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PERSONNEL

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5.01 Personnel Committee; Powers. The Personnel Committee of the Manitowoc County Board of Supervisors is hereby empowered, under Wis. Stat. §§ 59.03(1) and 59.13, to:

(1) Represent the County in all labor relations matters, including but not limited to collective bargaining, non-bargaining unit compensation, and benefits, resolution of grievances, arbitrations, and review of employee terminations. The Committee may delegate its authority to the Personnel Director.

(2) Supervise and direct the operations of the Personnel and Corporation Counsel Departments.

(3) Where requested by the Manitowoc County Board of Supervisors or another committee, review hiring of new or replacement employees in the county.

(4) Serve as the appeal board for appeals taken from disciplinary actions imposed on non-bargaining unit employees or from other personnel decisions where no union agreement provides a mechanism for an appeal.

(5) Approve changes in compensation and benefits of employees upon the recommendation of the county board committee which supervises the position affected.

(6) Review proposals from carriers for health care coverage and/or administrative services and select the administrator or carrier it deems to be in the best interest of the county.

(7) Monitor the County's loss experience in unemployment compensation, worker compensation, and health care.

(8) Perform other duties assigned by the County Board.

5.02 Authorized Positions. (1) As used in this Chapter, the word "position" means a group of duties and responsibilities which require the services of an employee on a full-or part-time basis. A "full-time" position is one in which the employee is employed for a work year of 1,976 hours per year, except that the work year for employees of the Health Care Center and Highway Department shall be 2,080 hours per year and that the work year for employees of the Sheriff's Department shall be 1,950 hours per year. A "part-time" position is one in which the employee works less than the number of hours which constitutes full-time in the employing department. "Full-time equivalent" means the percentage of full-time of a position, determined by the number of hours of a part time position divided by the number of regular full-time work hours of the employee's department. [Example: A part-time position for 1,040 hours per year is .5 of an FTE position $1040/2080 = .5$]

(2) The following numbers of positions are authorized for each named county department or agency. No department or agency may create any position or employ any person, and the payroll department or treasurer may not issue paychecks for any person if the employment of the person or creation of the position would cause the particular department to exceed the authorized number of

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positions for the department.

(3) Departments may request permission to change the number of full- and part-time positions within the total approved number of full and part-time positions. A request for reallocation of full- and part-time positions may be authorized by the Personnel Committee upon request of the standing committee which oversees operation of the Department.

(4) Temporary employees. Departments may hire temporary employees either from the general labor force or through temporary employment agencies. Departments may grant temporary promotions to fill temporary vacancies caused by illness or accident. The Personnel Department shall develop policies under MCC § 5.12 to govern employment of temporary replacements. Departments hiring temporary employees shall pay the cost of such temporary employment out of their department budgets.

(5) Department Positions. [Previous editions of this Code contained a "Staffing Summary" at this location. The Staffing Summary has not been updated since 1988. Information regarding any additional positions authorized since that date can be found in the "County Board Proceedings" or obtained from the County Clerk or Personnel Department.]

(6) Creation of new positions. New Positions should not be created unless no reasonable alternative exists to provide necessary services. No new regular full- or part-time position may be created except under the procedures of this section, nor may a part-time position be increased to full-time.

(a) Creation in county budget process. The following process shall be used to create additional part- or full-time positions as part of the annual county budget.

1. The Department Director initiating the request for an additional position shall submit the request to the standing committee, board or commission which oversees operation of the department. The standing committee shall approve, modify, or reject the request.

2. If the standing committee votes to approve an additional position, the request for the position shall

be referred to the Personnel Committee. The Personnel Committee shall review the request.

3. If the Personnel Committee approves the additional position, the position may be included in the budget request for the department involved. The funding for the additional position must also be included in the budget. If funding is not provided for the additional position by the Finance Committee or the County Board, the request lapses and cannot be utilized to authorize employment of staff in the event that funding later becomes available.

4. There shall be included in the proposed and adopted county budget a table showing the number of positions authorized for each department. The number of positions included in that table shall, after its adoption by the County Board, determine the maximum number of positions which may be employed by county departments. The proposed budget shall also include a listing of new positions proposed in the budget by department with a brief statement of the reason for the proposal.

(b) Creation by separate resolution. Positions may be created outside the budget process through enactment of a resolution by the County Board.

1. The Department Director initiating the request for an additional position shall submit a resolution creating the additional position and specifying its funding to the standing committee, board, or commission which oversees operation of the department. The standing committee shall approve, modify, or reject the request.

