



Bayfield County Administrator

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Mark Abeles-Allison, *County Administrator*

Kristine Kavajecz, *Human Resources Director*

Paige Terry, *Clerk*

BAYFIELD COUNTY PERSONNEL COMMITTEE MEETING

Brett Rondeau, *Chair*

Fred Strand

Mary Dougherty, *Vice-Chair*

Dennis Pocernich

Marty Milanowski

Dear County Board Members:

This letter is written to inform you of the Bayfield County Personnel Committee Meeting scheduled for **4:00pm Thursday, January 5, 2023**. This meeting will be held Remotely and In Person at the Bayfield County Board Room, Bayfield County Courthouse, Washburn, WI. Supervisors and the public will be able to participate in the Meeting via voice either by using the internet link or phone number below.

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Please contact Bayfield County at 715-373-6181 or 715-373-6100 if you have access questions prior to the meeting. During the meeting if you have connection issues please email mark.abeles-allison@bayfieldcounty.wi.gov

Notice is hereby given that a majority of the Bayfield County Board may be present at the meeting to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Bayfield County Board pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W.2d 408(1993), and must be noticed as such, although the County Board will not take any formal action at this meeting.

AGENDA

1. Call to order
2. Public Comment
3. Discussion and Possible Action Regarding Approval of Minutes of December 1, 2022
4. Bayfield County Elected Official Introductions:
 - a. Tony Williams, Bayfield County Sheriff
 - b. Deidre Zifko, Bayfield County Clerk of Court / Register in Probate
 - c. Tom Renz, Bayfield County Coroner
5. Discussion and Possible Action Regarding Code of Conduct Section of the Personnel Manual
6. Discussion and Possible Action regarding Telecommuting Policy
7. Discussion and Possible Action Regarding Nursing Supervisor Position
8. Reports
 - a) Personnel Financial Report as of December 31, 2022
 - b) HR Report
 - c) Leave Balances
9. The committee may enter in and out of closed session pursuant to Wisconsin Statutes §19.85(1) **(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and **(e)** Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discussion and Possible action Regarding:
 - i. Approve Closed Session Minutes, December 1, 2022
 - ii. WPPA Negotiations
 - iii. Employee Reclassification

Should you have any questions in the meantime, please do not hesitate to contact the County Administrator's Office at 715 373-6181, mark.abeles-allison@bayfieldcounty.wi.gov

Sincerely,

Mark Abeles-Allison

Mark Abeles-Allison
Bayfield County Administrator

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Enc.

Any person planning to attend a Bayfield County meeting that has a disability requiring special accommodations should contact 373-6100, 24-hours before the scheduled meeting, so appropriate arrangements can be made.

cc: Ms. Lynn Divine, Bayfield County Clerk
Bayfield County Board of Supervisors
The Daily Press, via email

PERSONNEL COMMITTEE NARRATIVE

JANUARY 5, 2023

Item 4: Newly elected officials were invited to meet the Committee and learn the role of the Personnel Committee as it relates to their departments.

Item 5. Attached is the Code of Conduct section of the personnel manual. Several modifications are shown as proposed. This section of the code focuses on equitable and consistent discipline for unsatisfactory conduct in the workplace. Action by the Committee would result in updates of the Bayfield County Personnel Manual.

Item 6. A special committee considering a Telecommuting Policy met throughout 2022. Attached is a final proposal for a Bayfield County Policy.

Item 7. In early 2022 the Personnel Committee approved the establishment of a Public Health Nurse Supervisor through end of 2023. The Health Department is about to make this appointment. We would like to recommend that this be a permanent appointment to provide additional supervisory leadership for the Nursing staff. Health department and grant funds are sufficient to cover this expense.

