MILWAUKEE COUNTY NEW EMPLOYEE ORIENTATION HANDBOOK

2010

Division of Human Resources
278-4143

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Introduction

Welcome to Milwaukee County! Your decision to accept employment in the Civil Service workforce of Milwaukee County will join you with over 4000 employees located at a variety of worksites ranging from the Zoo to the Sheriff's Office, from Mitchell International Airport to the Milwaukee County Parks System-winner of the National Recreation and Park Associations Gold Medal Award and all other locations where a diverse workforce is employed on behalf of the citizens of Milwaukee County.

The Division of Human Resources wants to make certain that new employees are familiar with the benefits, key personnel policies and procedures that may have an impact on you during employment here. This orientation handbook has been compiled to provide you this essential information in one resource.

This handbook may not be sufficient to answer every question that you may have related to employment at Milwaukee County. Your department/division will be responsible for providing you additional information as it applies to your specific area. Human Resource coordinators and managers are available throughout the various departments in Milwaukee County. In addition, please feel free to contact the central Human Resource Department located in Room 210 at the courthouse if your questions cannot be answered within your work area.

We would be happy to include any suggestions for improvement that you might have to make this manual more useful. You can contact us via fax at 223-1379 or online through the HR website http://www.county.milwaukee.gov/HumanResources.

Meanwhile, our best wishes for a productive and enjoyable future with Milwaukee County. Thank you for choosing employment with Milwaukee County!

Sincerely

Karen R. Jackson, Ph.D.
Director, Human Resources Division

MILWAUKEE COUNTY GOVERNMENT AT A GLANCE

Milwaukee County Government

Milwaukee County government creates and enforces laws, manages public service programs and operates public facilities, all of which contribute to the quality of life for County residents. Through its many responsibilities, functions and programs, Milwaukee County government touches the lives of thousands of people every single day.

Milwaukee County is an administrative arm of state government. State Statutes require Milwaukee County to provide and fund essential services for the public good such as courts, juvenile detention and incarceration facilities like the House of Correction and the County jail.

Milwaukee County government has three branches:

- **Executive Branch**
  The Executive branch manages the administration of County affairs. This branch consists of the County Executive and cabinet. County residents elect a County Executive every four years. The cabinet includes the Directors of Administrative Services, Public Works, Health and Human Services, and Parks.

- **Legislative Branch**
  The Legislative branch includes nineteen County Supervisors. Supervisors are elected by district to four-year terms on a non-partisan ballot to represent their various constituents. The County Board of Supervisors establishes policy, services and laws for the County, amends and adopts the annual budget, confirms County Executive appointments and monitors County operations through the Department of Audit.

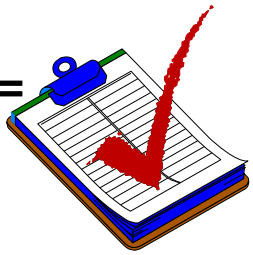
- **Judicial Branch**
  The Judicial branch serves as the court system. Forty-seven judges preside over 160,000 criminal, civil, probate, family and children's court cases every year. All judges are employed by the State of Wisconsin and are elected to six-year terms on a non-partisan, Countywide basis.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

MILWAUKEE COUNTY GOVERNMENT AT A GLANCE

County Programs and Services

- Airport Division (GMIA and Timmerman)
- Behavioral Health Division
- Community Business Development Partners
- Department of Child Support Enforcement
- Department of Audit
- Department on Aging
- Department of Health and Human Services
- Department of Public Works
- Economic and Community Development
- Election Commission
- Ethics Board
- General Assistance Medical Program (GAMP)
- House of Correction
- Medical Examiner's Office
- Milwaukee County Historical Society
- Milwaukee County Transit System
- Milwaukee County Zoo
- Milwaukee Public Museum
- Office for Persons with Disabilities
- Parks, Recreation and Culture
- Personnel Review Board
- University of Wisconsin Extension
- Veterans Service Office
- The War Memorial Corporation
- Zoological Gardens

EMPLOYMENT AND STAFFING



Civil Service Appointments

- **Regular Appointments** (designated by the letters "R.A.") – means an appointment to a permanent position authorized to be filled and made as a result of a certification as prescribed by Wisconsin State Statutes and Civil Service Rules.

- **Temporary** (designated by the letters "T.A.") – means an appointment to a position authorized to be filled for a limited period and made as a result of a certification as prescribed by Wisconsin State Statutes and Civil Service Rules.
  The temporary appointment remains in effect for six months. After that time, the appointment can be renewed for an additional six months, subject to approval by the Director of Human Resources.

- **Emergency** (designated by the letters "E.A.") – means an appointment of an individual to a position when there is no appropriate list of eligibles from which a certification can be made. The emergency appointment remains in effect for six months. After that time, the appointment can be renewed for an additional six months, subject to approval by the Director of Human Resources. The emergency appointment cannot extend beyond a one-year period.

Job Announcements/Promotional Opportunities

- **Original Examination –** an announcement for a competitive or non-competitive examination open to applicants who have never been previously 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 determined by the Division 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 Division of Human Resources.

- **Continuous Examination** – an announcement for an examination that has no specific deadline date. A continuous examination can be competitive or non-competitive, original or promotional. The Division of Human Resources reserves the right to close such examinations at any time and without prior notification.