2. If the standing committee votes to approve the additional position, the resolution creating the position shall be referred to the Personnel Committee. The Personnel Committee shall review the resolution.

3. If the Personnel Committee approves the resolution, the resolution may be forwarded to the County Board. If funding is not provided for the additional position in the department's budget, the resolution must also be referred to the Finance Committee for its review. The Finance Committee must recommend approval of a fund transfer from the general fund to pay for the position.

4. Resolutions creating positions which require

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transfers of funds require a vote of two-thirds of all the county board members, whether present or not. Resolutions merely authorizing creation of a position where funds already exist require only a simple majority.

(c) Change in position from part-time to full-time. A position may be increased from part-time to full-time by action of the Personnel Committee, at the request of a standing committee. However, in the event that funds must be transferred to finance the additional hours of labor, a county board resolution transferring the funds will be required.

(7) Project positions. (a) An additional position may be created through the procedures of MCC § 5.02(6) as a project position where the cost of the salary and fringe benefits of the position will be paid by a grant of state or federal aid.

(b) A project position shall be limited in term to the duration of its grant funding.

(c) In the event grant funding of a project position is eliminated, the position shall be eliminated when the funding terminates. If the grant funding of a project position is reduced, the position shall be reduced in hours to a level which the remaining funds will support.

(d) If the grant funding of a project position has been eliminated the position may be continued only if an additional regular position is created through the procedures of MCC § 5.02(6). If the grant funding of a project position is reduced, the portion of the project position which is reduced may be continued with county funding only if an additional regular part-time position is created through the procedures of MCC § 5.02(6).

5.03 Vacant Positions. (1) In this section, the term “vacant position” means any authorized position which is not currently filled by an incumbent, except where the incumbent is absent from work due to illness, disability, or maternity leave or other approved leave.

(2) Filling positions. (a) Before any vacant position may be filled by posting the position under the union contract or through outside recruitment, the county board committee which oversees

operation of the department in which the vacancy has occurred shall review the operation of the department to explore alternatives to filling the position.

(b) If the committee fails to authorize refilling the position within forty-five (45) days of the occurrence of the vacancy, the position shall be deemed eliminated and permanently deleted from the number of authorized positions for the department as detailed in MCC § 5.02(5).

(c) If an authorized position is not funded by the County Board, that position is abolished effective January 1 of the year to which the budget applies.

(d) If a position is vacant for more than ninety (90) days after authorization to fill the vacancy has been granted, the position may not be refilled unless the Personnel and Finance Committees each vote to authorize refilling the position.

(e) Policy. The Manitowoc County Board of Supervisors hereby directs Department Directors to fully and thoroughly examine the continuing need for positions which are vacated in order to determine whether county services may be provided with reduced or reallocated staff.

5.04 Outside Employment. (1) Pursuant to Wis. Stat. § 19.59, employees of Manitowoc County are prohibited from assuming outside employment where such employment poses an actual or potential conflict with their responsibilities as a county employee. This prohibition includes, but is not limited to:

(a) Assuming private employment where the employee or the employee’s immediate family may benefit from decisions or actions the employee makes as a public employee;

(b) Assuming private employment which will create a personal interest on the part of the employee in awarding public contracts, business, or benefits;

(c) Accepting additional compensation from private sources for performing public services. All public services should be performed without additional private compensation as part of the employee’s public responsibilities.

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(2) Employees may consult with the Personnel Director in confidence for advice before entering into potentially prohibited employments.

(3) This section shall apply to employment commenced or continuing after the effective date of the ordinance.

5.05 Non-Bargaining Unit Compensation. It is declared to be policy of Manitowoc County to compensate employees who are not represented by labor unions in a fair, equitable, and consistent manner.

(1) Wage rates. Wages paid to non-bargaining unit employees are approved by the Personnel Committee and the standing committees of the board which have jurisdiction over particular departments and employees. Wages are determined using a compensation system approved by the Personnel Committee which measures fiscal and supervisory responsibility, difficulty and impact of decisions, and education and experience requirements in addition to other factors. The compensation system may include provisions for merit increases, adjustments to meet market conditions, experience increases reflecting an employee's increasing tenure in a position, and other considerations.

(2) Administration. The compensation system shall be administered by the Personnel Department under the supervision of the Personnel Committee.