Item 8. Attached reports include the:

- Financial Report, as of 12/23, personnel budgeted items as percentage of budget. Major changes occurred in 2022 as it relates to personnel expenses including wage reclassifications and hour modifications for some salaried employees.
 - General Fund: 99%
 - Human Services: 72%
 - Highway: 97%
- HR Report: 166 interviews and 81 hires for the year 2022. This is down very slightly from 2021 when we hit 171 interviews.
- Overall leave balances, as of December 23 (still subject to change)

	SICK OLD	SICK-NEW	VACATION	VAC CARRYOVER	VAC RH
2020	\$862K	\$448K	\$349K	\$5K	\$5K
2021	\$683k	\$471k	\$333k	\$12k	\$600
2022:	\$686k	\$518k	\$350k	\$10k	\$90

**Minutes of the
Bayfield County Personnel Committee Meeting
2:00 PM, December 1, 2022
Meeting was Held In Person in the County Board Room**

Members Present: Fred Strand, Marty Milanowski, Brett Rondeau, Dennis Pocerlich, Mary Dougherty

Excused:

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Rich Burghaus, Chris Benton, Dave Renz Jr, Dave Dawson

Meeting called to order at 2:00pm by Chairman Rondeau

Public Comment: None received.

Minutes of November 3, 2022: *Motion Strand, Milanowski to approve minutes of the November 3, 2022 Personnel Committee meeting. Motion Carried (5-0)*

Motion Pocerlich, Milanowski to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Approve Closed Session Minutes, November 3, 2022, Discussion and Possible Action regarding WPPA negotiations and consider employee reclassification requests. Motion Carried. (5-0) Entered closed session at 2:01pm.

Motion Pocerlich, Milanowski to return to open session. Motion Carried (5-0)
Returned to open session at 3:14pm.

Standard of Employee Conduct Policy: No update

Tuition Assistance Program:

Motion Strand, Dougherty to modify the tuition assistance program to \$1,000 per semester, \$2,000 per year effective January 1, 2023. Motion Carried (5-0)

Reports

- a) Personnel Financial Report as of November 2022: Reviewed by Abeles-Allison. Nothing of concern.
- b) HR Report: Reviewed by Kavajecz.

Motion Milanowski, Pocerlich to return to closed session. Motion Carried (5-0) Returned to closed session at 3:32pm

Meeting adjourned at 4:00pm.

Minutes respectfully submitted by Kristine Kavajecz

Section IV. Employee Conduct, Performance Evaluation, Discipline and Separation From Employment.

4.1 Standards of Employee Conduct

The purpose of this policy is to state Bayfield County's general approach to administering equitable and consistent discipline for unsatisfactory conduct in the workplace. Bayfield County's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial.

In addition to the procedures, rules and standards outlined in this Manual and any departmental policies and procedures, the following work rules and standards for work at Bayfield County provide a basic outline for expected employee conduct while employed with the County. This list of work rules and standards is not meant to be all inclusive nor exclusive, but is an indication of what the County expects from its employees. Work rules and standards are also found in numerous other documents, e. g. collective bargaining agreements, the County's safety manual and Departmental materials. Violations of any of the County's rules or standards found in this Manual or any other source will be considered employee misconduct and will subject the employee to disciplinary action up to and including discharge from employment.

4.1.1. Property and Premises. It is expected that employees will:

- a. Use county property and equipment only for work purposes unless, in limited circumstances, there has been prior approval from employee's supervisor.
- b. Follow all rules, regulations, and practices relating to the safe use and security of County property and premises.
- c. Use county keys, fobs, cards, and access codes properly. Employees may not duplicate keys or share access codes unless authorized.
- d. Observe traffic and/or parking regulations and directives on County premises and/or work time.
- e. Charge only work-related telephone expenses on County telephone equipment.
- f. Use County postage for work purposes only.
- g. Not negligently or willfully damage County property and equipment.

4.1.2. Attendance. It is expected that employees will:

- a. Be allowed only excused absences and excused late arrivals.
- b. Be at the assigned work area at the start and end of shifts, breaks, and meal periods.
- c. Leave the place of work during working hours only as authorized and will not waste time or loiter.
- d. Not work any hours outside of their schedule without prior approval.
- ~~a.~~ e. Not misuse or abuse paid sick leave.
- ~~f.~~ Employees will provide documentation in a timely manner from a qualified medical practitioner when requested by the employer.
- ~~g.~~ Use the approved method to notify their supervisor of their inability to work their scheduled shift. Each department will establish its own policy/procedure for call-ins.
- ~~b.~~ h. Appropriately report work hours.

