

Title 3

HUMAN RESOURCES

Chapters:

<u>3.01</u>	<u>Objectives and Scope</u>
<u>3.03</u>	<u>Organization and Administration</u>
<u>3.05</u>	<u>Records and Transaction Management</u>
<u>3.10</u>	<u>Equal Employment Opportunity and Affirmative Action</u>
<u>3.15</u>	<u>Position Administration</u>
<u>3.20</u>	<u>Compensation and Salary Administration: Elected and Other officials</u>
<u>3.50</u>	<u>Conflict of Interest</u>
<u>3.85</u>	<u>Deputy Sheriffs</u>

Chapter 3.01

OBJECTIVES AND SCOPE

Sections:

<u>3.01.001</u>	Purpose.
<u>3.01.005</u>	Scope and collective bargaining obligations.
<u>3.01.010</u>	Definitions.
<u>3.01.020</u>	Interpretation.

(Ord. 155-27, Sec. 11 Repealed Chapters 3.25, 3.30, 3.35, 3.40, 3.45, 3.55, 3.60, 3.65, 3.70, 3.75 and 3.80)

3.01.001 Purpose. The general purpose of the human resources code is to establish a framework for personnel administration that meets the social, economic and program needs of the county. It shall be the responsibility of every member of the supervisory staff to administer these policies in a fair and impartial manner. (Ord. 155-27, Sec. 1, 2011; Ord. 151-10, Sec. 13, 2007; Ord. 147-54, 2003; Ord. 80-81/276, Sec.3 (part), 1980).

3.01.005 Scope and collective bargaining obligations. County employees, other than supervisory, confidential, managerial or executive, have the right to organize, join and participate in any employee organization, freely and without fear of penalty or reprisal, as provided for in the Municipal Employment Relations Act, Wis. Stat. § 111.70, which includes provisions for the resolution of impasses.

A. This code shall apply to personnel administration for all employees and departments of the county except as otherwise provided. Students engaged in field training, volunteer workers, and persons employed to make or conduct a temporary special inquiry, investigation or examination on behalf of the county board or committee of jurisdiction shall not be covered by the provisions of this code.

B. This code shall apply to employees not covered by collective bargaining agreements and to employees so covered when specific contracts do not apply to the contrary.

C. In instances where these provisions conflict with Wis. Stat. § 59.26, the latter provision shall prevail. (Ord. 167-20, Sec. 1, 2024; Ord. 155-27, Sec. 2, 2011; Ord. 147-54, 2003; Ord. 144-24, Sec. 11, 2000; Ord.141-03, Sec.1, 1997; Ord. 128-25 Sec.1, 1984; Ord. 80-81/276, Sec.3 (part), 1980).

3.01.010 Definitions. The following words and phrases as utilized in this title of the code shall be afforded the definitions hereunder set forth, unless a different meaning is specifically afforded to the word or phrase via definition established in another title of this code or from the context:

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

B. "Committee" means the committee on human resources.

C. "Department head" means any county official who has the responsibility for the operation of a county department.

D. "Director" means the human resources director.

(Ord. 167-20, Sec. 2, 2024; Ord. 160-21, Sec. 1 & 2, 2016; Ord. 155-27, Sec. 3, 2011; Ord. 155-16, Sec. 1-3, 2011; Ord. 155-4, Sec. 1, 2011; Ord. 153-13, Sec.7 & 8, 2009; Ord 151-35, Sec. 2, 2007; Ord. 151-10, Sec. 14, 2007; Ord. 150-27, 2006; Ord. 147-54, 2003; Ord.139-86, Sec.5, 1995; Ord.138-70, 1994; Ord. 137-08, Sec. 1, 1993; Ord. 135-93, Sec.1, 1991; Ord. 127-1, Sec.3, 1983; Ord. 126-34, Sec.1, 1982; Ord. 126-15, Secs.3 (part) and 4, 1982; Ord. 1-82/473, Sec. 1m, 1982; Ord. 81-82/183, Sec.1 (part), 1981; Ord. 80-81/276, Sec.3 (part), 1980; Ord. 155-27, Sec. 3, 2011).

3.01.020 Interpretation. In the event of any ambiguity or conflict in the human resources code, the corporation counsel shall be consulted and requested to render an opinion regarding the appropriate construction. (Ord. 151-10, Sec. 15, 2007; Ord. 147-54, 2003; Ord. 80-81/276, Sec.3 (part), 1980).

Chapter 3.03

ORGANIZATION AND ADMINISTRATION

Sections:

- 3.03.010 Purpose.
- 3.03.020 Responsibility and authority.

3.03.010 Purpose. In order to establish and maintain a human resources program for the county, this chapter shall establish a clear understanding of responsibility and authority. Proper organization and delegation of authority are essential to effective and efficient county government administration and management. (Ord. 151-35, Sec. 4, 2007; Ord. 147-54, 2003; Ord. 80-81/276, Sec.5 (part), 1980).