(a) While the pay grade for a position is dependent upon the responsibilities of the position, the ability to progress across a pay grade is directly linked to the performance of an employee. All non-represented employees shall be evaluated annually, on the employee's anniversary date in position, using a performance evaluation tool approved by the Personnel Committee. Progression across the wage schedule is contingent upon a satisfactory performance evaluation. Department Directors are required to evaluate non-represented employees reporting to them. Department Directors are evaluated by the County Administrator and these performance evaluations must be reviewed with the Personnel Committee.

(b) Across-the-board increases may be granted by resolution of the County Board on recommendation of the Personnel Committee.

(3) Procedure. Requests for reclassification may be submitted when there is a major change in duties for the position. The following procedure will be used to evaluate non-bargaining unit positions for classification, reclassification, and compensation purposes:

(a) The employee completes a position analysis questionnaire, which is then reviewed with his/her direct supervisor and the Department Director. If the questionnaire is found to be an accurate and comprehensive reflection of the position in question, such questionnaire shall be authorized by the Department Director and submitted to the Personnel Department by May 1. If the questionnaire does not show a major change in duties, the Department Director shall advise the employee that the criteria for reclassification has not been met.

(b) The Personnel Department shall review the questionnaire and Department Director recommendation using the compensation system for non-represented employees. If the Personnel Department's analysis shows that a change in pay grade is warranted, the completed analysis and recommended salary adjustment (if any) shall be submitted to the standing committee chairperson, Department Director, and employee. If the Personnel Department's analysis shows that a change in pay grade is not warranted, the analysis will be submitted to the Department Director and employee by June 1st.

(c) By July 1st, the Department Director shall review the recommended changes in pay grade and salary adjustments (if any) with the standing committee which has oversight responsibility for the employee requesting reclassification. The standing committee shall either approve or disapprove the Personnel Department's recommendations. Minutes of committee meetings shall be submitted to the Personnel Committee.

(d) The Personnel Committee will consider all reclassification requests by August 1 and its decision will be forwarded to the employee, Department Director, and standing committee.

(e) In the event that the Personnel Committee denies a request, the affected employee, the Department Director, or the standing Committee may request that the Personnel Committee reconsider

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its decision by providing a written request for reconsideration within five working days of receipt of the Personnel Committee's decision. The request for reconsideration shall state the reason(s) for the request.

(f) The Personnel Committee shall meet to hear any requests for reconsideration on or before August 20. The affected employee and the Department Director shall appear before the Personnel Committee and present their reasons for requesting consideration. Any member of the standing committee may also appear before the Personnel Committee. The Personnel Committee shall make its decision on the request for reconsideration on or before September 1.

(4) Any reclassifications granted through this process shall become effective January 1st of the following year. The appropriate funds must then be included in the budget for that year.

(5) The Personnel Committee may adjust the dates which various actions are to be taken under MCC §5.05(3) in order to provide a fair opportunity to employees to avail themselves of the procedures set forth therein.

5.06 Code of Ethics. (1) Declaration of Policy. It is declared that high moral and ethical standards among county officials and employees is essential to conduct of free government; that the Chairperson and Manitowoc County Board of Supervisors believe that a Code of Ethics for the guidance of county officials and employees will help them avoid conflicts of interest, will improve public service and will promote and strengthen the faith and confidence of the people of this county in their county officials and employees.

(2) Definitions. (a) "Financial Interest" shall mean any interest which yields directly a monetary or other material benefit.

(b) "Official" shall mean any official of the County of Manitowoc and shall include the Chairperson, members of the County Board of Supervisors, Department Directors, and any other person elected to county office, as well as anyone appointed to serve on any county board committee or commission, whether or not compensation is received for such service.

(c) "Employee" shall mean any person in the employ of Manitowoc County, Wisconsin, including its institutions, boards, and committees, with or without compensation, other than those designated as officials in MCC § 5.06(2)(b).

(3) Regulated Conduct. (a) Fair and Equal Treatment. No official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

(b) Use of Public Property. No official or employee shall request, permit, or participate in the unauthorized use of county owned vehicles, equipment, materials, or property for personal convenience or profit.

(c) Conflict of Interest. No official or employee may use his or her public position or office to obtain any financial interest for himself, his or her spouse or legal dependent, or for any business with which he or she is associated.

(d) Incompatible Employment. No official or employee shall engage in or accept private employment or render service for a private interest when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair such persons independence of judgment or action in the performance of his or her official duties, unless otherwise permitted by law and unless disclosure is made as provided herein.

(e) Disclosure of Confidential Information. No official or employee shall, without proper legal authorization, disclose confidential information gained in the course of or by reason of his or her official position or activities.

