



AGENDA

Eau Claire County
Committee on Human Resources

Date: February 24, 2023

Time: 8:30 a.m.

Location:

721 Oxford Ave, Eau Claire, WI • Room 3312

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m34073d0403cdae2a403bd86eab7ec6ba>

Join by meeting number:

Meeting number: 2599 776 7982 Password: MpmqEHB558

Join by phone:

Dial in: 415-655-0001 Access Code: 2599 776 7982

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Approval of Minutes – **Discussion/Action**
 - a. January 27, 2023
5. File No. 22-23/091: Abolishing one (1.0 FTE) Judicial Assistant and creating one (1.0 FTE) Supervising Judicial Assistant – **Discussion/Action**
6. File No. 22-23/092: Creating 1.0 (FTE) Nutrition Program Cook position in the Eau Claire County Aging and Disability Resource Center (ADRC)– **Discussion/Action**
7. File No. 22-23/088: Amending section 3.03.020 of the code: Responsibility and Authority – **Discussion/Action**
8. Policy 807: Personal Appearance – **Discussion/Action**
9. Future Items
 - a. Policy 513: Travel & Expense Reimbursement
10. Adjourn

Prepared by: Samantha Kraegenbrink

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-6745 (FAX) 839-1669 or (TDD) 839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703



MINUTES

Eau Claire County

Special Meeting of the Committee on Human Resources

Date: January 27, 2023

Time: 8:30 a.m.

Location:

721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Cory Sisk, Judy Gatlin, Allen Myren, Larry Hoekstra, Katherine Schneider, Nick Smiar (ex-officio)

Others: Samantha Kraegenbrink – Committee Clerk, Jessica McDonald, Kathryn Schauf, Britt Buhrow, Dawn Edlin, Sharon McIlquham, Jon Johnson, Norb Kirk, Linda Struck, Sonja Leenhouts

Call to Order and Confirmation of Meeting Notice

Chair Myren called the meeting to order at 8:30 a.m. and confirmed meeting notice.

Roll call

Listed above under present.

Public Comment

No members of the public wished to make comment.

Approval of Minutes for December 22, 2022

Motion by Supervisor Gatlin, seconded by Supervisor Schneider. No deletions, corrections, or additions. Minutes approved as presented.

Director's Report

- Recruitment Update
 - Britt Buhrow provided an update on County recruitment efforts.
 - Administrator Schauf provided an update on recruitment of the Human Resources Director.
- Strategic Compensation Project Update
 - Jessica McDonald provided an update on the Strategic Compensation Project.

File No. 22-23/074: Amending section 3.10.001 of the code: equal employment opportunity and affirmative action policy; to create section 3.10.002 of the code: exceptions; to amend section 3.10.010 of the code: affirmative action program; to repeal section 3.10.020 of the code: affirmative action officer; to amend section 3.10.040 of the code: grievances under this chapter.

Motion by Supervisor Gatlin. The committee had brief discussion. All in favor, motion carries.

File No. 23-24/088: Amending section 3.03 of the code: organization and administration.

The committee discussed the amendment of section 3.03 in the code. Sharon McIlquham and Jessica McDonald will review the proposed amendment and make changes as recommended. Chair Myren withdraws File No. 23-24/088 for changes and requests it is agendaized at a future meeting. Chair Smiar expressed concern that non-fiscal impact employee manual policy changes does not go to the County Board as the code states that this committee can make those changes as needed.



MINUTES

Eau Claire County

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CDL Promissory Note

Jon Johnson provided background on the need for a CDL Promissory Note process. Supervisor Hoekstra motions to approve the CDL promissory note, all in favor, motion carries.

2023 Meeting Schedule

Will continue as the fourth Friday of each month.

Future Items

- Policy 513: Travel & Expense Reimbursement

The meeting was adjourned at 9:33 a.m.

Respectfully submitted by,

Samantha Kraegenbrink

AMENDED FACT SHEET

TO FILE NO. 22-23/091

This resolution abolishes one (1.0 FTE) Judicial Assistant with the courts and creates one (1.0 FTE) Supervising Judicial Assistant.

The Eau Claire County judges are requesting the creating of a Supervising Judicial Assistant to increase continuity and consistency regarding the procedures and duties of judicial assistants.