4.1.3. Performance. Without limitation, it is expected that employees will:

- a. Adequately perform the duties of the assigned ~~position;~~position.
- b. Perform all assigned duties in a competent and efficient manner.
- c. Not restrict output or engage in any intentional slowdown, work stoppage, or unauthorized strike.
- d. Not engage in any activity which distracts or disrupts other employees on the performance of their duties.
- e. Not engage in any pursuit which may interfere with the proper discharge of his/her duties and responsibilities as an employee of Bayfield County.
- f. Maintain all licenses and certifications required of their position.

4.1.4. Conduct. Without limitation, it is expected that employees will:

- ~~a.~~ a. Follow all supervisory written and/or oral directions.

- b. Not circumvent the chain of command or undermine the authority of a supervisor.
- c. Interact professionally and respectfully with supervisors, co-workers and the public in all interactions whether verbal or written.
- d. Not make intimidating, threatening, hostile, false or malicious statements, including rumor mongering, gossiping, and false reports of harassment or violence.
- e. Not publicly represent the County in a manner that has not been authorized in advance including via social media, to media outlets, at public events or other forums.
- f. Not participate in unlawful or improper conduct during non-working hours which affects the employee's relationship to their job, their fellow employees, management, or the County's reputation in the community.
- g. Not refuse to communicate or speak with a co-worker, supervisor or other individual when necessary for work purposes.
- h. Comply with the departmental work rules and expectations.
- i. Not use offensive language toward or threaten, intimidate, coerce, abuse, or harass employees, supervisors, the public, other providers, etc.
- j. Maintain appropriate, well-groomed appearance and dress.
- k. Report to work sober and not under the influence of alcoholic beverages, narcotics, drugs, or other controlled substances or have possession of the above.
- l. Be awake and attentive during work hours.
- m. Not promote, or participate in, indecent, criminal, or inappropriate conduct including, without limitation, fraud, dishonesty or theft.
- n. _____
- o. Comply with the prohibited weapons policy.
- p. Not engage in personal or outside business activities during work hours.

- pj. Not engage in illegal gambling activities during work hours.
- qk. Not engage in physical activities on county property that are inconsistent with the employee's regular job duties or county-sponsored activities that could result in injury to self or others.
- rl. Represent the county appropriately and at all times and shall treat co-employees and the public in a courteous manner.
- sm. Not be insubordinate or engage in willful misconduct.
- tn. Not engage in any conduct which violates the rules, policies or procedures in this Manual.
- ue. Report any arrests, charges and/or convictions to the Human Resources Department. Not be convicted of a felony or misdemeanor the circumstances of which are substantially related to the duties performed.
- vp. Be honest and truthful in all matters relating to his/her employment including, without limitation, securing employment with the County.
- wq. Cooperate with all County investigations.
- xf. If the employee's position involves using a county vehicle, employee must report any traffic violation (on or off duty) to their Supervisor.

4.1.5. Records. Without limitation, it is expected that employees will:

- a. Be truthful and accurate in preparing any employment related documents including, without limitation, job applications, resume's, ~~time card~~timecards and leave requests.
 - b. Be truthful and accurate when preparing County records and will not falsify, modify, or make other unauthorized alterations to any County record.
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- a. Maintain the confidentiality of records and information per statutes, rules, and/or directives and will not make unauthorized disclosures of such information.
 - b. Shall not attempt to or request access to confidential information or records unless necessary for the work being performed and is within the scope of the position.

4.1.6. Code of Ethics. It is the intention of Bayfield County to inspire persons covered under this policy to secure and maintain the respect and confidence of the people of the County. State statutes set forth various forms of conduct, which are deemed to be unlawful. This policy is not intended to outline these forms of prohibited conduct. The items in this policy do not require a specific intention to do wrong; rather they are the mere acts themselves which in doing, cast substantial doubt upon the integrity of the County and the person involved.