- **Transfers** – an employee has the ability to transfer from one position to another within their same pay ranges.

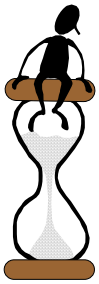
- Interdepartmental Transfer – transfer to another position within the same title and the same pay range in another department; or transfer to another position with a different title and the same pay range in another department.

- Intradepartmental Transfer – to qualify for a position with a different title and the same pay range within the same department.

- Please refer to all appropriate labor agreements for provisions regarding transfers. This procedure can only be done through the Ceridian Recruiting System (CRS) by indicating that you are a Milwaukee County employee and completing an on-line application for the position that you are seeking, you will also need to complete a profile in the system with an email address (username) and password. After submitting your application request you must contact a Human Resources Analyst at (414) 278-4143 or at DHRempstaff@milwcnty.com to inform the Division of Human Resources that you are requesting a transfer. Employees must possess the skills and abilities required for the classification to which he/she wishes to transfer.
  .

Probationary Period

An employee's probationary period refers to the first 1,040 hours of straight time hours paid while on regular appointment to a position in a given classification. Certain classifications may require longer probationary periods such as: Communications and Highway Safety Dispatcher, Correction Officer, Deputy Sheriff, Firefighter and Equipment Operator, Juvenile Correctional Worker and supervisory classifications in the Executive Compensation Plan (ECP). For more explanation, please consult your Human Resources Manager/Coordinator.



DEFERRED COMPENSATION

Plan Features

"Deferred Compensation" is an Internal Revenue Service (IRS) term. It refers to the employee's ability to save money through regular payroll deductions on a pre-tax basis. "Pre-tax" means that neither the money saved nor the earnings on the invested funds is subject to federal or state income taxes until withdrawn. Because of this tax break, dollars set aside under this program provide greater benefits than dollars saved under ordinary savings plans. Keep in mind that this program is designed to enable you to supplement your retirement income. For that reason there are very stringent rules regarding when and under what circumstances you can withdraw your money before retirement. This program should not be thought of as a passbook savings vehicle. Deferred Compensation is primarily designed for retirement savings.

Eligibility Requirements

All current benefit-eligible County employees are eligible to participate in the Deferred Compensation Plan. Enrollments in the plan can occur at anytime throughout the year. The plan representative will explain the plan, provide the necessary paperwork, and help you to complete the appropriate forms.

Contribution Opportunities

The amount you are allowed to contribute to your 457 plan is based on your taxable compensations as defined in the Internal Revenue Code (IRC). For the year 2010, the maximum amount you may defer from your salary is 100% of your includible compensation as defined by the Internal Revenue Code or $16,500, whichever is less. Those participants who are age 50 and older may contribute an additional $5,500 to the Plan for 2010. This means that participants age 50 and older can contribute a maximum contribution of $22,000 or 100% of includible compensation, whichever is less, for the 2010 calendar year. For a contribution calculation, please contact your registered representative.

Investment Options

A wide array of core investment options is available through your Plan. Each option is explained in further detail in your Plan's fund data sheets. Investment option information is also available through the website, www.milwaukeecounty457.com.

Distribution of Funds

Qualifying distribution events are as follows: Retirement (including retirement due to permanent disability), Unforeseeable Emergency (as defined by the Internal Revenue Code and your Plan's provisions), Severance of Employment (as defined by applicable Internal Revenue Code provisions), Attainment of age 70 ½, and Death (your beneficiary received your benefits).

Contact Information

For more information, please contact: Great -West at 223-1921.

RETIREMENT

The Employee's Retirement System (ERS) is a single-employer plan that was created to encourage qualified personnel to enter and remain in the service of the County of Milwaukee (the "County") by providing a system of retirement, disability and death benefits to or on behalf of its employees. The system is known as the Employees' Retirement System (ERS) of the County of Milwaukee. In 1937, the County was mandated to create the ERS as a separate legal entity with the passage of Chapter 201 of the Wisconsin State Statutes.

The authority to manage and administer the ERS is vested in the Pension Board. The Pension Board consists of nine members – three members appointed by the County Executive (subject to confirmation by the County Board of Supervisors), two members appointed by the County Board Chairman (subject to confirmation of the County Board and County Executive) and four elected ERS members, consisting of three employee members and one retired member.

The ERS Retirement System is "substantially noncontributory," meaning there is no employee deduction that goes directly into the Pension fund. The County makes contributions to ERS based upon actuarially determined contribution requirements, as well as additional contribution made at the discretion of the County Board. Actuarially determined contribution requirements are set during the County's budget process.

Benefits

The normal retirement benefit is a monthly pension for the life of the participant. For deputy sheriffs, the normal retirement age is 57 or a minimum of 15 years of service and age 55. In addition, employees with 30 years of service that have attained age 55 are also eligible for a normal retirement. A normal retirement may be based on an employee meeting the "Rule of 75" (when years of service and age equal 75), this rule is based on union contract agreement (most employees enrolled in ERS after 1-1-1994 are not eligible for Rule of 75). For all other participants the normal retirement age is 60, although some labor agreements require a minimum of five years creditable service at age 60. As of 1/1/2010 non-represented employees who are not currently ERS members have a normal retirement age of 64 years old or 55 years of age with 30 years of service.