There are six (6) circuit court branches and a court commissioner branch in Eau Claire County. There are currently six (6) Judicial Assistant positions in Eau Claire County. This resolution would reclassify one (1) Judicial Assistant position to a Supervising Judicial Assistant, and there would be five (5) Judicial Assistant positions remaining with the courts.

The current position of Judicial Assistant is at pay grade H. The Supervising Judicial Assistant results in a change in salary to pay grade I. A job description for the Supervising Judicial Assistant has been created to incorporate the additional duties required.

Fiscal Impact: For 2023 - \$1,761 - \$1,850.

Respectfully Submitted,

Sharon McIlquham
Corporation Counsel
Eau Claire County, Wisconsin

2
3 ABOLISHING ONE (1.0 FTE) JUDICIAL ASSISTANT AND CREATING ONE (1.0 FTE)
4 SUPERVISING JUDICIAL ASSISTANT

5
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein created outside of the budget process be submitted to the County Board of Supervisors for
8 authorization; and

9
10 WHEREAS, the Eau Claire County judges are requesting the creation of the Supervising Judicial
11 Assistant to increase continuity and consistency regarding the procedures and duties of judicial assistants;
12 and

13
14 WHEREAS, the current position of Judicial Assistant is at pay grade H. The Supervising Judicial
15 Assistant results in a change in salary to pay grade I; and

16
17 WHEREAS, a job description for the Supervising Judicial Assistant position has been created; and

18
19 WHEREAS, the request from the Courts is to abolish one 1.0 FTE Judicial Assistant and create one
20 1.0 FTE Supervising Judicial Assistant; and

21
22 WHEREAS, the reclassification of this position has the potential increase in annual cost of \$1,761 -
23 \$1,850 in the year 2023.

24
25 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
26 abolishes in the Courts one (1.0 FTE) Judicial Assistant (Grade H) position, and creates one (1.0 FTE)
27 Supervising Judicial Assistant (Grade I) position.

28
29 ENACTED:

30 *Steve Pappas*
31 _____
32 *Constance Russell*
33 _____
34 *Scott G.*
35 _____

36
37
38
39 Judiciary and Law Enforcement Committee

Human Resources Committee

40
41 Dated this 15th day of February, 2023.

Dated this _____ day of _____, 2023.

42
43 Vote: 3 Aye 0 Nay

44
45 Vote: _____ Aye _____ Nay

46
47 _____
48 _____

49
50 Dated this _____ day of _____, 2023

Finance and Budget Committee
Vote: _____ Aye _____ Nay

FACT SHEET TO

FILE NO. 22-23/092

This resolution creates an additional Nutrition Program Cook at the ADRC department based on the workforce assessment done by management. The cook is responsible for daily food preparation and packaging for the Meals on Wheels Program and the Senior Dining Program.

In 2022 3.6 FTEs cooked 123,154 meals. This is a 50% increase from what we did in 2019 and although this program relies heavily on volunteers; the overall operations of getting food to table relies on paid Eau Claire County staff.

Fiscal Impact (Step 5)

	Without Health Insurance	With Health Insurance	Funding source
2023 (April-December)	\$35,241	\$55,908	ADRC Fund Balance
2024	\$47,692	\$75,663	Tax Levy

Respectfully Submitted,



Linda Struck
ADRC Director

1 Enrolled No.

2 RESOLUTION

3 File No. 22-23/092

4 CREATING 1.0 (FTE) NUTRITION PROGRAM COOK POSITION IN THE EAU CLAIRE
5 COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC)

6 WHEREAS, the workforce assessment done by ADRC management as part of long range
7 and strategic plans as well as organizational structure identified a need for this position; and

8
9 WHEREAS, with 3.6 FTEs, the ADRC Meals on Wheels program served 123,154 meals
10 in 2022, which was a 50% increase from 2019; and

11
12 WHEREAS, the cooks are responsible for daily food preparation and packaging for the
13 Meals on Wheels Program and the Senior Dining Program. This food preparation will be
14 completed at the new kitchen facility co-located at the Highway Department.

15
16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
17 Supervisors hereby approves the creation of 1.0 (FTE) Nutrition Program Cook Position in the
18 Aging and Disability Resource Center effective April 1, 2023.

