

CHAPTER 4

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4.01 GENERAL PROVISIONS

- (1) **Authority.** This chapter is promulgated under the authority of §59.22(2)(c), Wis. Stats.
- (2) **Purpose.** The purpose of this chapter is to establish uniform county personnel policies and procedures to recruit, select, develop and maintain an effective and responsive work force for the county.
- (3) **Policies and Procedures.** Administration shall maintain a Personnel Policies and Procedures Manual.
(Ord #406-18 5/29/18)

4.02 HUMAN RESOURCES DEPARTMENT

- (1) **Organization.** There shall be in Marinette County Government a Human Resources Department under the jurisdiction of the Administrative Committee.
- (2) **Responsibility and Duties of Human Resources.**
 - (a) **HUMAN RESOURCE DIRECTOR.** The Human Resource Director shall:
 - (1) assume responsibility as set forth in the Personnel Policies and Procedures Manual.
(Ord #406-18 5/29/18)

4.03 EQUAL EMPLOYMENT/AFFIRMATIVE ACTION

- (1) **Statement.** It shall be the policy of Marinette County as set forth in the Personnel Policies and Procedures Manual to comply with the requirements of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, the Rehabilitation Act, the Age Discrimination in Employment Act, the Fair Labor Standards Act, the Equal Pay Act and the Wisconsin Fair Employment Act, as these laws now exist or are hereinafter amended.
- (2) **Recruitment and Selection.** It shall be the policy of Marinette County to recruit and select the most qualified persons for position in the county service as set forth in the Personnel Policies and Procedures Manual.

4.04 HARRASSMENT IN THE WORKPLACE

- (1) **Policy.** It is the policy of Marinette County to provide a work environment that is free of harassment or discrimination as set forth in the Personnel Policies and Procedures Manual.

4.05 DRUG FREE POLICY

- (1) **Workplace.** Marinette County provides a safe and productive drug free work environment for all employees as set forth in the Personnel Policies and Procedures Manual.
- (2) **Offsite.** Illegal drug activity or alcohol use that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, county property or county public relations will not be tolerated.

4.06 CODE OF ETHICS

The Marinette County Code of Ethics as set forth in Chapter 2, Section 2.02 establishes guidelines for ethical standards of conduct for all Marinette County officials and employees.

4.07 POLITICAL ACTIVITY

Every employee has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and the laws of the State of Wisconsin and in accordance with the Constitution and the laws of the United States of America. No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of county equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose.

4.08 CLASSIFICATION AND COMPENSATION PLAN

- (1) **Classification of Positions.** Marinette County shall maintain an employee classification plan as stated in the Personnel Policies and Procedures Manual.
- (2) **Compensation Plan.** Marinette County shall maintain a current and equitable compensation plan for all employees as stated in the Personnel Policies and Procedures Manual.

4.09 PERFORMANCE APPRAISALS

It is the policy of Marinette County to at minimum conduct annual appraisals of employee work performance as set forth in the Personnel Policies and Procedures Manual. Employee appraisals shall serve to promote an effective working relationship between employees and supervisors, assist employee performance and inform and explain to employees expected work performance standards.

4.10 FRINGE BENEFITS FOR NON-REPRESENTED EMPLOYEES

It shall be the policy of Marinette County to provide fringe benefits to non-represented employees as set forth in the Personnel Policies and Procedures Manual, including but not limited to holiday, vacation, sick leave, health and dental insurance, life insurance, deferred compensation and retirement benefits.

4.11 COMPLAINTS AND GRIEVANCES

- (1) **Policy.** It is the policy of Marinette County to treat all employees equitably and fairly in matters affecting employment. The county believes employee dissatisfaction should be detected promptly and corrected wherever and whenever possible. Each employee of the county shall be provided ample opportunity to understand and resolve matters affecting employment the

employee believes to be unjust. Such dissatisfactions may be subject to an informal or formal procedure. The presentation of a formal grievance shall be considered to be the right of each employee without fear or reprisal or prejudice, and with assurance of timely and thorough consideration.

- (2) **Complaint/Grievance Process.** Process is set forth either in the Personnel Policies and Procedures Manual or applicable Union Bargaining Agreement. (Ord #266 8/26/03, Ord #320 9/10/08)