A participant who meets the requirement for an accidental or ordinary disability benefit is entitled to an amount equal to the normal retirement benefit, but not less than 60% (or 75% based on union contract) of a participant's final average salary for accidental disability. Fifteen years of creditable service is required to apply for an ordinary disability and the pension will be based on an amount equal to the normal retirement benefit but not less than 25%).

A participant who is 55 years of age and has 15 years of credited service may elect to receive early, reduced retirement benefits. The participant would be entitled to a benefit equal to the normal retirement benefit with a lifetime reduction of 5% for each year prior to the normal retirement date.

Effective January 1, 2001, a participant is vested upon attaining 5 years of creditable pension service. Most participants are immediately vested upon attaining age 60. A vested participant is eligible for a deferred pension beginning as of the member's normal retirement date.

Retirement Benefit Formula

For most employees, the formula is based on a multiplier (the multiplier is determined by Ordinance, Union contract and by ERS enrollment date – 1.5%, 1.6%, 2% or 2.5%) times the years of service credit times the final average salary. The multiplier is a percentage defined in the plan rules or your union contract based on your employment classification. Service credits in general are based on the years of employment history with the County. Final average salary for most members is a calculation based on your three highest consecutive years of earnings. The formula includes various dates, union contracts, Milwaukee County Ordinances and other qualifying factors.

Military Service Credit

The maximum number of military service years, or fractions thereof, that you can credit towards your County retirement is four, based on your total County retirement service credit as follows:

Eligible County Service Credit	**Maximum Military Years Authorized**
0 to under 5	0
5 to under 10	1
10 to under 15	2
15 to under 20	3
20 or more	4 (max)

It is advisable for you to apply for military service credit towards retirement even if you do not have 5, 10, 15 or 20 years of County service. Your retirement service credit will be allocated at the end of your 5th, 10th, 15th or 20th year as applicable, based on your employment status at the end of each five-year period.

The law covers only active military service in the U.S. Armed Forces between **January 1, 1938 and December 31, 1974.**

In order to obtain military service credit, you must submit an application form along with an **original or certified copy** of you Form DD214 or Report of Separation Form. Application forms can be obtained from the Retirement Division, Room 210 in the Courthouse.

Other retirement questions may be directed to Retirement Division at 278-4207 or the website: ers@milwcnty.com. You may also consult the Division of Human Resources web site at www.mcdhr.org for further updates.

BENEFITS

Introduction

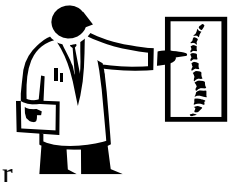
Employee benefits are a significant part of your total compensation from Milwaukee County and offer critical financial protection for you, your spouse and eligible dependent children. You have 30 days from your hire date to enroll in benefits. Medical and dental benefits are effective the first of the month following 30 days of employment.

The Milwaukee County Benefits Division sponsors an annual **open enrollment** period. During Open Enrollment, employees can change insurance providers or sign up for other employee benefits. The Benefits Division also sponsors a number of **Benefits Information Sessions** during Open Enrollment, where representatives of the medical, dental and other benefit administrators are available to answer employee questions. The sessions are held at a variety of times and locations throughout the County.

For details about these employee benefits, please consult the Milwaukee County Benefits Booklet, available from your departmental Payroll Clerk or contact the Benefits Division at 278-4198.

Medical Benefits

County employees may choose one of the medical insurance plans listed below:



1. **Milwaukee County Choice Plus (PPO Comparable)**
2. **Milwaukee County Choice (HMO Comparable)**

The medical plans are administered by UnitedHealthCare, and Medco administers our prescription drug plan.

Eligible employees can choose to waive medical coverage through Milwaukee County if they have group coverage through a spouse or other employment. To waive group coverage, log on to the Ceridian Benefits System at www.benefitenroll.com and begin the on-line benefit selection process.

Dental Insurance

County employees may choose one of two dental insurance plans listed below:

1. **Milwaukee County Conventional Plan (Humana Dental)**
2. **Care-Plus Prepaid (DMO)**

Life Insurance

Milwaukee County offers a number of term life insurance plan options to its employees. You are eligible to participate in life insurance plans the first of the month six months after your date of hire. MetLife is the current administrator for Milwaukee County's life insurance plans.

Basic Life Insurance

Employees are eligible for up to one times their annual salary, rounded to the next highest $1,000, in basic life insurance coverage. Milwaukee County provides the first $25,000 ($20,000 for select bargaining units) of that coverage. If basic life is elected, employees are responsible for the remainder of coverage over the first $20,000 or $25,000.

Note: A benefit reduction schedule begins at age 65 for basic life coverage.

Optional Life Insurance

The "optional" life insurance program offers additional life insurance coverage in amounts from $5,000 to $200,000 at group rates. The amount you select will be in addition to your "basic" (annual salary) coverage. If you are approved by MetLife for additional coverage, you will pay premiums through bi-weekly payroll deductions.

Voluntary dependent and spouse life insurance coverage is only available for Non-represented employees.