The following conduct on the part of a person covered under this policy will be deemed unethical:

- a. No person shall use his/her position to obtain preferential treatment or obtain financial gain for himself or herself or his or her immediate family or for any business or organization with which he or she is associated.
- b. No person shall disclose or use inside information concerning Bayfield County to promote a private financial gain.
- c. No person shall receive or offer to receive, either directly or indirectly, any gift (as defined by CFR 2635.203), gratuity or thing of value which they are not authorized to receive from any person if such person:
 1. Has or is seeking to obtain contractual or other business or financial relationships with the County or subunits of the County; or
 2. Conducts operations or activities which are regulated by the County or its subunits; or
 3. Has an interest, which may be substantially affected by the County.

Gift includes **any** gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has incurred.

The definition of Gift EXCLUDES:

- (1) Modest items of food and non-alcoholic refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal;
- (2) Greeting cards and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended primarily for presentation;

- (3) Loans from banks and other financial institutions on terms generally available to the public;
- (4) Opportunities and benefits, including favorable rates and commercial discounts, available to the public or to a class consisting of all Government employees or all uniformed military personnel, whether or not restricted on the basis of geographic considerations;
- (5) Rewards and prizes given to competitors in contests or events, including random drawings, open to the public unless the employee's entry into the contest or event is required as part of the employee's official duties;
- (6) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a current or former employer;
- (7) Anything which is paid for by the Government or secured by the Government under Government contract;
- (8) Free attendance to an event provided by the sponsor of the event to;
 - (i) An employee who is assigned to present information on behalf of the agency at the event on any day when the employee is presenting;
 - (ii) An employee whose presence on any day of the event is deemed to be essential by the agency to the presenting employee's participation in the event, provided that the employee is accompanying the presenting employee; and
 - (iii) The spouse or one other guest of the presenting employee on any day when the employee is presenting, provided that others in attendance will generally be accompanied by a spouse or other guest, the offer of free attendance for the spouse or other guest is unsolicited, and the agency designee, orally or in writing, has authorized the presenting employee to accept;
- (9) Any gift accepted by the Government under specific statutory authority;
- (10) Anything for which market value is paid by the employee.

Examples of Gifts and applicable scenarios are detailed in Appendix G of this manual.

Any violation of this section will result in disciplinary action being taken against the person(s) involved up to and including discharge.

4.1.7 Fraud Prevention Policy. Bayfield County must protect the county organization, taxpayers, employees and assets against financial risks, operational breaches and unethical activities. Management must clearly communicate fraud prevention policies to internal and external customers, vendors and employees.

The impact of misconduct and dishonesty includes:

- Loss of public confidence
- Financial losses
- Damage to the reputation of the county and its employees
- Negative publicity
- The cost of investigation
- Loss of employees
- Damaged relationships with contractors and suppliers
- Litigation

Bayfield County's goal is to establish and maintain an environment of fairness, ethics and honesty for employees, citizens, suppliers and anyone else with whom Bayfield County has a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

Bayfield County is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of fraudulent acts provides a sound foundation for the protection of innocent parties. Disciplinary action against offenders including recovery of assets, dismissal and where appropriate, referral to law enforcement agencies shall be the norm.

POLICY STATEMENT

Bayfield County has adopted a policy regarding fraud. Employees shall not misuse County assets for personal gain, or willfully misappropriate any Bayfield County asset. Evidence supporting fraud, theft or embezzlement of Bayfield County assets and equipment may be subject to suspension, termination, restitution and criminal charges. Any Bayfield County employee who is aware of fraud being committed against the County by anyone shall report such activity to their Department Head, the County Administrator's Office or Sheriff's Office.

PROHIBITED ACTS

Fraud is defined as intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity.

Some examples of fraud include:

- Authorizing or receiving compensation for goods not received or services not performed
- Alteration or falsification of records
- Theft or misappropriation of cash or fixed assets
- Falsification of expenses and invoices
- Failure to account for monies collected
- Knowingly providing false information on job applications
- Authorizing or receiving compensation for hours not worked
- Embezzlement, bribery or conspiracy
- Obtaining or giving of any county property without going through proper sale /purchase procedure.

