MILWAUKEE COUNTY EMPLOYEE HANDBOOK

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Form 5712

NOTE:

If you are under a collective bargaining agreement,
defer to your current union contract on items in this handbook.

This handbook will be updated periodically.
Please refer to the online version for the most up-to-date information
http://county.milwaukee.gov/HumanResources

MESSAGE FROM MILWAUKEE COUNTY EXECUTIVE

Dear Fellow Employees,

Thank you for choosing to be a part of Milwaukee County, and contributing to the service we provide every day to our community. It is my sincere hope that you find working at Milwaukee County to be a rewarding experience, and that you continue to learn and grow professionally throughout your career here. I am happy to have you as part of the team.

I am committed to maintaining a respectful and safe work environment and culture that supports you and your good work. I want to see leaders at Milwaukee County provide every opportunity possible for employee development and success. It is through employee engagement that our organization will continue to provide outstanding service to the people of Milwaukee County, and will truly thrive. We sincerely hope that you feel challenged and rewarded while you work at Milwaukee County.

This handbook is an overview of our policies and programs in place at Milwaukee County. Please read this information carefully, and please bring any questions you have to your manager or your HR representative.

Again, thank you for your commitment to excellence at Milwaukee County.

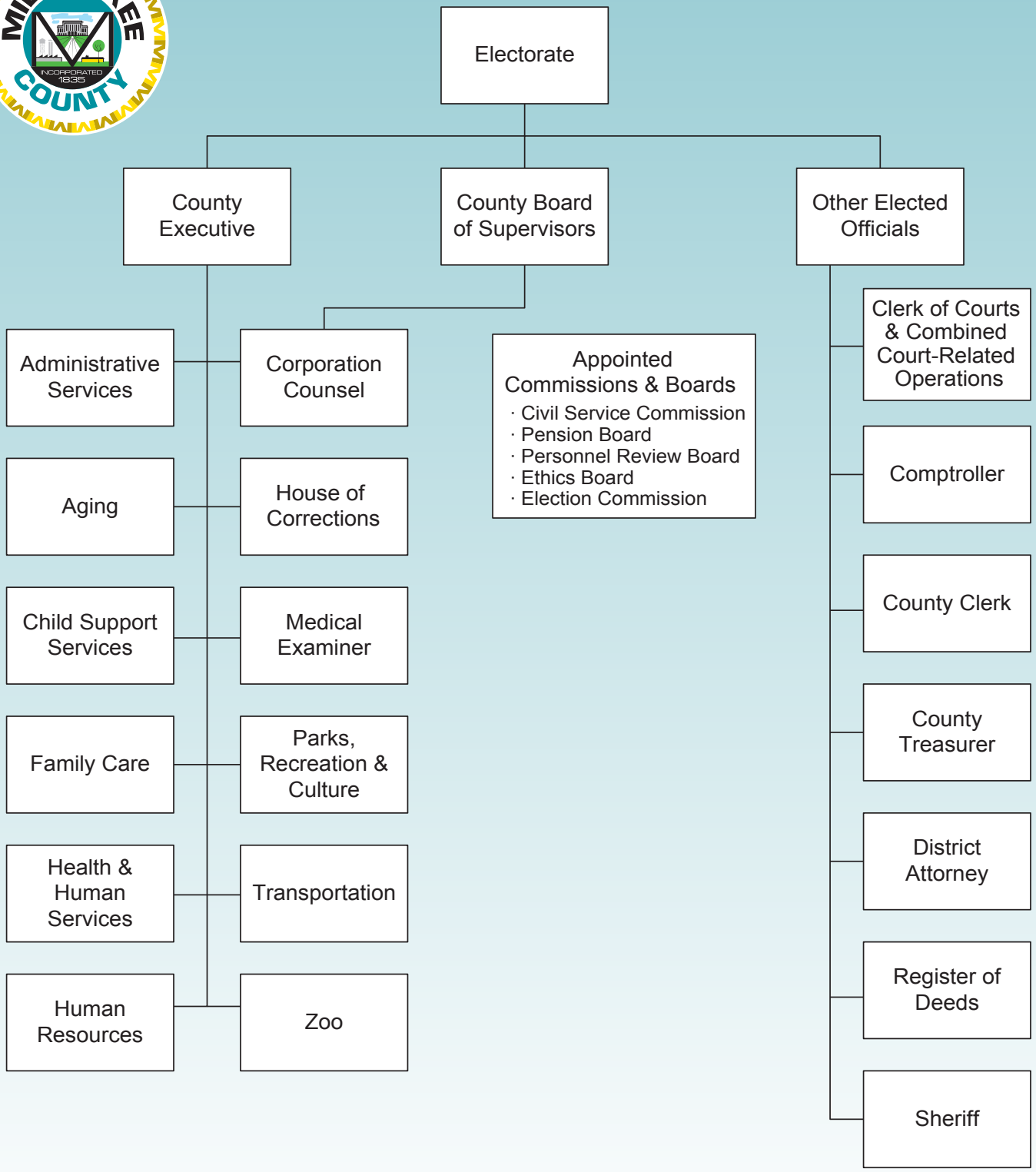
Sincerely,

Chris Abele
Milwaukee County Executive

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

MILWAUKEE COUNTY ORGANIZATIONAL CHART



Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

Mission Statement

Milwaukee County Government will provide high-quality, responsive services that enhance self-sufficiency, personal safety, economic opportunity and quality of life for its entire people.

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

TABLE OF CONTENTS

County Highlights 8
- Three Areas of Milwaukee County Government 8
- Milwaukee County Departments 9
- Department - Human Resources Contact List 12

Milwaukee County's Commitment to Employees 13
- Open Communications 13
- Non-Retaliation 13
- Reporting With Integrity 13
- Equal Employment Opportunity 13
- Reasonable Accommodation 14
- Nepotism 14

Workplace Safety 15
- What Employees Can Do 15
- Workplace Violence 15
- Concealed Carry/Weapons Policy 15
- Reasonable Suspicion – Drug and/or Alcohol Abuse 16
- Smoke-Free Work Environment 16
- Security 16
- Building Access Cards & Keys 16
- Hazardous Weather Conditions 17
- Emergency Evacuations 17
- Restraining Orders 17
- Communicable Diseases 17

Working at Milwaukee County 18
- Probationary Period 18
- Performance Evaluation 18
- Performance and Conduct 18
- Job Opportunities 18
- Business Appearance 18
- Media Relations 18
- Internet Guidelines 19

Your Pay and Time Reporting 20
Employee Status 20
Paychecks 20
Time Reporting 20
Payroll Deductions 20
Ceridian Self-Service 20