Important Considerations

Both Basic and Optional life insurance plans are "Term" insurance. You may not borrow against it and no cash value accrues. Acceptance for optional life is not guaranteed. If accepted for coverage, employees pay the full monthly premium based on age and coverage amount. Premiums will be deducted from the first two paychecks of each month. Optional coverage can be increased during the annual open enrollment period.

Optional life insurance reduces beginning at age 60. The beneficiaries designated for your Basic life coverage are the beneficiaries of your Optional life coverage as well.

Optional coverage is available to you by electing Basic coverage.

Flexible Spending Accounts (FSA)

Flexible spending accounts (FSA) allow you to use pre-tax dollars to pay for healthcare expenses not covered by your insurance plan and dependent care expenses incurred while you work. Once you determine the amount you need (up to the $5,000 maximum for each account), that amount will be deducted in equal increments from the first two paychecks each month. Because of the pre-tax component, you save money. Elections for this benefit are made through the Ceridian Benefit System.

- **Health Care Account**
  Within 30 days of hire or during the annual open enrollment period, you need to determine and elect the annual dollar amount you will need to pay for eligible out-of-pocket medical expenses ($5,000 maximum). You are allowed to include eligible out-of-pocket expenses for you, your spouse, and anyone claimed as a dependent for tax purposes. .

- **Dependent Care Account**
  As with the Health Care FSA, you need to decide how much money you want to place in your account based on your estimated dependent care (daycare) expenses for the plan year. The IRS limits this amount to $5,000.

  REMEMBER: "USE IT OR LOSE IT" -- Planning is important. The IRS requires that any unused money in your FSA accounts at the end of the year will be forfeited.

For customer service issues, please contact Ceridian Customer Service at 1-866-845-6271.

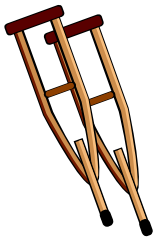
Disability Insurance

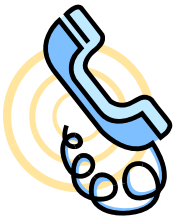
Milwaukee County offers employees disability insurance on a voluntary, employee-paid basis through Colonial Supplemental Insurance. Short-term disability insurance protects you in case of illness (on or off the job) or accident (off the job) with an income to help cover everyday living expenses while you are unable to work. You can elect to protect up to 66 2/3% of your monthly income ($400 minimum up to $5,000 maximum in increments of $100) subject to income requirements.

Once purchased, premiums never increase with age and are guaranteed renewable to age 70. The coverage is also portable, which means you can keep the coverage if you change jobs.

New hires will be sent information by a Colonial representative. Any changes or terminations to your policy may only be done during the annual open enrollment period.

If you would like more information to tailor a plan specific to your needs, please contact the Colonial Supplemental Insurance Account Representative, Harold Gee, at 463-6252.





Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is designed to help employees and their families deal with difficult situations that cause stress and can result in challenges to a person's mental health and well-being. It is a service intended to help manage life's challenges. Everyone needs a helping hand once in a while, and the EAP can provide it. If assistance is needed beyond the services provided by EAP, options will be offered that may be covered under individual health insurance plans.

Mental Health Network (MHN) is the administrator for Milwaukee County's EAP. For information or to make an appointment, 24-hours a day, call 1-800-472-4992. Use of the EAP is confidential; no one will know you are using it unless you choose to tell someone.

The following services, paid for by Milwaukee County, are available:

- **Clinical Counseling**
  The EAP can provide an assessment, assistance and referral to additional services when needed. Both face-to-face and telephonic consultants are available. Eligible members are entitled to up to three counseling sessions per incident per calendar year, for a wide range of emotional health issues.

- **Work & Life Services**
  Telephone consultations are available.

- **Online Member Services**
  Access EAP information and tools online.

Learn more about the EAP by exploring the web site at**: members.mhn.com** and entering (Access Code: milco).

If you have any questions regarding employee benefits, please contact your Benefits Team (414-278-4198) – We're here to help!

LEAVES WITH AND WITHOUT PAY

Sick Allowance

- Sick leave is earned at a rate of 3.7 hours per pay period, which equals 12 days per year (based on a 40-hour work week).

- Sick leave 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 hours.

Personal Days

- Each year, every employee is given three personal days, in addition to vacation, accrued holidays and compensatory time.

- Employees shall receive personal days during their first calendar 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

- Supervisory personnel shall make every reasonable effort to allow employees to make use of personal days as employees see fit.

- Personal days must be used by December 31st of each year, otherwise such time is lost.

