on the form, and delivers a completed form to the County Administrator.

By signing any of the forms listed above, the Employee is declaring under penalty of law that the statement contained in a Grievance relating to Discipline, Discharge, or Workplace Safety is true and correct to the best of the Employee's knowledge. Any Employee who files a Grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a Grievance in bad faith shall be subject to disciplinary action.

2. Time Limits

The term "days" as used in this Grievance Policy means working days, which is defined as Monday-Friday, and excludes Saturday, Sunday, and observed holidays. Days taken with available paid time or unpaid time shall be considered as working days for purposes of this Grievance Policy.

A Grievance, a request for a hearing, or a request for appeal is considered timely if received by the specified department/division listed in the grievance procedure below between the hours of 8:00 a.m. and 4:30 p.m. or if faxed, emailed or postmarked by 12:00 midnight on the due date.

The Employer and Employee may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the Grievance.

In the event the Grievance is not answered by the Employer within the time limits set forth in this Grievance Policy, the Employee may proceed to the next available step.

The time limits set forth in this Grievance Policy for purpose of the Employee's request for a hearing, or request for appeal in this Grievance Policy shall start based on the date the Grievance is received by the Human Resources Division.

The time limits set forth in this Grievance Policy for purposes of the Employers written determination and reply shall start based on the stamped "received", date on the Employee's written Grievance or request for appeal.

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Any issues involving the timeliness of a Grievance under this Grievance Policy shall be resolved by the County Administrator.

3. Communication

All correspondence from the Employer to the Employee shall be delivered via U.S. Postal Service to the Employee's most recent mailing address on file in the Human Resources Division.

4. Scheduling

The Employee shall be allowed time away from their work duties to meet with the Employer to discuss the matter that is subject of a potential Grievance. Once the formal written Grievance has been filed, the Employee shall use his or her available PTO for said meetings, and shall receive prior approval from the manager or Department Head for the time off.

5. Representation

The Employee shall have the right to representation by a person of the Employee's choosing at the Employee's expense at all stages of the Grievance Procedure, except that the Employee's representative shall not be a material witness to the Grievance matter.

6. Costs

Each Party shall bear its own costs for witnesses and all other out of pocket expenses, including attorney fees, investigation, preparing, presenting, or defending a Grievance.

The professional fee and any mileage, hotel, or meal accommodations for the Impartial Hearing Officer shall be paid by the Employer.

Costs associated with transcription of a digital recording of a hearing are described under Hearings.

7. Role and Appointment of Impartial Hearing Officer

The Impartial Hearing Officer shall be selected by the County Administrator based upon the nature of the matter in dispute.

For the purposes of this Grievance Policy, the role of the Impartial Hearing Officer shall be to define the issues, identifying areas of agreement between the Parties and identifying the issues in dispute, to hear the Parties' respective arguments and to render a written decision.

8. Hearing

All hearings shall be closed to the public.

All hearings shall be digitally recorded. It shall be at the sole discretion of the Impartial Hearing Officer to determine whether the digital recording of the hearing

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shall be transcribed. The Hearing Officer shall make the determination on the issue of transcription in a pre-hearing meeting with the Parties or in a written order to the Employer. The determination for the Hearing Officer on the issue of transcription is final and non-appealable. In the event the Hearing officer determines that the digital recording of the hearing shall be transcribed, the Employer shall be responsible for the production and cost of the transcript and provide a copy of the transcript without charge to the other Party. In the event the Hearing Officer determines that the hearing shall not be transcribed, the Employee or Employer may have the digital recording of the hearing transcribed at its own expense, and shall provide a copy of the transcript without charge, to the other Party.

The Employer or the Employee may, at any time prior to the hearing, propose to settle the grievance. Any proposed settlement shall be approved by the County Administrator on behalf of the Employer before it shall be considered final and binding on the Employer. Any final settlement shall be binding on both Parties and shall not be grievable or appealable.

There shall be no pre-hearing discovery.

The Employee and the Employer shall exchange a list of witnesses each party intends to call at the hearing and any documents and exhibits each party intends to introduce at the hearing no less than ten (10) days before the hearing.

The Employee and the Employer shall each provide a copy of their respective witness list, documents and exhibits to the Impartial Hearing Officer. No witness, exhibit or document which was not identified or exchanged by a Party may be introduced absent a written finding by the Impartial Hearing Officer that there was excusable neglect for the failure of the party to identify a witness or document within the deadline for exchanging witness lists or documents.

Each Party may file a pre-hearing statement of no more than two (2) typed written single space pages outlining its position relative to any issues related to the Grievance. The Impartial Hearing Officer may not serve as a mediator nor make any attempt to mediate the dispute.

The Employee shall call witnesses and present testimony and exhibits that are relevant to the Grievance first. The Employee may call one or more Employer witnesses in the Employee's case and question the Employer witnesses with leading questions. At the close of the Employee's case, the Employer shall call its witnesses and present testimony and exhibits that are relevant to the Grievance. The Employer may call the Employee adversely during its case and question the Employee with leading questions. The Parties may cross-examine witnesses presented by the other Party. Cross-examination shall be limited to ten (10) minutes per witness unless this time period is extended by the Impartial Hearing Officer.

The Impartial Hearing Officer is not bound by the rules of evidence and may admit all evidence that the Impartial Hearing Officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence. The Impartial Hearing Officer shall recognize the rules of privilege. The Impartial Hearing Officer may not base any finding or conclusion based solely on hearsay evidence.

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During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary.

After the Employee and the Employer have finished introducing evidence, the Impartial Hearing Officer shall close the record. The Parties shall have no right to file post-hearing briefs or position statements. However, the Impartial Hearing Officer may require the parties to file post-hearing briefs and replies.

9. Appeal

The appeal shall be considered by the County Board in closed session pursuant to 19.85 (1)(b) unless the Employee requests, in writing, for the appeal to be heard in open session.

Representatives of the Employee and Employer may attend the closed session, except for the deliberation of the County Board.

The Department of Administration shall send a copy of the agenda to the Employee, and the Employee's representative, if applicable, highlighting the appeal.

The County Board shall require a majority vote to uphold, modify, or reverse the decision of the Impartial Hearing Officer.

d. Grievance Procedure for Employee Discharge and Employee Discipline

1. Step 1 – Settle Matter Informally

An earnest effort shall be made to settle the matter informally between the aggrieved Employee and the Employee's immediate Supervisor and/or Department Head.

If the Grievance is not resolved informally, it shall be reduced to a Grievance in writing by the Employee on the Grievance Form. The Employee shall submit a completed Grievance Form to the Department Head with a copy to the Human Resources Division.

The Department Head shall either deny or sustain the Grievance in writing to the Employee. The Department Head shall promptly provide a copy of his or her written determination to the Human Resources Division.

Time Limit: If the Employee does not submit a written Grievance to the Department Head within ten (10) days of the event(s) giving rise to the Grievance or the date upon which the employee should have first known of said event(s), the Grievance shall be deemed waived. The Department Head shall either deny or sustain the Grievance in writing to the employee within ten (10) days of receipt of the written Grievance.

2. Step 2 – Request a Hearing before an Impartial Hearing Officer

If the grievance is not settled at Step 1, the Employee shall file a completed Request for Hearing Form to the County Administrator with a copy to the Human Resources Division requesting a hearing before an Impartial Hearing Officer.

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Time Limit: If the Employee does not submit a completed form requesting a hearing before an Impartial Hearing Officer to the County Administrator within ten (10) days of the Department Head's Decision, the Grievance shall be deemed waived.

If timely requested, the hearing shall be scheduled as soon as possible following the Employer's receipt of the Employee's request for hearing.

The Impartial Hearing Officer shall determine whether the Departments Head's decision was arbitrary, capricious or not supported by the facts presented. At the conclusion of the hearing, the Impartial Hearing Officer shall render a written decision indicating the reasons for one of four decisions:

1. Sustaining the Discipline/Discharge,
2. Modifying the Discipline/Discharge,
3. Denying the Discipline/Discharge, or
4. Recommending additional investigation prior to final determination. In cases where the Hearing Officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing shall be scheduled. The Impartial Hearing Officer shall have the power to order a reasonable "make whole" remedy.

The Impartial Hearing Officer shall render a written decision to the Employer and Employee within fifteen (15) days from the date of the hearing. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings and, if the Grievance is sustained, a reasonable "make whole" remedy for the Employee.

Burden of Proof: Except in a grievance involving Discharge of an Employee that is subject to Wis. Admin. Code Chap. DHS 5, the Employee bears the burden of proof by clear, convincing and satisfactory evidence that the County's decision to Discipline/Discharge the Employee was arbitrary and capricious. If the Employee does not satisfy this burden of proof, the Impartial Hearing Officer shall deny the Grievance.

3. Step 3 – Appeal the Decision of the Impartial Hearing Officer to the County Board

The Employer or Employee may appeal the decision of the Hearing Officer to the County Board. The decision of the County Board shall be final and binding upon the Parties.

The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.

Time Limit: The Employee or Employer may request a review by the County Board by filing a written request with the County Administrator within fourteen (14) days of the written decision of the Hearing Officer. The written request shall set forth in detail the reasons for the appeal. The non-appealing party shall have fourteen (14) days to submit a reply to the detailed request for review. Once the request for

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review and reply are received, the review shall be scheduled as an item on the agenda of the County Board's next regularly scheduled meeting. If not timely submitted, the request to appeal shall be dismissed.

Level of Review: The County Board shall review only the written decision of the Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

a). Did the Impartial Hearing Officer follow a fair and impartial process?

b). Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer?

c). Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?

d). Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above questions, the County Board may uphold, modify, or reverse the decision of the Impartial Hearing Officer.

The County Board shall deliver a written decision to the Employee and the Employer no later than seven (7) days from the date of the Chippewa County Board Meeting. The written decision shall contain:

a). A statement of the issues,

b). Findings, along with an explanation as to why any findings differ from the Impartial Hearing Officer; and

c). A remedy along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

e. Grievance Procedure for Workplace Safety

1. Step 1 – Notify Supervisor/Department of Issue or Incident

Any employee who personally identifies, or is given information about, a workplace safety issue or incident shall notify his/her Supervisor/Department Head of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, shall be reported.

An Employee shall not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the Employee has first reported the condition to the immediate Supervisor/Department Head in writing on the Safety Concern Reporting Form located on the Employee Portal, and promptly send a copy to the Human Resources Director. Any workplace safety incident or issue shall be reported by an Employee within twenty-four (24) hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

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Time Limit: Upon receiving notice of an alleged Workplace Safety violation from an Employee, the Department Head shall have ten (10) days in which to investigate the condition and advise the Employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and no corrective action shall be taken; or (b) corrective action shall be taken in accordance with law to address the condition.

2. Step 2 – File a Grievance with the Human Resources Division

If the workplace safety issue is not resolved during Step 1, an employee may initiate a Grievance relating to workplace safety by completing an Employee Workplace Safety Grievance Form located on the Employee Portal. The Employee shall submit a completed Form to the Human Resources Division.

Time Limit: If the Employee does not submit a written Grievance to the Human Resources Division within ten (10) days of the Department Head's written determination, the Grievance shall be deemed waived. The Human Resources Division shall either deny or sustain the Grievance in writing to the Employee within ten (10) days of receipt of the written Grievance. The Human Resources Division shall retain a copy of the written determination.

3. Step 3 – Appeal the Decision and Request a Hearing before an Impartial Hearing Officer

The employee may appeal the findings and conclusions of the Human Resources Division and file a completed Request for Hearing Form to the County Administrator requesting a hearing before an Impartial Hearing Officer.

Time Limit: If the Employee does not submit a completed Request for a Hearing Form before an Impartial Hearing Officer to the County Administrator within ten (10) days of the Human Resources Division's written determination, the Grievance shall be deemed waived. If timely requested, the hearing shall be scheduled as soon as possible following receipt of the request for hearing.

At the conclusion of the hearing, the Hearing Officer shall record one of three outcomes:

a). Sustaining the conclusions of the Human Resources Division,

b). Denying the conclusions of the Human Resources Division and ordering additional or alternative remedial measures, or

c). Recommending additional investigation prior to final determination. In the event the Hearing Officer recommends additional investigation, a second, follow-up hearing shall be scheduled at the conclusion of the additional investigation.

The Impartial Hearing Officer shall render a written decision to the Employer and Employee within fifteen (15) days from the date of the hearing. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings and, if the Grievance is sustained, a reasonable remedy.

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Burden of Proof: The Employee shall bear the burden of proof to persuade the Impartial Hearing Officer by clear, satisfactory, and convincing evidence that a workplace safety violation has been committed.

4. Step 4 – Appeal Decision of Hearing Officer to the County Board

The Employer or Employee may appeal the decision of the Hearing Officer to the County Board. The decision of the County Board shall be final and binding upon the Parties.

The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.

Time Limit: The Employee or Employer may request a review by the County Board by filing a completed Request for Appeal Form located on the Employee Portal with the County Administrator within fourteen (14) days of the written decision of the Hearing Officer. The request shall set forth in detail the reasons for the appeal. The non-appealing Party shall have fourteen (14) days to submit a reply to the detailed request. Once the request for review and reply are received, the review shall be scheduled as an item on the agenda of the County Board's next regularly scheduled meeting. If not timely submitted, the request to appeal shall be dismissed.

Level of Review: The County Board shall review only the written decision of the Hearing Officer, the reasons for the appeal and the reply. The role of the County Board, in reviewing the decision of the Impartial Hearing Officer, is to address the following questions:

a). Did the Impartial Hearing Officer follow a fair and impartial process?

b). Is there evidence of corruption, fraud or misconduct by the Impartial Hearing Officer?

c). Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?

d). Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above questions, the County Board may uphold, modify, or reverse the decision of the Impartial Hearing Officer.

The County Board shall deliver a written decision to the Employee and the Employer no later than seven (7) days from the date of the Chippewa County Board Meeting. The written decision shall contain:

a). A statement of the issues;

b). Findings, along with an explanation as to why any findings differ from the Impartial Hearing Officer; and

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c). A remedy along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

(Section 58 adopted by the County Board 12/11/18)

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CHAPTER 7 – HEALTH, SAFETY AND SECURITY

Chippewa County's Human Resources Division is responsible for the administration and management of the County Safety Program.

Chippewa County's responsibility is to provide and maintain a healthy, safe, secure, and prosperous environment in the workplace. We believe that all incidents are preventable and insist that all employees use safe work practices and procedures provided to them to prevent incidents from occurring. Employees are required to report unsafe or hazardous conditions in the workplace immediately.

Chippewa County shall abide by and be in compliance with all safety rules, regulations, and programs as prescribed by the Wisconsin Department of Safety and Professional Services (DSPS). This includes but is not limited to safety policies, right to know, reporting requirements, emergency response and procedures, and other written safety programs. Chippewa County shall maintain current safety policies and procedures that are available to all employees and provide periodic and required training on safety programs and incident prevention.

Chippewa County and its employees are required to abide by local, state, and federal laws pertaining to workplace safety.

59. Right to Know and Hazardous Chemicals

a. Purpose

All employees, under the Wisconsin public employee Right-To-Know Law (Wis. Stats. §§ 101.58 – 101.59), have the right to information about any hazardous chemical or substance that is used in their workplace.

b. Information Available

1. The identity of any toxic substances and infectious agents an employee works with, is likely to come into contact with, or has been exposed to.

2. A description of the hazardous effects of the toxic substances.

3. Handling precautions for toxic substances.

4. Procedures for emergency treatment in the event of over-exposure

This information is contained in Safety Data Sheets (SDS), which the County collects on each chemical product used. SDS are made available to each department through an online SDS management system and a copy may be requested from the Human Resources Division.

c. Rights

The County may not refuse a request for information nor may an employee be discharged or discriminated against for exercising this right.

(Section 59 adopted by the County Board 1/8/19)

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60. Tobacco Use

a. Purpose

To protect the environment, public health and comfort by prohibiting smoking and use of smokeless tobacco products in County facilities and vehicles. Numerous studies have found that tobacco smoke is a major contributor of indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy non-smokers, including heart disease, stroke, respiratory disease, and lung cancer.

b. Definitions

1. "Smoking" means to burn tobacco, to burn a tobacco substitute, to use or inhale smoke produced by a tobacco product, or to use or inhale any substance produced by a tobacco substitute, whether by means of a cigar, cigarette, electronic cigarette, vape, water pipe, or any other instrument.

2. Smokeless tobacco is used when someone places, maintains or chews, within their mouth, smokeless tobacco products.

c. Prohibited Conduct

1. There shall be no smoking in any enclosed County building, as provided in Wis. Stat. §101.123(2) (8r).

2. There shall be no smoking or use of smokeless tobacco products on County property, or in vehicles that are owned, leased or rented by Chippewa County. The County Parks are an exception; smoking is permitted on the County park property unless signs indicate otherwise, typically in a County park building.

3. It is unlawful to remove, deface or destroy any legally required "No Smoking" sign or to smoke in any place where such sign is posted.

(Section 60 adopted by the County Board 1/8/19)

61. Drug and Alcohol Free Workplace

a. Purpose

To maintain a workplace free from the effects of drugs and alcohol. The County declares any Chippewa County property, buildings or vehicles to be drug and alcohol free. Any employee violating this Policy is subject to discipline, up to and including discharge.

b. Alcohol Free Workplace

Alcoholic beverages are not allowed in any building, on County property or vehicle owned, leased or rented by Chippewa County at any time with the exception of the storage of alcohol as evidence in the Sheriff's Department.

