

**Clark County Child Support Agency**  
**517 Court Street, Room 505**  
**Neillsville, WI 54456**  
**Telephone: 715-743-5213 and FAX: 715-743-5290**

**Child Support Agency Work Rules**

These work rules define the privileges and responsibilities of Clark County Child Support Agency employees while on duty. These work rules are in addition to and supplement the Clark County Employee Handbook. They are designed to provide the framework that will allow each employee to maximize their productivity and efficiency while meeting county guidelines and departmental policies.

Failure to obey any of the work rules listed shall be sufficient grounds for disciplinary action. In all cases the department considers discipline as a corrective action necessary to the overall improvement of the Child Support Agency.

The following work rules shall be implemented effective January 1, 2013:

**Office Hours:**

The Child Support Agency's hours of operation are 8:00 a.m. to 4:30p.m., Monday through Friday with the exception of those days identified in the Employee Handbook as paid holidays.

Except under extenuating circumstances at least two (2) departmental employees shall be on duty during business hours to attend to walk-in traffic, provide customers service and conduct departmental business.

**Work Hours:**

The standard work schedule for the department employees shall be from 8:00 a.m. to 4:30 p.m.

Approval of a flex schedule shall be at the discretion of the department head. Any approved flex schedule may not interfere with the operational needs of the department.

**Employee Work Rules:**

The Clark County Employee Attendance System (time clock) shall be used to record employee time.

Department employees will receive an unpaid meal break of thirty (30) minutes. Meal breaks will be on a schedule set by the department head.

Employees are to receive two (2) break periods, of fifteen (15) minutes or less, one during the A.M. and one during the P.M. Breaks are to be taken not less than 30 minutes prior to the end of the work day.

Department employees are not required to work overtime. Prior approval of the department head is required in the event overtime becomes necessary. All work performed in excess of 40 hours during a week shall, by default, be accrued as comp time. An employee can request overtime be paid or be accrued as comp time. The department head shall have the final authority to establish the method of compensation.

Approved this 18 day of March 2013

Clark County Executive Committee:

Wayne Hendrickson  
Wayne Hendrickson, Chairman

Joe Waichulis  
Joe Waichulis

Marcia Hochhalter  
Marcia Hochhalter

Dave Holtzhausen  
Dave Holtzhausen

Frederick Garbisch  
Frederick Garbisch

**EMPLOYEE ACKNOWLEDGEMENT**

**Child Support Agency Work Rules**

I have received a copy of the Clark County Child Support Agency Work Rules. It is my responsibility as an employee-at-will to read and become familiar with the contents of these rules and to keep up-to-date with any subsequent changes. I understand that the county may add to, delete, modify, correct or update any or all of the material in these work rules in order to respond to changing circumstances. I understand that it is my responsibility to ask for clarification if I do not understand a particular section of these work rules.

I acknowledge receipt of and understand I have the responsibility to read and follow the Clark County Child Support Agency Work Rules as written.

Employee name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_