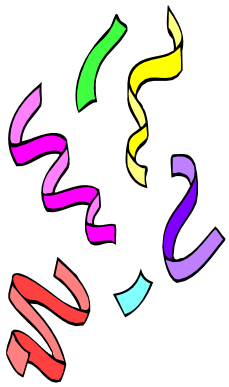
Vacation

- Vacation is provided as follows:

    - After six months of service = 1 week
    - 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

- Employees are eligible for one week of vacation after six months of service and two weeks of vacation after completing one full year of service. **(Note: if you are represented by a union, please see your union contract for eligibility)**

Holidays



HOLIDAY SCHEDULE 2010

1.	NEW YEAR'S DAY	FRIDAY, JANUARY 1
2.	MARTIN LUTHER KING DAY*	MONDAY, JANUARY 18
3.	PRESIDENTS' DAY*	MONDAY, FEBRUARY 15
4.	MEMORIAL DAY	MONDAY, MAY 31
5.	INDEPENDENCE DAY	MONDAY, JULY 5
6.	LABOR DAY	MONDAY, SEPTEMBER 6
7.	ELECTION DAY*	TUESDAY, NOVEMBER 2
8.	VETERANS' DAY*	THURSDAY, NOVEMBER 11
9.	THANKSGIVING DAY	THURSDAY, NOVEMBER 25
10.	DAY AFTER THANKSGIVING*	FRIDAY, NOVEMBER 26
11.	CHRISTMAS EVE	FRIDAY, DECEMBER 24
12.	NEW YEAR'S EVE	FRIDAY, DECEMBER 31

* Minor Holidays (staffed)
Note: Election Day is considered a minor holiday in even numbered years only.

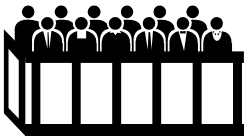
Minor Holidays refer to those days that are recognized as holidays, however, Milwaukee County is still open for business during normal hours of operation. With the supervisor's approval, employees have the option to observe the holiday and receive holiday pay or elect to work the holiday and accrue eight hours of holiday time. Holiday time is to be used within six months of accruing it. If the time is not used within the six month time frame, such time may either be paid out or scheduled off by the employee's supervisor.

If a major holiday falls on a Saturday, it is observed on the previous Friday.
If a major holiday falls on a Sunday, it is observed the following Monday.

If your regular schedule includes a holiday, you will accrue time off on a straight time basis.

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

Jury Duty



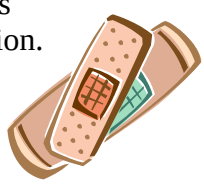
- Milwaukee County employees who are called for jury duty will be sent a notice the same as any Milwaukee County resident.
- A copy of the letter should be given to the employee's supervisor.
- Employees are to report to jury duty on the day they are instructed to do so by Jury Management.
- When the employee's jury duty has been completed and a check is issued to the employee, he/she is responsible for returning that check to his/her payroll assistant or the Treasurer's Office; in turn, the employee will receive his/her regular salary for the time spent on jury duty.

Military Leave

- A member of the armed forces of the United States may take a leave of absence with pay for a period of 15 working days per year. The employee may accept his/her normal County pay for such time or may receive military pay.
- 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.
- Upon the return from active service, the employee will be restored to his/her position provided that: (1) he/she presents a certificate or other evidence that he/she has satisfactorily completed his/her period of training or service; (2) he/she is still qualified to perform the duties of such position; (3) he/she makes application for re-employment within 90 days after he/she is relieved from such training or service; (4) the employer's circumstances have not changed as to make it impossible or unreasonable to re-employ the employee.
- An employee on a leave of absence shall notify the department head, either in person or in writing, of his/her readiness to return from such leave at least ten days before the date of expiration of his/her leave.

Workers' Compensation

- Milwaukee County is self-insured for its Workers' Compensation claims. Employees' claims are administered and processed by the Department of Risk Management.
- When a work-related injury occurs, the employee is to notify his/her supervisor immediately. The employee and supervisor should complete the Milwaukee County Accident/Loss Report Form. Contact your payroll clerk and/or Human Resources Manager/Coordinator for more information regarding procedures and compensation.
- Questions beyond that should be directed to Risk Management at 278-4185.



Family and Medical Leave Laws (FMLA)

MILWAUKEE COUNTY POLICY -
FEDERAL AND STATE FMLA LAWS (4-9-02)

- The Wisconsin Family and Medical Leave Law went into effect April 26, 1988. The Federal Family and Medical Leave Act went into effect August 5, 1993. The **purpose** of the laws is to provide unpaid leave to eligible employees for specific reasons and to protect those employees' jobs and certain benefits while on leave. Substitution of paid leave may be allowed (state law) or required (federal law). The purpose of this policy is to comply with the FMLA laws.

- For more information regarding eligibility requirements, please refer to the Division of Human Resources web site at www.mcdhr.org. Select "Employment Policies" which will take you to the section entitled, "FMLA Policy" or contact your Human Resources Manager/Coordinator, or call 414-278-2921.

Leaves of Absence Without Pay

Leaves of absence without pay for a period exceeding 30 days may be granted by the department head or the appointing authority to any employee on regular appointment. The employee may request the following:

- **Parenting Leave**
  Requesting such leave subsequent to the birth or adoption of his/her child providing the leave requested does not exceed six months (does not affect classifications or employees represented by AFSCME-DC48);

- **Education Leave**
  Entering a course of training or study for the purpose of improving the quality of his/her service to the County, or preparing himself/herself for promotion; provided however, that no such leave shall be granted for a period exceeding one year and that such leave shall be continuous for said period. The Director of Human Resources may approve an educational leave of absence for more than one year, but not more than three years if the purpose of the leave is to further the employee's education in a field pertinent to that in which he/she is employed, providing the employee agrees to return to County service following the expiration of the leave for a period of time equivalent to the leave;

- **Funeral Leave**
  Allotments for funeral leave can be found in Chapter 17.18(4) or consult your Human Resources Manager/Coordinator;

- **Personal Leave**
  Requested a leave absence without pay for a reason not noted above which has been approved by the Director of Human Resources (does not affect classification or employees represented by AFSCME-DC48).