19 ENACTED:

20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____

29 _____
30 _____
31 Human Resources Committee

32 Dated this ____ day of _____, 2023.

33 Vote: _____ Aye _____ Nay

34 _____
35 Aging and Disability Resource Center Board

36 Dated this ____ day of _____, 2023.

37 Vote: _____ Aye _____ Nay

38 _____
39 _____
40 _____
41 _____
42 Finance and Budget Committee

43 Dated this ____ day of _____, 2023.

44 Vote: _____ Aye _____ Nay
45
46

AMENDED FACT SHEET

TO FILE NO. 22-23/088

Through a review of Title 3 of the Eau Claire County Code completed by the Human Resources Department, it was determined the language referring to responsibility and authority should be modified in order to increase efficiency and update the title with clarifying language to ensure Title 3 is more adaptive and responsive to the needs of the County. Current county code language does not align with best practices to provide for an effective and efficient process for recruitment and retention purposes. This file will repeal and replace Chapter 3.03, incorporating the proposed changes. Some of the language changes involve removing references to the position title authorization, with the goal to include clarifying language that the authorization of FTE requires action by the elected body when there is a fiscal impact. The other changes to Title 3 provide clarifying language and changes for ease of reading and understanding of the various sections.

Fiscal Impact: \$0

Respectfully submitted:

Sharon McIlquham
Corporation Counsel

2
3 TO AMEND SECTION 3.01.005 C. OF THE CODE: SCOPE AND COLLECTIVE
4 BARGAINING OBLIGATIONS; TO AMEND SECTION 3.01.010 A. OF THE CODE:
5 DEFINITIONS; TO REPEAL AND RECREATE SECTION 3.03.020 OF THE CODE:
6 RESPONSIBILITY AND AUTHORITY; TO AMEND SECTION 3.05.030 B. OF THE CODE:
7 INSPECTION AND CONFIDENTIALITY OF RECORDS; TO AMEND SECTION 3.15.030 OF
8 THE CODE: POSITION AND FULL TIME EQUIVALENCY (FTE) ESTABLISHMENT; TO
9 AMEND SECTION 3.15.070 OF THE CODE: REGULAR AND PROJECT POSITION TITLES;
10 TO AMEND SECTION 3.20.010 B. OF THE CODE: BENEFITS OF ELECTED OFFICIALS;
11 TO AMEND SECTION 3.20.050 OF THE CODE: COUNTY BOARD OF SUPERVISORS
12 COMPENSATION; TO AMEND SECTION 3.20.060 D. OF THE CODE: COMPENSATION
13 OF COUNTY GOVERNING BODIES; TO AMEND SECTION 3.50.001 OF THE CODE:
14 PURPOSE; TO AMEND SECTION 3.50.005 D. AND G. OF THE CODE: DEFINITIONS; TO
15 AMEND SECTION 3.50.010 OF THE CODE: SPECIFIC CONFLICTS ENUMERATED; TO
16 AMEND SECTION 3.50.030 OF THE CODE: PUBLIC PURPOSE DOCTRINE; TO AMEND
17 SECTION 3.50.070 A. OF THE CODE: POLITICAL ACTIVITY; TO AMEND SECTION
18 3.50.080 C. OF THE CODE: OUTSIDE EMPLOYMENT; TO AMEND SECTION 3.50.090 E.
19 OF THE CODE: NEPOTISM; TO AMEND SECTION 3.85.005 C. AND D. OF THE CODE:
20 DEFINITIONS;

21
22 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

23
24 SECTION 1. That Subsection C. of Section 3.01.005 of the code be amended to read:

25
26 C. In instances where these provisions ~~are in~~ conflict with Wis. Stat. § 59.26, the
27 latter provision shall prevail.

28
29 SECTION 2. That Subsection A. of Section 3.01.010 be amended to read:

30
31 A. "Appointing authority" means the person, governing body or designee thereof
32 which has the authority granted by law or ordinance to appoint an individual to or remove an
33 individual from positions in county service. The county administrator shall appoint heads of all
34 departments and offices, with the exception of those department heads who are constitutionally
35 elected officials. ~~and~~ ~~†~~The head of each department or office shall appoint all subordinate
36 personnel.

37
38 SECTION 3. That Section 3.03.020 of the code be repealed and recreated to read:

39
40 3.03.020 Responsibility and authority.

- 41 A. The county board shall:
- 42 1. Authorize by ordinance any amendments to the human resources code;
 - 43 2. Confirm non-elected department head appointments;
 - 44 3. Authorize the total number of full-time equivalency regular positions
 - 45 pursuant to Chapter 3.15;
 - 46 4. Authorize the creation, addition, reduction, or abolition of all regular
 - 47 positions that have a fiscal impact;
 - 48 5. Appropriate funds for all authorized personnel positions.
- 49 B. The committee shall perform those functions provided in 2.04.440 and Title 3.