Your Attendance and Time Off 21
Attendance and Tardiness 21
Sick Time Accrual 21
Accrued Time-Off Donor Program 22
Work Breaks 22
Funeral/Bereavement Leave 22
Unused Sick Time 23
Jury Duty 23
Military Leave 23
Workers' Compensation: Workplace Injuries & Accidents 24
Federal Family and Medical Leave Act (FMLA) 24

Employee Benefits 27
Paid Holidays 27
Vacation 27
Personal Days 28
General Employee Benefits 28
Employee Assistance Program (EAP) 28
Educational Assistance 28

Career Development and Advancement 29
Your Career 29
Job Announcements/ Promotional Opportunities 29
Layoff and Recall 29

I can't find what I'm looking for 30

Employee Acknowledgement 31
NON-DISCLOSURE/CONFIDENTIALITY COMMITMENT 31
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM 33

Three Areas of Milwaukee County Government

Welcome to our team at Milwaukee County, an organization dedicated to providing the best possible service to its residents. Milwaukee County is responsible for enforcing state laws and county ordinances, managing multiple public service programs and operating public facilities, all of which enhance the quality of life for County residents. Through our many responsibilities, functions and programs, we touch the lives of thousands of people every day.

Milwaukee County is an administrative arm of state government. State Statutes require Milwaukee County to provide and fund a variety of essential services for the public.

These are the three areas of Milwaukee County government:

County Executive

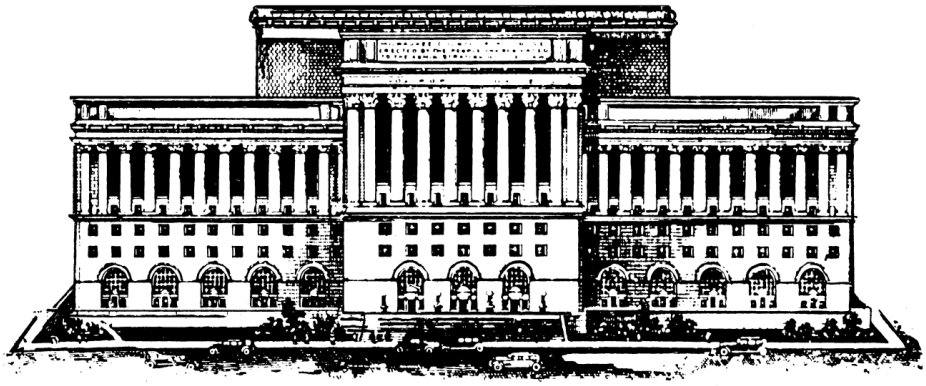
The County Executive manages the day-to-day administration of County affairs, creates and administers an annual budget and develops a strategic vision for how the County will continue to serve into the future. County residents elect a County Executive every four years. The County Executive's cabinet includes the Directors of each Department across the County.

County Board

The County Board consists of eighteen County Board Supervisors, including a Chairperson. Supervisors are elected to four-year terms on a non-partisan ballot to represent their constituents in assigned geographic areas of the County. The County Board of Supervisors establishes policies, services and ordinances for the county, amends and adopts the annual budget, and confirms County Executive appointments.

Court System

Forty-seven judges preside over 160,000 criminal, civil, probate, family and children's court cases every year. All judges are employed by the State of Wisconsin and are elected to six-year terms on a non-partisan, countywide basis. There are three divisions to support the courts: Clerk of Circuit Court, Register in Probate and Family Court Commissioner.



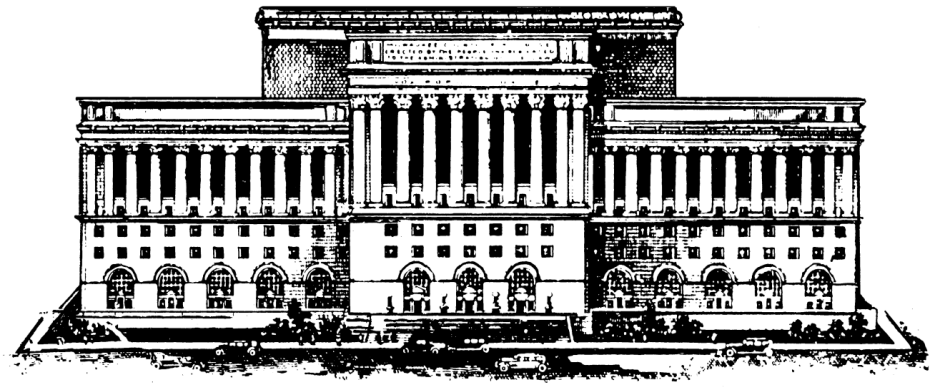
Milwaukee County Departments

Click on these hyperlinks to learn more about the many, many ways Milwaukee County serves the community. If viewing in paper copy form, please visit the following website for information on each Milwaukee County Department: http://county.milwaukee.gov/Departments7723.htm

- Combined Court Related Operations
  - Clerk of Circuit Court/Register in Probate
- Corporation Counsel
- County Board of Supervisors
  - Community Business Development Partners
- County Clerk
- County Executive
  - Veterans Service Office
- County Treasurer
- Department of Administrative Services
  - Office for Persons with Disabilities
  - Risk Management
  - Administration & Fiscal Affairs
  - Procurement
  - IMSD
  - Economic Development
  - Facilities Management
- Department of Aging
- Department of Child Support Services
- Department of Family Care
- Department of Health & Human Services
  - Behavioral Health Division

Milwaukee County Departments *(Continued)*

- Department of Human Resources
- Department of Labor Relations
- Department of Transportation
  - Airport (GMIA & Timmerman)
  - Highway
  - Fleet Maintenance
  - Milwaukee CountyTransit/Paratransit
  - Director's Office
- District Attorney
- Election Commission
- Ethics Board
- House of Corrections
- Medical Examiner
- Office of the Comptroller (Includes The Department of Audit)
- Office of the Sheriff
- Parks, Recreation & Culture
- Personnel Review Board
- Register of Deeds
- University of Wisconsin Extension
- Zoological Department