REPORTING OF FRAUD

- a. Employees shall read and understand this policy. Additionally, suspected or known fraudulent acts by employees shall be reported to their respective Department Head. If the employee has reason to believe that a Department Head may be involved, the employee shall notify the County Administrator or Sheriff's Office directly.
- b. Supervisors shall a) communicate the provisions of this policy to all staff; b) take no action without consulting the Administrator; c) recommend appropriate disciplinary action when there is evidence of wrong-doing; and d) if suspension or termination is recommended, consult with the County Administrator's Office.
- c. Department Heads shall communicate any suspected or known fraudulent act to the County Administrator or Sheriff's Office. The Sheriff's Office will notify the County Administrator of criminal incidents and keep the County Administrator abreast of the investigation.
- d. Participants in a fraud investigation shall keep the details and results of the investigation confidential.
- e. Employees reporting an act of fraud; or assisting, testifying or participating in a fraud investigation, acting in accordance with the requirement of this policy, shall not be subject to any adverse employment action unless it is determined the employee is culpable for such action and/or made an allegation knowing it was false. Examples of adverse employment action include, but are not limited to, discipline, suspension, threatening to discipline or suspend, coercion, acts of intimidation and firing.
- f. Complaints of Fraud should be in writing and can be anonymous. All fraud accusations, whether in writing and signed or not, shall be documented and shared with the County Administrator.

FALSE ALLEGATIONS

False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

DETERRING FRAUD AND CORRUPTION

The County has established internal controls, policies and procedures in an effort to deter, prevent and detect fraud and corruption. It is the responsibility of Department Heads and the County Administrator to ensure that adequate controls are in place at all times within their departments.

All new full-time employees are subject to background investigations including a criminal background check(s).

Vendors, contractors, and suppliers may be subject to screening, including verification of the individual or company's status as a debarred party.

When necessary, contractual agreements with the County may contain a provision prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption.

County employees will periodically receive fraud and corruption awareness training. New employees will receive this policy as part of their training at orientation.

Annually department heads will review internal fraud prevention policies and control mechanisms and make any required updates to internal controls. These discussions shall include:

- Issuance of cash receipts in all situations
- Tracking of petty cash
- Tracking of all county bank accounts through the Treasurer's office.
- Separation of duties
- Credit card procedures
- Counter signing of checks, at least two signatures on all checks.
- Mandatory vacations
- Annual reporting of auditor findings to the county Executive Committee
- Separation of cash and accounting records at all times.

CORRECTIVE ACTION

Determination regarding action against an employee, vendor, recipient or other person found to have committed fraud or corruption will be made by the County Administrator and Personnel Committee with notification to the appropriate law enforcement entity as required.

Offenders at all levels of the County will be treated equally regardless of their position or years of service with the County. Determinations will be made based on a finding of facts in each case, actual or potential damage to the County, cooperation by the offender and legal requirements.

Depending on the seriousness of the offense and the facts of each individual case, action against an employee can range from written reprimand to legal action-either civil or criminal in addition to termination. In all cases, involving monetary losses to the County, the County will pursue recovery of losses.

4.2 Performance Evaluation

Bayfield County recognizes the value of employee performance evaluations. The goal of this policy is to promote the utmost productivity of all County employees. The performance evaluation process is intended to:

- a. Assess an employee's work effectiveness.
- b. Help improve individual performance.
- c. Identify training needs.
- d. Recognize employee accomplishments and good work.
- e. Identify job requirements and standards.
- f. Guide in decisions affecting placement, transfers, salary, consideration, promotions, demotions, and terminations.

Employee performance is evaluated on an ongoing basis over the course of a year. In addition, the County conducts formal written evaluations for all employees on a quarterly basis during the first year of employment with the County and on an annual basis thereafter.

TELECOMMUTING POLICY

5.4 Telecommuting

5.4.1 POLICY: Bayfield County is committed to providing a work environment and culture where the needs of our customers, employees and the organization are aligned.

Bayfield County believes that onsite direct customer contact is often the most effective. Bayfield County also understands how customer convenience for remote access can be combined with employee telecommuting.

