

CLARK COUNTY FORESTRY AND PARKS DEPARTMENT
517 COURT STREET
NEILLSVILLE, WISCONSIN 54456
TELEPHONE 715-743-5143 FAX 715-743-5154

FORESTRY AND PARKS DEPARTMENT WORK RULES

These work rules have been prepared to set forth the privileges and responsibilities of Clark County Forestry and Parks Department employees while on duty. These work rules are in addition to and supplement the County Personnel Policy. They are not intended to limit the rights of employees but rather to define those rights so the Department can attain its' objectives in an orderly manner. Each County employee represents this Department. Therefore, the manner in which each employee works, the manner in which they conduct themselves, and their general behavior and appearance reflect upon the Department. These work rules are intended to encourage all employees to perform an hour of work for each hour of pay.

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 forestry and parks operations.

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

1. Normal hours of work during the 5 day work week for all workers shall be Monday through Friday 8:00 A.M. to 4:30 P.M. (with ½ hour lunch break). Normal hours of work during a four (4), ten (10) hour day work weeks shall be Monday through Thursday 7:00 A.M. to 5:30 P.M (with ½ hour lunch break). Hours of work may be altered, at any time, by the Forestry and Parks Administrator or designee.

A "flex" schedule may also be implemented at the discretion of the Forestry and Parks Administrator. The "flex" schedule allows for the forty (40) hour work week to be scheduled to best suit the operational needs of the department. Hours of work may be altered, at any time, by the Forestry and Parks Administrator or designee.

2. **Usage of PTO and Banked Vacation Time**
 - a. Employees wishing to schedule time off will have an option of using Banked Vacation time or PTO.
 - b. Requests may be denied based upon the operational needs of the department.
 - c. When a paid holiday is observed during a scheduled (4) four day work week, the work week will consist of (3) three, (10) ten hour days and one (8) eight hour paid holiday, with the employee having the option to use PTO time, banked vacation time, or unpaid time to complete the 40 hour work week.

3. Employees called in to work, outside of their regular shift, will receive time and a half pay, with a guarantee of two hours paid. (*AMENDED 1/17/2013*)
4. Punctuality is expected and required. Each employee shall report each day in sufficient time to be ready to commence work promptly after receiving their work assignment(s) from their supervisor. Employees are required to have their safety equipment, lunch boxes, water jugs, etc. with them prior to the start of the workday. If an employee is tardy or absent without permission, the employer shall exercise its judgment in the evaluation of given excuses and unexcused absences. Habitual tardiness and/or absence without permission are grounds for discharge.
5. No employee assigned to work away from the shop should report back to the shop more than fifteen (15) minutes before the end of the work day unless authorized to do so by your supervisor. Employees shall work up to five (5) minutes prior to the end of the work day. The last five (5) minutes of the work day are for completing time sheets.
6. Employees shall fill out daily time sheets completely using blue or black ink in a neat and accurate manner and deposit them in the time desk prior to the start of the next work day. Time sheets must include the employee's signature, start and end time of each shift, a listing of equipment, with hours used, plus any start and end time of benefitted leave taken. Illegible, inaccurate or incomplete time sheets will be returned to the employee for correction and re-submittal. Continued submittal of illegible, inaccurate or incomplete time slips shall result in disciplinary action. The Parks and Programs Manager, Forestry Manager, or Administrator may review time sheets daily for accuracy and initial time sheet when review is complete.
7. Employees may be required to work overtime, but only as directed. Employees shall receive time and one-half (1½) pay for all time worked in excess of forty (40) hours per week.
8. Seasonal staff, which have a departmental issued work uniform, are allowed to wear their work uniform only when going directly to and from work. If they are to make any personal stops on their way to or from work, they shall cover up their work uniform or take it off completely.

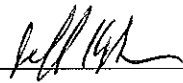

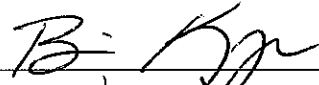
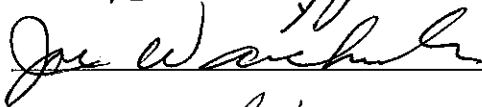
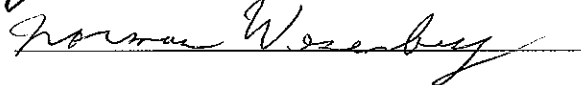
IMPLEMENTATION AND REGULATION

All of the above work and safety rules and regulations become effective immediately January 1, 2013. Application and implementation of these rules shall be uniform throughout the Department.

Approved December 12, 2012

Amended this 17th day of January, 2013

CLARK COUNTY FORESTRY AND PARKS COMMITTEE

	Jeff Kolzow, Chair
	Al Bower
	Brian Kunze
	Joe Waichulis
	Norman Wessenberg

CLARK COUNTY FORESTRY AND PARKS COMMITTEE (Amended Approved Work Rules 1/17/2013)

CLARK COUNTY PERSONNEL COMMITTEE (Approved _____)

EMPLOYEE ACKNOWLEDGEMENT

Forestry and Parks Department Rules and Regulations

RECEIPT FORM

I have received my copy of the Clark County Forestry and Parks Department Work Rules. It is my responsibility, as an employee-at-will, to read and understand 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 and conditions. I understand that it is my responsibility to ask the County Forestry and Parks Department for clarification if I do not understand a particular section of these work rules.

No verbal representations may be deemed to alter or contravene the content or intent of these work rules and regulations. Only the Forestry and Parks Committee may, in writing by resolution format, waive or alter the provisions of these work rules.

By his or her signature, the employee hereby declares that they have read and understand the provisions within the work rules and agree to abide by the work rules.

Signature of Employee

Date