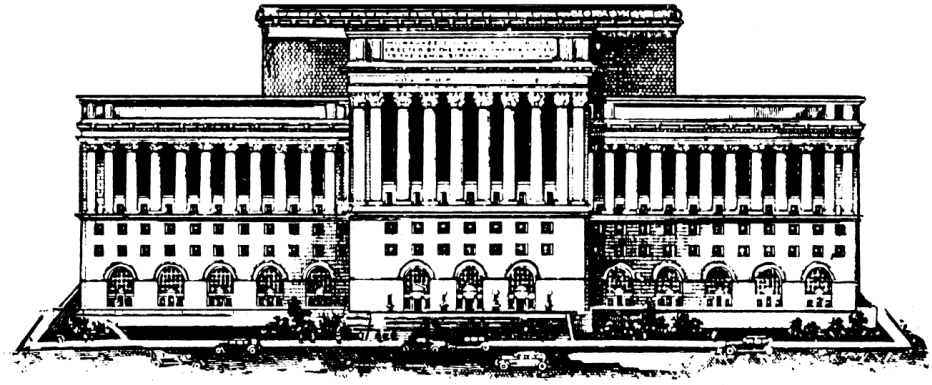
Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

Milwaukee County Departments *(Continued)*

Additional Links:

- County Historical Society
- Marcus Center for the Performing Arts
- Milwaukee Public Museum
- Villa Terrace/Charles Allis Museums
- VISIT Milwaukee
- War Memorial Center



MILWAUKEE COUNTY HUMAN RESOURCES CONTACT LIST

Department/Division	Department Head	HR Partner/Contact
Administrative Services	Don Tyler	Sean Moore
Aging	Stephanie Stein	Mary Dutkiewicz
Audit	Jerry Heer	Rick Ceschin
Behavioral Health	Kathie Eilers	Valerie Sprewell
Child Support Services	Jim Sullivan	Thea Flasch
Clerk of Circuit Court/Register in Probate	John Barrett	Brenda Ottesen
Comptroller	Scott Manske	Rick Ceschin
Corporation Counsel	Kimberly Walker	Rick Ceschin
County Board of Supervisors	Marina Dimitrijevic	Rick Ceschin
County Clerk	Joseph Czarnezki	Thea Flasch
County Executive's Office	Chris Abele	Rick Ceschin
District Attorney	John Chisholm	Jim Martin
Election Commission	Lisa Weiner	Thea Flasch
Facilities	OPEN	Sean Moore
Family Care	Maria Ledger	Mary Dutkiewicz
Health & Human Services	Hector Colon	Ara Garcia
House of Corrections	Michael Hafemann	Vernice Strapp-Pitts
Human Resources	Kerry Mitchell	Rick Ceschin
IMSD	Chris Lindberg	Sean Moore
Labor Relations	OPEN	Rick Ceschin
Medical Examiner's Office	Dr. Brian Peterson	Mary Dutkiewicz
Parks, Recreation & Culture	John Dargle	Lori Brown
Personnel Review Board	Veronica Robinson	Rick Ceschin
Register of Deeds	John LaFave	Thea Flasch
Sheriff	David Clarke Jr.	Marlo Knox
Transportation	Brian Dranzik	Sean Moore
Treasurer	Daniel Diliberti	Thea Flasch
Veterans Service Office	Jim Duff	Rick Ceschin
Zoo	Chuck Wikenhauser	Dave Meaux

Open Communications

Open communication is essential to ensure we maintain a professional and supportive working environment. We encourage every employee to actively participate in making the County a great place to work, which includes proactively communicating any concerns that arise. Our Open Communication Policy ensures that every employee will be heard, and that we value your views and opinions when making decisions that will improve the workplace and the services we provide.

When you have questions or concerns about your work responsibilities, disciplinary action, your work environment, or any other work-related issues, please meet with your supervisor or manager to discuss them. Your supervisor or manager understands your work best and is frequently able to address your questions or concerns. If your concern is not resolved, please present it to your Department Head, who will then investigate and provide a solution or explanation. We recommend that you bring the matter to the Department Head as soon as possible after you believe that your immediate manager has not resolved the matter. If the problem is still not resolved, we recommend that you present the problem to Human Resources, who will investigate your concerns to reach a final resolution. Human Resources representatives are interested in helping with any type of problem, but their perspective might be particularly useful in situations when you feel the issue is sensitive or confidential, such as matters related to inappropriate workplace conduct (including harassment and discrimination), performance, salary changes or discipline.

Also, for information about Milwaukee County's policy against sexual harassment and our reporting procedures, please refer to Milwaukee County's Sexual Harassment Policy at: ***http://county.milwaukee.gov/SexualHarassment-Poli17546.htm***

Non-Retaliation

Milwaukee County maintains a zero-tolerance policy with regard to retaliatory behavior against any individual for good-faith reporting of ethics violations, illegal conduct, sexual or other forms of harassment, discrimination, inappropriate workplace behavior or other serious issues. Any allegations of retaliation will be thoroughly investigated and, if substantiated, appropriate disciplinary action will be taken, up to and including termination. You may report suspected retaliation to a supervisor, manager, Human Resources Representative, or to our Ethics Department.

Reporting With Integrity

Intentionally making false allegations is a serious issue that may result in disciplinary action. Unfounded allegations undermine the reporting process, harm the reputation of others, and will not be tolerated in the workplace.

Equal Employment Opportunity

It is Milwaukee County's policy to provide equal employment opportunity to all employees and applicants for employment. All aspects of employment with the County will be governed on the basis of merit, competence and qualifications, and will not be influenced in any manner by race, religion, creed, color, national origin, ancestry, sex, gender, age, physical or mental disability, veteran status, sexual orientation, gender identity, genetic information or any other basis protected by federal, state or local law.

Reasonable Accommodation

Milwaukee County is committed to providing reasonable accommodations to qualified, disabled applicants and employees. If you would like to request a work accommodation based on a medical condition, please contact your human resources representative.

Nepotism

Every attempt is made to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions. As such, Milwaukee County prohibits any employees who are family members from working within the same chain of management. Family members are defined as an employee's parent, child, spouse, domestic partner, brother, sister, grandparent, and any step- relationships within these categories. For example, a husband and wife may both work for the County, but one cannot have any supervisory or management authority anywhere above the other. No employee should be in a position to influence or evaluate the work of a relative.

Employees are required to disclose changes in their personal situations, that may relate to our Nepotism Policy, so that we can work together to seek a solution to ensure a professional work environment.

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

Committed to Safety

Leaders at Milwaukee County are committed to providing a safe work environment for all employees. We strive to provide a work environment that is free of hazards, and that meets federal and state safety and health standards and regulations. We also promote employee readiness and training for situations that may threaten employees' welfare, and support employees in identifying and reducing at-risk behaviors that may contribute to unsafe work practices.

The County's safety program requires strong cooperation between management and employees, as well as the availability of clear communication mechanisms that allow for the identification of workplace hazards, consideration and implementation of effective and preventative solutions, and the development and coordination of training programs to address safety needs.

Please report any workplace safety concerns to your supervisor or manager as soon as you are aware of the issue. If you do not believe the issue is being resolved within a reasonable time frame, please escalate the issue to senior management or Human Resources.