(f) Gifts and Favors. No official or employee may solicit or accept from any person anything which may tend to influence such official or employee in the discharge of his or her duties.

(g) Contracts with County. No official or employee who in his or her capacity as such official or employee is authorized to participate in the making of a contract in which such official or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the

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part of such official or employee, shall bid for or enter into any contract with county unless such conduct is permitted by Wis. Stat. § 946.13.

(h) Disclosure of Interest in Legislation. To the extent known, any member of the Board of Supervisors who has a financial interest in any proposed action before the County Board shall disclose on the records of the County Board, or the Ethics Board created by this section, the nature and extent of such interest. Any other official or employee who has a financial interest in any proposed legislative action of the County Board and who participates in discussion with or gives an official opinion or recommendation to the County Board or any subdivision thereof, shall disclose on the records of the County Board, or the Ethics Board created by this section, the nature and extent of such interest.

(i) Campaign Contributions. Campaign contributions shall be reported by all candidates for county office in conformity with the Wisconsin Statutes.

(j) Political Activity. 1. No county employee or official may engage in political activity on the premises of the County at any time, or during the business hours of their office unless the employee is on vacation, comp time, or other valid leave from work. No county employee or official may use county supplies or equipment in support of political activity. Only elected officials (Members of the Manitowoc County Board of Supervisors, County Clerk, County Treasurer, Register of Deeds, Clerk of Circuit Court, Sheriff, and Coroner) may use his or her county title in the endorsement of any candidate for political office.

2. No candidate for elected county office, county employee, or county official may require any county employee or official to endorse, assist, finance, or support a candidate for public office, or retaliate against any employee or official in any manner because of that employee's or official's personal political activity.

3. This section does not prohibit any county official or employee from engaging in political activity if the activity is conducted on the employee's or official's own time and at his or her own expense. This section does not prohibit an employee or

official from seeking partisan elective office or making reference to their county employment or service in their campaign for office. This section does not prohibit the County Clerk from assisting in an unbiased manner any candidate or prospective candidate for elective office in understanding the elective process.

(k) No member of the County Board shall contact directly any Circuit Judge or Court Commissioner regarding the merits, conduct or procedures of a matter pending before said Judge or Court Commissioner.

(4) Ethics Board. (a) There is hereby created an Ethics Board to consist of five (5) members; one supervisor, one county official, and three citizens, all appointed by the Chairperson of the Manitowoc County Board of Supervisors, subject to confirmation by the County Board. The citizen members shall be chosen from the private sector and shall not be affiliated with county government in any capacity, including but not limited to, employment, appointment, or election. The terms of office of these private citizens shall be three years, but of the citizens first appointed, one shall be appointed for one year, one shall be appointed for two years, and one shall be appointed for three years. The Ethics Board shall elect its own chairperson and vice-chairperson, and the Manitowoc County Corporation Counsel shall furnish the Ethics Board with whatever legal assistance is necessary to carry out its functions. If any member of the Ethics Board petitions the Ethics Board for a hearing and advice regarding his or her own conduct, such member shall not be eligible to consider the matter. An alternate for that issue shall be appointed by the Manitowoc County Board Chairperson with the advice of the First and Second Vice-Chairpersons, to substitute therefore when the need arises.

(b) The Ethics Board may make recommendation to the County Board with respect to amendments to this Code of Ethics.

(c) Upon the sworn statement of any person alleging facts which, if true, would constitute improper conduct under this section, the Ethics Board may conduct a closed hearing, unless a public hearing is requested by the individual involved, in accordance with all common law requirements of due process. Following such hearing, the Ethics

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Board shall make a determination with written findings of fact and conclusions concerning the propriety of the conduct of the official or employee. If the Ethics Board by a 4/5 vote finds that probable cause exists against an individual for a violation of this section, it shall refer the matter for appropriate action to the Manitowoc County Corporation Counsel or the Manitowoc County District Attorney. In making such referral, the Ethics Board shall supply the Manitowoc County Corporation Counsel or Manitowoc County District Attorney with a written statement of release; but the statement of determination shall not be admissible as evidence in any court.

(d) The Ethics Board shall authorize the release to the Manitowoc County Corporation Counsel or the Manitowoc County District Attorney any information, records, complaints, documents, reports and transcripts in its possession if such release is material to the matter being investigated or prosecuted by the Manitowoc County Corporation Counsel or Manitowoc County District Attorney. The accused official cited by the declaration of probable cause may request the Ethics Board to withhold any information, records, documents, reports and transcripts that were placed before the Ethics Board on behalf of the accused as part of his defense. The Ethics Board shall grant such a request if otherwise permitted by law to do so.