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c. Drug Free Workplace

All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, being under the influence of, or using a controlled substance in the workplace.

d. Use of Prescription Medication

This Policy does not prohibit an employee from using a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor, job performance and ability to safely perform all job duties, it is the employee's responsibility to notify his or her immediate supervisor if he or she is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs shall be given under medical supervision and may not interfere with the safety and performance of job duties.

e. Drug-Related Convictions

Any employee convicted of violating a Wisconsin or Federal Criminal Drug Statute in the workplace shall inform the County of such conviction (including a plea of guilty and nolo contendere) within five (5) days of the conviction occurring. Failure to inform the County may subject the employee to disciplinary action, up to and including discharge. When the federal government requires a County to notify the federal contracting office of an employee's drug conviction in a workplace, the County shall provide such notification to the federal contracting office within ten (10) days of receiving such notice of conviction from an employee or otherwise receiving notice of such conviction.

(Section 61 adopted by the County Board 1/8/19)

62. Drug and Alcohol Testing

a. Purpose

The County has a vital interest in maintaining a safe, healthy, and productive working environment for its employees. Chippewa County employees are prohibited from possessing, distributing, selling, or working under the influence of drugs or alcohol, which can be a serious safety risk to themselves, to other employees, or to the general public.

The Department of Transportation (DOT) and the Federal Highway Administration (FHWA) issued Federal Regulations (49 CFR Parts 40 and 382) implementing provisions of the federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substance testing of drivers who are required to have a commercial driver's license (CDL) and details testing procedures for employees in safety-sensitive positions.

In order to further the County's goal of maintaining a drug and alcohol free workplace, the County has implemented a drug and alcohol testing policy. County positions that require a CDL or are classified as a safety-sensitive position require specific forms of drug and alcohol testing. All County employees may be subject to testing based on a reasonable suspicion of use.

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b. Testing Requirements Defined

To assist the County in preventing employees from using illegal drugs, alcohol and controlled substances at all County work sites, drug and alcohol testing shall be administered under the following conditions:

1. Pre-Employment

a). The following position applicants are subject to Pre-Employment drug and alcohol testing as outlined in the job description:

1. All positions that are required to hold and maintain a valid Commercial Driver's License (CDL).

2. All Sherriff Department positions that are in "safety-sensitive" positions as defined under DOT Rule 49 CFR Part 40.

b). Applicants for employment subject to Pre-Employment testing shall be notified orally of the County's policy requiring Pre-Employment testing and the offer of employment shall be contingent upon the applicant submitting to a drug and alcohol test. The County shall deny employment to any applicant who tests positive for illegal drugs or a Blood Alcohol Content (BAC) result of .02 BAC or higher.

c). The County shall presume a positive test result if an applicant refuses to be tested.

2. Reasonable Suspicion

a). All employees shall be required to undergo a drug and/or alcohol test if the County has reason to believe the employee is using drugs or is under the influence of or impaired by alcohol.

b). If an employee suspects that another employee at work is under the influence of drugs and/or alcohol, the employee shall notify their supervisor or the Human Resources Division immediately.

c). When possible, the reasonable suspicion circumstance should be witnessed by two (2) or more supervisors who have received training in the detection of probable drug or alcohol use through observations.

d). The reasonable suspicion determination shall be documented by using the Reasonable Suspicion Check List Form located on the Employee Portal and submitted to the Human Resources Division immediately.

e). Indicators that an employee may be under the influence of drugs and/or alcohol include, but are not limited to:

1. Direct observation of physical symptoms or use.
2. The smell of drugs or alcohol on breath or person.
3. Evident physical impairment such as slurred speech or lack of coordination.
4. Information deemed reliable by the County from a source deemed credible by the County.
5. Conviction for the use, possession, or purchase of illegal drugs.

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6. An excessive number of unexplained absences or tardiness.
7. A sudden or uncharacteristic and unexplained decline in productivity or performance.

f). If reasonable suspicion exists and a decision is made to require testing, the Human Resources Division shall notify the collection site that an employee is being escorted to the site for Reasonable Suspicion testing.

g). The employee required to undergo a Reasonable Suspicion test shall be driven, or escorted to the collection site by the employee's direct supervisor and (if possible) another supervisor or manager. The employee shall not be allowed to return to work until the results of the drug and/or alcohol test are received. Upon completion of the drug and/or alcohol test, arrangements shall be made for a spouse, family member, or friend to safely drive or escort the employee home. If none are available, the supervisor shall arrange for a taxicab to transport the employee to his or her home at the employee's expense. If the employee rejects the alternatives, the supervisor shall take measures as deemed appropriate to prohibit the employee from driving his or herself home.

h). An employee shall submit to testing when requested to do so by the County. The County shall presume a positive test result if an employee refuses to be tested upon reasonable suspicion.

i). Chippewa County managers shall be trained on Reasonable Suspicion indicators/standards every two (2) years and training shall be coordinated by the Human Resources Division.

3. Post-Accident

Post-Accident drug and alcohol testing shall be required only for accidents involving commercial motor vehicles as defined in this section.

a). CDL drivers and Sheriff's Department employees that are in "safety-sensitive" positions as defined under DOT Rule 49 CFR Part 40 shall be required to undergo Post-Accident drug and alcohol testing following an occurrence involving a commercial motor vehicle operating on a public road in commerce if any of the following occur, as defined in the Table below:

Table for §382.303(a) and (b)

Type of accident involved	Citation issued to the CMV driver	Test shall be performed by employer
i. Human fatality	YES NO	YES YES
ii. Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
iii. Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

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b). Post-Accident drug and alcohol testing after an accident involving a commercial motor vehicle which requires that a urine drug specimen shall be collected (as defined above), shall be done so within thirty-two (32) hours of the accident. If a specimen cannot be collected in thirty-two (32) hours, the reasons and all attempts made shall be documented and submitted to the Human Resources Division.

c). Post-Accident drug and alcohol testing after an accident involving a commercial motor vehicle which requires that a breath alcohol specimen shall be collected (as defined above), shall be done so within eight (8) hours of the accident. If the specimen cannot be collected within the first two (2) hours, the reasons and all attempts made shall be documented and submitted to the Human Resources Division. Attempts shall be made to collect the specimen within the proceeding six (6) hours. If the specimen cannot be collected within the proceeding six (6) hours, the reasons and all attempts made shall be documented and submitted to the Human Resources Division. No further attempts may be made to obtain the specimen.

d). If the employee requires medical attention, necessary medical attention shall not be delayed in order to collect the required specimen(s).

e). Employees required to undergo a Post-Accident test shall be allowed to return to work prior to the County receiving results, if the County is satisfied that the employee does not present an immediate danger to themselves or others. If the County is not satisfied that the employee does not pose an immediate danger to themselves or others, the employee shall not be allowed to return to work until test results are received by the County.

f). An employee shall submit to testing when requested to do so by the County. The County shall presume a positive test result if an employee refuses to be tested as required under Post-Accident.

4. Random

a). All employees that are required to hold and maintain a valid Commercial Driver's License (CDL) shall be subject to Random drug and/or alcohol testing. Quarterly, the County conducts unannounced drug and/or alcohol testing on a random selection of its CDL holders in compliance with the Federal Motor Carrier Safety Administration (FMCSA) guidelines.

b). Upon notification of his or her selection for Random drug and/or alcohol testing, the employee shall proceed to the collection site immediately. The employee shall report back to their scheduled work area after completion of the drug and/or alcohol testing.

c). All time spent driving to, during and from the Random test shall be recorded as work time.

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c. Collection Procedures

1. A medical center designated by the County shall collect the sample(s) for testing utilizing the chain of custody procedures protecting the sample(s) identity. The County shall designate the laboratory that shall conduct testing. All testing shall be at the County's expense.

2. When an applicant or employee is required to submit to a drug and/or alcohol test, the individual shall be instructed when and where to report for the specimen to be collected. The applicant or employee shall be required to bring and present valid picture identification.

3. Urine samples shall be collected and used for drug testing. Urine samples shall be given in private, unless there is reason to believe that the individual has altered or substituted samples. In such circumstances, the individual may be required to give a second sample under direct supervision by a representative from the drug testing facility.

4. Breath samples may be used for alcohol testing.

5. Employees who are required to undergo a Reasonable Suspicion or Post-Accident test during their normally scheduled work hours shall use accrued Paid Time Off (PTO) for all time associated with the test if the results are positive. If the employee does not have PTO, the time shall be unpaid. If the test results are negative, all time associated with the testing that occurs during the normally scheduled work hours shall be considered work time and paid by the County.

6. If an employee refuses to submit to any required drug and/or alcohol test, the County shall presume a positive test result and the employee shall be subject to disciplinary action up to and including discharge.

d. Test Results and Employment Status

1. The results of the drug and/or alcohol testing shall be sent directly to the Human Resources Division.

2. The County shall deny employment to any applicant who tests positive for illegal drugs and/or a breathe alcohol test result of .02 BAC or higher.

3. All employees with a confirmed positive illegal drug test shall be discharged from employment.

4. All employees with a confirmed breathe alcohol tests where the Blood Alcohol Content (BAC) result is .02 BAC to .39999 BAC, may not return to work for 24 hours post results. The employee may also be subject to disciplinary action, up to and including discharge.

5. All employees with a confirmed breathe alcohol tests where the Blood Alcohol Content (BAC) result is .04 BAC or higher, shall be discharged from employment.

6. All employees testing positive for drugs or alcohol shall be advised of the available resources for evaluation and treatment including the names, addresses, and

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telephone numbers of Substance Abuse Programs, counseling and/or treatment programs. An employee who is discharged from employment due to a positive drug or alcohol test, may be reconsidered for employment, if there is a vacancy, upon successful completion of Substance Abuse Program, a mutually agreed upon number of negative drug and alcohol test results and a mutually agreed upon timeframe.

7. In the event any sample taken is found to be invalid or unreliable due to circumstances unrelated to the conduct of the employee or applicant, the employee or applicant may be required to provide a new sample for testing at the expense of the County.

8. In the event any sample taken is found to be invalid or unreliable due to circumstances related to the employee or applicant's conduct, the employee may be disciplined up to and including discharge or the applicant shall be denied employment.

e. Confidentiality

All test-related information, including the results of the drug and/or alcohol test, shall be treated as confidential information.

(Section 62 adopted by the County Board 1/8/19)

63. Conceal/Carry

Employees may not, at any time while on any property owned, leased or controlled by Chippewa County, possess or use any weapon, except for law enforcement personnel, and except as provided in Wis. Stat. §175.60(15m). Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person.

The conceal and carry prohibition policy does not apply to an individual who, within the normal scope of the individual's employment, is required to use a device that is, or would be considered, a weapon and who is authorized to use such a device by the employee's department head or by the department head in which the device is used (i.e. law enforcement or as define in Wis. Stat. §175.60(15m)).

(Section 63 adopted by the County Board 1/8/19)

64. Workplace Bullying

a. Purpose

The County is committed to providing a workplace that is free from bullying. All employees have a right to work in an environment free from bullying, and to be treated with dignity and respect. All managers and supervisors are responsible for actively intervening to prevent and stop bullying behavior that is occurring in their workplaces, whether or not a complaint is received.

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b. Definition

1. "Bullying" means repeated, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

2. Bullying includes conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests. The following list may be considered bullying behavior. This list is not intended to be exhaustive:

a). Staring, glaring or other nonverbal demonstrations of hostility;
b). Exclusion or social isolation in the workplace;
c). Excessive monitoring or micro-managing;
d). Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
e). Being held to a different standard than the rest of an employee's work group;
f). Consistent ignoring or interrupting of an employee in front of co-workers;
g). Personal attacks (angry outbursts, excessive profanity, or name- calling);
h). Encouragement of others to turn against the targeted employee;
i). Sabotage of a co-worker's work product or undermining of an employee's work performance;
j). Stalking;
k). Invasion of another's person's personal space or personal property;
l). Unreasonable interference with an employee's ability to do his or her work;
m). Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;

3. The County does not consider the following behaviors bullying:

a). Reasonable management practices, including performance management and disciplinary procedures;
b). A direction to carry out reasonable duties and instructions; and
c). A direction to comply with Chippewa County's policies, procedures, or department work rules.

c. Reporting

Employees who believe they have experienced conduct that violates this policy, or who have concerns about such matters, should report their complaints verbally or in writing to their supervisor, Department Head, or the Human Resources Division.

(Section 64 adopted by the County Board 1/8/19)

65. Workplace Violence

a. Purpose

Chippewa County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence shall not be tolerated. Anyone engaging in violent behavior shall be subject to discipline, up to and including discharge, and may also be personally subject to other civil or criminal liabilities.

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Enforcement of this policy requires the combined efforts of all employees. Employees shall report any act of violence or any threat of violence to their supervisor. All such reports shall be fully investigated. Every effort shall be made to keep employees safe at work.

Supervisors, Managers and/or Department Heads shall take workplace violence concerns of employees seriously and trust the instincts of employees who are worried or fearful of another employee or customer. Bizarre, erratic, or aggressive employee/citizen behavior shall be brought to the attention of the Human Resources Director, except in the case of immediate/imminent danger when law enforcement shall immediately be notified. Swift corrective and/or disciplinary action shall be taken as necessary to stop aggressive behavior.

b. Workplace Violence Definition

Workplace violence is any act or threat (either verbal or implied) of physical violence, including intimidation, harassment, and/or coercion that involves or affects Chippewa County employees or occurs on Chippewa County property.

Acts or threats of violence include, but are not limited to, the following:

1. All threats or acts of violence that occur on Chippewa County property regardless of the relationship between Chippewa County and the parties involved in the incident.

2. All threats or acts of violence that occur off Chippewa County property and involves someone who is acting as a representative of Chippewa County.

Specific examples of conduct that may be considered threats, or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual.
3. The intentional destruction or threat of destruction of County property.
4. Harassing or threatening phone calls.
5. Harassing surveillance or stalking.
6. The suggestion or intimation that violence is appropriate.
7. Possession or use of firearms or weapons.

All employees and non-employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others.

Chippewa County's prohibition against threats and acts of violence applies to all Chippewa County employees, customers and contractors of the County and anyone else on Chippewa County property. Employees who violate this policy shall be subject to disciplinary action, up to and including discharge, as well as arrest and prosecution.

c. Reporting

Employees shall notify their supervisor whenever they witness, experience or become aware of an act or threat of workplace violence. ~~.~~ All suspicious individuals or activities shall be reported as soon as possible the employee's supervisor. As an alternative means

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of reporting threats or acts of violence, an employee may report such incidents to their Department Head, the Human Resources Division or the County Administrator. Employees who feel that they or their co-workers are in immediate or imminent danger should dial 911 to attain assistance from law enforcement.

A supervisor who receives an employee report of workplace violence, or who has knowledge of a situation that may affect the security of Chippewa County, employees or its assets shall report such information to their Department Head. The Department Head shall verbally inform the Human Resources Director, complete a confidential written memorandum, and submit the written memorandum to the Human Resources Director. The written memorandum should include:

1 A detailed description of what happened, where it happened, and when it happened.

2. Identity of persons reporting or witnessing the incident.

3. How the matter was resolved.

4. Suggestions for minimizing the reoccurrence of this incident.

5. While every effort shall be made to keep reports and records made pursuant to this policy confidential, such reports and records may be subject to public disclosure under the Open Records Law.

Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith are in violation of this policy. Anyone who engages in or assists in such retaliatory actions shall be subject to disciplinary action up to and including discharge.

d. Investigation of Reports

The Human Resources Director shall receive, evaluate, interview and respond to reports of workplace violence with the assistance of appropriate parties, which may include the County Administrator, Corporation Counsel and/or the local Law Enforcement Agency.

Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation or who give false information shall be subject to disciplinary action, up to and including discharge.

It is the policy of Chippewa County to investigate reports of all acts of workplace violence that occur on County property or against an employee acting in their capacity as an employee. While every effort shall be made to keep the identities of individuals who report acts of workplace violence and records made pursuant to this policy confidential, such reports and records may be subject to public disclosure under the Open Records Law. To maintain workplace safety, the County may place an employee on administrative leave pending an investigation.

(Section 65 revised and approved by the County Board 1/8/19)

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66. Discrimination, Harassment and Retaliation Free Workplace

a. Purpose

The County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment and retaliation. Therefore, the County expects that all relationships among persons in the workplace shall be business-like and free of bias, prejudice and harassment.

The County has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The County shall make every reasonable effort to ensure that all employees are familiar with these policies and are aware that any discrimination, harassment or retaliation complaint shall be investigated and resolved appropriately.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected status, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the County prohibit disparate treatment on the basis of sex or any other protected status, with regard to terms, conditions, privileges and perquisites of employment.

b. Equal Employment Opportunity

It is the policy of the County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital or domestic status, citizenship, national origin, genetic information, or any other characteristic protected by law. The County prohibits any such discrimination or harassment.

c. Retaliation

The County encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the County to promptly and thoroughly investigate such reports. The County prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

d. Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.

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2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

1. Unwanted sexual advances or requests for sexual favors

2. Sexual jokes and innuendo

3. Verbal abuse of a sexual nature

4. Commentary about an individual's body, sexual prowess or sexual deficiencies

5. Leering, whistling or touching

6. Insulting or obscene comments or gestures

7. Display in the workplace of sexually suggestive objects or pictures

8. Other physical, verbal or visual conduct of a sexual nature

e. Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment may be verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital or domestic status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

f. Individuals and Conduct Covered

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the County (e.g., an outside vendor, consultant or customer).