What Employees Can Do

Milwaukee County strives to provide you with a safe work environment, safe tools, equipment and work processes. All operations must be conducted in a manner that will not endanger the safety of the general public. In order to maintain a safe workplace for you, co-workers and the public, you can assist with our commitment to safety by:

- Learning your job thoroughly, and following safe work procedures.
- Immediately reporting unsafe conditions and unsafe work practices to your supervisor for corrective action.
- Promptly report all workplace accidents and injuries.
- Keep your work area clean and orderly.
- Avoid horseplay on the job.
- Get help to lift heavy or awkward items.
- Wear your seat belt while driving or riding in a vehicle while working.
- Wear any required personal protective equipment on the job

Workplace Violence

Threatening or intimidating behavior by employees, customers, contractors, vendors, suppliers, partners or others is not tolerated. Such threatening behavior includes, but is not limited to, any action, word or use of an object that is intended to harm or intimidate or which has the effect of harming or intimidating another person. Violation of this policy may result in disciplinary action, including immediate termination.

Refer to Milwaukee County's Workplace Violence Prevention Policy for more detailed information at: ***http://county.milwaukee.gov/WorkplaceViolencePre17548.htm***

Concealed Carry/Weapons Policy

With the exception of law enforcement or designated security guards, or unless otherwise required by state law, no form of weapons (e.g. knives, guns, stun guns, tasers, explosives, toxic substances or other items designed to inflict bodily injury on another person) are allowed on County premises or buildings. This includes all weapons including those for which a concealed weapons permit has been issued, to the extent permitted by law.

Employees who bring or attempt to bring weapons on County property/premises, or imply they have such weapons on company premises or at functions or make statements that appear to threaten the safety of others may be subject to disciplinary action, including termination. This provision applies to any person who is on County premises.

Reasonable Suspicion – Drug and/or Alcohol Abuse

The safety and well-being of employees and the public is critically important to Milwaukee County. As such, Milwaukee County maintains a substance-free workplace. Employees may not possess alcohol or illegal drugs while on work premises, or be impaired by or under the influence of alcohol or illegal drugs during working hours, or while on work premises.

The odor of alcohol on an employee's breath, or, behavior at work which may indicate that an employee is under the influence of alcohol or drugs (either legal or illegal) is prohibited and may result in disciplinary action. An employee will be required to undergo drug and alcohol testing if Management has reason to believe the employee is under the influence of alcohol or other drugs in violation of Milwaukee County policy.

If you believe you have a problem with drugs or alcohol, you are encouraged to contact the Employee Assistance Program at 1-800-622-7276 for confidential help. The Employee Assistance Program is a free service for all Milwaukee County employees and their eligible family members. Also, please review Milwaukee County's Drug Free Workplace Policy at: ***http://county.milwaukee.gov/DrugFreeWorkplace17489.htm.***

Smoke-Free Work Environment

Smoking is prohibited at all County facilities. Individuals wishing to smoke must go outside of the building and respect those entering and exiting the building by maintaining the required distance of 30 feet from the door. Your department may have additional guidelines regarding this policy.

Security

Security is everyone's responsibility. The following are a few reminders that you can use to preserve a safe and secure environment at Milwaukee County:

- Keep your valuables with you or secured in a locked desk or cabinet.
- Check the ID or work order of any repair person, salesperson, or inspector who wishes to enter secured or employee-designated areas.
- Always carry your keys and ID access card with you.
- Report suspicious persons or activity to your manager or supervisor.

Building Access Cards & Keys

Each department has its own process for assigning building ID/access cards and keys. Your access card is for your personal use only. Sharing it with other employees or non-employees represents a serious security breach that may subject you to disciplinary action, up to and including termination. If you lose your access card or keys, immediately notify your supervisor, so that we can ensure the security of all County employees and customers. You are responsible for the cost of replacing your access card. Consult with your Supervisor and/or your department's Human Resources representative with questions about your access card or keys.

Hazardous Weather Conditions

Generally, during severe weather, all County departments will remain open with coverage provided as described in departmental severe weather procedures. All County employees will be expected to report to work during their normal assigned shift. Employees who miss time from work due to severe weather must notify their manager within the pay period whether they want their time off charged against accrued compensatory time, holiday time, personal time, or vacation time.

In rare occasions of severe weather, a decision may be made to close our facilities, in consultation with the County Executive, Sheriff, Chief Judge and department heads. If a weather emergency is declared, the notification will be given to the media and County departments by the County Executive's Office. In situations where the County closes operations, employees are paid regular time according to their normal work schedule, but this time will not be considered when calculating overtime.

Upon a Tornado or Severe Thunderstorm Warning, all individuals shall move away from outside walls and windows. Employees and visitors shall seek shelter immediately in the designated shelter area listed in each department's Emergency, Evacuation and Shelter-in Place Plan.

Refer to Milwaukee County Tornado Safety Awareness Policy and Tornado Alert Policy for additional information at: ***http://county.milwaukee.gov/Weather15641.htm***

Emergency Evacuations

In the event of an emergency evacuation, all employees and visitors will be instructed to evacuate in an orderly fashion. Area office security officers will be responsible for making sure visitors are accompanied and accounted for along with employees. Please ask your supervisor to review your department's Emergency, Evacuation and Shelter-In Place Plan.

Restraining Orders

Employees who obtain a restraining order listing Milwaukee County workplace locations as protected areas are responsible for immediately reporting this information to management. Changes to or termination of a restraining order must also be reported immediately.

Communicable Diseases

A communicable disease is one that is likely to cause debilitating or life-threatening illness or death, or a disease that is readily spread from person to person through casual contact. Examples include tuberculosis, measles, influenza, hepatitis A, SARS. In order to keep all County employees and visitors safe, we need your help in the event you are diagnosed with a communicable disease that may cause a threat to the safety and health of others.

If you receive such a diagnosis, notify your Human Resources representative immediately, so that he or she may consult with the proper authorities to determine next steps. Your medical information will be handled confidentially and consistent with State and Federal laws.

Probationary Period

For most positions at Milwaukee County, the first 1,040 hours of employment is considered to be your Probationary Period. During this time, you should work with your supervisor to determine whether or not the position is a good match, and to ensure you have received adequate training. Should your work performance not meet expectations during your Probationary Period, your manager may either recommend to Human Resources an extension to your Probationary Period, or may terminate your employment without providing formal discipline.

Performance Evaluation

We believe that it is critically important for all employees at Milwaukee County to receive both positive and constructive feedback about their work performance. At least annually, all employees should receive a formal, written performance evaluation of their work based on standards established by their manager. Employees and their managers are also encouraged to hold informal performance discussions throughout the year.