Bayfield County strives to provide a flexible work environment as part of a strategy to aid departments in attracting, motivating, and retaining a highly qualified and skilled workforce while providing a high level of customer service. Telecommuting arrangements allow employees flexibility to perform work from an alternate location while delivering quality services.

5.4.2 DEFINITIONS

- A. **Principal Work Location:** The work location the employee is assigned to when not telecommuting. This is the primary department/office/location that the employee is assigned to.
- B. **Recurring Telecommuting:** The performance of job duties on a regular, recurring basis, at an approved location other than the employee's principal work location.
- C. **Situational Telecommuting:** The performance of job duties on a short-term, one-time or irregularly occurring basis at an approved location other than the employee's principal work location.
- D. **Telecommuting Arrangement:** A work schedule and outline of deliverables outlined in a telecommuting agreement.
- E. **Telecommuting Request Form:** A formal request from an employee which outlines their proposal for a telecommuting arrangement.
- F. **Telecommuting Agreement:** A signed document that outlines the understanding between the department and the employee regarding the work schedule and deliverables of the telecommuting arrangement. It is not a contract and can be changed or cancelled at any time at the discretion of the department.
- G. **Telecommuting Location:** Refers to the approved alternative office location in which an employee is authorized to conduct work off-site. In most cases, the telecommuting location will be an office-space in an employee's home.

5.4.3 SITUATIONAL TELECOMMUTING

Situational telecommuting arrangements may be approved for circumstances such as inclement weather or unanticipated illness/injury in which the employee is still able to fulfill their job duties. These arrangements may be approved on an as-needed basis only, with no expectation of ongoing continuance.

Situational, short-term arrangements may be authorized for employees to the extent practical for the employee and the organization, focusing first on the business needs of the organization.

Situational, short-term arrangements must be authorized by the Department Head/Manager and are subject to the criteria of the Telecommuting Policy.

Situational Telecommuting arrangements shall be for a duration of 14 days or less. The arrangement may be extended under special circumstances as approved by the County Administrator or designee.

5.4.4 ELIGIBILITY

Determination that a position may or may not be appropriate for a telecommuting agreement is made on a case-by-case basis at the department level with review by the County Administrator or designee.

The use of telecommuting is at the sole discretion of the department. Not all work situations are appropriate for telecommuting, nor is telecommuting appropriate for all employees. A department that allows telecommuting must ensure that an appropriate work environment and appropriate framework of expectations exists, as outlined below.

A. EMPLOYMENT CONDITIONS

- a. Compliance with Federal/State Employment Laws.** Telecommuting agreements must comply with state and federal employment laws that apply to all county employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime.
- b. Job Duties and Responsibilities.** The job duties, responsibilities, and obligations of the position as well as the related terms and conditions of employment are not affected by telecommuting status.

B. ELIGIBILITY CRITERIA

a. Performance Related Criteria:

- 1.** Employee has no personnel-related disciplinary action or performance concerns.
- 2.** Employee has demonstrated good communication suitability.
- 3.** Employee has demonstrated good time management skills.

4. Appropriate Attendance History (excluding Family Medical Leave absences and Americans with Disabilities accommodations).
5. Employee has demonstrated ability to complete work projects with minimal supervision.
6. Employee has been employed for a minimum of three months, has completed all initial training, and has received a meets expectations rating on their initial quarterly performance evaluation. This requirement may be waived in special circumstances if authorized by the County Administrator or designee.
7. Employee has strong technology skills allowing them to troubleshoot and resolve basic technology issues away independently.

b. Job Related Criteria/Considerations

1. Primarily applicable to permanent, full-time or part-time, employees.
2. Overall business/department need.
3. Ability to provide adequate supervision of the employee remotely.
4. Effects of telecommuting on customer services
5. Costs to be saved or incurred.
6. The need or availability of equipment
7. Existence of well-defined job objectives and output that can be assessed.
8. Telecommuting location has reliable phone and strong internet (at least 25 Mbps down and 2 Mbps up) access.
9. Portable job duties
10. Availability of a telecommuting location suitable for performing work duties.