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Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

g. Reporting an Incident of Harassment, Discrimination or Retaliation

The County encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Department Head, the Human Resources Director or any member of the Human Resources Division. See the complaint procedure described below.

In addition, the County encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The County recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures.

h. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Human Resources Director or any member of the Human Resources Division.

The County encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation shall be investigated promptly and typically by the Human Resources Director or designee. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The County will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including discharge. Acts of retaliation should be reported immediately and shall be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation shall be dealt with appropriately. Responsive action may include, for example, training, referral to EAP, referral to counseling or disciplinary action up to and including discharge.

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False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject to disciplinary action, up to and including discharge.

(Section 66 revised and adopted by the County Board 1/8/19)

67. Safety and On-The-Job Accidents

a. Purpose

To provide safe working conditions and maintain continuity of employment.

b. Employee Responsibility

Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations, suggestions, and criticisms of unsafe conditions to their immediate supervisor, Department Head or the Human Resources Division so that they may be corrected.

c. Department Head Responsibility

Department Heads are responsible for the working conditions within their department. A Department Head should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or participate in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to exist.

d. Safety Workgroup Meetings

Chippewa County encourages employee involvement in any of the department or location relevant County-wide safety workgroups. The workgroups shall recommend and/or review procedures and actions to be taken to prevent injuries, fires, security issues and other emergencies. Decisions and recommendations shall be communicated via the workgroup safety meetings.

e. Injuries

All employees are required to immediately report all occupational illnesses or injuries to the Trifecta Frist Report Hotline at (888) 589-6492 and their supervisor within 24-hours, no matter how minor~~, and complete an occupational illness or injury form~~. Refer to the policy on Leaves-Workers' Compensation for more information on the reporting requirements.

(Section 67 adopted by the County Board 1/8/19)

68. Fitness for Duty

a. Purpose

For employees, fitness for duty means being able to perform the essential duties of their job in a safe, appropriate, and effective manner. The purpose of this policy is to provide a consistent means of evaluating employees in determining that the physical and mental

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health of an individual allows them to complete assigned duties in a safe and reliable manner.

b. Introduction

Primary responsibility for fitness for duty rests with the employee. Being fit for duty means reporting to work mentally and physically fit to work safely, responsibly, productively, and reliably.

Supervisors shall ensure that employees under their supervision are aware of and held responsible for FFD (fitness for duty). If an employee fails to take personal responsibility for FFD, the supervisor shall contact the Human Resources Division to discuss a FFD evaluation. A management request for FFD evaluation may be appropriate when:

1. The employee identifies a medical condition as a cause of a performance problem.

2. Unsafe behavior is observed that is not typical of the employee.

3. There is a documented concern about whether the employee can work in a safe and reliable manner.

4. There is reasonable suspicion of substance abuse.

5. There is a management concern about excessive use of absences that are medical in nature.

6. Return to work after surgery, illness, etc.

7. Pre-employment (new hire, transfer, etc.)

A FFD exam may also be required for an employee who is returning from a medical leave of absence or work related injury prior to their return to work.

NOTE: The FFD process is not a substitute for using performance guidance and counseling or, the disciplinary process. Supervisors shall address performance problems through the performance review process or by implementing corrective or disciplinary action despite the existence or possibility of medical issues. Managers should consult with the Human Resources Division for guidance in these situations.

c. Procedures

When a supervisor determines that a FFD evaluation may be necessary, they should contact the Human Resources Division for consultation. The supervisor shall submit a written FFD request to the Human Resources Division in a written memorandum format. The written memorandum shall include the following information:

1. Reason for requesting a FFD evaluation.

2. Background information, concerns, and a chronological sequence of events leading to the request for the FFD exam.

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3. All documented observations, interactions, and concerns regarding fitness for duty. Documentation shall be accurate, timely, specific, and objective. Supervisors should include times, dates, locations, names of employees involved and specific statements and actions.

4. Factual information concerning conduct and performance and a record of all actions taken.

5. Avoid documenting assumptions, vague generalities and hearsay.

6. A list of the essential functions of the employee's job description

7. A description of how the essential functions are adversely affected by the worker's conduct.

8. Attach a copy of the employee's job description.

Upon review of the FFD request memorandum, the Human Resources Division shall make a determination as to whether the FFD request is appropriate, or if the concern of the Supervisor can be resolved without initiating a FFD evaluation. Follow up by the Human Resources Division could include, but is not limited to, any of the following: functional capacity evaluation, medical evaluation, referral to EAP, removal from job/alternate employment, return to previous duties, or request for further information from supervisor and/or medical providers.

In the event the Human Resources Division determines that the FFD assessment is appropriate, a member of the Human Resources Division, the Department Head, and the supervisor shall meet with the employee to inform them of the concern. Human Resources shall forward the FFD request memorandum to the appropriate medical provider, and schedule an evaluation.

In urgent medical situations, a supervisor may make the decision to remove an employee from work for an immediate medical evaluation, (such as bringing them to Urgent Care or ER) or make arrangements to transport the employee home. In cases where there is reasonable suspicion of drug/alcohol abuse, the supervisor shall contact the Human Resources Division immediately for assistance and instruction.

During a FFD evaluation, the medical provider shall review the information provided in the memorandum, and schedule an appointment for a FFD evaluation as determined by the medical provider. Following the review, the medical provider shall send their report of the FFD findings and an outline of any work restrictions, if applicable, to the Human Resources Division. A member of the Human Resources Division, the Department Head and the supervisor shall review the report to determine if reasonable accommodations can be achieved if necessary. If appropriate, the Human Resources Division, Department Head and Supervisor shall be responsible for assisting the employee in devising reasonable work assignments, modifications, or other accommodations.

(Section 68 revised and approved by the County Board 1/8/19; 10/08/19)

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69. Return to Work

a. Purpose

To promote and ensure the safe return of injured employees back into the work environment and enhance the mental and physical healing of the employee, thereby shortening the period of time an injured employee is off the job.

A Return to Work (RTW) program that modifies an employee's job duties within work recommendations of the treating health care provider(s) shall be administered by, and at the discretion of the Human Resources Division for any work or non-work injury/illness that affects the employee's ability to perform some or all of their normal work duties.

Modified or light duty tasks are those allowed by an employee's health care provider, with specific physical restrictions, and performed while an employee continues to heal from an illness or injury. Modified or light duty work can help to facilitate the County's mission by allowing departments to use physically injured staff to complete tasks that, in the absence of the employee, would not be accomplished. The RTW program places the employee in a "bridge job," with specific tasks and assigned duties within their medical restrictions. The modified job assignment is temporary, and the RTW program does not create positions to permanently accommodate a person with qualified disabilities.

b. Objectives

The goal and expectation of the RTW program is that the employee shall progressively return to work within full capacity and be able to perform their prior job at 100% without limitations.

The primary objectives of the RTW program are as follows:

1. Safely return employees to work as soon as possible.
2. Avoid deterioration in work skills due to prolonged absences from work.
3. Reduce the number of lost time incidents and total number of lost work days.
4. Reduce disability and medical treatment costs.
5. Maintain productivity without hiring temporary employees.
6. Rapid and efficient return of employees to their original jobs.
7. Maintain a high level of communication with employees to help reinforce management's commitment.

Modified or light duty work, including transfer to another department or division, may be provided when:

1. The work is productive.
2. The work is within the employee's medical restrictions as provided by a physician.
3. The work is within the employee's skill level.

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4. There is adequate capacity within the department or division to organize and supervise the work being performed.

Modified or light duty assignments are temporary, not to exceed 12 weeks, unless specifically approved by the Human Resources Division upon consultation with the affected department(s).

Temporary modified or light duty work shall be specific to the injured employee's limitations, and the availability of work within a department or division so as not to cause upheaval or restrict the day to day operation of the department or division.

Law enforcement officers participating in a temporary modified or light duty job shall be responsible to provide their own transportation and are not eligible to drive a squad car, whether marked or un-marked.

During periods of temporary modified or light duty work, the employee shall be compensated at the wage or regular rate of pay of the position they were in at the time of injury, regardless of the modified or light duty work performed.

Chippewa County specifically reserves all rights to administer this policy. This policy does not have permanent modified or light duty positions, nor shall it create positions to permanently accommodate a person with a disability.

c. Additional RTW Program Procedures:

1. In the event an employee refuses modified or light duty work and the work is within the employee's restrictions and the employee has the ability to perform the modified or light duty work available, Chippewa County is not obligated to provide an alternative assignment or work. The employee may be required to substitute PTO as determined by the Human Resources Division.

2. In the event an employee, who is recovering from a work related injury, refuses modified or light duty work that the employee has the ability to perform and that is within the employee's restrictions, the workers' compensation benefit or payment may be affected as determined by the workers' compensation carrier. The employee may be required to substitute PTO as determined by the Human Resources Division.

3. If an employee reports to modified or light duty work, the employee has an obligation to work within the restrictions provided by the physician. If a supervisor or designee unknowingly asks the employee to do a task outside of the restrictions, the employee is responsible for informing the supervisor of the restrictions and shall decline the task. The employee shall notify the Human Resources Division immediately.

4. Employees who do not improve while participating in the RTW program may be removed from the program.

5. Employees who have reached "end of healing" as established by a physician shall be removed from the RTW program.

6. Employees authorized to utilize the RTW program for non-work related injuries may remain on the program from a maximum of 12 weeks, but may be removed from

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the RTW program sooner at the discretion of the employee's Department Head or the Human Resources Division.

(Section 69 revised and approved the County Board 1/8/19)

70. ADA Accommodations

a. Purpose

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Chippewa County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the County's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

b. Procedure

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she shall be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation shall not be hired.

Chippewa County shall reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or if the accommodation creates an undue hardship to Chippewa County. Contact the Human Resources Division with any questions regarding accommodations. All accommodation requests shall be in writing and forms are available by contacting the Human Resources Division.

All employees are required to comply with the County's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace shall be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the County's ADA policy.

The Human Resources Division is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

(Section 70 adopted by the County Board 1/8/19)

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71. Breastfeeding / Lactation

a. Policy

Chippewa County supports the decision for mothers to breastfeed and is committed to enabling employees to maintain the breast feeding relationship. In keeping with this philosophy and in compliance with certain provisions of Section 7 of the Fair Labor Standards Act, Chippewa County shall take the following appropriate measures to facilitate breastfeeding and expression of milk by mothers of newborns less than one year of age:

1. Chippewa County shall provide reasonable break periods for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express milk.

   Mothers may use their paid break periods and/or unpaid lunch periods for breastfeeding or expression of milk. If the designated break periods are not adequate, or the scheduled break periods do not meet the needs of the mother, she should discuss scheduling options with her manager. If the normal break period provided to the employee is not enough adequate time, the mother may use compensatory time or PTO, in the smallest increment of 15 minutes.

2. Chippewa County shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

   When requested by the employee or department, the Human Resources Division shall work with the employee and department to determine individual space options, which may be the employee's office or another space temporarily created or converted into a space for expressing milk.

3. Employees shall be expected to provide their own equipment and storage.

(Section 71 adopted by the County Board 1/8/19)

72. Surveillance Camera

a. Purpose and Scope

Chippewa County operates a system of surveillance cameras for the purpose of creating a safer environment for all those who live, work and visit the county. This policy explains the purpose of the cameras and provides guidelines for their operation and for the storage of captured images.

b. Policy Statement

Cameras may be placed in strategic locations throughout the Government Center Campus and other County owned facilities. These cameras may be used for detecting and deterring crime, to safeguard against potential threats from the public, to manage emergency response situations, and to monitor the use of publicly owned buildings, facilities and operations.

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c. Monitoring

Images from fixed cameras shall be streamed/recorded on a 24-hour basis every day of the week. Only authorized and trained employees are allowed to access recorded images. When activity warranting further investigation or review is reported or detected at any camera location, the authorized employee may selectively view the appropriate camera and relay any available information to law enforcement or other employees as necessary to appropriately respond to the situation.

Recorded images may be used for a variety of purposes, including but not limited to:

1. Assist in criminal investigations.
2. Monitor activity around high-value or high-threat areas.
3. Assist in identifying, apprehending and prosecuting offenders.
4. Assist in gathering evidence for criminal and civil court actions.
5. Help emergency services personnel maintain public order.
6. Monitor pedestrian and vehicle traffic activity.
7. Assist in providing effective public services.
8. Review suspicious behavior.

d. Training

Employees involved in monitoring cameras shall be appropriately trained by the Information Technology Division or designee prior to being provided access to the camera system.

e. Prohibited Activity

Surveillance monitoring shall be conducted in a professional, ethical and legal manner at all times. The surveillance system shall not be used to invade the privacy of individuals or look into private areas or areas where the reasonable expectation of privacy exists. All reasonable efforts shall be taken to protect these rights. Surveillance monitoring shall not be used to harass, intimidate or discriminate against any individual or group.

f. Review or Release of Recorded Images

Recorded images are classified as public records (Wis. Stat. § 19.32(2)). As such, all requests for the release of recorded images shall be processed as an open records request and follow the appropriate procedures. Requests to review or to release recorded images collected or maintained by Chippewa County (other than Law Enforcement) shall be done only with the authorization of the Human Resources Director or designee.

g. Management of the Camera System

The Human Resources Division shall approve all authorized users before access to the system is granted. The Human Resources Division shall maintain a list of all employees authorized to access the camera system and shall provide that information to the Information Technology Division.

The Information Technology Division shall maintain a record of the location of all active cameras in the system and all recorded images. All recorded images shall be retained per the records retention ordinances.

(Section 72 adopted by the County Board 04/11/2017)

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CHAPTER 8 – WORKPLACE POLICIES

73. Ethics

a. Purpose

To ensure that the public can have complete confidence in the integrity of Chippewa County Government, each employee shall respect and adhere to the fundamental principles of ethical service. This policy is created as the proper operation of county government demands that:

1. Chippewa County employees be independent, impartial and responsible to the people;

2. Decisions be made in the proper channels of the county governmental structure;

3. County offices should not be used for personal gain;

4. County business should be conducted in such a way so as to re-enforce the public's confidence in its integrity.

The purpose of this policy is to establish ethical standards of conduct for all County employees by identifying those acts or actions that are not compatible with the best interest of the County. Because representatives of the County are drawn from society, they cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve as employees retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for County employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The provisions of this policy, and such rules and regulations which may be established are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

b. Coverage

This policy governs all County employees.

c. Exemptions

Political contributions which are reported under Chapter 11, Wis. Stats., are exempt from the provisions of this code.

d. Definitions

1. Person

Any individual, corporation, partnership, joint venture, association or organization.

2. Financial Interest

Any interest which yields, directly or indirectly, a monetary or other material benefit to the County employee or to any person employing or retaining services of the County employee.

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3. Anything of Value

Any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the state or County, fees, expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this policy.

4. Privileged Information

Any written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

5. County Employee

All persons filling an allocated position of County employment, including the Clerk of Court, County Clerk, Sheriff, Register of Deeds and Treasurer.

6. Immediate Family

A County employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the employee or receives that level of support from the employee.

e. Fair and Equal Treatment

1. Use of Public Property

A County employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, materials for unauthorized nongovernmental purposes or for unauthorized personal convenience or for profit, unless such services or uses are available to the public generally and consistent with practices and policies of the County.

2. Obligations to Citizens

A County employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

f. Conflicts of Interest

1. No County employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

2. No person may offer or give to a County employee, directly or indirectly, and no County employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the employee's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the employee.

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3. No County employee may take any official action substantially affecting a matter in which the employee, a member of his or her immediate family, or an organization with which the County employee is associated, has a substantial financial interest.

4. No County employee may use his or her position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, one or more members of the employee's immediate family either separately or together, or an organization with which the employee is associated.

g. Political Activities

A County employee has the right to freely express his or her views as a citizen and cast his or her vote, subject to the following:

1. No County employee shall directly or indirectly use or seek to use his or her authority or position to control or modify the political activity of another person.

2. No County employee shall at any time use any Chippewa County-owned or leased equipment for any political activity.

3. No County employee shall attempt to or influence an attempt to remove, discharge, demote, reduce pay, or otherwise discriminate against any employee because of the employee's political opinions or affiliations.

h. Disclosure of Privileged Information

A County employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. A County employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.

i. Gifts and Favors

A County employee shall not accept, from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or is provided to such employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

h. State Statues Incorporated

1. Statutes Incorporated by Reference

The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this policy:

a). §19.01 (Oaths and Bonds)
b). §19.21 (Custody and Delivery of Official Property and Records)
c). §19.81-§19.89 (Open Meetings of Governmental Bodies)
d). §19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates).

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2. Violation of Incorporated Statutes

County employees shall comply with the sections of the Wisconsin Statutes incorporated in this policy.

j. Investigations and Enforcement

Any ethics complaint or violation of this policy by an employee shall be reported by using the Employee Concerns or Complaints policy located in the HR Policy Manual. If the ethics complaint or violation involves the employee's immediately supervisor, the employee shall consult with the Human Resources Director to report the complaint or violation.

If the complaint is found to be true, the Human Resources Director shall work with the employee's immediately supervisor to determine appropriate action, which may include Corrective or Disciplinary Action.