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 total number of full-time equivalency of all regular positions pursuant to Chapter 3.15; and
 - 4. Appropriate funds for all authorized personnel positions.
- B. The committee shall perform those functions provided in 2.04.440 and Title 3, the committee shall approve any changes in the salary grid and the committee shall approve any changes to the Employee Policy Manual. Any changes resulting in a 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.
- D. The director shall:
 - 1. Administer the human resources code, the Employee Policy 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;
7. Approve exceptions to benefits policy;
8. Approve temporary assignments;
9. Maintain a record of authorized position titles and their full-time equivalency for each position.

E. Department heads shall:

1. Enforce the human resources code and the Employee Policy 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 Employee Policy Manual which would improve county operating efficiency or employee relations;
3. Delegate appropriate authority to subordinate supervisory personnel in enforcing the code and the Employee Policy Manual; and
4. Provide notification to the director of any known changes in personnel within 24 hours; and
5. Participate in the selection of replacement employees.

F. Supervisory personnel may, if delegated by the department head, enforce human resources policies. (Ord. 167-20, Sec. 3, 2024; Ord. 159-006, Secs. 1 & 2, 2015; Ord 155-27, Sec. 4, 2011; Ord. 155-16, Sec. 4, 2011; Ord. 151-10, Sec. 16, 2007; Ord. 147-54, 2003; Ord.141-06, Sec.1, 1997; Ord.139-86, Sec.6, 1995; Ord. 135-74, Sec. 1 & 2, 1992; Ord. 126-62, Sec.3, 1983; Ord. 80-81/276, Sec.5 (part), 1980).

RECORDS AND TRANSACTION MANAGEMENT

Sections:

- 3.05.010 Purpose.
- 3.05.020 Responsibility and authority.
- 3.05.030 Inspection and confidentiality of records.

3.05.010 Purpose. Personnel records are essential to provide factual data about an individual's employment with the county. They serve as a basis to evaluate qualifications for promotion or transfer and determine the status, eligibility, rights and benefits of employees. The documents in the employee's personnel file vitally affect the rights and benefits of employees and serve to support management decisions. (Ord. 147-54, 2003; Ord.141-69, Sec.5, 1997; Ord. 80-81/276, Sec.11 (part), 1980).

3.05.020 Responsibility and authority.

- A. The human resources director shall:
 - 1. Establish, maintain and coordinate personnel transactions and records for all county employees;
 - 2. Maintain a central personnel file for each county employee showing name, address, birth date, title, salary, changes in status, annual performance ratings and such other pertinent information necessary for effective personnel administration and for compliance with federal and state laws;
 - 3. Advise and assist department heads and the county administrator on all county personnel transactions, records and systems procedures; and
 - 4. Notify the finance department on all matters affecting payroll changes.
- B. Department heads shall:
 - 1. Initiate and process transactions that affect their employees using forms provided or approved by the director;
 - 2. Maintain a record of each employee's compensatory time, where applicable, to justify compensable time off work; and
- C. Employees shall notify human resources of any changes which affect their personal status, such as changes in name, address, mail, telephone number, marital status or eligible dependents. (Ord. 167-20, Sec. 4, 2024; Ord. 159-006, Sec. 3 & 4, 2015; Ord. 147-54, 2003; Ord.141-69, Secs.6-7; Ord.141-06, Sec.9, 1997; Ord. 81-82/473, Secs.14--16, 1982; Ord. 80-81/276, Sec.11 (part), 1980).

3.05.030 Inspection and confidentiality of records.

A. General information. Information as to the name, dates of employment, classification title and salary of county employees is available for public inspection at times in accordance with procedures prescribed by the director.

B. Confidential personnel records. Other employee information not designated in A., shall be considered confidential and shall be available to the county administrator, the corporation counsel, the employee's supervisor, department head, human resources department and appropriate standing committee or body on a need-to-know basis as necessary in order to perform their respective duties.

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

2. Third party open records requests. When a third party makes an open records request for personnel records, the director, in consultation with corporation counsel, shall balance the interests of the public to be informed in public matters against the harm to employee reputations which would likely result from the inspection and disclosure and release the records or release the records only, except in the instance of an internal investigation; whereas records may be released to confidential parties, ie. Department of Workforce Development (DWD), outside legal counsel, etc., after a notice of impending release and the right of judicial review, where applicable, have been provided to the employee, all in conformance with the Wisconsin Public Records Law.

C. Medical records. The right of an employee or their representative to inspect personnel records includes the right to inspect any personal medical records maintained by the county. An employee must execute a medical release before their medical records are released to their representative or a third party. If the director believes that disclosure of an employee's medical records would have a detrimental effect on the employee, the employer may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family. (Wis. Stat. § 103.13(5)). Requests by third parties must be accompanied by a written release from the employee.

D. Applications. An applicant for a position may indicate in writing that he or she does not wish their identity to be revealed. Except with respect to an applicant who is selected as a final candidate (1 of top 5) for a position, the County may not provide access to any record related to the application that may reveal the applicant's identity. (Ord. 167-20, Sec. 5, 2024; Ord. 155-27, Sec. 5, 2011; Ord. 151-10, Sec. 18, 2007; Ord. 147-54, 2003; Ord. 144-24, Sec. 12, 2000; Ord. 141-06, Sec. 10, 1997; Ord. 128-25, Sec. 6, 1984; Ord. 80-81/276, Sec. 11 (part), 1980).