5.4.5 EXPECTATIONS:

A. EMPLOYEE EXPECTATIONS

- a. **Work Time.** Telecommuting hours are regular work hours. Telecommuting is not intended to permit staff to have time to work at other jobs, provide dependent care during work hours, or run their own businesses.

- b. **Work Schedule/Meetings.** The work schedule, including normal workday hours, breaks and core hours, and use of vacation and sick leave will be established by the supervisor and the employee within the framework of the FLSA and department policy.
1. Core hours are those hours during which the employee is expected to be available to communicate with the supervisor, co-workers or the public by telephone, e-mail, fax, etc. The supervisor will determine the number of days per week/payroll period that the employee will be allowed to telecommute. Work hours in excess of those outlined in the Telecommuting Agreement, for non-exempt employees, must be pre-approved.
 2. Work hours shall follow parameters outlined in Section 5.1 of the Personnel Policy Manual unless special circumstances warrant work outside of the standard work hours and with pre-approval by the Department Head.
 3. The employee will be expected to attend all assigned meetings relating to the performance of the job, including those which would normally be held on a telecommuting day. The supervisor will determine whether the employee's attendance at the meeting must be in-person at the principal work location, or if the employee may attend the meeting from the telecommuting location.
 4. At the discretion of the department, the employee may be required to report to the principal work location on short notice. Recurring telecommuting agreements shall require that an employee be able to report for short-notice on-site work within four (4) hours.
 5. Duration of a Recurring telecommuting agreement shall be at the discretion of the Department Head based on the needs of the organization.
- c. **Location and Travel.** The principal work location for the employee is the office location they are assigned to when not telecommuting.
1. Mileage between the employee's telecommuting location and the principal work location shall be considered commuting mileage and is not subject to reimbursement.
 2. If the employee is working at an alternative work site (not the telecommuting location and not the principal work site), the employee shall follow the county's Personnel Policy regarding mileage reimbursement eligibility.
 3. Employees utilizing a recurring telecommuting arrangement shall be required to work on-site at the primary department a minimum of one day per quarter.

- d. **Communications.** Employees must be reachable by clients, co-workers, as well as the supervisor during agreed upon hours. Employees must notify assigned office staff if they leave their telecommuting location during work hours just as they would if they were at the principal work location. They must also notify the supervisor if they are not performing work due to illness or personal reasons and must follow the normal procedures for requesting time off.
- e. **Supplies and Expenses.** Office supplies needed for the telecommuting location will be obtained through the normal supply request procedures and picked up at the workplace if possible. An employee must seek prior approval from the supervisor for expenses that will be incurred. Approved expenses will be reimbursed in accordance with existing policies.
- f. **Hardware/Software.** The employee's department will work with the Information Technology Department to determine the appropriate equipment needs for each telecommuting arrangement on a case-by-case basis.
 - 1. The employee will sign an inventory of all county-owned equipment located at their telecommuting location and agree to take appropriate action to protect the items from damage or theft.
 - 2. At their discretion, Bayfield County will provide computer, hardware, software and/or cell phone as deemed necessary to perform assigned work away from the principal work location.
 - 3. Employee is responsible for providing adequate internet service.
 - 4. Bayfield County is responsible for maintenance, and repair of the county-owned equipment and upgrades of software and will assist the employee with questions related to installation and ongoing performance of the equipment and software.
 - 5. Equipment, hardware and software furnished by the County remain the property of the county and are subject to the same business use restrictions as if the property were located at the principal work location. To ensure hardware and software security for county-owned equipment, all software used for telecommuting must be approved by the Information Technology Department. County-owned software shall not be installed on employee-owned hardware unless authorized by the county. Employee-owned software shall not be installed on county-owned hardware.
 - 6. Home computers will not be allowed to connect to the county network.
 - 7. Computers are for Bayfield County use only and are not for personal use.
- g. **Responsibilities When Telecommuting Location is in the Home.** The employee is responsible for establishing and maintaining a safe and adequate telecommuting location in the home. The designated location may be subject to review and approval by the supervisor, including a request for site photos in addition to an annual on-site inspection, to ensure that it is conducive to performing work. The employee will be responsible for all costs related to modifications of the

telecommuting location including but not limited to remodeling or electrical modifications, Wi-Fi network, etc.