PERSONNEL POLICIES, LAWS & ORDINANCES

Chapter 63 of the Wisconsin State Statutes

- Established Civil Service Law for Milwaukee County in 1917.

Civil Service Rules for Milwaukee County Government

- The County Board Ordinances and Rules of the Civil Service Commission shall apply to all employees in the classified service of Milwaukee County except insofar as such Ordinances and/or Civil Service Rules have been specifically modified or made non-applicable to members of certain bargaining units whose contracts with Milwaukee County provide for exception from or differences in the application of such ordinances and/or rules.

General Ordinances of Milwaukee County

- Establishes the policies for Milwaukee County government.

Chapter 17 – Classification Salary Standardization Ordinance

- Provides for the standardization of wages, classification and employment practices.

Administrative Manual

- The Administrative Manual contains all Countywide policies and procedures.

Civil Service Rule VII, Section 4

Causes for Discharge, Suspension or Demotion and/or Re-evaluation

(1) The following are declared to be cause for discharge, suspension or demotion and/or the approval of or the imposition of an employee re-evaluation period as provided in Rule VI, Section 8, of the rules of the Milwaukee County Personnel Review Board, of any officer or employee from the classified service of the County of Milwaukee, though charges may be based upon causes and complaints other than those here enumerated, namely:

(a) Theft of private or county property.
(b) Unauthorized use, misuse, destruction of or damage to any property including vehicles, said damage occurring because of neglect while on county business.
(c) Unauthorized use of county premises.
(d) Violation of rules or practices relating to security of county property or county premises.
(e) Unauthorized use, duplication or possession of county keys or electronically controlled access cards.

(f) Distributing or posting handbills, pamphlets or other written or printed material in any work area without authorization.
(g) Posting, removing or tampering with county bulletin board material without authorization.
(h) Failure to observe parking or traffic regulations as established by ordinance, statutes or departmental rules while on county business.
(i) Violation of rules or practices relating to safety.
(j) Littering , creating or contributing to unsanitary or unsafe conditions on county premises.
(k) Refusing or failing to obey orders of supervisor whether written or oral.
(l) Refusing or failing to comply with departmental work rules, policies or procedures.
(m) Threatening, intimidating, coercing or harassing employees or supervision at any time.
(n) Making false or malicious statements, either oral or written, concerning any employee, the county or its policies.
(o) Unexcused, unauthorized, or excessive absence.
(p) Unexcused, unauthorized, or excessive tardiness.
(q) Leaving early and/or failure to be at assigned work area at the start or end of shifts, breaks and/or meal periods.
(r) Leaving place of work during working hours without authorization, wasting time or loitering.
(s) Stopping work before designated quitting time.
(t) Failure or inability to perform the duties of assigned position.
(u) Substandard or careless job performance.
(v) Restricting output or engaging in any intentional slowdown, work stoppage or strike.
(w) Engaging in any unauthorized activity which distracts or disrupts employees in the performance of their duties.
(x) Interference with normal work flow or departmental procedures.
(y) Falsification, modification or unauthorized alteration of any county record or report.
(z) Knowingly punching or marking another employee's time card, having one's time card punched or marked by another, altering time card for any unauthorized reason or inaccurately recording time worked.
(aa) Unauthorized obtaining or disclosure of confidential or privileged information.
(bb) Commission of a criminal act which meets the non-discriminatory practices in conformance with State Statutes.
(cc) Reporting to work or working while under the influence of intoxicating beverages and/or narcotics or other drugs or having unauthorized possession of same on county premises during working hours.
(dd) Indecent, criminal or inappropriate conduct on county premises during working hours.
(ee) Abusive or improper treatment toward an inmate or patient of any county facility or to a person in custody; provided the act committed was not necessarily or lawfully done in self-defense or to protect the lives of others or to prevent the escape of a person lawfully in custody.
(ff) Offensive conduct or language toward the public or toward county officers or employees.
(gg) Sleeping, dozing or lack of attentiveness during working hours.
(hh) Possession of unauthorized weapons on county premises or during working hours.
(ii) Provoking or instigating a fight or fighting during working hours on county premises.
(jj) Engaging in horseplay or scuffling on county premises during working hours.
(kk) Engaging in personal activities during working hours.
(ll) Gambling on county premises during working hours.
(mm) Vending, soliciting or collecting contributions for any purposes without authorization on county premises.

(nn) Inducing or attempting to induce any officer or employee in the county service to commit an illegal act or to act in violation of any departmental or official regulation or order, or the Rules of the Commission.

(oo) Soliciting or receiving from any person or participating in any fee, gift or other thing of value in the course of one's work, when such fee, gift or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons.

(pp) Threatening or attempting to use or using political influence, or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence or change in appropriation or pay.

(qq) Engaging in pernicious political activity by making use of one's position to further the candidacy of any person or engaging in political work being done during regular work hours. Nothing in this section shall be construed to interfere with the right of any employee in the classified service to become a member of a political club, to attend political meetings, to express his or her opinion on all political subjects, and to enjoy freedom from all interference in casting his or her vote.