(Section 73 revised and approved by the County Board 01/08/19)

74. Outside Employment

a. Purpose

The purpose of this policy is to ensure employees do not engage in outside employment that conflicts with or affects the employee's performance of county duties.

b. Definition

Outside employment is defined as any paid or unpaid activity such as, but not limited to, consulting, advising, testing, performing analysis or examinations, the practice of one's profession, or similar work performed in addition to the official responsibilities of an employee.

c. Policy

Employees may hold outside employment as long as they continue to meet performance standards of their County position, provided the outside employment does not create a conflict of interest or ethical violation with the County position or affect the employee's performance of County duties.

Employees shall be held to the same performance standards and work schedules, regardless of existing outside employment demands. Employees should also consider the impact that outside employment may have on their health and physical endurance. All employees shall be judged by the same performance standards and shall be subject to the employer's scheduling demands, regardless of existing outside work requirements.

Outside employment is prohibited when an employee is off work due to being on an approved, ongoing (not intermittent) FMLA, County Medical or Personal Leave or off work due to a work related injury.

Outside employment that constitutes a conflict of interest or ethical violation is expressly prohibited. Employees may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing their jobs as

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Chippewa County employees. Determining whether or not such outside employment constitutes a conflict of interest is the sole discretion of the Department Head after consultation with the Human Resources Director or Corporation Counsel. Any conflict of interest found shall require the employee to immediately terminate the outside employment creating the conflict or the employee shall be subject to disciplinary action, up to and including discharge from employment.

Department Heads may require employees to notify them of any outside employment by submitting a written request to the Department Head for approval. When required, the written request of the employee and approval or denial by the Department Head shall be submitted to the Human Resources Division to be retained in the employee's personnel file.

d. Prohibited Conduct

1. Receiving incoming or making outgoing telephone calls, emails, fax transmissions or text messages related to or for outside employment purposes from County assigned property including telephones, cell phones, fax machines/ multifunction machines, computers/iPads.

2. Using or advertising a County-assigned work number or email address for any outside employment purpose.

3. Storage of outside employment records on County computers or use of any County equipment or property in conducting outside employment.

4. During public presentations on behalf of the County, references made to one's own outside employment and/or solicitation for that employment. If questions arise at a public presentation, relating to an employee's outside employment, all conversations shall be redirected to a private conversation during non-work time.

5. Engaging in outside employment during regular working hours unless on advanced and approved time off.

6. Use of paid breaks from scheduled work hours for outside employment purposes.

7. Referring any work from their position with the County to their outside employment.

8. Use of any information available in the employee's position with the County for use with outside employment purpose.

(Section 74 adopted by the County Board 01/08/19)

75. Telecommuting

a. Purpose

Chippewa County is committed to creating a work environment and culture where the needs of our clients, employees, and organization are aligned. Therefore, Chippewa County strives to be flexible in its approach to work styles and location. Chippewa County offers employees the ability to perform certain job duties away from the central work site. The term telecommuting, in this policy, specifically refers to those employees who work an on-going,

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set schedule from a remote work area. A set schedule may be any variation including a full time schedule at a remote work area or once a month at a remote area. Intermittent, unscheduled or occasional work off-site and work while traveling on County business do not constitute telecommuting for purposes of this policy. Intermittent, unscheduled or occasional work off-site and work while traveling on County business may be approved by the Department Head.

b. Eligibility

The determination of whether an employee and/or position is appropriate for an on-going telecommuting arrangement is made on a case-by-case basis. All telecommuting arrangements shall require advance written approval of the County Administrator.

The Department Head shall evaluate whether an employee and the employee's position are suitable for telecommuting based on the nature of the work that is being performed. Requests to telecommute may be considered when:

1. The employee's duties can be fulfilled within the telecommuting structure.
2. Telecommuting fits with the needs of the department.
3. Telecommuting provides for space savings or increased productivity.
4. The employee has demonstrated acceptable performance and the manager believes the employee can maintain acceptable quantity and quality of work while telecommuting.
5. The department can maintain quality of service for clients, employees, and members of the public.

Generally, requests to telecommute should not be considered when:

1. The job requires the employee's physical presence or telecommuting would impair the department's efficiency.
2. The employee's current job duties require frequent supervision, direction or input from others who are onsite.
3. The employee's job duties require that the employee provide frequent supervision, direction or input to other employees who are onsite.
4. The employee has documented performance issues.
5. The employee has a documented attendance problem.
6. The employee has less than twelve (12) months of service in the Chippewa County department that the telecommuting schedule is being considered.

As defined in applicable position job descriptions, an employee may be required to telecommute as a condition of employment, regardless of the above circumstances.

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c. Expectations

Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses. If an employee has a need for time off related to the above or other non-work related matters, employees shall use PTO, Compensatory Time or discuss alternatives with their direct supervisor.

Employees who telecommute shall comply with all Chippewa County policies and department procedures/work rules.

Meetings with clients and or visitors conducting business with Chippewa County shall not be held in the employee's telecommuting location.

Employees who telecommute are expected to maintain regularly scheduled work hours, to be fully accessible during those hours, and to attend necessary meetings and appointments in person as required by the Department Head.

Employees who enter into a telecommuting arrangement may be required to forfeit use of a personal office or workstation in favor of a shared arrangement to maximize organization office space needs. Termination of the telecommuting arrangement may be considered a voluntary discharge of employment if telecommuting is a condition of employment (as defined in the position job description) or if the opportunity to work on county property is not available.

d. Computers, Equipment and Office Supplies

Department Heads and/or Supervisors shall work with the Information Technology (IT) Division to determine the appropriate computer or equipment needs for each telecommuting arrangement on a case-by-case basis.

Employees who telecommute shall use County issued computers or laptops. Personal computers are prohibited for telecommuting employees.

Employees who telecommute shall use a County issued phone as determined by Chippewa County. If the employee is issued a software based phone, the employee shall also provide a personal phone (cell phone or land line) for emergency use, at their own expense, in the event the software based phone is unavailable.

Employees who telecommute shall provide broad band internet access at their own expense.

The County shall not be responsible for operating costs, office furniture such as desk, standing work stations or chairs, home maintenance, or any other incidental costs associated with the use of the employee's residence for a telecommuting location.

The IT Division shall not provide home or telecommuting site visits. When needed, the employee shall follow the standard IT helpdesk protocol. The IT Division shall trouble shoot remotely and the telecommuting employee may be required to bring their equipment into the County for service.

Department Head and/or Supervisor shall approve issuing of necessary office supplies such as pens, notepads, etc. The Human Resources Division shall approve issuing of necessary ergonomics equipment such as wrist rests, mouse pads and foot rests.

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All equipment and office supplies provided by Chippewa County shall remain the property of Chippewa County and shall be subject to the same business use restrictions as if located at the County's on-site work location.

The telecommuter shall sign a written inventory of all Chippewa County property and agrees to take appropriate action to protect the items from damage or theft.

Upon termination of employment, all Chippewa County property shall be returned to the County.

e. Protected Health Information (PHI)

Employees who telecommute shall comply with all Chippewa County policies and procedures concerning the handling of PHI, as well as use of computers, internet and email.

Employees shall limit consumer specific information in their possession outside of County offices to information that is necessary to perform their duties.

Employees who work with PHI shall be required to submit a written strategy statement to their supervisor that details the strategies and actions the employee plans to take to safe guard PHI while telecommuting.

f. Mileage Reimbursement and Travel Time

Employees who telecommute are not generally entitled to mileage reimbursement; however, a Department Head may approve mileage reimbursement for specific positions. If mileage reimbursement is approved, it shall be reimbursed as defined below.

Mileage for an employee who telecommutes shall be processed in the following way:

1. Mileage shall be paid at the "turn down" rate, as defined in the Travel, Meal and Lodging Expense Reimbursements Policy.

2. The first one-way trip of the day from home or primary telecommuting location to a temporary secondary worksite for the purpose of paid employment, mileage shall be paid equal to the distance between the employee's home or primary telecommuting location and the temporary secondary worksite OR the distance between the Chippewa County Courthouse and the temporary secondary worksite, whichever is shorter.

3. The last trip of the day from a temporary secondary worksite to the employee's home or primary telecommuting location for the purpose of paid employment, mileage shall be paid equal to the distance between the temporary secondary work site and the employee's home or primary telecommuting location OR the distance between the temporary secondary worksite and the Chippewa County Courthouse, whichever is shorter.

4. Trips between multiple and consecutive temporary secondary worksites, mileage shall be paid based upon actual mileage.

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5. If an employee starts or ends their workday at the Chippewa County Courthouse, mileage shall not be reimbursed to or from home for that starting or final trip.

g. Travel to or from the Telecommuting Location and the Courthouse or worksite

Mileage reimbursement is not permitted for any employee driving to or from the Courthouse and their telecommuting location. If an employee is requested and/or approved to travel to or the Courthouse and their telecommuting location by their Department Head or designee for a work-related reason, the employee shall record their hours worked for their travel time, but shall not be paid mileage. If an employee requests to travel to or from their telecommuting location after the work day has started for a personal reason or convenience, the employee shall not be paid hours worked for their travel time or mileage.

Ideally, employees who start their work day at their telecommuting location should work their entire shift at the telecommuting location. Likewise, an employee who starts their work day at the Courthouse, ideally should work their entire shift at the Courthouse. Employees who telecommute should be efficient with their work time and eliminate travel during the day to or from the Courthouse and their telecommuting location when possible.

g. Location

Employees who telecommute shall have a safe and ergonomically correct workspace in order to telecommute.

Employees shall work at a designated, secured location within their home. The space shall be free from noise, interruptions and distractions. The location and work area shall be detailed on the Telecommuting Request Form.

Employees shall conduct an ergonomic self-evaluation of their telecommuting location by using the Telecommuting Ergonomic Self-Evaluation Form found on the Employee Portal and submit the form to the employee's direct supervisor prior to the first day working in the telecommuting location.

If the employee is unable to perform their job in the telecommuting location due to an issue caused by the telecommuting location (i.e. power outage, internet outage, natural disaster, etc.) the employee shall contact their direct supervisor immediately to discuss alternatives. If Chippewa County office space is not available and no other arrangement can be made to continue working, the telecommuting employee shall be required to use accrued PTO, Compensatory Time or Personal Time.

h. Liability

The County shall not be liable for damages to the real or personal property of a telecommuting employee that is used by the employee in the performance of the employee's job duties.

A designated representative of Chippewa County may visit the employee's telecommuting worksite to conduct an ergonomic assessment and inspect for possible work hazards. Repeat inspections may occur on an as-needed basis.

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Injuries sustained by the employee while at his or her telecommuting work location and in conjunction with his or her regular work duties are normally covered under Chippewa County's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries.

The employee is liable for any injuries sustained by visitors to his or her work location. Employees shall not meet with clients and/or visitors conducting business with Chippewa County at the employee's telecommuting location.

By participating in the telecommuting arrangement, the employee agrees to hold the County harmless against any and all claims including injuries to others at the telecommuting location.

i. Request Process

Prior to approving an employee request to telecommute, the Department Head shall draft recommended telecommuting procedures or additional check lists for the department and submit to the Human Resources Director and County Administrator for consideration.

An employee requesting a telecommuting arrangement shall complete an electronic Telecommuting Request Form found on the Employee Portal. Additional department-specific forms may be required. All forms shall be submitted to the employee's direct supervisor.

The employee's direct supervisor and/or Department Head shall review, complete and provide a recommendation for telecommuting. The form shall be signed and submitted to the Human Resources Director for review.

The Human Resources Director and the Information Technology Director shall provide a recommendation regarding said request and submit the request form to the County Administrator for final approval or denial.

j. Telecommuting Agreement

An approved Telecommuting Request Form and a signed, written Telecommuting Agreement between the telecommuting employee and the department is required, and shall be ~~placed in the employee's personnel file~~retained in the Human Resources Division. The Telecommuting Agreement shall include the department procedures required during the telecommuting arrangement. The Telecommuting Agreement does not constitute a contract of employment and should not be interpreted as creating a contract of employment, either expressed or implied.

The Telecommuting Agreement may be modified at any time by the employee or the County, with advance, written notice. This telecommuting agreement may only be modified upon mutual agreement of the parties.

A minimum two-week written notice shall be provided whenever possible in advance of termination of the agreement. Termination of the telecommuting agreement may be considered a voluntary discharge of employment if telecommuting is a condition of employment or if the opportunity to work on county property is not available.

Telecommuting Agreements shall be reviewed annually by the D~~d~~epartment Head or designee and the telecommuting employee ~~at least 30 calendar days prior to telecommuting~~

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~~arrangement end date. The parties may renew the telecommuting agreement for one year periods, upon mutual agreement of the parties.~~If it is determined that a change to the agreement is required due to a change in work location, schedule, hours or DHS processes, a ~~A~~ new Telecommuting Agreement shall be submitted to the Human Resources Division by December 31 annually.

If the parties cannot reach a mutual agreement prior to the end date of the Telecommuting Agreement and there is no County office space available for the employee to return, the employee may be subject to discharge.

(Section 75 adopted by the County Board 12/11/2018; 11/10/2020)

76. Personal Appearance

a. Purpose

Employees contribute to the culture and reputation of the County in the way they present themselves. Personal appearance is an essential element to a favorable impression with residents, customers and elected officials and good public relations. Employees at all levels and job positions are representative of the organization and, therefore, dress, grooming and personal hygiene affects the public's impression of the County. The following factors are important in establishing personal appearance guidelines:

1. To present a professional appearance at all times
2. To promote a positive working environment and limit distractions caused by inappropriate dress
3. To ensure health and safety while working

b. Dress and Grooming

Employees are expected to be neat and clean in appearance and dress in a manner appropriate to the nature of their position and job duties in accordance with job description. Employees should avoid clothing, fragrances, hairstyles, or jewelry that may detract or interfere with the performance of their work or which may detract from the public service mission or image of the County. Employees are expected to maintain clean and appropriate oral and body hygiene.

c. Unacceptable Attire

While current styles provide a wide range of suitable attire, employees must demonstrate professionalism and maturity in their selection. Employees working in an office setting are generally expected to dress in business or business casual attire, but may also by granted flexibility to dress casually, as determined by the Department Head.

All items listed below are examples of inappropriate/unacceptable work attire:

1. Torn or excessively faded and/or worn pants
2. Soiled, torn or ripped clothing
3. Sweatpants, exercise pants or pajama bottoms
4. Beach attire
5. Revealing, distracting or provocative clothing
6. Spaghetti strap, halter or midriff tops/dresses
7. Clothing with offensive words, pictures or logos

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8. Clothing with drug, tobacco or alcohol messages or logos

d. Uniforms or Outdoor Setting

Employees may be required to wear a uniform as defined in the position job description. Employees who perform outside work may wear casual clothing when approved by the Department Head; however due to safety hazards, shorts and open-toed shoes shall not be allowed. Dress should be appropriate for conditions and health or safety standards.

e. Fragrances

To accommodate individuals who are sensitive to fragrances, employees are discouraged from wearing or applying excessive amounts of perfume, cologne, scented lotions or body washes or other similar scented products in the workplace.

In some circumstances, the Department Head may be required to prohibit fragrances to accommodate a disability. The Department Head shall consult the Human Resources Division prior to making any accommodation.

f. Body Piercing and Tattoos

If an employee has piercings, they shall not pose any safety threats. Employees may be required by a Department Head or manager to remove body piercing(s) during work hours if the Department Head determines the body piercing(s) is unsafe, does not reflect a professional image or limits communications.

Extreme, offensive, negative or profane tattoos should be covered while working.

g. Management Discretion

If employees have questions about whether something is appropriate, they should ask their manager prior to wearing it to work. Managers have the authority and expectation to send employees home without pay or by using their accrued PTO to change their appearance if an employee is not dressed or groomed appropriately.

(Section 76 adopted by the County Board 01/08/19)

77. Personal Use of County Equipment, Property or Services

a. Purpose

The personal use by County employees of County equipment, property or services on work time is prohibited, except as authorized by the Department Head.

b. Authorized Use

Department Heads may authorize employees to use County equipment away from their workstations and off County premises when such use is County work related. Monitoring such use will be the responsibility of the Department Head.

(Section 77 adopted by the County Board 01/08/19)

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78. Personnel Files

a. Purpose

Reasonable access to personnel records shall be authorized in accordance with State Statutes.

The Human Resources Division shall maintain the official files of all County employees. Duplicate employee personnel files or documents shall not be maintained within each department.

b. Contents

The personnel file shall include, but is not limited to, records associated with employment including dates of service, positions held, salaries or wages, payroll records, printed employee evaluation records not stored in the County's performance review software, corrective and/or disciplinary actions, policy acknowledgments, and other information as deemed appropriate by the Human Resources Division.

The Human Resources Division maintains separate files for records that are not included in the personnel file. Documents maintained may include, but are not limited to, medical records, benefit records, leave records, ADA records, workers' compensation records, investigation records, employment Eligibility Verification I-9 forms, pre-employment testing documents, background checks, letters of reference or other materials used by the employer for staff management planning.

c. Public Inspection of Records

The employee name, employment dates, status, classification title, and salary of employees are available for public inspection during regular office hours by contacting the Human Resources Division. Unless otherwise provided by law, all other information, including employee personnel files, shall be considered confidential and shall be accessible only to those employees who utilize such official records in order to perform their assigned duties.

d. Employee Inspection of Records

An employee or an employee's authorized representative (designated in writing by the employee) shall have the opportunity to inspect and/or copy his or her personnel file in accordance with Wisconsin Statutes.