Performance and Conduct

At Milwaukee County, we strive to retain employees who demonstrate the skills, knowledge and conduct that are consistent with the overall mission of Milwaukee County. If your work or behavior does not meet expectations, coaching or formal disciplinary action may occur, in order to provide you an opportunity for improvement. However, if improvement does not occur over a reasonable time frame, disciplinary action may eventually lead to termination of employment. In addition, there may be extreme situations when your employment may be terminated without prior warnings. Examples of situations that might trigger immediate termination include (but are not limited to) theft or violence in the workplace.

Job Opportunities

At Milwaukee County, we encourage you to think about your career interests, and to talk with your manager about what development opportunities will help you to enhance your skills and prepare for new job opportunities. All positions that become available at Milwaukee County are posted on our recruitment system. If you apply for a position, please notify your manager, as a courtesy, that you are exploring a new opportunity. Generally, you may not apply for a new position within Milwaukee County unless you have been in your current position at least 6 months, unless approved by your manager. Here is a link to our recruitment system:
http://county.milwaukee.gov/Careers
Please contact your manager or Human Resources representative with any questions.

Business Appearance

The impression you make on others begins with your appearance. You are expected to use good judgment and dress in a professional manner that is appropriate to your work surroundings and suited to your job. Each department maintains a policy regarding appropriate work attire. Please consult with your supervisor or Human Resources Representative with any questions.

Media Relations

If you receive any contact by members of the media at work, refer them to your department head and do not answer their questions. All media inquiries during working hours are responded to by senior leaders at Milwaukee County. Failure to forward media calls to senior management could result in inaccurate or misinterpreted information representing Milwaukee County to the public. Repeated contact with the media during working hours may also lead to disciplinary action, up to and including termination.

Internet Guidelines

In today's world the internet and social media play an important function. Sites like Facebook and Twitter help keep us connected to friends and family. We get our news and information from websites and podcasts, and e-mail and instant messaging or texting have become central to our day-to-day communication. When you are online, you are representing both yourselves personally and Milwaukee County. It is not our intention to restrict your ability to have an online presence on personal time, or to mandate what you can and cannot say. However, we would like to provide you with a County policy and guidelines for appropriate online conduct, and to avoid the misuse of this communication medium.

Guidelines:

- Do not post any confidential, proprietary or sensitive information that relates to Milwaukee County or department operations.
- Avoid making comments that could reflect poorly on you and the County. Remember, you are a representative of Milwaukee County and should strive to portray the County in a positive light.
- Social media sites are not the appropriate forum for venting personal complaints about supervisors, co-workers, customers, or the organization.
- As a County employee, be aware that you are responsible for the content you post, and that information remains in cyberspace forever.
- Use privacy settings when appropriate. Remember, the internet is immediate and nothing posted is ever truly private, nor does it expire.
- If you see unfavorable opinions, negative comments or criticism about yourself or Milwaukee County, do not try to have the post removed or send a written reply that will escalate the situation. Forward this information immediately to your manager or Human Resources representative to be reviewed.

If you have any questions about this policy or a specific posting out on the web, please contact your manager or Human Resources representative.

Keep in mind, excessive personal or inappropriate use of technology at work will result in disciplinary action, up to and including termination.

Employee Status

Full-Time: employees regularly scheduled 30 – 40 hours per week (1,560 - 2,040 hours per year)

Part-Time: employees regularly scheduled 20 – 29 hours per week (1,040 – 1,508 hours per year)

Seasonal: employees whose work schedule is based on seasonal need. Seasonal employees are generally dismissed as seasonal needs subside.

Hourly: hourly employees have no set schedule, and are scheduled for work based on departmental needs.

At Milwaukee County, jobs exist in a variety of categories:

- Exempt or Nonexempt (referring to FLSA status)
- Classified or Unclassified (relating to Civil Service Rules)
- Represented or Non-Represented (referring to union membership)
- ECP and non-ECP (Executive Compensation Plan – referring to senior management)

It can be confusing to navigate the different types of job classifications that exist at the County. If you have questions about the categorization of your own position, please contact your manager or Human Resources representative.

Paychecks

Employees receive 26 paychecks annually. Employees not enrolled in direct deposit will be assigned an AccelaPay Card. Your paycheck will be automatically deposited into your bank account or AccelaPay Card every other Thursday. If the designated Thursday is a major holiday, the funds will be deposited the prior day.

Time Reporting

All employees should keep track of their time worked and record it accurately in Ceridian Time and Attendance at the end of a payroll period, or as directed by your manager. ***http://county.milwaukee.gov/EmployeeEmailINotes18282.htm***

If you are a nonexempt employee (and most employees at Milwaukee County are nonexempt under the Fair Labor Standards Act), you must record the exact time worked as directed by your supervisor, indicating when you start and end each work shift, including meal breaks. Exempt employees must report all time worked, sick, vacation, personal time and minor holidays.

Payroll Deductions

Milwaukee County automatically deducts from employee paychecks for health insurance, pension contributions, or other elected or mandatory deductions. It's important to note that, should you become indebted to Milwaukee County for any reason related to your employment, we may deduct the debt owed from your paycheck or other monies owed to you. This may be done for any reason as permitted by federal and state law. If you are overpaid, the County may withdraw the overpayment from your direct deposit account, or may demand payment from you.

Ceridian Self-Service

All employees at Milwaukee County have access to Ceridian Self-Service: ***http://county.milwaukee.gov/EmployeeEmailINotes18282.htm***
This is where you will update your personal information, such as change of address, emergency contacts, direct deposit information, W-4 tax forms, or review your earnings statement. If you need assistance learning how to use self-service, please talk with your department HR or payroll representative.

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

Attendance and Tardiness

Punctuality and good attendance are critically important to ensure we successfully serve our customers, and are important components to good job performance. However, there may be occasions when you are unable to work. In these situations, your manager has the authority to approve use of paid time off for absences, up to the amount of time permitted by County policy.

Use of occasional sick days must be approved by your supervisor or manager, and you are expected to use your designated sick days only for legitimate purposes. Employees are responsible for managing their time off appropriately, and for communicating with their supervisor regarding absences.

Employee responsibilities include, but are not limited to:

- Attending work on a regular basis
- Arriving to work on time each day
- Scheduling time off with their supervisor
- Confirming that requested time off has been approved prior to taking the time off
- Reporting absences with honesty and integrity.