1 1. The committee shall be advised of and may review any changes in the
2 employee policy manual made by the county administrator and the director and take action on
3 any policy changes resulting in a fiscal impact;

4 2. Any action taken by the committee resulting in fiscal impact will go to the
5 committee on finance and budget, and then to the county board for approval.

6 C. The county administrator shall perform those human resources functions provided
7 in Chapter 2.06 and Title 3.

8 1. The county administrator and the director will approve any changes to the
9 employee policy manual.

10 2. The committee will take action on any policy changes resulting in a fiscal
11 impact.

12 3. Any changes resulting in a fiscal impact will go to the committee on
13 finance and budget, and then to the county board for approval.

14 D. The director shall:

15 1. Administer the human resources code, the employee policy manual and
16 perform those functions provided therein;

17 2. Lead strategic efforts and make operational decisions in all areas of
18 personnel management including employment and recruiting, training and development,
19 classification and compensation, benefits, employee relations, labor negotiations, personnel
20 records and health and safety;

21 3. Make recommendations regarding overall personnel resource strategic and
22 workforce planning;

23 4. Develop and maintain classification and compensation plans;

24 5. Review reorganization recommendations made by department heads to
25 outline appropriate action for the board;

26 6. Approve setting the salary of new employees above the current market
27 rate;

28 7. Approve exceptions to benefits policy;

29 8. Approve travel costs of applicants;

30 9. Approve temporary assignments;

31 10. Maintain a record of authorized position titles and their full-time
32 equivalency for each position.

33 E. Department heads shall:

34 1. Enforce the human resources code and the employee policy manual, as it
35 pertains to their respective departments, and keep employees informed of its provisions;

36 2. Recommend to the director any amendments to the human resources code
37 and the employee policy manual, which would improve county operating efficiency or employee
38 relations;

39 3. Delegate appropriate authority to subordinate supervisory personnel in
40 enforcing the code and the employee policy manual,

41 4. Provide notification to the director of any known changes in personnel
42 within 24 hours of notice and participate in the selection of replacement employees.

43 F. Supervisory personnel may, if delegated by the department head, enforce human
44 resources policies.

45
46 SECTION 4. That Subsection B. of Section 3.05.030 of the code be amended to read:

47
48 B. Confidential personnel records. Other employee information not designated in
49 A., shall be considered confidential and shall be available to the employee, the county

1 administrator, the corporation counsel, the employee's supervisor, the department head, and the
2 human resources department and appropriate standing committee or body, on a need to know
3 basis, as determined by the director, in order to perform their respective duties.

4 1. Employee requests for personnel records. An employee or his or
5 her representative shall, upon written request, be allowed to inspect any documents in the
6 employee's personnel file. The inspection shall take place during working hours a mutually
7 agreed upon time in the human resources department.

8 2. Third party open records. ~~requests for personnel records~~. When a third
9 party makes an open records request ~~is made~~ for personnel records, the director ~~shall deny the~~
10 ~~request~~, shall balance the interests of the public to be informed in public matters against the harm
11 to employee reputations which would likely result from the inspection and disclosure and release
12 the records or release the records only after a notice of impending release and the right of judicial
13 review, where applicable, have been provided to the employee, all in conformance with the
14 Wisconsin Public Records Law. In conformance with the Wisconsin Public Records Law, the
15 director shall deny the request.

16
17 SECTION 5. That Section 3.15.030 of the code be amended to read:

18
19 3.15.030 Position and Full-Time equivalency (FTE) establishment.

20 A. Authorization for all ~~regular position titles and full-time~~ equivalency or changes
21 therein is subject to the recommendation of the governing committee, the committee and
22 approval by the board.

23 B. Authorization for all temporary part-time, ~~casual~~, and seasonal positions or
24 changes therein shall be approved by the director, subject to departmental budgetary constraints.

25 C. Each full-time equivalency within a position title shall be determined and
26 designated as regular, ~~temporary part-time, casual~~, or seasonal.

27 D. The department head shall request to the director, approval for each limited-term
28 employee.

29 ~~D.E.~~ Authorization for the addition creation, reduction, or deletion abolishment of FTE
30 ~~within a position title~~ is subject to the recommendation of the governing committee, the
31 committee on finance and budget, if there is a fiscal impact, and approval by the board.