(rr) Removal of permanent residence to some place outside Milwaukee County, except as specifically authorized by the Commission or failure to establish permanent residence in Milwaukee County within the limited by the Commission.

(ss) Willful violation of any of the provisions of the County Civil Service Act or of the rules of the Commissions or ordinances of Milwaukee County.

(tt) Knowingly discriminating against anyone for employment or delivery of services because of such individual's age, race, color, handicap, sex, creed, national origin or ancestry.

(2) When used in this section, these words or terms shall have the following meaning and import:

(a) Property: anything of value.
(b) County Property: any property owned or leased by or in the custody or control of the County.
(c) County Premises: any building or structure or part thereof or any lands owned, leased or in the custody or control of the County or devoted to use by the County.
(d) County: Milwaukee County, a municipal body corporate, and all of its agencies, boards, commissions, institutions, departments and divisions.

(3) A copy of this section, with any amendments thereto, shall be submitted to the head of every department to be posted by him/her in such manner as to bring it to the attention of all employees of such department.

Additional Countywide Policies

- Equal Employment Opportunity/Affirmative Action
- Sexual Harassment Policy
- Workplace Violence
- Drug Free Workplace Act

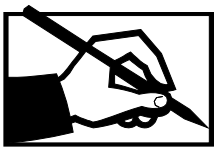
Departmental Policies, Work Rules and Procedures

- Each department has its own policies, procedures and work rules. Consult your Supervisor and/or Human Resources Manager/Coordinator for more information regarding the specifics of your department.

Unions and Fair Share Deductions

- Milwaukee County is a "closed shop," meaning that when employees are hired, they are usually hired into classifications represented by the Union. Union dues are mandatory and automatically deducted from your payroll check.

Grievance Procedures



- **Represented Employees**
  Represented employees wishing to file grievances should contact their union steward or representative.

- **Non-Represented Employees**
  A grievance shall mean any controversy which exists as a result of an unsatisfactory adjustment or failure to adjust a claim or dispute by a non-represented employee or group of non-represented employees concerning the application of wage schedules and provisions relating to hours of work and working conditions and non-represented employees as well as students of county-operated or affiliated training programs or county employees in the unclassified service concerning discrimination based on race, sex, age, nationality, political or religious affiliation or handicap. The grievance procedure shall not be used to change existing wage schedules, hours of work, working conditions, fringe benefits and position classifications established by ordinances and rules which are matters processed under existing procedures. (Chapter 17.207 (1) C.G.O.)

  Forms for filing grievances are available from your Human Resources Manager/Coordinator and/or in the office of the Personnel Review Board.

Filing A Discrimination/Harassment Complaint

Any employee who feels they have been discriminated against on the basis of age, arrest/conviction record, color, creed (religion), disability, marital status, military membership, nation origin/ancestry, race, sex, or sexual orientation and wishes to file a complaint has the following options:

- File an internal complaint with Milwaukee County. Fill out the Milwaukee County Discrimination Complaint Form (Form 2303-2), which can be obtained from your Supervisor, Diversity Representative, HR Manager/Coordinator or the Division of Human Resources, and then return the completed form to your Supervisor, Diversity Representative, HR Manager/Coordinator or the Division of Human Resources.

- File a complaint with the Equal Rights Division of the Department of Workforce Development of the State of Wisconsin (ERD), 414-227-4384.

- File a complaint with the Equal Employment Opportunity Commission (EEOC), 414-297-1111.

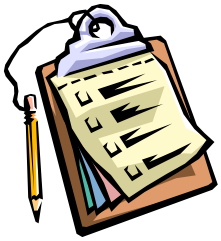
- File a grievance with his/her union, if applicable.
  The following unions have nondiscrimination clauses within their contracts:
  - DC48 (1.03 NONDISCRIMINATION)
  - FNHP (Nurses) (1.03 NONDISCRIMINATION)
  - Technicians, Engineers & Architects (1.05 NONDISCRIMINATION)

- Contact an attorney.

- Other options include:
  - Bring the matter to the attention of:
  - Supervisor
  - Department Head
  - Personnel Review Board (grievance filed for non-reps)
  - Corporation Counsel
  - Employee Assistance Program
  - Clergyman/Counselor

*This is not an all-inclusive list; there may be some options not listed here.

Questions regarding Milwaukee County's procedure for investigating complaints can be directed to Jacqueline Russell, Employment Relations Manager, Division of Human Resources, 278-5091.



Overtime Compensation

- Employees may be assigned to overtime work provided that such overtime shall be limited to emergency conditions which endanger the public health, welfare or safety; or for services required for the protection or preservation of public property; or to perform the essential functions of a department which cannot be performed with the personnel available during normal working hours, either because of vacancies in authorized positions or because of an abnormal peak load in the activities of the department; or for other purposes which specific provision for overtime compensation has been made by the County Board. (Chapter 17.16 C.G.O.)

  Please contact your payroll person for specific details regarding overtime compensation in your department.

Fair Labor Standards Act (FLSA)

State and Local governments covered since 1986.