To request to inspect or copy records in the personnel file, employees shall complete a Request for Viewing/Copying Your Personal File Form located on the Employee Portal or in the Human Resources Division and submit the form to the Human Resources Division. Upon receipt, the Human Resources Division shall coordinate a time with the employee to view the file or deliver copies. If printed copies are requested, the employee shall be required to pay a reasonable copy fee per copy as designated by the Human Resources Division.

e. Alteration of the Records

Employees or an employee's authorized representative shall not remove or alter personnel records. If an employee disagrees with any information in his or her personnel file, the

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employee may submit a written statement explaining his or her position which shall be included in the file.

(Section 78 adopted by the County Board 01/08/19)

79. Pets in the Workplace

a. Purpose

Chippewa County is responsible for assuring the health and safety of all employees. In keeping with this objective, animals, reptiles, birds and employee's pets are prohibited in all County buildings, except as otherwise provided under this policy .

b. Service Animals for Employees

If an employee with a disability requires the assistance of a "service animal" as defined by Wis. State Statute 106.52(1)(fm), an exception may be made after consultation and approval of the Human Resources Director or designee. A service animal may accompany an employee with a disability at work if it is deemed to be an acceptable and reasonable accommodation under the Americans with Disabilities Act (ADA). An emotional support animal and comfort animal that is not trained to work or perform a task in support of a disability does not qualify as a service animal under this policy, and is therefore prohibited.

If the service animal is approved by the Human Resources Director or designee, the employee will be permitted to bring a service animal to the office, provided that the animal's presence does not create any health concerns or is a danger to others. The care of the service animal is solely the responsibility of the employee. Employees are responsible for the following:

1. Keeping service animals under control at all times.

2. Any clean-up or damage to County property by their service animal.

3. Providing documentation proving the animal is up to date on vaccinations.

4. Having comprehensive liability insurance covering potential injuries.

5. Having a way to transport the animal in the event it creates a health concern or is a danger to others at work.

c. Service Animals for Visitors

For visitors of the County, a "service animal" as defined by Wis. State Statute 106.52(a)(fm) is permitted in County buildings. A visitor's service animal may accompany an individual with a disability to all areas of County facility where the public is normally allowed to go. An individual with a disability may not be segregated from other visitors. County employees may not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

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The service animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. The owner must ensure the immediate clean up and disposal of animal waste.

A person with a disability may be asked to remove his or her service animal from a County facility if:

1. The service animal is out of control and the owner does not take immediate, and effective action to control it.

2. The service animal's behavior poses a threat to the health or safety of others.

3. The service animal is not housebroken.

If an employee has concerns or problems regarding a service animal, the employee should:

1. Talk to the pet's owner to determine whether the concern or problem can be resolved immediately.

2. Contact his or her manager for assistance.

3. Consult the Human Resources Division.

d. Service Dogs in Training for Visitors

Wisconsin law allows service dogs in training in facilities open to the public. Service dogs in training must wear a harness or leash and special cape and the trainer must present credentials for the dog issued by a school for dog training.

e. Law Enforcement

The Sheriff's Department is permitted to have an animal or the law enforcement K-9 in all County buildings and County vehicles during the time period in which law enforcement is carrying out its official duties.

(Section 79 adopted by the County Board 11/10/2020)

80. Media Communications

a. Purpose

To address the manner in which County business and operations related communication with the media shall be handled, including off the record and anonymous statements.

b. Authorized Communications

Department Heads and Elected Officials are authorized to respond to media inquiries on routine matters relating to their area of business operations only. Department Heads and Elected Officials shall notify the County Administrator's Office that a response to the media occurred. Matters not yet discussed with a policy committee or of a sensitive nature, shall be discussed with the Administrator, before talking with the media.

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Inquiries related to overall County policy matters shall be made only by the County Administrator, the County Board Chair or a County Board Supervisor.

All employees (except Department Heads and Elected Officials) are prohibited from representing the County through contact with the media on County related matters unless directed by the Department Head or County Administrator.

In the event a non-authorized employee is contacted by the media, the employee shall notify the media they are not authorized to represent the County regarding the matter and refer the inquiry to their Department Head or the County Administrator.

All employees are prohibited from providing off the record or anonymous statements to the media.

c. Conduct

All communications with the media shall be carried out in a courteous and professional manner, with the expectation that journalists shall demonstrate a similar level of professionalism and courtesy in their dealings with the County.

Department Heads and Elected Officials shall confirm with the journalist their deadline and respond within the identified timeline when feasible and advise the journalist if this is not possible. Every attempt shall be made to promptly return calls from the media.

All communications shall be factual, never speculative or place blame, and shall be on the record.

d. Press Releases

A press release is generally used to make an announcement to a number of media correspondents or to different groups of media at once. All press releases shall be reported to the County Administrator's Office.

e. Press Conference

Press briefings or press conferences allow the County to provide in-depth information to the media, and provide the media with an opportunity to meet and question individuals authorized to speak in behalf of the County. All press conferences shall be approved in advance in writing by the County Administrator with the exception of Sheriff.

f. On-Site Interviews

Any non-routine request by the media to visit the County facility or office to carry out interviews, filming or recording shall be referred to the County Administrator's Office for discussion and approval.

(Section 80 adopted by the County Board 01/08/19)

81. Social Media

a. Purpose

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Chippewa County departments may utilize authorized social media platforms to further enhance communications with the public in support of the County's Strategic Plan. Social media facilitates further discussion of county issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet. Examples of authorized social media platforms include Facebook® and LinkedIn®, Twitter® and Instagram®.

b. Scope

This policy applies to all Chippewa County departments and authorized employees that contribute to any kind of social media platform.

This policy is intended to provide authorized Chippewa County departments and authorized employees with a framework for use of social media as part of an authorized employee's job duties. This policy also provides general guidelines for the personal use of social media by all employees.

c. Changes to this Policy

Chippewa County may, from time to time, modify the Social Media Policy to reflect legal, technological and other developments. The most current copy of the policy is available on the Employee Portal.

d. Employee Personal Use of Social Media

1. Employees shall not use their government-issued e-mail address for their primary username or login for personal social media profiles and/or platforms.

2. Use of social media for personal use should in no way interfere with job duties. Time spent on social media sites should be limited to personal break times. Departments may establish additional work rules applying to social media platforms that are more restrictive than those listed in this social media policy.

3. If an employee identifies himself/herself as a Chippewa County employee during their personal use of social media, the employee shall clearly indicate that he/she is speaking on his/her own behalf and not on behalf of Chippewa County. The employee's social media profile and any related content should be consistent with how the employee wishes to present himself/herself to co-workers, colleagues, supervisors, and the public. It is recommended that a disclaimer be used as follows: "The opinions expressed on this site are my own and do not reflect the opinions of Chippewa County."

4. Chippewa County shall not ask potential or current employees to provide their personal social media password. In order for Platform Administrators to be set up and assigned permissions, a personal social media email address or username may need to be provided to the Social Media Review Team.

5. Personal social media platforms may be subject to legal discovery or record requests.

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6. Employees are discouraged from sending or accepting social media friend requests to or from their Department Head or other Chippewa County managers, with the exception of LinkedIn® requests.

7. Employees are discouraged from sending or accepting social media friend requests to or from Chippewa County clients or customers, with the exception of contracted business partners of the County through LinkedIn® requests.

8. Employees found in violation of this social media policy may be subject to disciplinary action, up to and including discharge.

e. Department Use of Social Media

1. Department Heads are responsible for assessing if the use of social media platforms is appropriate for their department.

2. Department Heads requesting to utilize social media platforms for business-related purposes shall file a request with the Social Media Review Team, as defined under Section g, by completing a "Request to Utilize Social Media Platform" form located on the Employee Portal. If approved, all content shall be published according to the guidelines set forth in this policy.

3. The Social Media Review Team shall notify the requesting Department Head of the approval or denial of the request.

4. Department Heads and managers shall read and thoroughly review the Social Media Policy, in addition to signing the Acknowledgment Form (Appendix 3) located on the Employee Portal.

5. Department Heads are responsible for ensuring that social media platforms are used appropriately through training, supervising, coaching and, when necessary, taking disciplinary action.

6. Department Heads shall designate a Platform Administrator and a back-up Platform Administrator. A Platform Administrator is a Chippewa County employee who is authorized by the Social Media Review Team and the Department Head to manage a social media platform. Platform Administrators are responsible for the content placed on the social media platform and shall adhere to this policy and all applicable policies of Chippewa County. There shall be a Platform Administrator and back-up Platform Administrator in each department utilizing social media platforms.

7. Department Heads shall contact the IT Help Desk in an emergency to obtain access to social media platforms if the Department Head does not otherwise have access.

8. Department Heads and managers shall not provide "social media recommendations" for current employees on any social media platform.

9. Department Heads and managers shall not ask potential or current employees for their personal social media password. In order for Platform Administrators to be set up and assigned permissions, a personal social media email address or username may need to be provided to the Social Media Review Team.

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10. Department Heads and managers are discouraged from sending or accepting social media friend requests to and from employees, with the exception of LinkedIn® requests.

11. Department Heads and managers are discouraged from sending or accepting social media friend requests to or from Chippewa County clients or customers, with the exception of contracted business partners of the County through LinkedIn® requests.

f. Platform Administrator Responsibilities – Business Use of Social Media for Work Purposes

1. Platform Administrators shall be designated by their Department Head and the Social Media Review Team to manage a social media platform.

2. Platform Administrators shall read and thoroughly review the Social Media Policy. Platform Administrators shall be properly trained as defined in Section h and shall attest to their training and knowledge of the Chippewa County policy for the use of social media platforms by completing the Acknowledgement form (see Appendix 3) located on the Employee Portal.

3. All Chippewa County related communication through social media platforms shall be professional in nature and conducted in accordance with Chippewa County policies.

4. Use of all social media platforms shall adhere to applicable state, federal, local laws, and regulations, including copyright and trademark infringement laws. In addition, all social media platforms shall adhere to this social media policy.

5. Where appropriate, the Chippewa County Technology policy shall apply to all social media platforms and related content.

6. Open records laws and policies apply to social media content and therefore content shall be able to be managed, stored, retrieved, and archived for compliance. All social media platforms and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. The IT Division shall archive social media platforms. Costs associated with archiving social media shall be budgeted and paid for by the department utilizing the social media platform to be archived.

7. Chippewa County reserves the right to restrict or remove any content that it deems in violation of this policy or any applicable law. Platform Administrators shall post the disclaimer indicating that certain posts may be removed if in violation of this policy or any applicable law (see Social Media Disclaimer, Appendix 4 located on the Employee Portal).

8. Each Chippewa County social media platform shall include an introductory statement which clearly specifies the purpose and content scope of the platform. The introductory statement shall include: goal or strategy of the social media platform, social media platform code of conduct, content that is prohibited and rights to remove such content, average or goal response time of the Platform Administrator to comments/posts, any necessary instructions for public posts such as approval process of the Platform Administrator and notice that responses by the Platform Administrator or other Chippewa County employees may be offline in the form of messages, emails or phone calls when appropriate. Introductory

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statements for each social media platform shall require pre-approval from the Social Media Review Team. Social media platforms should link back to the official Chippewa County website for forms, documents, and other information. For example, on Facebook®, this information shall be contained in the "About" section.

9. Each Chippewa County social media platform account is the sole proprietorship of Chippewa County. Platform Administrators are authorized to post content on behalf of Chippewa County, but do not own the accounts. Platform Administrators shall not use their personal social media accounts for logging into Chippewa County social media platforms unless granted permission by the Social Media Review Team.

10. In the event an employee's or Platform Administrator's social media authorization is terminated or terminates employment with Chippewa County, the employee or Platform Administrator shall surrender all rights, including Administrative authority and passwords, to all Chippewa County social media platforms. If permission was granted to use an employee's personal social media account for logging into a Chippewa County social media platform, and the employee or Platform Administrator's authorization is terminated or terminates employment with Chippewa County, the employee, Platform Administrator or Department Head shall work with the Social Media Review Team to remove the personal account and reassign to an approved active employee account. All social media platforms shall clearly indicate that they are owned and maintained by Chippewa County and shall have Chippewa County contact information prominently displayed.

11. The following social media content is prohibited on Chippewa County social media platforms:

a). Content containing graphic, obscene, explicit, or racial comments or submissions, and comments that are abusive, hateful, or intended to defame any individual or organization.

b). Content containing solicitations or advertisements, including promotions or endorsements of any financial, commercial, or non-governmental agency.

c). Content that attempts to defame or defraud any financial, commercial, or non-governmental agency.

d). Content that suggests or encourages illegal activity, including comments that infringe on copyrights or trademarks.

e). Content that promotes political purposes or a political candidate/party.

f). Content that promotes or endorses any religious organization.

g). Content that is repetitive.

h). Content containing personally identifiable medical or health information.

i). Content containing confidential or proprietary information about Chippewa County or its employees. Comments shall follow County policies and federal law and regulations, such as the Health Insurance Portability and

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA).

j). Content containing video footage or a photo of a minor without prior written consent by a parent or guardian, unless the minor is unidentifiable.

k). Content containing copyrighted video footage or copyrighted photo(s) taken by someone other than the Chippewa County Platform Administrator without prior written consent of the owner(s) video footage or photo(s) without authorized use outlined in a Terms of Use statement on the website source. If someone wishes to submit video footage or photo(s) for posting, send to the Platform Administrator for consideration to post.

l). Content containing information that may compromise the safety, security, or proceedings of public systems or any criminal or civil investigations.

m). Content containing non-topically related content outside the limited public forum established to discuss County issues, operations and services.

n). Content that makes false statements or provides false information.

Any questions regarding content containing the above shall be brought to the attention of the Department Head and/or a member of the Social Media Review Team.

12. Platform Administrator's role in managing video footage or photo(s) is as follows:

a). Video footage and photos taken by the Platform Administrator are owned and copyrighted by the Platform Administrator and are not required to have a Social Media Permission form (Appendix 2) signed unless the video footage or photo(s) include an identifiable minor. If the video footage or photo(s) includes an identifiable minor, the Platform Administrator shall obtain a Social Media Permission Form (Appendix 2).

b). If the video footage or photo(s) are classified as "public domain", or if the website that the video footage or photo(s) originated from has a Terms of Use statement that allows its use, the Platform Administrator is not required to have a Social Media Permission form (Appendix 2) signed.

c). If video footage or photo(s) are posted and a person in the picture requests it to be removed from the social media platform, the Platform Administrator may remove the video footage or photo(s).

13. Platform Administrators are authorized to respond to comments offline when necessary.

14. Platform Administrators should not cite or reference County contractors or suppliers without approval from a Department Head. Care should be taken to not promote one contractor or business over another or provide preferential treatment of any kind.

15. Social media posts should be treated as an extension of Chippewa County's official website. Whenever possible, links should direct viewers back to Chippewa County's official website for more information, forms, documents or online services.

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

16. Platform Administrators shall not post references or employment recommendations for current or former employees of Chippewa County on any social media site. All requests for references or recommendations shall be directed to the Human Resources Division and/or the Department Head.

17. All Platform Administrators shall be trained according to this policy to ensure compliance with the policy.

18. Chippewa County logos, marks, and insignia shall be used on Chippewa County social media platforms owned and maintained exclusively for County business and related County purposes. Chippewa County's name, logos, marks, and insignia shall not be used to promote any political party, candidate or for partisan political purposes, to conduct private commercial transactions, endorse any product or to engage in private business or personal activities.

19. Employees found in violation of this policy may be subject to disciplinary action, up to and including discharge

g. Social Media Review Team

Members of the Social Media Review Team are as follows: The County Administrator, the IT Director, the Human Resources Director, and the Assistant Corporation Counsel. The Human Resources Director shall maintain all original social media platform department documents including, but not limited to, completed forms in the policy appendix.

h. Training

1. All department social media training shall require pre-approval by the Social Media Review Team.

2. Training options may include:

   a). On site social media training coordinated by Chippewa County

   b). Social media conference or off site training

   c). Live or recorded social media webinar

3. Department Heads, Platform Administrators and Back-Up Platform Administrators shall read the Social Media Policy and be trained prior to using any social media platform and annually thereafter.

4. Department Heads, Platform Administrators and Back-Up Platform Administrators shall attest to their review of the policy and training by completing the Acknowledgment form (see Appendix 3). Department Heads, Platform Administrators and Back-Up Platform Administrators shall submit proof of training along with the Acknowledgement form to the Social Media Review Team prior to using any social media platform and annually thereafter.

5. Social media training shall be paid for by the Department utilizing social media.

i. Reporting Violations

Chippewa County employees shall report any potential violations of this policy to Department Heads or the Human Resources Director. Chippewa County prohibits taking retaliatory action against any employee for reporting a possible deviation from this policy or

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

for cooperating in an investigation. Any employee who retaliates against another employee shall be subject to disciplinary action, up to and including discharge.

j. Social Media Metrics

1. Metrics related to social media shall be created and tracked by the Department utilizing social media. Facebook® metrics are located under the Insights tab. Platform Administrators shall view the video tour offered by Facebook® to better utilize the metric feature. Some examples of metrics may include:

   a). Community engagement which could be determined by the number of likes, number of comments or number of personal messages within the social media platform.

   b). Time spent by the Platform Administrator or others within the department monitoring, engaging, posting, etc. on the social media platform.

   c). Positive and Negative comments made about Chippewa County, employees or citizens on the social media platform.

2. The Department Head of the Department utilizing social media shall review in writing and submit all metrics on an annual basis to the Social Media Review Team.