32
33 SECTION 6. That Section 3.15.070 of the code be amended to read:

34
35 3.15.070 Regular and project pPosition Ttitles.

36 A. The director shall maintain a list of ~~regular~~ position titles used in county service
37 which shall include the position title, number of FTE per position title, salary code and any
38 contingent conditions for specific positions. The list is available from human resources by
39 request.

40 B. Position title changes. Authorization for all title changes is subject to the
41 recommendations ~~of the governing committee and director and approval by the committee and~~
42 approval of the department head, the director, and of the county administrator.

43
44 SECTION 7. That Subsection A. of Section 3.20.010 of the code be amended to read:

45
46 A. Eligible to participate in a group dental plan by paying the ~~entire~~ premium as
47 provided in the ~~eEmployee pPolicy mManual~~

48 B. Eligible to participate in the Wisconsin Retirement System ("WRS") as
49 authorized by law. Each elected official is required to pay their share of the total WRS required

1 contributions. The county will pay only its share of the total WRS required contributions as
2 required by law. It is expressly recognized that these contributions may change, when the
3 required WRS rate is adjusted, as authorized by law.
4

5 SECTION 8. That Section 3.20.020 of the code be amended to read:
6

7 3.20.050 County board mileage allowance.

8 A. Each supervisor shall, for each day he or she attends a meeting of the board or for
9 attendance at not to exceed 2 committee meetings in any 1 day, receive a mileage allowance for
10 each mile traveled in going to and returning from the meeting by the most usual traveled route at
11 the rate established in the ~~e~~Employee ~~p~~Policy ~~m~~Manual as the standard mileage allowance; but
12 subject to the limitations in the ~~e~~Employee ~~p~~Policy ~~m~~Manual for out-of-county committee
13 meetings. The standard mileage allowance shall be paid to any county supervisor who travels to
14 a meeting, which is cancelled due to a lack of a quorum.

15 B. Nothing in this section shall be construed to prohibit claims for travel expense
16 reimbursement by any supervisor for authorized travel within or without the county on official
17 county business not constituting a committee meeting as defined in 3.20.030. All such claims
18 shall be subject to the provisions of the ~~e~~Employee ~~p~~Policy ~~m~~Manual.
19

20 SECTION 9. That Subsection D. of Section 3.20.060 of the code be amended to read:
21

22 D. Mileage reimbursement shall be paid for each mile traveled in going to and
23 returning from a meeting of any governing body or subcommittee thereof authorized under B. by
24 the most usual traveled route at the rate established in the ~~e~~Employee ~~p~~Policy ~~m~~Manual as the
25 standard mileage allowance, subject to the limitations in the ~~e~~Employee ~~p~~Policy ~~m~~Manual for
26 out of county travel. The standard mileage allowance shall be paid to any committee member
27 authorized to receive mileage reimbursement who travels to a meeting which is cancelled due to
28 lack of a quorum.
29

30 SECTION 10. That Section 3.50.001 of the code be amended to read:
31

32 3.50.001 Purpose. The proper operation of a democratic and representative government
33 requires that public officials and employees be independent, impartial, and responsible to the
34 people; that government decisions and policy be made in proper channels of the governmental
35 structure; that public office not be used for improper personal gain; and that conflicts between
36 private interests and public responsibilities be avoided. In recognition of these goals, there is
37 established a code of ethics to establish guidelines for ethical standards of conduct for such
38 officials and employees by setting forth those acts or actions that are incompatible with the best
39 interests of the county and by directing disclosure by such officials and employees of private
40 interests in matters affecting the county. The provisions and purpose of this code and such rules
41 and regulations as may be established are declared to be in the best interests of the county.
42

43 SECTION 11. That Subsections D. and G. of Section 3.50.005 be amended to read:
44

45 D. "Privileged information" means any written or oral material related to county
46 government which has not become part of the body of public information, and which is
47 designated by statute, court decision, lawful order, ordinance, resolution or custom as privileged.
48

1 G. "Immediate family" means an individual's spouse; and an individual's relative by
2 marriage, lineal decent, or adoption who receives, directly or indirectly, more ~~than~~than ½ of ~~his~~
3 ~~or her~~their support from the individual or from whom the individual receives, directly or
4 indirectly, more ~~than~~than ½ of ~~his or her~~their support.