NOTE: *Please review your department's policies about attendance, tardiness, and call-in procedures. Feel free to contact your supervisor or Human Resources representative if you have any questions or concerns.*

Sick Time Accrual

Milwaukee County employees earn sick time hours which may be used for employee illness and other approved time away from work.

- Sick allowance, based on a 40-hour work week, is earned at a rate of 3.7 hours per pay period, which equals 12 days per year. Sick time is based on a 40-hour work week; for example, a 20 hour per week employee would accrue sick time at 1.9 hours per pay period.
- Sick time accrues with every pay period, and keeps accruing for the entire length of one's employment with Milwaukee County, unless absent without pay for more than 3/8 of the required hours.
- An employee must be employed for six months before he/she is able to use any of his/her accrued sick time hours.
- You can accumulate up to 960 hours of sick time. If you are in a public safety union, you may have different sick allowance provisions (consult your labor contract). Employees who currently have more than 960 hours of accrued sick time may keep and use that time, but will not accrue additional sick time unless their sick balance drops below 960 hours. When sick time is used, time accrued before June 24, 2012 is used up before time accrued after that date.

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

Accrued Time-Off Donor Program

At Milwaukee County, we have a special program that provides you an opportunity to voluntarily donate some of your accrued time off (personal, holiday or vacation time) to another County employee who is experiencing a potentially life-threatening illness. A link to this program is provided here, along with information about the process to apply. ***http://county.milwaukee.gov/AccruedTimeOffDonor17488.htm***

Work Breaks

Wisconsin law does not require that employers provide brief rest periods or meal periods to adult employees, but at Milwaukee County we strongly encourage managers to provide occasional breaks to ensure a safe and healthy work environment for all employees. We ask that managers provide meal breaks of at least 30 minutes, close to usual meal times given the employee's shift.

If breaks are provided that are less than 30 consecutive minutes in duration, the break time should be paid as regular work time. However, if you perform any work during the meal period, or if you are not free to leave County premises, you must be paid for the break. Duty-free breaks that are at least 30 minutes in length are unpaid.

NOTE: *In the state of Wisconsin, employees under 18 years of age may not work longer than 6 hours without receiving at least a 30-minute, duty-free meal period.*

Funeral/Bereavement Leave

All full-time and part-time employees are generally allowed up to 3 days with pay (deducted from their sick accrual) to attend the funeral of a member of their immediate family or step-family. Immediate family or step-family members include spouse/partner, children of the employee or the employee's spouse/partner, parents of the employee or the employee's spouse/partner, and the employee's brothers, sisters, grandparents and grandchildren. Other significant, close personal relationships not explicitly covered by this policy may qualify for leave under this policy at the discretion of your manager or supervisor.

In addition, if the funeral is more than 150 miles from your home, you may take an additional day off with pay. The paid time off is limited to the hours you are normally scheduled to work during the 3-day period surrounding the funeral. Your supervisor may require you to produce documentation that verifies the reason for your use of funeral/bereavement leave.

If you need additional time off related to funeral/bereavement, speak with your supervisor and/or your Human Resources representative about the possibility of taking additional time off through the use of vacation time or unpaid personal leave.

Unused Sick Time

An employee who leaves Milwaukee County service for any reason other than retirement loses any accrued sick allowance hours.

Employees who return to Milwaukee County service will receive 20% of cancelled sick leave allowance restored, up to 960 hours, after every additional six months of service, except:

- Employees who have been discharged after a hearing before the Personnel Review Board.
- Employees who return to active employment more than three years following their previous termination of employment.
- Employees who have received retirement benefits under Chapter 201 or 203 at: ***http://county.milwaukee.gov/RetirementBenefits16143.htm***

Jury Duty

As a resident of Milwaukee County, you may receive a notice that you are being called for jury duty. Please provide a copy of this letter to your supervisor. Please communicate to your supervisor as to whether or not you are selected, and what the anticipated length of time will be for the absence.

Military Leave

Military Training Pay

If you are a member of the armed forces of the United States, you may take a military training leave of absence with pay for a period of up to 15 working days per year.

- Any request for use of military training leave must be accompanied by a signed Military Training Leave form and provided to your manager. ***http://county.milwaukee.gov/HumanResources***
- You may accept your normal County pay for such time, or you may receive military pay, but not both.
- If you choose to receive County pay for such time, you must submit your federal military base pay to your department payroll representative.
- Military Training Pay is not intended for those called to active duty.

Active Duty Military Leave

A member of the armed forces of the United States may take a leave of absence without pay for a period exceeding 30 days, as granted by the department head or the appointing authority. If you are on a military leave of absence, you must notify the department head, either in person or in writing, of your readiness to return from the leave at least ten days before the date of expiration of your leave. Upon the return from active service, you will be restored to your position provided that:

- You present a certificate or other evidence that the period of training or service has been satisfactorily completed;
- You are still qualified to perform the duties of your position;
- You make application for re-employment within 90 days after being relieved from the training or service;
- Milwaukee County's circumstances have not changed as to make it impossible or unreasonable to re-employ you;

Service toward seniority or salary advancement will not be interrupted by taking an active duty military leave of absence.

Workers' Compensation: Workplace Injuries & Accidents

If you are injured on the job, you must report the incident to your supervisor immediately or within 30 minutes of the incident, who will report it to Risk Management by completing an Accident/ Loss Report Form (please obtain this form from your manager). Milwaukee County provides Workers' Compensation insurance for employees who are injured at work, or while performing County work. You may be contacted for more detailed information by an insurance representative. Benefits that may be available to you will be communicated once your eligibility for workers' compensation has been determined. Should a non-employee be injured on our premises (vendor, customer, contractor, etc.), please notify your supervisor immediately, to ensure that reporting procedures are followed correctly. Not immediately reporting workplace injuries can be cause for discipline, up to and including termination.

Federal Family and Medical Leave Act (FMLA)

Under the Federal Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to an aggregate of 12 weeks of unpaid, job-protected leave in a rolling 12-month period for the following reasons:

- For incapacity due to the employee's pregnancy, prenatal medical care, or childbirth
- The care of a newborn child, the adoption of a child or placement of a child with an employee for foster care.
- The care of a spouse/partner, child (generally under 18) or parent with a serious health condition. You can take family care leave to care for your parents-in-law only under the Wisconsin FMLA.
- The employee's own serious health condition in which the employee is unable to perform the functions of his or her position.
- Any qualifying exigency, as defined by law, due to an employee's spouse/ partner, child, in loco parentis active duty, or being called to active dutyy in a foreign country (Active Duty Leave).