Purpose

1. Minimum wage (to prevent exploitation of workers)
2. Spread existing work around by requiring overtime pay (encourages employers to hire more workers rather than work the existing workforce harder)

- No person may be employed for such a period of time as is dangerous or prejudicial to the person's life, health, safety or welfare.

- Employees who are covered and are not exempt from the provisions of the FLSA are entitled to be paid the minimum wage of $7.25/hr and overtime (1 ½ times their regular rate of pay) for hours worked in excess of 40 hours in a workweek (Sunday through Saturday).

- To determine whether employees are exempt from the provisions of the FLSA, there are two tests: a duties test and a salary test. If employees are exempt from the FLSA, they need not be paid the minimum wage or overtime.

- Employees are entitled to equal pay regardless of sex. (Equal Pay Act – amendment to the FLSA in 1963). Exceptions: bona fide seniority system, a merit system, a system which measures earnings by the quantity or quality of production, or any other factor other than sex.

- FLSA also contains provisions regulating child labor including minimum wages and maximum hours to be worked. Lower minimum wages for workers are permitted in certain occupations. Hours of work and permitted types of employment for minors aged 14 to 16 and minors aged 16 to 18 are included (14-16 – no power driven machinery or motor vehicles, 16-18 – no motor vehicles). Employees under the age of 18 must be provided with a 30-minute meal period when the employee works six consecutive hours of work or more.

Fingerprinting and Photo Identification

Below are the steps new employees must follow in order to have fingerprints and photo identification taken:

1. Employee is hired.
2. Employee receives a 3-part authorization form from the Human Resources Manager/Coordinator of the department/appointing authority. The form must be completed by the Human Resources representative and the employee, including the fingerprint number if the person is a current employee. If the appointing authority does not have the fingerprint number, they can get the number by:
    a. contacting central Human Resources
    b. accessing Ceridian, the number appears in the employee history screen
3. Employee takes completed form and a valid photo ID to the Sheriff's Office, Criminal Justice Facility (CJF), Room G-1, where fingerprints and employee photo will be taken for the Milwaukee County ID. The hours of operation for this process are Tuesday through Friday, 10:00 a.m. – 2:00 p.m.
4. The Sheriff's Office takes the photo and prints and issues the Milwaukee County ID. If the employee does not have a fingerprint number, the assigned number is stamped on the top copy of the form and written on the next two copies.
5. The Sheriff's Office fills out the verification part of the form and disburses the form as follows:
    a. top copy will be sent to the Department of Administrative Services, Division of Human Resources, Courthouse, Room 210, for input into the employee's record
    b. second copy is given to the employee to take back to the department
    c. third copy is for the employee's record
6. The copy forwarded to the Division of Human Resources will be filed in the employee's confidential file after the fingerprint identification number is entered into the employee's record.

NOTE: Employees must be fingerprinted and obtain photo identification within 30 days of employment, per County Ordinance.

Educational Assistance

- **Tuition Loan Fund Program**

  County employees with appointments to regular full-time positions and who have passed their probationary period may, subject to approval by the Division of Human Resources – Workforce Development, 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 Division of Human Resources – (Room 210, Courthouse) at 278-4161.

  9. Applications are available at the following locations:

     - **On-line at the Milwaukee County HR webpage under Training & Development**
     - **Division of Human Resources – Courthouse, Room 210**
     - **Behavioral Health Division – Day Hospital, Room 315**

OTHER SERVICES AVAILABLE

Direct Deposit

All Milwaukee County employees have the ability to sign up for Direct Deposit of their paychecks. It is convenient and reliable – your money is in your bank by 9:00 a.m. on payday! Your money is secure – no possible theft or loss of your check. No special arrangements are needed to get your money when you are sick or on vacation.

To sign up for Direct Deposit, use Ceridian Self-Service.

Milwaukee County Transit Pass Program

As a benefit, all Milwaukee County employees are eligible to participate in the Commuter Value Pass (CVP) program through the Milwaukee County Transit System (MCTS). As a CVP participant, you will enjoy unlimited MCTS transit including free-way flyer and trolley service as well as all special event shuttles (Summerfest, State Fair, etc.) for only $10.00 per month! Additionally, the Commuter Value Pass is good for 90 days at a time so you can eliminate the hassle of purchasing weekly MCTS fares. The cost for the pass is deducted from the second payroll check of each month.

For more information on how to enroll, call the Milwaukee County Transit System at (414) 343-1777 and ask about the Commuter Value Pass for Milwaukee County, or call the Benefits Division at (414) 278-4056.

DIVISION OF HUMAN RESOURCES AND OTHER INFORMATIONAL NUMBERS

(Downtown – Central)

278-4154	**Human Resources Information**
278-4056	**Employee Benefits: Dental, Health, Life Insurance; Dependent Care Voucher, Voluntary Short-Term Disability Insurance**
278-4207	**Retirement Office: Pension Information**
223-1920	**Deferred Compensation – Great West**
278-3932	**Office for Persons with Disabilities**
278-3937	**TDD (Telecommunications Device for those with a hearing impairment)**
278-5091	**Affirmative Action/Equal Employment Opportunity/Diversity, Training for County Employees**
278-4161	**Tuition Loan Fund Program**
278-4160	**Safety Hotline**