5
6 SECTION 12. That Section 3.50.010 of the code be amended to read:

7
8 3.50.010 Specific conflicts enumerated. The following conflicts of interest shall be
9 expressly prohibited:

10 A. Incompatible employment. No public official or employee shall engage in or
11 accept private employment or render services to any other governmental body or to anyone in the
12 private sector which would tend to be incompatible with the proper discharge of ~~his or her~~their
13 duties, unless otherwise permitted by law or unless disclosure is made as hereinafter provided.

14 B. Representing private interests before agencies or courts. No elected public
15 official or employee who is admitted to practice law shall represent, as an advocate any private
16 interests, other than ~~his or her~~their own or that of ~~his or her~~their family, in any proceeding
17 adverse to the county before any federal or state court or agency.

18 C. Disclosure of confidential information. No public official or employee shall,
19 without proper authorization, disclose confidential information, nor use such information to
20 advance the actual or anticipated financial or personal interests of ~~him or herself~~themselves or
21 others. D. Gratuities or kickbacks.

22 1. An official or employee shall not accept anything of value whether in the
23 form of a gift, service, loan or promise from any person, which may impair ~~his or her~~their
24 independence of judgment or action in the performance of their official duties.

25 2. No payment of a gratuity or kickback shall be made by or on behalf of any
26 person and be accepted by any public official or employee as an inducement or reward for the
27 latter's action in procuring the award of any contract or order.

28 3. It is not a conflict of interest for an official or employee to receive a gift or
29 gratuity that is an unsolicited item of insignificant value or anything which is given to them
30 independent of their position as an official or employee.

31 E. Failure to disclose interest in legislation.

32 1. The following persons on behalf of themselves or their families shall
33 disclose the nature and extent of any personal or financial interest in proposed legislation before
34 the county board:

35 a. County board members; and
36 b. Public officials or employees who have been asked to render
37 official opinions or recommendations to the county board on the legislation.

38 2. The disclosure shall be made before any debate commences upon the
39 particular legislation and shall consist of an announcement to be recorded in the journal of
40 proceedings and a request to abstain from voting. Notwithstanding abstention from voting as
41 may be allowed by the board, it shall be the responsibility of each employee or public official to
42 personally ascertain that such actions do not conflict with Wis. Stat. § 946.13.

43 F. Nepotism forbidden. Public officials and employees are forbidden from engaging
44 in nepotism, as applied at 3.50.090, and are further forbidden from using their positions to
45 influence the county to employ in any capacity whatsoever, or otherwise retain the services of,
46 as an independent contractor or agent, a member of ~~his or her~~their immediate family.

1 G. Use of position to compel charitable contributions, donations or induce business.
2 Public officials are forbidden from using their positions to influence employees to make political
3 campaign contributions, secure other donations to causes, public or private, or to engage in
4 business transactions in which they have a personal or financial interest.
5 Conducting private business on county premises and time. Public officials and employees are
6 forbidden from conducting their personal or private business while they are on county premises
7 and engaged in their public duties.

8
9 SECTION 13. That Section 3.50.030 of the code be amended to read:

10
11 3.50.030 Public purpose doctrine.

12 A. Use of public property. No public official or employee shall request or permit the
13 use of county services or of county-owned vehicles, equipment, materials, or property for non-
14 official purposes or for personal profit or convenience, except when such services are generally
15 available to the public-at-large. This prohibition shall not apply to the use of county vehicles or
16 property for personal convenience, sufficiently related to job requirements of an officer or
17 employee, as approved, and regulated by the county board or as provided pursuant to a contract
18 with a collective bargaining unit.

19 B. Obligations to citizens. No public official or employee shall grant any special
20 consideration, treatment, or advantage to any citizen beyond that which is available to every
21 other citizen.

22
23 SECTION 14. That Subsection A. of Section 3.50.070 of the code be amended to read:

24
25 A. No employee or elected official shall directly or indirectly use or seek to use ~~his~~
26 ~~or her~~ their authority or the influence of ~~his or her~~ their position to control or modify the political
27 action of another person.

28
29 SECTION 15. That Subsection C. of Section 3.50.080 be amended to read:

30
31 C. All forms of money compensation, except expense reimbursements, for outside
32 services performed during the hours when the employee is ~~actually~~ providing services to the
33 county, shall be turned over to the director for deposit with the county treasurer.