Additionally, an eligible employee is entitled to up to 26 weeks of leave during a single 12-month period, measured from first day of leave, to care for a spouse/partner, child, parent, or next of kin (as defined by law) who is a current member of the Armed Forces, including a member of the National Guard or reserves. This leave is available to care for a service member who incurs a serious illness or injury in the line of duty (or has a condition which existed before the beginning of the members active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that renders the individual unfit to perform the duties of the individual's office, grade, rank or rating (Military Caregiver leave).

The Military Caregiver leave is also available to care for a spouse/partner, child, parent, or next of kin (as defined by law) who is a veteran of the Armed Forces and is undergoing medical, recuperation, or therapy for a serious injury or illness (as defined above) that manifested before or after the individual became a veteran, as long as the veteran was in the Armed Forces within the five years preceding the date on which the medical treatment, recuperation, or therapy is provided. During that single 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave for any qualifying purpose under the Family and Medical Leave Policy.

Wisconsin Family and Medical Leave Act (WFMLA)

Unlike leave under the federal law, the Wisconsin law gives an employee three (3) separate FMLA leave banks. During a calendar year, an employee is entitled up to:

- Six (6) work weeks of leave for the birth or adoption of a child (new child leave) (must begin within 16 weeks of the birth or adoption)
- Two (2) work weeks of leave for family members' serious health condition(s) (family care leave)
- Two (2) work weeks of leave for your own serious health condition (medical leave)

Eligibility Requirements

You may be eligible for **Federal FMLA** leave under this policy if you have been employed by Milwaukee County for at least 12 months and have completed at least 1,250 hours of work during the 12-month period immediately preceding the commencement of the leave. You may be eligible for **Wisconsin FMLA** if you have worked at least 52 consecutive weeks and you have worked or been paid for at least 1000 hours in the last 52 weeks. Please click here ***http://county.milwaukee.gov/FMLAPolicy17490.htm*** for a full description of how you can apply for Family & Medical Leave, and other key eligibility requirements.

If you do not meet the above criteria, you may be eligible for a leave of absence under Milwaukee County General Ordinances ***http://library.municode.com/index.aspx?clientId=12598.***
Please see your manager or human resources representative with any questions about eligibility.

Your Responsibilities

Follow all appropriate reporting procedures, whether your leave is continuous or intermittent:

- Provide notice of the need for leave to both your manager and Risk Management within the time frames set forth in this policy.
- Provide at least 30 days advance notice for leaves that are foreseeable, such as birth, adoption, planned medical treatment, etc.
- Where 30 days advance notice is not possible, and for leaves that are not foreseeable, such as medical emergencies, notice must be given as soon as practicable—the same or next business day the employee learns of the need for FMLA leave. When the need for FMLA is not foreseeable, the employee must comply with Milwaukee County's usual notice and procedural requirements for requesting leave, absent unusual circumstances.
- Notice of Active Duty leave, if foreseeable, must be made as is reasonable and practicable. Failure to provide notice may affect the approval of your request for a leave.
- Complete the required forms and follow all designated procedures required by Milwaukee County.
- Furnish the appropriate certification and periodic recertification for serious illnesses, injury or qualifying exigency within 15 business days of receipt of the request by Risk Management. Furnish the applicable intermittent leave forms within two (2) business days of your return to work.
- Failure to do so may result in Milwaukee County denying your leave and possible termination of your employment.
- Keep your manager informed of your leave status as well as your plans to return to work.

Communicating only with Risk Management and/or Human Resources is not sufficient.

- Provide documentation from your health provider of your release to return to work under the Federal FMLA.

Important Information About Leaves Under This Policy

All absences that qualify under the FMLA will count toward your qualifying FMLA leave entitlement. Under Federal FMLA, Milwaukee County and the employee may substitute accrued vacation, holiday pay or other types of personal time (OT) for any type of FMLA leave. Neither the employee nor Milwaukee County may substitute sick leave for new child or qualifying exigency leave under Federal FMLA. Both the employee and Milwaukee County may substitute accrued paid sick leave for FMLA leave due to the employee's own or family member's serious health condition pursuant to Milwaukee County's sick leave ordinance. Under Wisconsin FMLA, the employee alone can substitute any kind of accrued paid leave for any kind of FMLA leave, even if Milwaukee County's sick leave ordinance forbids it. Paid time off, including disability, workers' compensation, sick leave, and/or vacation time that is used as part of a leave, will count toward the qualifying FMLA leave entitlement. The total amount of FMLA leave taken by spouses who are both employed by Milwaukee County may be limited as allowed by law. Milwaukee County reserves the right to require a second and/or third medical opinion.

Paid Holidays

The following days are recognized by Milwaukee County as paid holidays:

NOTE: *Election Day is considered a minor holiday in even numbered years only*

New Year's Day	January 1st
Martin Luther King Day*	3rd Monday in January
Presidents' Day*	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Election Day*	1st Tuesday in November
Veterans' Day*	November 11th
Thanksgiving	4th Thursday in November
Day After Thanksgiving*	Friday after the 4th Thursday in November
Christmas	December 25th

* Minor Holidays (staffed)

- Minor Holidays refer to those days that are recognized as holidays; however, Milwaukee County is still open for business during normal hours of operation.
- If a major holiday falls on a Saturday, it may be observed on the previous Friday. If a major holiday falls on a Sunday, it is observed on the following Monday (except for 7-day service).
- With your supervisor's approval, you have the option to observe a holiday and receive holiday pay or elect to work the holiday and accrue up to eight hours of holiday time.
- If you are an FLSA non-exempt employee, you must use holiday time within six months of accruing it. If you are unable use it within the six-month time frame, the time may either be paid out or scheduled off by your supervisor.

Please refer to all appropriate labor agreements for provisions regarding holiday time.

Vacation

Vacation is provided as follows:

Length of Service	Vacation Time Accrued
1 to 5 years of service	2 weeks
5 to 10 years of service	3 weeks
10 to 15 years of service	4 weeks
15 to 20 years of service	5 weeks
20 years of service	6 weeks

New hires or rehires receive vacation during their first year according to the following formula:

Number of full months remaining in calendar year after hire/rehire ÷ 12 months in year x 80 hours per pay period = number of vacation hours earned. Also, employees receive their full allotment of vacation time on January 1st of the year following their original date of hire.

Prorated Vacation

Employees who are scheduled to work less than forty (40) hours per week or less than two thousand eighty (2,080) per year receive vacation benefits on a prorated basis

Vacation at Termination

If your employment ends and you have not taken all of the vacation time you have earned, you will be paid any unused vacation if you have worked at least 2,080 hours since your hire/rehire date.

Carryover of Vacation Hours

Employees may not carryover more than seven days (56 hours) of unused vacation beyond the end of the calendar year.