(Section 81 adopted by the County Board 03/14/2017; 11/10/2020)

Facebook® is a registered trademark of Facebook, Inc. LinkedIn® is a registered trademark of LinkedIn Corporation.

Attachment: HR Policy Manual Revisions Ch 1-8 Draft Tracked Chgs for CB 7-12-22 (7197 : Review Revisions to the Human Resources Policy

Department of Administration

Randy B. Scholz, County Administrator

August 19, 2022

TO: Executive Committee

FR: Randy Scholz

Preliminary information as of 08/19/2022 does not include final numbers from state shared revenue.

RE: **Preliminary** Review of County Administrator 2023 Proposed Budget

I wanted an opportunity to provide you with a preliminary review of the FY23 budget that I will be recommending to the Executive Committee on October 4, 2022 and to the County Board on November 3, 2022.

Over the last couple of weeks the Finance Director and I have met individually with all Department Heads to review the department budgets for additional savings and efficiencies. At this time I feel that we have a pretty good idea on where the budget is coming in at. We are still waiting for the shared revenue numbers from the state, therefore I want to emphasize that this information is still preliminary and is subject to change until I provide my final recommendation to the Executive Committee on October 4th.

The table below shows the amount of tax rate change from 2022 to the preliminary proposed 2023 tax rate. The tax rate is calculated by taking (tax Levy ÷ equalized value x 1,000 = tax rate).

Tax Rate				
	2022	**2023**	**Difference**	**% Change**
Equalized Value/1,000	6,662,368,300	7,699,372,900	1,037,004,600	15.57%
Tax Rate	3.10	2.72	(0.38)	(12.20%)
Tax Levy	20,638,711	20,941,066	302,355	1.46%

The table below compares the 2022 levy to the preliminary proposed 2023 levy. It also shows the maximum allowable levy for both years. Currently the FY23 Preliminary County Administrator Proposed Budget has a **decrease of the tax rate** from $3.10/1,000 to **$2.72/1,000**. It also **increases** the difference to the County's **allowable tax levy** from **$31,095.00 to $85,136.00**. (Remember that we are trying to maintain some funds in the allowable tax levy for the implementation of the Market Analysis in 2024.)

Maximum Allowable Levy by State				
	Tax Levy	**Maximum Allowable**	**Difference**	**% Difference Available to Max**
2022	20,638,711.00	20,669,806.00	31,095.00	.15%
2023	20,941,066.00	21,026,202.00	85,136.00	.41%
Percentage Change	**1.46%**	**1.72%**	**173.79%**	

Attachment: CA Ltr to Exec RE Preliminary Budget Update 08-19-2022 (7268 : Preliminary Review of County Administrator 2023 Proposed

711 N. Bridge Street, Room 106
Chippewa Falls, WI 54729
rscholz@co.chippewa.wi.us
Ph: (715)
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The table below shows the departments that tax levy is allocated towards in the County Administrator Proposed Budget.

Preliminary CA Proposed (Tax Levy by Department) 08/19/2022				
	2022 Tax Levy	**2023 Tax Levy**	**Tax Levy Incr/(Decr)**	**Percentage Change**
ADRC & Aging	35,047	34,196	(851)	-2.43%
DHS	2,540,636	2,581,487	40,851	1.61%
CJS	341,553	352,517	10,964	3.21%
County Admin	343,647	352,875	9,228	2.69%
County Clerk	196,424	199,742	3,318	1.69%
Corp Counsel	370,126	381,656	11,530	3.12%
Courts	701,099	712,727	11,628	1.66%
Child Support	68,540	68,540	-	0.00%
District Attorney	652,763	657,427	4,664	0.71%
Emerg Mgmt	208,223	183,223	(25,000)	-12.01%
Extension	290,784	278,784	(12,000)	-4.13%
Facilities & Parks	1,627,892	1,685,169	57,277	3.52%
Finance	406,429	433,070	26,641	6.55%
Human Resources	358,923	352,786	(6,137)	-1.71%
Highway	4,204,498	4,254,961	50,463	1.20%
Information Tech	895,304	907,163	11,859	1.32%
Land Conservation	239,538	239,538	-	0.00%
Public Health	802,187	808,860	6,673	0.83%
Probate	183,627	188,544	4,917	2.68%
Register of Deeds	(130,733)	(130,733)	-	0.00%
Sheriff - Admin	927,198	940,891	13,693	1.48%
Sheriff - Invest	668,016	694,873	26,857	4.02%
Sheriff - Jail	2,860,072	2,880,537	20,465	0.72%
Sheriff - Patrol	2,339,539	2,330,721	(8,818)	-0.38%
Sheriff - Telec	1,306,104	1,339,952	33,848	2.59%
Treasurer	(159,055)	(145,566)	13,489	8.48%
Veterans	215,630	215,630	-	0.00%
Zoning	428,382	428,382	-	0.00%
County Board	181,680	181,680	-	0.00%
General County	(4,285,810)	(4,399,697)	(113,887)	-2.66%
Facilities (Other)	44,374	46,374	2,000	4.51%
Budget Adjust	175,000	242,500	67,500	38.57%
Insurances	322,400	372,400	50,000	15.51%
Coroner	106,265	106,265	-	0.00%
Housing	1,150	1,150	-	0.00%
Total Operational Levy	**19,467,452**	**19,778,624**	**311,172**	**1.60%**
Excluded from Levy Limits				
Libraries	902,109	1,001,868	99,759	11.06%
County Aid Bridge	269,150	160,574	(108,576)	-40.34%
TOTAL LEVY	**20,638,711**	**20,941,066**	**302,355**	**1.46%**

Attachment: CA Ltr to Exec RE Preliminary Budget Update 08-19-2022 (7268 : Preliminary Review of County Administrator 2023 Proposed

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The table below shows the new positions that the County Board or the County Administrator has already approved for the 2023 budget or to be approved at a future meeting. All of the positions listed below are currently included in the County Administrator FY23 Preliminary Proposed Budget and are reflected in the numbers indicated above.

Summary of New Positions Recommended by the County Administrator

The positions listed below have already been approved by the County Board or are pending approval for incorporation into the FY22/FY23 budget

Description	Department	Budget Process or Mid-Year	County Board Meeting	Comments
Administrative Assistant (Full-time)	Extension	FY22 Mid-Year	Res. 09-22 03/08/2022	Eliminated FT Admin Assist position in Extension & made it a State of WI .80 position.
Social Workers (2) (CLTS) NW Crisis Positions (Full-time)	Human Services	FY22 Mid-Year	Res. 16-22 06/14/2022	Created 2 positions. One will be filled now and the other will be held in abeyance until a caseload is available. Funded by Medicaid.
Social Worker Recovery & Wellness Consortium (Full-time)	Human Services	FY22 Mid-Year	Res. 17-22 06/14/2022	We previously contracted with Northwest Connections for 1.5 FTE. Adding this position will bring the service in-house and will save the County $61,134.
Options Counselor (Part-Time)	Human Services – ADRC	FY22 Mid-Year	Res. 36-22 08/09/2022	Increasing an LTE position to part-time (1,500 hours)
Social Workers (3) CCS (Full-Time)	Human Services	FY23 Budget	Res. 39-22 08/09/2022	Created 3 positions and will fill them as needed based on waitlist. Funded by Medicaid CCS and CLTS Waiver.
Social Worker CLTS (Full-Time)	Human Services	FY23 Budget	Res. 38-22 08/09/2022	Funded with Medicaid CCS and CLTS Waiver.
Clinician (Full-Time)	Human Services	FY23 Budget	Res. 35-22 08/09/2022	Position funded by Medicaid CCS.
Environmental Health Specialist (Full-Time)	Public Health	FY23 Budget	Res. 37-22 08/09/2022	Position will help run the Transient Non-Community Well Program through the DNR grant. Funded from TNC program and FSRL fees.

As I indicated before, this information is still preliminary and is subject to change until I provide my final recommendation to the Executive Committee on October 4th. The County Board budget hearing will be held on Thursday, November 3, 2022. If you have any questions or concerns you may contact me at any time.

Sincerely,

Randy B. Scholz
County Administrator

Attachment: CA Ltr to Exec RE Preliminary Budget Update 08-19-2022 (7268 : Preliminary Review of County Administrator 2023 Proposed

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Department of Administration

Randy B. Scholz, County Administrator

August 19, 2022

TO: Executive Committee

FR: Randy Scholz

RE: Update on Public Firearms Range Closure and Clean Up

On June 28, 2022, the County Board approved Resolution 30-22 to permanently close the Chippewa County Public Firearms Range & Training Facility and to approve the settlement offer between Chippewa County and Rooney Farms LLC, and Steven Jake Rooney. The range was permanently closed to any and all activity effective July 1, 2022.

On July 12, 2022, the County Board approved Resolution 31-22 to authorize the use of $1,000,000 of ARPA funds for the Public Firearms Range Project. The project includes any lead mitigation, soil contamination mitigation, and any environmental assessments that may be needed, along with any other costs related to closing the range during 2022-2024.

Since that time, I have been working with two individuals from the DNR to determine if there are any grant funds available to help with the cost of this project. Unfortunately, they indicated there are no grant funds available, only loans. They also stated the grant funds are extremely competitive and the DNR is required to expend all loan funds first before they can receive any more grant funds from the state. Therefore, it appears that we will be using only ARPA funding for this project.

I received a letter (see attached) dated August 11, 2022, from Jennifer Gihring, Federal Aid Coordinator, DNR Office of Management & Budget. The letter indicated Chippewa County "has satisfied terms of the Pittman-Robertson or County Conservation Aids grants". The Request for Proposal (RFP) went out the week of August 22-26. The purpose of the RFP is to get an Environmental Study completed on the Range property. The Study will let us know the extent of the clean up needed on the Rifle Range property.

The goal is to have the Study completed this fall/winter and start next spring with the complete clean up of the property.

Sincerely,

Randy Scholz
County Administrator

cc: Larry Ritzinger, Facilities & Parks Director

711 N. Bridge Street, Room 106
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Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

August 11, 2022

Randy Scholz
County Administrator
Chippewa County, WI
Via email: rscholz@co.chippewa.wi.us

Re: Tilden Shooting Range Confirmation of Grant Satisfaction

Dear Mr. Scholz,

Thank you for your letter dated July 5, 2022, regarding permanent closure of the Chippewa County Public Firearms Range & Training Facility (Range; i.e. Tilden Range; 10495 130th Ave, Bloomer, WI). DNR understands that the Chippewa County Board of Supervisors met on June 28, 2022 and approved Resolution 30-22 to permanently close the Range to any and all activity effective July 1, 2022, due to public safety considerations. I understand that the County did not make this decision in haste and invested extensive time, effort, and funds to investigate other options before choosing to close this range.

As discussed in detail below, the County has satisfied terms of the Pittman-Robertson or County Conservation Aids grants you received for the Tilden Range and has no further obligations to the Department or U.S. Fish and Wildlife Services associated with these grants. Please note that this clearance applies only to these grants and does not extend to any other grants, permits, regulations, or requirements that may apply to the Tilden range closure.

Federal Grant:
- W-144-S-32: Chippewa County Sheriff's Dept. Shooting Range
- Grant Period: 6/24/1997-6/30-1998
- Grant Program: Federal Pittman-Robertson (Hunter Education Subaccount)
- Grant Award: $130,800.00
- This Federal grant expired on June 30, 2022. As such, there are no further restrictions or requirements associated with grant W-144-S-32.

State Grant:
- CC-8078: Chippewa County Tilden Shooting Range Improvements
- Grant Period: 11/15/2006-6/30/2009
- Grant Program: Knowles-Nelson Stewardship, County Conservation Aids Program
- Grant Award $2,834.00
- See the enclosed letter for details.

Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

Please reach out with any questions. I hope we have an opportunity to work with you in the future to develop facilities for Chippewa County residents and visitors to engage in safe recreational shooting sports.

Sincerely,



Jennifer Gihring
Federal Aid Coordinator
DNR Office of Management & Budget

Cc: April Dombrowski, DNR-RSOS
Chris Halbur, DNR-CFA
Steven Little, DNR Deputy Secretary
Bob Nack, DNR-RSOS
Bobbi Winebar, DNR-CFA

Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
2984 Shawano Avenue
Green Bay WI 54313-6727

Tony Evers, Governor
Preston D. Cole, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



August 1, 2022

Randy Scholz
County Administrator
Chippewa County
711 N. Bridge St., Room 106
Chippewa Falls, WI 54729

Re: Chippewa County Tilden Shooting Range County Conservation Aids Grant# CC-8078

Dear Mr. Scholz,

Chippewa County received a County Conservation Aids grant for $2,834 on November 15, 2006, for improving the Tilden Public Shooting Range which included construction of safety earth berms, bullet catchers, and an eyebrow (CC-8078). Grant obligations in the County Conservation Aids program are based on the useful life of grant-funded enhancements. The useful life for this project is 20 years. There is approximately 28% of the useful life timeframe (June 28, 2022-November 15, 2026) left on this project which equates to $793.52 of the grant award.

Looking at the reimbursement that the county submitted on February 15, 2008, the expenses for the original project greatly exceeded the grant award. As such, the County has already made investments in the range that offset the $793.52 obligation referenced above. Further, based on the resolution that the county passed on June 28, 2022, the county anticipates a financial impact between $100,000 - $500,000 to close the firearms range. This closure of the range will include removal of the berms which would include lead reclamation activities. Due to the combination of prior investments and future costs associated with the lead reclamation activities, DNR finds that the county has satisfied requirements of the County Conservation Aids grant and can close the range with no further obligations from the County Conservation Aids grant program.

Sincerely,

Bobbi Winebar
Grant Program Manager

Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

Department of Administration

Randy B. Scholz, County Administrator

July 5, 2022

Jennifer Gihring, Federal Aid Coordinator
Office of Management & Budget
Wisconsin Department of Natural Resources
101 S. Webster S. MB/8
Madison, WI 53702

RE: Permanent Closure of the Chippewa County Public Firearms Range & Training Facility

This letter is to provide notice to the Wisconsin Department of Natural Resources (DNR) that the Chippewa County Board of Supervisors have agreed to permanently close the Chippewa County Public Firearms Range & Training Facility (Range). The Range is located at 10495 130th Ave, Bloomer, WI 5472. The Chippewa County Board of Supervisors met on June 28, 2022 and approved Resolution 30-22 (copy attached) to permanently close the Range to any and all activity effective July 1, 2022.

Indicated below is a history of the Range going back to September 8, 2020:

- **2020, September 8** – Mr. Steven "Jake" Rooney (12210 90th Avenue - located approximately .9 of a mile due south of the firearms range) contacted the Sheriff's Department to report that he located multiple bullet holes in his pole shed as well as holes in items inside the shed. The Rooney's shared concerns for the safety of family and employees due to stray bullets.
    - The Sheriff's Department's investigation found seven bullet holes were located on the north side of the pole shed, one bullet hole was located on the south side of the pole shed, one bullet hole was located in the combine (inside the pole shed), and two bullet holes were located in some cabinets that were stored inside the pole shed.
- **2020, September 11** – The Public Firearms Range was closed to all parties.
- **2020, September 22** – The Facilities & Parks Committee met, discussed and approved a plan to reopen the firearms range. The following safety enhancements were implemented prior to re-opening:
    1. Installation of 10 cameras.
    2. Installation of numerous signs stating "No Guns Beyond This Point", "Firing Line" and "Surveillance Cameras in Use" to name a few.
    3. Modifications to the "eyebrow" limitation board at the Long Gun range.
- **2020, October 9** – The Range was reopened to all parties.
- **2021, June 9** – Mr. Steven "Jake" Rooney contacted the Sheriff's Department regarding more bullet holes in his pole shed.
    - The Chippewa County Sheriff's Department was able to determine that the bullets did come from the direction of the range. It cannot be determined if the bullets came from the range itself. Video surveillance of the range was reviewed and, based on dates and times from the witnesses, subjects at the range have been identified and interviewed. It was clear that the range rules were violated. Two of the individuals may have been operating their firearms in a careless manner.

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Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

- **2021, June 10** – The Range was closed.

- **2021, June 15** – The Facilities & Parks Committee met to discuss the Firearms Range. They directed that the Range should remain closed to all parties until the next meeting on June 29th. The Committee also wanted to see recommendations from the Public Firearms Range Advisory Committee.

- **2021, June 22** – The Public Firearms Range Advisory Committee met and forwarded the following recommendations to the Facilities & Parks Committee.
  1. Reopen the range only to Hunter's Education and Law Enforcement that have a Range Safety Officer or a State Certified Supervisor.
  2. Create an Ordinance that allows the range rules to be enforced.

- **2021, June 29 –** The Facilities & Parks Committee met and was provided a summary of the investigation by the Sheriff's department, reviewed the recommendations from the Advisory Committee, and put forth the following motions:
  1. Create an Ordinance to uphold the Range Rules.
  2. Determine the fiscal impact of the installation of the "No Blue Sky" baffles.
  3. Open the Range to Law Enforcement and Hunter's Education.

- **2021, July 28 –** The Facilities & Parks Committee met, and was provided an update on the investigation by the Sheriff's department. The Facilities & Parks committee decided that no further action will be taken at this time until a Range assessment has been completed.

- **2021, September 11 & 12**– On Saturday, September 11th, a member of the public drove to the Range and tossed the barricades into the ditch on both sides of the driveway. He then proceeded to back up and leave without entering the Range. On Sunday, September 12th, 4 groups of shooters came to the range and proceeded to use it due to the barricades / signage being removed. Chippewa County Dispatch sent officers to the Range to ask everyone to leave and replaced the barricades.