34
35 SECTION 16. That Subsection A. of Section 3.50.090 be amended to read:

36
37 E. No appointing authority, county board supervisor, county elected official, or
38 employee shall seek to influence the employment decisions of an appointing authority on behalf
39 of a relative.

40
41 SECTION 17. That Subsections C. and D. of Section 3.85.005 be amended to read:

42
43 C. "Deputy sheriff" means such persons as are duly appointed by the sheriff to aid in
44 the performance of ~~his or her~~ their duties, as set forth at Wis. Stat. § 59.27 under ~~his or her~~ their
45 direction, and in the case of ~~his or her~~ their absence or disability, or a vacancy in ~~his or her~~ their
46 office, who will perform all of the duties of the sheriff during such absence or until such vacancy
47 is filled.

1 D. "Posse means adult residents of the county summoned by the sheriff to assist ~~him~~
2 ~~or her~~ in times of public emergency for the purpose of preserving the public peace or for the
3 pursuit of felons.

4
5 ENACTED:

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15 _____
16 Committee on Human Resources

17
18 VOTE: _____ Aye _____ Nay
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37 :

38
39 Dated this _____ day of _____, 2023.
40

TRACK CHANGES FOR SECTION 3.03.020

In the Ordinance 22-23/088 this section was done as a repeal and recreate and incorporates all the changes within, the below defines what those changes are for your reference.

3.03.020 Responsibility and authority.

A. The county board shall:

1. Authorize by ordinance any amendments to the human resources code;
2. Confirm non-elected department head appointments;
- ~~3. Authorize the creation, addition, reduction, or abolition~~ total number of full-time

~~3. Equivalency of all regular positions pursuant to Chapter 3.15; and~~

~~4. Authorize the creation, addition, reduction, or abolition of all regular positions that have fiscal impact, and;~~

~~4.5. Appropriate funds for all authorized personnel positions.~~

~~B. The committee shall perform those functions provided in 2.04.440 and Title 3, and, shall establish pay rates for seasonal employees, and the County Administrator and the Director will approve any changes to the Employee Policy Manual, except any changes. Any changes resulting in a fiscal impact will go to the county board for approval.~~

~~1. The committee shall be advised of and may review any changes in the employee policy manual made by the county administrator and the director and take action on any policy changes resulting in a fiscal impact, and;~~

~~B.2. Any action taken by the committee resulting in fiscal impact will go to the committee on finance and budget, and then to the county board for approval.~~

~~C. The county administrator shall perform those human resources functions provided in Chapter 2.06 and Title 3, and;~~

~~C.1. The County Administrator and the Director will approve any changes to the Employee Policy Manual. The committee will take action on any policy changes resulting in a fiscal impact. Any changes resulting in a fiscal impact. Subsequently, those policy changes will go to the committee on finance and budget, and then to the county board for approval.~~

D. The director shall:

~~1. Administer the human resources code, the Employee Policy Manual, and Human Resources Administrative Manual and perform those functions provided therein;~~

2. Lead strategic efforts and make operational decisions in all areas of personnel management including employment and recruiting, training and development, classification and compensation, benefits, employee relations, labor negotiations, personnel records and health and safety;

3. Make recommendations regarding overall personnel resource strategic and workforce planning;

4. Develop and maintain classification and compensation plans;

5. Review reorganization recommendations made by department heads to outline appropriate action for the board;

6. Approve setting the salary of new employees above the -current market rate ~~minimum;~~

7. Approve exceptions to benefits policy;

8. Approve travel costs of applicants;

9. ~~Monitor~~ Approve temporary assignments; ~~and use of overtime;~~

and

~~10. Maintain a list of regular position titles, and~~

10. Maintain a record of authorized position titles and their full timefull-time equivalency for each position.

11. E. Department heads shall:

1. Enforce the human resources code and, ~~the e~~ Employee pPolicy mManual, ~~and the Human Resources Administrative Manual~~ as it pertains to their respective departments, and keep employees informed of its provisions;

2. Recommend to the director any amendments to the human resources code and,

~~the e~~ Employee pPolicy mManual, ~~and the Human Resources Administrative Manual~~ which would improve county operating efficiency or ~~employment~~ employee relations;

3. Delegate appropriate authority to subordinate supervisory personnel in

enforcing the code and the e, ~~the e~~ Employee pPolicy mManual, ~~and the Human Resources Administrative Manual~~; and; and

~~4. Provide n~~ Immediately notification to the director of any known changes in personnel within 24 hours of notice and

4. participate in the selection of replacement employees.