(5) Advisory Opinions. When an official or employee has doubts as to the applicability of a provision of this Code, such official or employee may apply in writing to the Ethics Board for an advisory opinion. The official or employee shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of the Ethics Code before such advisory decision is made. This Code shall apply except when superseded by an applicable statutory provision and statutory action is mandatory, or when the application of statutory provision is discretionary, but determined by the Ethics Board to be more appropriate or desirable.

(6) Penalties. Violation of any provision of this section shall be punishable by a forfeiture of not more than one hundred dollars (\$100.00) and, in the case of employees, may constitute cause for suspension, removal or other disciplinary action.

(7) Severability. If any provision of this section is held invalid or unconstitutional, or if the application of this section to any person or set of circumstances is held invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions of this section which can be given effect without the invalid or unconstitutional provision or application.

5.07 [REPEALED].

5.08 Merit System For County Human Service Employees. (1) Pursuant to Wis. Stat. § 49.33(2) and Wis. Admin. Code ch. HFS 5, there is created a county merit system applicable to all non-bargaining unit employees of the Manitowoc County Department of Social Services, Office on Aging and Community Programs Department under Wis. Stat. § 51.42.

(2) Recruitment and hiring. Recruitment shall include attempts to consider interested and qualified applicants who are not currently employed of the county. Special efforts shall be made to recruit minorities, the handicapped and other qualified people who are unrepresented in the workforce. All hiring shall comply with the adopted Affirmative Action plan in effect for the county agency.

(3) Appointment. (a) Appointment of employees shall be made only on the basis of relative merit as determined in the selection process. No political, religious, racial, ethnic, sex, marital status, age, handicapped status, sexual orientation, or color considerations may be taken into account in appointment.

(b) The recruitment process shall be based on identified qualifications and experience requirements for the position. No candidate may be appointed who does not meet the minimum qualifications and experience requirements.

(c) Qualified applicants shall be ranked from most qualified to least qualified according to relative ability, knowledge, and experience as determined by the recruitment process.

(d) A specified number of appointments to be filled shall be stated before recruitment commences. That number shall be filled in recruitment unless an insufficient number of qualified applicants is found.

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(e) The list of qualified applicants shall be retained and used for filling temporary vacancies if such vacancies arise. Temporary appointments may be used to maintain services during emergencies.

(4) Probation. Each new employee shall serve a probationary period of six months, except that the Director of Social Services shall serve a one-year probationary period. During the probationary period, employees may be dismissed for unsuitable performance without any requirement that cause be shown.

(5) Retention and Dismissal. (a) All employees who successfully complete a probationary period shall be retained as regular employees. Regular employees may not be dismissed except for good cause. Good cause shall include, but not be limited to, inefficiency, malfeasance in office, neglect of duty, and official misconduct. A dismissal may be appealed to the Manitowoc County Personnel Committee under MCC § 5.09.

(b) Lay-offs of employees may be made where necessary because of budgetary reductions or lack of work. In laying off employees, employees with the least seniority shall be laid off first, except that the agency may lay off out of seniority in order to retain an employee with particular skills or experience needed by the agency.

(6) Non-discrimination. No employee may be discriminated against in retention, promotion or other job actions on the basis of race, religion, color, creed, sex, sexual orientation, age, handicapped status, marital status or national origin.

(7) Promotions. (a) Only employees who have completed a probationary period in their current position may be considered for promotions.

(b) In considering promotions of employees, the agency shall consider all qualified employees.

(8) Classification and Compensation. All employees shall be compensated according to the principles and procedures of the Manitowoc County Non-Bargaining Unit Compensation Plan described in MCC § 5.05.

(9) Training and Development. All employees shall be offered the opportunity to attend training

programs, including in-service programming. Reimbursement of reasonable expenses for training shall be made in accordance with the expense reimbursement policy contained in MCC § 5.11.

(10) Evaluations. (a) Each employee shall be evaluated periodically. Evaluations shall be conducted not less than once every year. The annual evaluation shall review the employee's progress during the previous year and set goals for employee performance during the ensuing year.

(b) Supervisors shall promptly call performance deficiencies to the attention of deficient employees to allow the employee the opportunity to correct the deficiency.

(c) Evaluations shall be based on identified standards of performance of the employee's position. Every evaluation shall be made in writing by the employee's supervisor and shall specifically identify deficiencies and strengths of the employee.