- **2021, September 22** – The Facilities & Parks Committee met, and was provided a report by Dave Andrews (MT2 Firearms Range Services) regarding the safety assessment of the range. Director Ritzinger provided a Range Operational Options report to include the pros and cons of each. The Facilities & Parks Committee directed that the gate at the Firearms Range shall be locked (instead of utilizing barricades). The following motions were put forth:
  1. To continue to allow Hunter's Safety and all Law Enforcement from Chippewa County to use the Range (NO dynamic training will be allowed).
  2. Assign the Facilities & Parks Division with calling neighbors when any shooting will occur at the Range.
  3. Continue to keep the Range closed to the public and also to install a locking gate at the Firearms Range.

- **2021, October 12** – The County Board met and Larry Ritzinger (Facilities & Parks) provided some history on the incidents at the Range and presented Range Operational Options; Rick Starck (Sheriff's Department) provided an update on the investigation; and Dave Andrews (MT2 Range Consultant) shared his Range Assessment.

Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

- **2021, October 20** – The Facilities & Parks Committee voted to contact another firm for a second Range assessment which will specify any Range improvements that the County will need to complete to meet all safety standards for tactical and static shooting.

- **2021, November 5** – The Request for Proposal (RFP) for a second Range assessment was issued. Nass Consulting LLC was chosen initially but was not able to secure insurance. The Nass contract was eventually cancelled.

- **2022, January** – The Range Assessment was awarded to Stephen Powell (Patriot Outdoors).

- **2022, February 7** –Stephen Powell met with Chippewa County Administration, Law Enforcement, Hunter's Education instructors, and the Facilities & Parks Division. A physical review of the Range was also completed at this time.

- **2022, February 21** – Rooney Farms LLC & Steven Jake Rooney filed a "Notice of Circumstances of Claim" against Chippewa County. The Claim was for damage to a 2019 S780 John Deere Combine valued at $375,000, damage to a pole shed for $4,610, and depriving Jake Rooney of all or substantially all of the beneficial use of the subject property at a cost of $1,400,000.

- **2022, May 2** – **Stephen** Powell forwarded the Range Assessment report to Chippewa County.

- **2022, June 28** – The Chippewa County Board of Supervisors adopted Resolution 30-22 (see attached) which authorizes the "Full Settlement and Final Release of All Claims" (see attached) and the total and complete closure of the Range.

There were two grants attached to the Range as of the passage of the Resolution 30-22:

Federal Grant:

- W-144-S-32: Chippewa County Sheriff's Dept. Shooting Range
- Grant Period: 6/24/1997-6/30-1998
- Grant Program: Federal Pittman-Robertson (Hunter Education Subaccount)
- Grant Award: $130,800.00
- Scope: Chippewa County proposes to renovate the Sheriff's Department outdoor shooting range and construct an indoor training/classroom building. The project will include pre and post engineering, reconstruction of the berms, security fence, improving the parking area, construction of classroom/training building, installation of a lead recovery system, automated target system, public address system, outdoor lighting, shooting benches, shooting mats, range control tower, sonic firearms cleaning system, gun racks, safety signs, and classroom furnishings.

This Federal grant expired on June 30, 2022. The County feels they have satisfied the requirement of this grant and are not seeking any relief from this Federal Grant.

State Grant:

- CC-8078: Chippewa County Tilden Shooting Range Improvements
- Grant Period: 11/15/2006-6/30/2009
- Grant Program: Knowles-Nelson Stewardship, County Conservation Aids Program
- Grant Award $2,834.00
- Scope: Chippewa County shall participate in the County Conservation Aids program by improving the Tilden Public Shooting Range to include safety earth berms, bullet catchers, and an eyebrow berm.

711 N. Bridge Street, Room 106
Chippewa Falls, WI 54729
rscholz@co.chippewa.wi.us
Ph: (715)
Fx: (715)

Attachment: CA Ltr to Exec RE Update on Range Closure and Clean Up 08-19-2022 (7267 : Update on Public Firearms Range Closure and Clean

It is Chippewa County's understanding that this State grant has not expired. Chippewa County would like to terminate the State grant for good cause and circumstances beyond our control. As shown above in the history going back to September 8, 2020. Chippewa County has tried to do everything in its power to stop bullets from leaving the Range and impacting properties around it.

Please let me know what the next steps are to move this process forward. I would also like the contact information of the person I can talk with for possible grants to help pay for the closer of the Range.

Thank you for your help during this process and please let me know if you need additional information.

Sincerely,



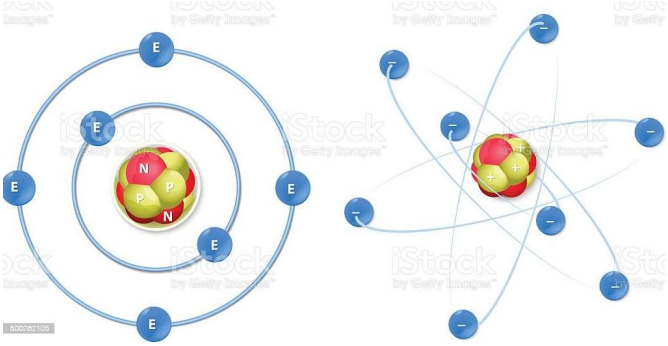
Randy Scholz
County Administrator

cc: Todd Pauls, Corporation Counsel
Larry Ritzinger, Facilities & Parks Director
Lori Zwiefelhofer, Finance Director

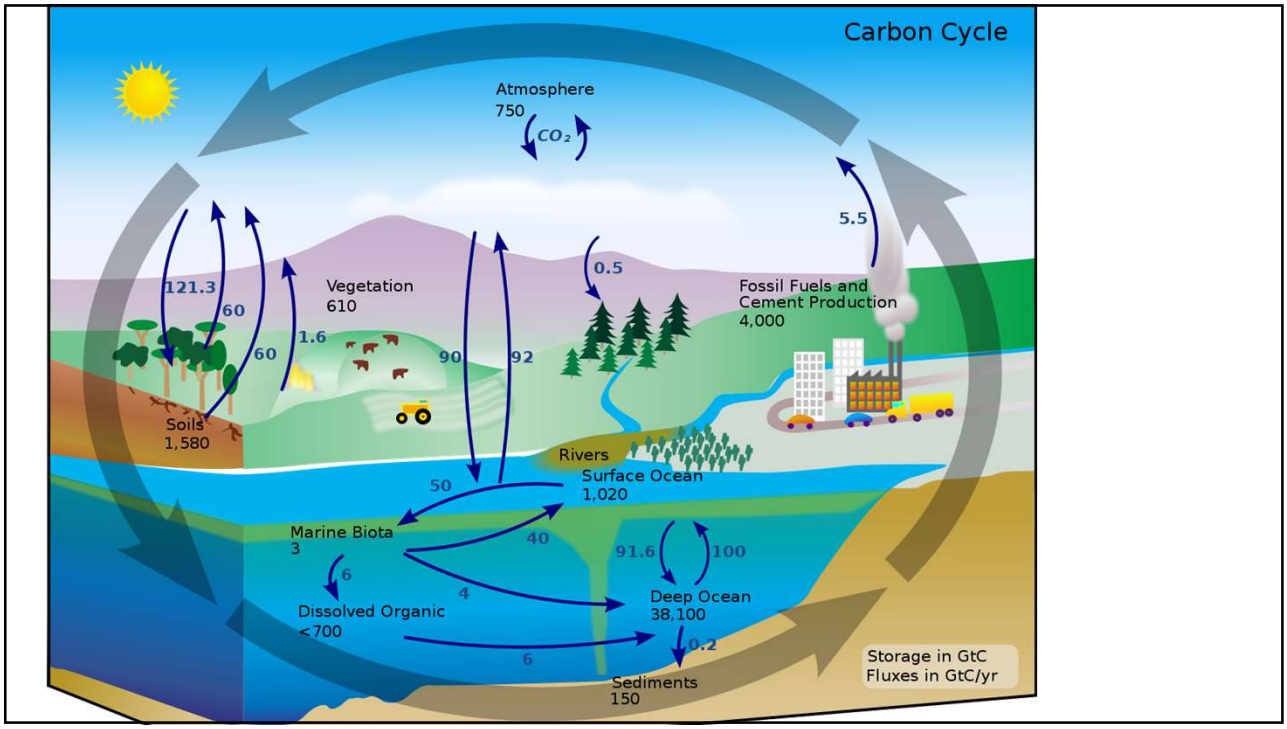
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Chippewa County Forest Carbon Credit Opportunity

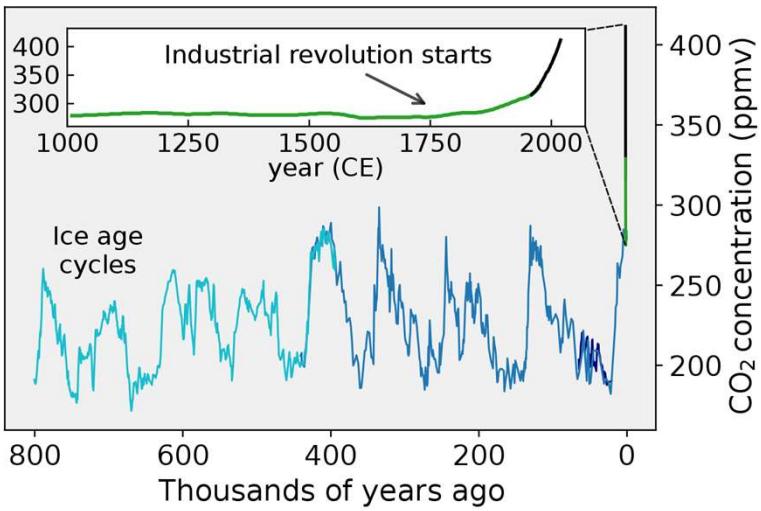


August 16, 2022



Attachment: Carbon Credit Presentation for Exec FINAL 08-16-2022 (7253 : Chippewa County Forest Carbon Credit Opportunity – Randy

CO_2 concentrations over the last 800,000 years as measured from ice cores (blue/green) and directly (black)



What does that have to do with County Forests?

- The United States has 766 million acres of forestland, which absorb nearly 16 percent of carbon dioxide emissions per year.
- Forests sequester (or absorb) and store carbon dioxide from the atmosphere, helping reduce greenhouse gas emissions.
- Forests absorb carbon dioxide from the atmosphere and store it in different repositories, called carbon pools, which include trees (both living and dead), root systems, undergrowth and soils. Live trees have the highest carbon density, followed by soils and the forest floor.
- Harvested wood products and landfills also store carbon.
- State and federal policies can help maximize forest carbon storage, promote sustainable forest practices, benefit the environment and support forest product industries.

Attachment: Carbon Credit Presentation for Exec FINAL 08-16-2022 (7253 : Chippewa County Forest Carbon Credit Opportunity – Randy

Carbon Offsets

Carbon markets create an economic value for activities that have a positive impact on carbon sequestration and storage. Offset markets certify and sell emissions reductions that can count against an emissions-generating practice, resulting in a neutral emissions impact.

Common forest offsets include afforestation (establishing a new forest), reforestation, improved forest management and avoided deforestation.

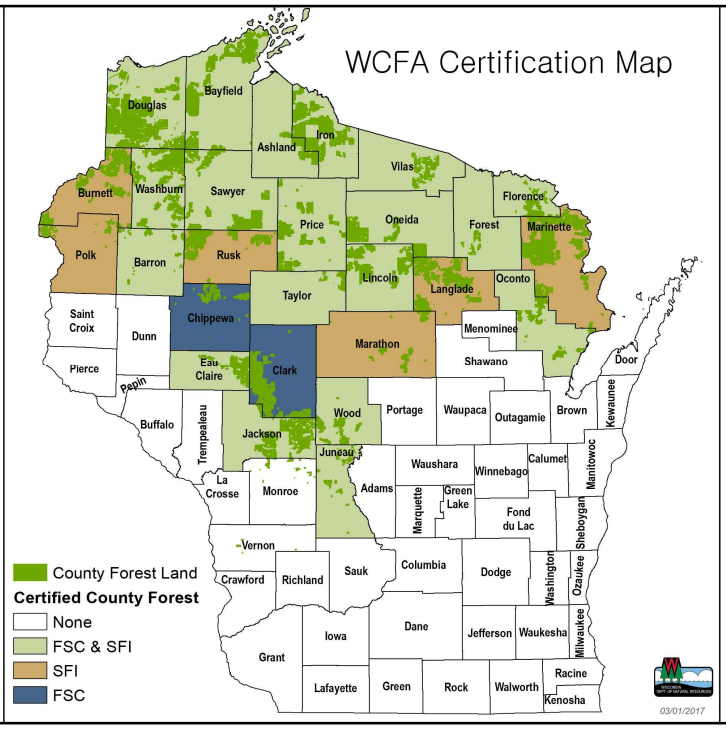
The American Carbon Registry, a private non-profit, is a voluntary greenhouse gas registry, which certifies carbon credit projects.

Improved Forest Management Projects

IFM projects on working forestlands reward current and ongoing maintenance of carbon stocks above the *baseline* scenario. The baseline is a legally permissible harvest scenario that would maximize net present value (NPV) of harvests on the project area.

While the baseline serves as the reference point against which carbon project activities are compared, forests participating in IFM projects **can** continue to manage and harvest timber.

Attachment: Carbon Credit Presentation for Exec FINAL 08-16-2022 (7253 : Chippewa County Forest Carbon Credit Opportunity – Randy



Properties on which commercial harvesting occurs are required to maintain sustainable forest management certification by FSC, SFI, or ATFS, to be eligible for this type of the project.

Anew

Anew has been developing and selling carbon credits in North American markets since 2001. We have developed some of the first projects for the voluntary carbon markets with clients including Google, Disney, Microsoft, Interface and Chevrolet.

Anew offers a turnkey project development solution, leading, and financing every step required from initial feasibility assessment, through contracting for the sale of credits to end-users

With the Chippewa County Forest providing so many positive social and environmental benefits, we believe that Chippewa County Forest credits would achieve very favorable prices in the voluntary market.

Attachment: Carbon Credit Presentation for Exec FINAL 08-16-2022 (7253 : Chippewa County Forest Carbon Credit Opportunity – Randy

Long-term forest owner commitments

Forest project owners agree to a number of long-term requirements intended to ensure the "permanence" of carbon stocks that have been sold as offsets. These include:

- Annual reporting of estimated carbon stocks and known harvests or disturbances
- 5-Year Site Verification by accredited verifier
- 10-Year Re-inventory schedule
- Repayment of carbon credits "reversed" due to harvesting
- Transfer of project (with associated benefits and commitments) to subsequent forest owners

Chippewa County Forest Carbon Volume and Revenue

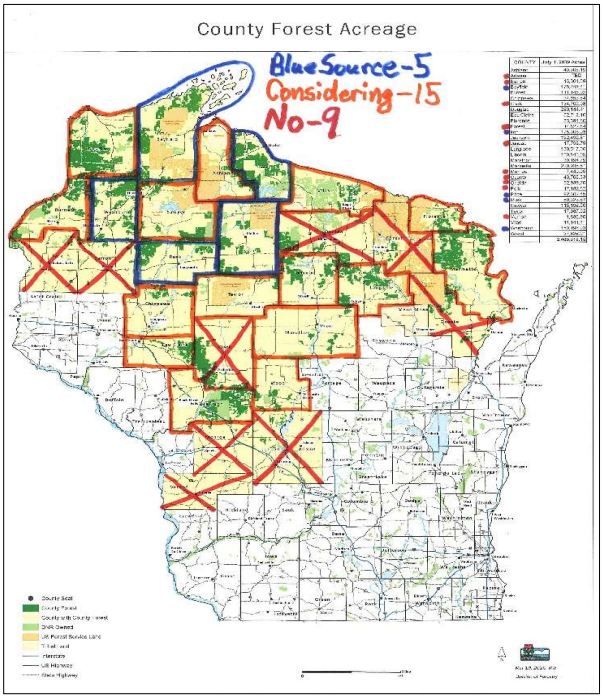
Date	Volume Sold (a)	Price (b)	Gross Revenue	Project Expense (c)	Net Revenue	Forest Owner Revenue (d)
2022	63,000	$15.00	$945,000	($184,285)	$760,715	$570,536
2023	61,000	$16.00	$976,000	($23,370)	$952,630	$714,473
2024	61,000	$17.00	$1,037,000	($23,370)	$1,013,630	$760,223
2025	61,000	$18.00	$1,098,000	($23,370)	$1,074,630	$805,973
2026	61,000	$19.00	$1,159,000	($23,370)	$1,135,630	$851,723
2027	61,000	$20.00	$1,220,000	($104,508)	$1,115,493	$836,619
2028	20,000	$21.00	$420,000	($16,400)	$403,600	$302,700
2029	6,000	$22.00	$132,000	($14,020)	$117,980	$88,485
2030	6,000	$23.00	$138,000	($14,020)	$123,980	$92,985
2031	6,000	$24.00	$144,000	($14,020)	$129,980	$97,485
TOTAL	**406,000**		**$7,269,000**	**($440,733)**	**$6,828,268**	**$5,121,201**

Monitoring Endowment (e) **$312,508**

Buffer Pool Deductions: All volumes presented post-deduction of ~18% of issued credits. This mandated "insurance policy" covers unintentional reversals (losses of carbon stocks) due to natural occurrences, such as fire, pest, or disease.