F. Supervisory personnel may, if delegated by the department head, enforce human resources policies.

POLICY 807 PERSONAL APPEARANCE

1. **Purpose.** County employees are in the forefront of providing service to the general public. Personal appearance is an essential element of good public relations. Eau Claire County expects its employees to be well groomed and neatly dressed. Employees should dress in a manner consistent with a professional business atmosphere and should practice good personal hygiene. Jewelry, perfume and other accessories should not interfere with an employee's or co-workers' ability to perform their jobs and should not pose a safety or health hazard.
2. **Scope.**
 - 2.1 This policy applies to all regular full-time, regular part-time, seasonal employees, and temporary employees of Eau Claire County.
3. **Policy.**
 - 3.1 Employees are expected to dress in an appropriate and professional manner while at work. These established general guidelines will be used when considering appropriate dress unless department needs require alternative guidelines as approved by the department head.

~~4. Inappropriate Attire.~~

- ~~4.1 Hats unless prior approved by the department head.~~
- ~~4.2 Tops showing bare shoulders, tank tops/halter tops unless covered with a blouse, shirt, or jacket.~~
- ~~4.3 Midriff bearing tops or tops portraying any offensive words, terms, logos, pictures, cartoons, or slogans.~~
- ~~4.4 Hooded sweatshirts and t-shirts.~~
- ~~4.5 Jeans, sweatpants, exercise pants, shorts, and spandex pants.~~
- ~~4.6 Tight skirts, miniskirts, skorts, sundresses, beach dresses, and spaghetti strap dresses.~~
- ~~4.7 Footwear resembling what is considered a bedroom slipper or beach flip-flops.~~

POLICY 807 PERSONAL APPEARANCE

Effective Date: January 1, 2012

Revised Date: December 2016

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~~5. Appropriate Attire.~~

~~5.1 T-shirts/sweatshirts portraying the county seal are considered acceptable clothing assuming the work schedule permits.~~

~~5.2 Dress pants will be worn to work Monday through Thursday unless otherwise approved by the department head. Acceptable dress pants include: Slacks similar to Dockers, khakis, wool pants, dressy capris, or black dress pants.~~

~~5.2.1 Jeans with no holes or tears will be permitted on Fridays assuming the work schedule permits.~~

~~5.3 Dresses and skirts worn at a length in which an individual is able to sit comfortably in a public setting.~~

~~5.4 Footwear must fit securely enough to ensure safe movement, be appropriate for the work environment, and must have a hard or rubber sole.~~

4. General Requirements.

4.1 All employees and volunteers will adhere to the following requirements:

4.1.1 Maintain good personal hygiene and will not report for duty in an unclean condition.

4.1.2 Reflect a professional image appropriate for their position.

4.1.3 Hair, beards, sideburns, and mustaches will be neat and clean.

4.1.4 Light, mild use of cologne or perfume is authorized.

4.1.5 Tattoos that depict violence or gang affiliation, or which could be construed as sexual in nature, must be covered while representing the County.

4.1.6 Clothing will be neat, clean, and in good repair. Clothing must not expose undergarments, bare chest, and/or bare midriff. Footwear should be in accordance with the safety requirements and standards of the department. In addition, the footwear should fit securely enough to ensure safe movement. Footwear that may cause safety concerns is not authorized. Shower shoes, flip-flops or other footwear that may cause safety concerns are not authorized.

4.1.7 Clothing that depicts violence, gang affiliation, alcohol or drugs, or which could be construed as sexual in nature is not authorized.

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4.1.8 Clothing will be worn at a length in which an individual is able to perform all work duties comfortably in a public setting.

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~~6.~~ 5. Additional Information.

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~~6.1~~ 5.1 If there are any questions or concerns regarding appropriate county attire, employees should address their supervisor or department head on what clothing is acceptable personal appearance. complies with the Eau Claire County Personal Appearance Policy.

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~~7.~~ 6. Consequences of Policy Violation.

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~~7.1~~ 6.1 In addition to corrective or disciplinary action, depending on the severity of the Eau Claire County Personal Appearance Policy ~~dress~~ violation, the supervisor reserves the right to send the employee home (without pay) until they are in compliance ~~dress in~~ accordance with the Eau Claire County Personal Appearance Policy.

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