Personal Days

Each year, eligible employees will receive 3 personal days, in addition to vacation, accrued holidays and compensatory time.

- Employees will receive personal days during their first calendar year of employment as follows:
  - Hired on or before April 30th = three days
  - From May 1st through August 31 = two days
  - From September 1st and thereafter = one day
- Personal days must be used by December 31st of each year, or will be lost.

General Employee Benefits

Milwaukee County provides a variety of benefits to employees, including health and dental insurance, flexible spending accounts, dependent care reimbursement accounts, a pension plan, deferred compensation program, a bus pass program, and more. This information is available in detail on our Employee Benefits web site ***http://county.milwaukee.gov/EmployeeBenefits***. Open enrollment for all employees takes place in November each year.

Employee Assistance Program (EAP)

The challenges you face each day can lead to stressful feelings, and at times you may feel overwhelmed. Your home life, your happiness and your performance at work can all suffer. Our Employee Assistance Program is designed to provide confidential support for those everyday challenges or more serious problems, and it's available 24/7, any time you need it. To reach a counselor, call 800-622-7276, or log onto ***www.liveandworkwell.com***, access code "Milwaukee".

Educational Assistance

Tuition Loan Fund Program

Full time employees who have completed their probationary period may, subject to approval by Human Resources, receive interest free college tuition loans from $100 up to $1,500 per semester. The loans are to be repaid through payroll deductions over a maximum of ten bi-weekly periods. Tuition loans must be repaid in full before a new loan is secured.

Requirements:

1. Course must be taken on employee's own time.
2. Certain courses will not be approved for tuition loan including, but not limited to: sports, fitness, and recreation classes.
3. Loans will be made for tuition only and cannot be applied to books, fees, past balances, etc.
4. Only courses at colleges and vocational schools, as well as certain correspondence courses and workshops related to County work may be approved.
5. Applications will be considered in the order in which they are received and to the extent funds are available. Courses available through in-service training programs will not be approved.
6. Application forms must be received by Human Resources prior to the class start date. The forms must include the application and the signed promissory note.
7. Tuition Fee Statements must be submitted in order for the application to be processed.
8. For complete information, contact the Milwaukee County Department of Human Resources, Room 210, Courthouse.

Your Career

Milwaukee County encourages all employees to think about their careers, and seek out new job opportunities within the County. We post vacant positions on the Careers Section of the Milwaukee County website. The County does not accept paper applications, so you will need an email account in order to complete the online application. If you currently do not have an active email account, the system will assist you in creating a free Hotmail account.

Detailed instructions for completing an application via the online system with can be found at: ***http://county.milwaukee.gov/ImageLibrary/Groups/cntyHR/PDFdocs/CRSApplicationTrainingDoc.pdf***

Current promotional and transfer opportunities can be located at: ***http://county.milwaukee.gov/Careers***

If you need assistance, feel free to stop by the Human Resource office on the 2nd floor of the Courthouse, and we are happy to help you through this process.

Job Announcements/ Promotional Opportunities

When Milwaukee County seeks to fill vacant positions, we may use one or more of the following types of examination/testing:

Original Examination - An announcement for a competitive or non-competitive examination, open to applicants who have not previously been employed in the service of the County. Qualified persons who are or have previously been employed by Milwaukee County may also apply. This type of announcement has a deadline for applications determined by the Department of Human Resources.

Promotional Examination - An announcement for an examination restricted to persons who are employed by Milwaukee County at the time an examination is announced, or are on leave of absence or layoff/recall lists. This type of announcement has a deadline determined by the Department of Human Resources.

Continuous Examination - An announcement for an examination with no specific deadline date. A continuous examination can be competitive or non-competitive, original or promotional. The Department of Human resources may close such examinations at any time and without prior notification.

Civil Service Appointments

There are different types of "appointments" into positions under the Civil Service at Milwaukee County. These types are defined in the Milwaukee County Civil Service Rules ***http://county.milwaukee.gov/RuleIDefinitions16178.htm***

Layoff and Recall

At times, the County eliminates positions as a result of process improvements that are implemented, or due to cost savings exercises. Unfortunately, this may result in a reduction of the workforce. Employees in the classified service who are laid off are placed on a recall list for 3 years and 1 day. Our layoff and recall process is documented on the Human Resources web site ***http://county.milwaukee.gov/ImageLibrary/Groups/cntyHR/Policies/LAYOFFINFOGuidelines2010.pdf***

I can't find what I'm looking for….
If you are unable to find what you are looking for in this handbook, please ask your supervisor or department's Human Resources representative.

The issue may be department-specific or union-related, and not a County-wide policy or guideline.

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13

EMPLOYEE ACKNOWLEDGEMENT

NON-DISCLOSURE/CONFIDENTIALITY COMMITMENT

Milwaukee County employees are responsible for ensuring that all customer information is maintained in a highly confidential manner. As such, we must treat all customer information with the highest possible integrity. The County's reputation depends upon our ability to be trusted with sensitive, personal information. Violating customers' trust would result in a serious loss of credibility for our organization.

Inappropriate use of customer information is prohibited. Below are some examples of the types of behavior that will be subject to discipline, up to and including termination (however, this list is not exhaustive):

- Accessing customer information in County systems, without a legitimate work-related business need to know the information.
- Sharing confidential customer information with others, inside or outside of Milwaukee County, who have no work-related business need to know the information.
- Providing any customer information to the public, unless release of the information was approved through the formal Opens Records Request process.
- Utilizing a customer's information for one's own gain.

Misusing customer information is subject to disciplinary action, up to and including termination.

PAGE LEFT BLANK INTENTIONALLY

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

This Employee Handbook presents important information to help you become acquainted with Milwaukee County. It is not intended as a comprehensive resource for all policies and their interpretations. I understand that I should consult my manager or Human Resources Representative if I have any questions that are not answered in the handbook.

I understand that the policies and benefits described here are subject to change. I acknowledge that revisions to the handbook may occur with or without notice at the sole discretion of Milwaukee County. All such changes will be communicated through official notices, and I understand that revised information may replace, modify, or cancel existing policies.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. My signature below indicates that I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE	DATE
EMPLOYEE'S NAME	CLOCK NUMBER

The signed original copy of this acknowledgement form will be sent to your immediate supervisor, who will forward it to the Department of Human Resources, Courthouse, Room 210.

This handbook will be updated periodically.
Please refer to the online version for the most up-to-date information
http://county.milwaukee.gov/HumanResources

Milwaukee County Human Resources • 901 N. 9th Street • Room 210 • Milwaukee, WI 53233
Ph: 414-278-4143 • Fx: 414-223-1379

Rev. 06/13