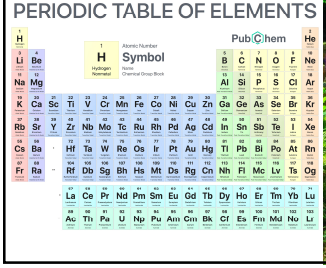
Attachment: Carbon Credit Presentation for Exec FINAL 08-16-2022 (7253 : Chippewa County Forest Carbon Credit Opportunity – Randy

Which other Counties are considering a carbon credit project?



Questions??







Attachment: Carbon Credit Presentation for Exec FINAL 08-16-2022 (7253 : Chippewa County Forest Carbon Credit Opportunity – Randy

Finance Update

January-June 2022 (Pre-Audited)

Lori Zwiefelhofer, Finance Director

County Board – September 13, 2022

Definitions

Fund – A fiscal entity that is segregated for the purpose of accounting and budget reporting with a complete set of self balancing accounts to include assets, liabilities, equity/fund balance and revenues and expenditures/expenses

- General – to account for all financial resources used to fund general government operations not accounted for in another fund
- Special Revenue – are used to account for the proceeds of specific revenue sources that are restricted or committed to specified purposes
- Debt Service – to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest
- Capital Projects – to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment
- Proprietary – the category of funds used to account for ongoing activities similar to those also found in the private sector. Uses the accrual basis of accounting
  - Enterprise – to account for operations that are financed and operated similar to private business with the intention that the cost of providing goods or services to the general public is to be financed or recovered primarily through user charges
  - Internal Service – to account for the cost of providing goods or services by one department or agency to another department or agency on a cost-reimbursement basis
- Fiduciary Funds – funds used to report assets held in a trust agency

Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

Definitions (cont.)

Fund Balance/Net Assets – The difference between assets and liabilities

- If at the end of the year actual revenues exceed actual expenditures fund balance increases – it decreases if actual expenditures exceed actual revenues
- When budgeting fund balance – you are anticipating that expenditures will exceed revenue by the amount budgeted and the budget plan is to reduce the amount of fund balance available
  - Non-spendable fund balance – amounts that are not in spendable form, such as inventory and prepaid expense.
  - Restricted fund balance – amounts that can be spent only for specific purposes by external providers, such as grant or bondholders as well as through legislation
  - Committed fund balance – amounts that are intended for specific purpose, as expressed by the governing body or authorized official
  - Unassigned fund balance – all amounts not contained in other categories

Definitions (cont.)

Lapsing Fund – The difference between revenues and expenditures is closed out to the fund balance and not carried forward to be used for a specific purpose

Non-Lapsing Fund – The difference between revenues and expenditures is carried forward to be used for a specific purpose

Contingency Fund – A line item in the budget that is for unplanned expenditures

Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

January – June 2022 (Pre-Audited) Financial Results

2022 Pre-Audited Financial Results

January – June 2022 (Pre-Audited) Financial Results:

General Fund

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
02	County Board	$ 185,436.00	$ 185,436.00	100.0%	$ 185,436.00	$ 99,642.10	53.7%	$ 85,793.90
03	General County	$ 356,944.00	$ (2,366,310.16)	-662.9%	$ 356,944.00	$ 185,422.56	51.9%	$ (2,551,732.72)
04	Department of Administration	$ 7,667,105.51	$ 5,825,292.60	76.0%	$ 7,667,105.51	$ 2,739,212.56	35.7%	$ 3,086,080.04
05	Insurances	$ 400,400.00	$ 259,835.02	64.9%	$ 400,400.00	$ 68,885.14	17.2%	$ 190,949.88
06	County Clerk	$ 1,222,483.00	$ 1,177,517.51	96.3%	$ 1,222,483.00	$ 1,069,074.17	87.5%	$ 108,443.34
10	County Treasurer	$ 415,145.00	$ 34,057.85	8.2%	$ 415,145.00	$ 173,141.93	41.7%	$ (139,084.08)
11	Register of Deeds	$ 426,448.00	$ 187,757.58	44.0%	$ 426,448.00	$ 187,042.83	43.9%	$ 714.75
12	District Attorney	$ 804,701.00	$ 703,689.81	87.4%	$ 804,701.00	$ 364,064.82	45.2%	$ 339,624.99
14	Clerk of Courts	$ 1,503,758.00	$ 1,042,993.39	69.4%	$ 1,503,758.00	$ 662,658.31	44.1%	$ 380,335.08
18	Register in Probate	$ 223,327.00	$ 205,967.70	92.2%	$ 223,327.00	$ 96,583.48	43.2%	$ 109,384.22
20	Child Support	$ 862,189.00	$ 266,109.58	30.9%	$ 862,189.00	$ 361,422.28	41.9%	$ (95,312.70)
24	Sheriff	$ 11,635,039.25	$ 8,485,256.95	72.9%	$ 11,635,039.25	$ 4,679,769.93	40.2%	$ 3,805,487.02
26	Emergency Mgmt	$ 304,498.00	$ 187,489.22	61.6%	$ 304,498.00	$ 106,846.99	35.1%	$ 80,642.23
27	Coroner	$ 162,680.00	$ 129,640.00	79.7%	$ 162,680.00	$ 78,584.25	48.3%	$ 51,055.75
42	Housing Authority	$ 1,150.00	$ 1,150.00	100.0%	$ 1,150.00	$ -	0.0%	$ 1,150.00
48	UW - Extension	$ 313,741.00	$ 303,590.46	96.8%	$ 313,741.00	$ 35,726.84	11.4%	$ 267,863.62
50/52	Land Conservation & Forest Mgmt	$ 3,461,677.00	$ 1,303,842.58	37.7%	$ 3,461,677.00	$ 836,267.65	24.2%	$ 467,574.93
53/54	Planning & Zoning	$ 1,135,239.00	$ 704,650.92	62.1%	$ 1,135,239.00	$ 385,597.01	34.0%	$ 319,053.91
60	Veterans	$ 228,280.00	$ 228,280.00	100.0%	$ 228,280.00	$ 93,695.12	41.0%	$ 134,584.88
68	Public Health	$ 740,824.00	$ 690,315.42	93.2%	$ 740,824.00	$ 196,950.24	26.6%	$ 493,365.18
100	**General Fund**	**$ 32,051,064.76**	**$ 19,556,562.43**	**61.0%**	**$ 32,051,064.76**	**$ 12,420,588.21**	**38.8%**	**$ 7,135,974.22**

Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

January – June 2022 (Pre-Audited)Financial Summary:

General Fund (cont.)

- Highlights Include:
  - **General County**
    - State Shared Revenues arrive in 4th Quarter (2022 Budgeted = $2,573,780)
  - **County Clerk**
    - The expenses show 87.5% utilized which is attributed to the annual Libraries allocation (2022 = $902,109)
  - **County Treasurer**
    - Interest rates are still very low. Between CDs and Schwab Market, we are at about 27% compared to 50% of the budgeted
  - **Child Support**
    - State Aid is received quarterly

Revenues - You will notice that some other departments show revenues at 100% because the tax levy allocation for their department is given at the beginning of the year for the whole year. Other revenues are below the 25% which is usually normal because they have other sources of revenue besides tax levy to fund their departments.

January – June 2022 (Pre-Audited) Financial Results:

Special Revenue Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/Loss
204	Public Health	$ 1,894,146.00	$ 218,470.48	11.5%	$ 1,894,146.00	$ 540,192.76	28.5%	$ (321,722.28)
205	ADRC & Aging	$ 1,941,971.00	$ 242,454.62	12.5%	$ 1,941,971.00	$ 314,975.28	16.2%	$ (72,520.66)
208	Human Services	$ 7,562,189.00	$ 2,367,164.16	31.3%	$ 7,592,060.00	$ 1,590,409.49	20.9%	$ 776,754.67
209	Recovery & Wellness Consortium	$ 17,245,554.00	$ 3,102,754.84	18.0%	$ 17,215,683.00	$ 2,006,023.06	11.7%	$ 1,096,731.78
213	Housing CDBG Revolving Loans	$ 1,377,450.00	$ 258,891.44	18.8%	$ 1,377,450.00	$ 209,119.21	15.2%	$ 49,772.23
215	Jail Assessment	$ 53,500.00	$ 7,033.51	13.1%	$ 53,500.00	$ 12,725.34	23.8%	$ (5,691.83)
220	Land Records	$ 151,000.00	$ 24,704.00	16.4%	$ 151,000.00	$ -	0.0%	$ 24,704.00
226	County Economic Development	$ 47,462.00	$ 2,175.00	4.6%	$ 47,462.00	$ -	0.0%	$ 2,175.00
230	Sales Tax Property Tax Relief	$ 6,581,027.00	$ 550,806.16	8.4%	$ 6,581,027.00	$ 6,581,027.00	100.0%	$ (6,030,220.84)

Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

January – June 2022 (Pre-Audited) Financial Results:

Special Revenue Funds (cont.)

- Highlights Include:
  - **Recovery Wellness Consortium (RWC)**
    - Medicaid revenue reported with a 2-3 month delay
  - **Sales Tax**
    - Up 1.06%, revenue reported with a two month delay

RWC Working Capital Pool	
Buffalo	$ 49,073.46
Burnett	9,874.58
Dunn	425,775.00
Pepin	109,957.00
Pierce	313,289.00
Polk	280,453.03
Rusk	41,637.46
Washburn	153,032.03
6/30/2022 Balance	**$ 1,383,091.56**

January – June 2022 (Pre-Audited) Financial Results:

Special Revenue Funds - American Rescue Plan Act Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
235	American Rescue Plan Funds	$ 6,279,529.00	$ 6,294,757.27		$ 6,279,529.00	$ 174,776.00		$ 6,119,981.27

The American Rescue Plan Act of 2021 is a $1.9 trillion Economic Stimulus Package that was signed into law by President Biden on March 11, 2021.

Chippewa County received $12,559,059.
- We received $6,279,529.50 on May 19, 2021.
- We received $6,279,529.50 on June 9, 2022.

In July, the County Board approved the ARPA Plan and resolutions.

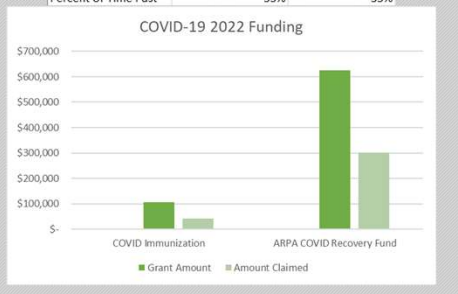
Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

January – June 2022 (Pre-Audited) Financial Results:

COVID Funding & Sales Tax Review

COVID 2022 Funding
Claims submitted through June 30, 2022

	COVID Immunization	ARPA COVID Recovery Fund
Grant Period	7/1/21-6/30/24	3/1/21-12/31/24
Grant Amount	$ 106,500	$ 625,500
Amount Claimed	41,765	300,541
Amount Remaining	$ 64,735	$ 324,959
Percentage Spent	39%	48%
Percent of Time Past	33%	35%



2022 Sales Tax Review
(Received through June 30th,2022)

Year	2017	2018	2019	2020	2021	2022	Change from Previous Year	(2017-2021) 5 Yr Average
January	354,102.19	364,493.73	364,507.60	412,672.62	397,205.20	549,612.29	38.37%	378,596.27
February	332,465.19	286,199.33	358,875.60	454,060.14	541,612.30	586,365.62	8.26%	394,642.51
March	397,026.66	533,439.22	500,103.48	420,748.99	722,005.77	513,655.08	-28.86%	514,664.82
April	488,626.19	534,863.65	461,263.80	453,068.14	744,469.84	837,971.82	12.56%	536,458.32
May	413,559.61	442,521.41	538,976.41	658,017.81	600,030.33	600,030.33	0.00%	530,621.11
June	552,063.91	723,863.22	705,994.86	561,287.51	687,048.73	687,048.73	0.00%	646,051.65
Subtotal	**2,537,843.75**	**2,885,380.56**	**2,929,721.75**	**2,959,855.21**	**3,692,372.17**	**3,774,683.87**	**2.23%**	**3,001,034.69**
July	523,682.52	399,173.73	469,074.82	543,813.92	725,584.05	725,584.05	0.00%	532,265.81
August	440,906.42	568,733.82	632,821.49	641,477.88	690,160.64	690,160.64	0.00%	594,820.05
September	526,900.44	676,879.59	583,429.73	468,174.47	721,266.32	721,266.32	0.00%	595,330.11
October	485,200.30	412,677.84	459,459.89	574,830.83	712,929.94	712,929.94	0.00%	529,019.76
November	335,030.41	452,141.21	541,553.94	532,374.54	527,166.32	527,166.32	0.00%	477,653.28
December	542,448.02	586,754.26	481,481.78	500,998.70	702,937.65	702,937.65	0.00%	562,924.08
Subtotal	**2,854,168.11**	**3,096,360.45**	**3,167,821.65**	**3,261,670.34**	**4,080,044.92**	**4,080,044.92**	**0.00%**	**3,292,013.09**
Totals	**5,392,011.86**	**5,981,741.01**	**6,097,543.40**	**6,221,525.55**	**7,772,417.09**	**7,854,728.79**	**1.06%**	**6,293,047.78**
% change	**6.77%**	**10.94%**	**1.94%**	**2.03%**	**24.93%**	**1.06%**		

January – June 2022 (Pre-Audited) Financial Results:

Debt Service Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
306	Debt Service-Unfunded Liability	$ -	$ 1,574.43		$ -	$ -		$ 1,574.43
315	2019 CIP Bonds	$ 940,900.00	$ 940,900.00	100.0%	$ 940,900.00	$ 840,200.00	89.3%	$ 100,700.00
316	2020 CIP Bonds	$ 912,900.00	$ 912,900.00	100.0%	$ 912,900.00	$ 887,825.00	97.3%	$ 25,075.00

Payment Year	Total Debt Service Principal	Interest	Total	Year-end Outstanding Principal
2022	$ 1,575,000	$ 278,800	$ 1,853,800	$ 7,040,000
2023	$ 1,325,000	$ 227,900	$ 1,552,900	$ 5,715,000
2024	$ 1,015,000	$ 185,075	$ 1,200,075	$ 4,700,000
2025	$ 1,050,000	$ 146,050	$ 1,196,050	$ 3,650,000
2026	$ 1,090,000	$ 105,575	$ 1,195,575	$ 2,560,000
2027	$ 1,135,000	$ 63,475	$ 1,198,475	$ 1,425,000
2028	$ 1,175,000	$ 22,250	$ 1,197,250	$ 250,000
2029	$ 250,000	$ 1,250	$ 251,250	$ -
Total	$ 8,615,000	$ 1,030,375	$ 9,645,375	

Long-Term Bond Financing Plan

Year	Bonding Amount	Projects
2022	$ 3,000,000	Transportation Projects
2024	$ 3,500,000	Transportation Projects
2026	$ 3,500,000	Transportation Projects
2028	$ 3,500,000	Transportation Projects
2030	$ 3,500,000	Transportation Projects

*This financing plan continues to maintain the $1.8M annual debt payments to not negatively impact our state imposed tax levy limits.

Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

January – June 2022 (Pre-Audited) Financial Results:

Capital Project Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
416	2021 CIP for Bonding	$ 1,300,000.00	$ 2,614.61		$ 1,300,000.00	$ -		$ 2,614.61

January – June 2022 (Pre-Audited) Financial Results:

Internal Service Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
701	Highway	$ 14,980,580.00	$ 8,869,745.55	59.2%	$ 14,980,580.00	$ 5,965,878.76	39.8%	$ 2,903,866.79
702	Self-Funded Worker's Comp Insurance	$ 809,222.00	$ 349,953.21	43.2%	$ 809,222.00	$ 540,585.40	66.8%	$ (190,632.19)
703	Self-Funded Health Insurance	$ 7,963,926.00	$ 3,602,675.05	45.2%	$ 7,963,926.00	$ 2,175,370.60	27.3%	$ 1,427,304.45
704	Self-Funded Liability Insurance	$ 300,000.00	$ 1,734.18	0.6%	$ 300,000.00	$ 285,205.15	95.1%	$ (283,470.97)
705	Section 125 Payroll Deduction	$ 285,958.00	$ 158,683.91	55.5%	$ 285,958.00	$ 130,521.41	45.6%	$ 28,162.50

- Highlights Include:
  - **Self-Funded Workers Comp Insurance**
    - High cost claim
  - **Self-funded Liability Insurance**
    - Annual Insurance Allocation charges to departments will be processed in October/November
    - Paid annual WMMIC premium $271,909

Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)

January – June 2022 (Pre-Audited) Financial Results:

Enterprise and Trust Agency Funds

		Revenue			Expense			Actuals
Fund	Description	Budget	Actual	% Collected	Budget	Actual	% Spent	Net Gain/(Loss)
602	Land Development	$ 215,000.00	$ 394,798.86	183.6%	$ 215,000.00	$ 19,030.00	8.9%	$ 375,768.86
804	Dog License Fund	$ 56,300.00	$ 538.65	1.0%	$ 56,300.00	$ 580.80	1.0%	$ (42.15)

Highlights include:

- **Land Development Fund** – Two parcels in the Lake Wissota Business Park have been sold this year.

January – June 2022 (Pre-Audited) Financial Results

Questions, Comments, or Concerns



Attachment: Financial Update 2nd Qtr 2022 Pre-Audited (7284 : Finance Update - Lori Zwiefelhofer)