

Approved 1/21/13
by Pers. Comm.

**CLARK COUNTY LAND CONSERVATION DEPARTMENT
517 COURT STREET
NEILLSVILLE, WISCONSIN 54456
TELEPHONE 715-743-5102 FAX 715-743-5154**

LAND CONSERVATION DEPARTMENT WORK POLICY

This work policy has been prepared to set forth the privileges and responsibilities of Clark County Land Conservation Department employees while on duty. This work policy is in addition to and supplements the Clark County Personnel Policy, defined in the Administrative Manual and Employee Handbook Parts 1 & 2. This policy is not intended to limit the rights of employees, but rather to define those rights so the Department can attain its objectives and maintain the expected continuity of services to the public in an orderly manner. Each County employee represents this Department and Clark County, as a whole. Therefore, the manner in which each employee works and conducts themselves and their general behavior and appearance reflect upon the Department and the County.

Failure to obey any of the items listed in the work policy shall be sufficient grounds for disciplinary action. In all cases, the Department considers discipline to be a corrective action necessary for the overall improvement of the Land Conservation Department.

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

1. **Work Hours**
 - a. Employees may be expected to work hours that do not coincide with the normal courthouse hours of 8:00am-4:30pm, Monday through Friday. It is not uncommon for work to occur before 8:00am, after 4:30pm, or on weekends.
 - b. Since the Courthouse may be closed during times employees are working, employees are required to fill out a department time card on a weekly basis, both on Monday with their "anticipated hours" and also on Friday with their "actual hours".
 - i. The department time card will list the "anticipated" and "actual" hours and timeframes worked.
 - ii. The department timecard must be approved by the department head on a weekly basis.
 - c. Employees are expected to work a 40 hour work week. A flex schedule consisting of some combination of days equaling a 40 hour week may be implemented subject to the approval of the department head.
 - i. The approved employee flex schedule may be altered, at any time, by the department head in order to accomplish the department workload and maintain continuity of operations.
 - ii. An employee may propose to alter the approved flex schedule; however, any proposal must be approved by the department head before implementation.
 - d. During times when employees directly report to the courthouse, the punch clock is expected to be used.

- e. In instances when the employee directly reports to a job site (to or from work) and a punch is missed, the missed punch must be accounted for with a written explanation on the employee's department timecard. Failure to provide an explanation may result in loss of time worked.
- f. Falsification of hours on the department timecard will result in immediate discipline.
- g. 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 immediate discipline.
- h. Employees shall come prepared to work and dress in a manner that is appropriate for the job site and conditions. The Department will not compensate employees for a lack of preparedness.

2. Usage of PTO and Banked Vacation Time

- a. Employees wishing to schedule time off will have an option of using time accumulated in the vacation cash balance account or PTO.
- b. Requests may be denied based upon the operational needs of the Department.
- c. When a paid holiday is observed during an approved (4) four day work week, the employee has the option to use PTO time, banked vacation time, unpaid time, or work an additional 2 hours (i.e. 12 hour work day) to complete the 40 hour work week.

3. Overtime

- a. Employees may be required to work overtime, but only as directed.
- b. Employees shall receive time and one-half (1½) pay for all time worked in excess of forty (40) hours worked per week.
- c. PTO pay and/or Holiday pay is not applicable toward accumulating hours toward the 40 hours worked week.

APPLICATION AND IMPLEMENTATION

The above work policy becomes effective immediately, March 1, 2013. Application and implementation of these rules shall be uniform throughout the Department.

Approved this 18th day of January, 2013

CLARK COUNTY LAND CONSERVATION COMMITTEE

_____ Fritz Garbisch, Chair
_____ Duane Boon
_____ Rick Opelt
_____ Don Koerner
_____ Jim Erickson

CLARK COUNTY LAND CONSERVATION COMMITTEE

(Approved _____)

CLARK COUNTY PERSONNEL COMMITTEE

(Approved _____)

EMPLOYEE ACKNOWLEDGEMENT

Land Conservation Department Work Policy

RECEIPT FORM

I have received my copy of the Clark County Land Conservation Department Work Policy. It is my responsibility 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 this work policy in order to respond to changing circumstances and conditions. I understand that it is my responsibility to ask the Land Conservation Department for clarification if I do not understand a particular section of this work policy.

No verbal representations may be deemed to alter or contravene the content or intent of this work policy. Only the Land Conservation Committee, or its designee, may waive or alter the provisions of this work policy. This waiver or alteration must be in writing.

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

Signature of Employee

Date

LAND CONSERVATION DEPARTMENT EMPLOYEE TIME SHEET

NAME _____

EMPLOYEE # _____ PERIOD COVERED _____

APPROVED (ANTICIPATED) 40 HOUR WEEK

DATE	TIME CODE	HOURS	FROM-TO
TOTAL HOURS			

APPROVED (ACTUAL) 40 HOUR WEEK

DATE	TIME CODE	HOURS	FROM-TO
TOTAL HOURS			

ANTICIPATED TIME CODES

PTO _____ Paid Time Off
 OT _____ Overtime: Time and One-Half
 AP _____ Auto Pay
 _____ Total Hours

EMPLOYEE INITIALS _____ DATE _____

DEPT. HEAD INITIALS _____ DATE _____

ACTUAL TIME CODES

PTO _____ Paid Time Off
 OT _____ Overtime: Time and One-Half
 AP _____ Auto Pay
 _____ Total Hours

EMPLOYEE INITIALS _____ DATE _____

DEPT. HEAD INITIALS _____ DATE _____

MISSED PUNCHES

DATE PUNCHES MISSED (TIME) AND EXPLANATION

DEPT. HEAD SIGNATURE _____ DATE _____

EMPLOYEE SIGNATURE _____ DATE _____

APPLICATION AND IMPLEMENTATION

The above work policy becomes effective immediately, March 1, 2013. Application and implementation of these rules shall be uniform throughout the Department.

Approved this 18th day of January, 2013

CLARK COUNTY LAND CONSERVATION COMMITTEE

<u>Fritz Garbisch</u>	Fritz Garbisch, Chair
<u>Duane Boon</u>	Duane Boon
<u>Rick Opelt</u>	Rick Opelt
<u>Don Koerner</u>	Don Koerner
<u>Jim Erickson</u>	Jim Erickson

CLARK COUNTY LAND CONSERVATION COMMITTEE

(Approved 1-18-13)

CLARK COUNTY PERSONNEL COMMITTEE

(Approved _____)