(d) The supervisor and employee shall review the evaluation and set goals for improved employee performance if deficiencies are noted. If performance of employees does not improve after deficiencies have been noted, the agency may respond by initiating action to demote, transfer, or dismiss the employee.

(e) The director of the agency shall be evaluated by the county committee which supervises the agency. The committee may consult with the county personnel director for assistance in performing evaluations.

5.09 Discipline and Discharge of Non-Bargaining Unit Employees. (1) Progressive discipline. Employees whose performance falls short of expected levels or who violate norms of work behavior may be disciplined by their supervisors. Supervisors shall use progressive discipline in an attempt to induce positive change in the employee's performance. Discipline shall progress from oral reprimand to written reprimand and ultimately, to suspension or discharge. Nothing in this paragraph limits the power of management to immediately suspend or discharge an employee for serious violations of work rules, laws, norms of behavior, or other established parameters of work conduct. Nothing in this section creates a

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substantive contract of employment of any person. The County Board expressly declares that unless other specific provision is made, all county employment is at-will as that term is used in law. In enacting this section, the County Board intends only to provide procedural guidelines for personnel actions taken against non-bargaining employees.

(2) Appeals. Employees who are disciplined or discharged may take an administrative appeal from the discipline or decision to the Personnel Committee, which shall act as an impartial review board. The employee shall be granted substantial due process in hearing of appeals, including:

(a) The right to present evidence, testimony, and argument sustaining the employee's view of the action;

(b) The right to present the employee's case by attorney at the employee's expense;

(c) The right to confront witnesses and evidence relied upon by management in taking the action appealed from, and to compel production of witnesses and other evidence relied upon;

(d) The right to consideration of the appeal by a body which has no prejudice toward the employee which prevents the employee from receiving a fair hearing;

(e) The right to have a record made of the proceeding and a decision made solely on the basis of that record;

(f) The right to a prompt hearing and a prompt decision thereafter.

5.10 Payroll. (1) Enrollment on payroll. No person may be paid wages or compensation for personal services as an employee of Manitowoc County unless that person is duly enrolled on the payroll system of the county. Enrollment shall entail completion of a form prescribed by the Payroll and Personnel Departments. Such form shall be filled out by the appropriate department head or supervisor and referred to the Personnel Department for its review before being filed with the Payroll Department.

(2) Payroll changes. No changes in wages,

classifications, benefit status, or other compensation paid for personal services may be made unless the change is 1) authorized by the Department Director and the appropriate reviewing committees or the County Board and 2) described in a payroll change form as prescribed by the Payroll and Personnel Departments.

5.11 [REPEALED].

5.12 Administrative Policies. In order to provide for consistent administration of personnel policies, the Personnel Department shall adopt administrative policies to make specific the county's plan of operation of employee benefits, hiring, termination, promotion, wage adjustments, and retirement. These policies shall be approved by the Personnel Committee before becoming effective. When approved, these policies shall be binding upon county departments. The County hereby reserves the right to modify such policies at any time without notice. Nothing in this section authorizes the Personnel Committee to exercise power over the hiring and firing of employees subject to supervision by the Natural Resource and Education Committee under Wis. Stat. § 59.56(3).

5.13 Equal Employment Opportunity and Non-Discrimination. Pursuant to Wis. Stat. § 111.321, Manitowoc County, its agencies, contractors, and boards shall not discriminate in employment on the basis of sex, age, race, marital status, handicap, arrest record, creed, color, national origin, or ancestry. It is the declared policy of Manitowoc County that all people shall be afforded equal opportunity to be employed by Manitowoc County and shall be evaluated solely on the basis of merit without regard to the unchangeable personal characteristics enumerated in this section.

5.14 Residency. The following employees of Manitowoc County are required to reside in Manitowoc County:

(1) [REPEALED].

(2) Employees required by statute to reside within this County.

(3) Employees required to maintain residency in Manitowoc County by a collective bargaining agreement.

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(4) The Personnel Committee may grant waivers of this requirement in cases where literal compliance would work an undue hardship on the individual employee.

(5) Employees subject to the residency requirement must establish residence in Manitowoc County within six (6) months of the end of their probationary period.

(6) As used in this section, “reside” means to be physically present with intent to remain indefinitely and includes but is not limited to factors such as maintaining a principal residence, voting address, mailing address, banking institution address, and other indicators that a person in fact lives in this County.

HISTORY

8/21/2007: Sec. 5.06(4)(e) repealed by Ord. No. 2007/2008-51.