- h. **Privacy and Security.** Employees needing restricted access to confidential or sensitive information while working at a telecommuting location will discuss the need with their supervisor.
 1. The information type will be documented in the telecommuting agreement before the employee may take the information off-site. Employees are responsible for protecting the privacy and confidentiality of data at their telecommuting location the same as they would be in the principal work location.
 2. Employees must ensure the security of data and information that is transported to and from their telecommuting location.
 3. Employees in a telecommuting agreement must comply with all Bayfield County policies and procedures concerning the handling of Confidential and Protected Health Information, as well as use of computers, internet and email. It is expected that employees fully review and be familiar with these policies.
 4. Employees in a telecommuting agreement must have a signed Personnel Manual Acknowledgement, Confidentiality and Ethics Agreement on file. All policies applicable at the principal work location extend to the telecommuting location.
- i. **Equipment Liability.** If employee-owned equipment is approved for use by the department, the employee is responsible for repair, maintenance, and replacement.
- j. **Return of Equipment.** Employees must return all county-owned hardware, software, supplies, documents and other information or property to the principal work location prior to termination of the telecommuting agreement or employment.
- k. **Notice to Supervisor.** Employees are responsible for promptly notifying their supervisor of an equipment malfunction or failure of either county-owned or employee-owned equipment needed to do assigned work. If the malfunction prevents the employee from performing assigned tasks, the employee must notify the supervisor immediately. The employee may be assigned to perform different tasks, to assist with repair or exchange of equipment, or to proceed to another work location. It is the employee's responsibility to ensure that backup work duties/plans are in place.
- l. **Equipment Malfunction.** If county equipment malfunctions while on a Recurring Telecommuting Arrangement and the equipment must be returned to the IT Department for repair or replacement, the employee may use regular work time to return/exchange the equipment during their normal work schedule. This travel should be scheduled and coordinated in advance to the extent possible to reduce frequency of trips. Ideally equipment can be repaired/replaced the same day it is brought in.

- m. **Performance.** The employee is responsible for maintaining exemplary work performance. A decline in work performance will result in termination of the telecommuting agreement.
- n. **Weather Emergencies.** An employee who is scheduled to work at the telecommuting location on an inclement weather day is expected to work as scheduled, unless the telecommuting location is located outside of the home and is also impacted by the inclement weather or the employee is otherwise excused from working. All requirements in section 5.4.5A continue to apply in inclement weather situations.
- o. **Taxes.** Federal and state tax implications of telecommuting and use of a telecommuting location are the responsibility of the employee.

B. SUPERVISOR EXPECTATIONS

- a. **Communication Plan.** The supervisor must work with the employee to develop an effective communication strategy. The communication strategy should ensure that the employee effectively manages his or her workload and that telecommuting does not have a negative impact on the employee's co-workers and team. In addition, the supervisor should maintain regular communication with the employee.
- b. **Performance Expectations Plan.** The supervisor is responsible for developing a plan that defines performance expectations and deliverables, and reviewing the plan with the employee. At a minimum, the agreement, plan and deliverables will be reviewed within 3 months of when the initial agreement is signed. Annual performance evaluation should also include a performance review of the telecommuting agreement.
- c. **Emergency Plan.** The supervisor is responsible for developing emergency and back up strategies with necessary phone numbers and a messaging plan in case of an emergency (e.g., equipment failure).
- d. **Meetings.** The supervisor should ensure that planned meeting schedules are communicated in advance as soon as possible so employees are able to adjust their work schedules and work location accordingly.
- e. **Training.** The County Administrator's office will provide Telecommuting policy training to Department Heads as needed. Departments are encouraged to provide training for supervisors and employees in order to ensure a successful telecommuting program. For example, topics could include: telecommuting policy and procedure, data security and privacy, FLSA, communication, injury reporting, goal and standard setting, technology use and guidelines, safety, time tracking, etc.

- f. **Revocation.** If an employee is not meeting telecommuting agreement deliverables, the supervisor is responsible for discontinuing the telecommuting agreement and explaining the rationale to the employee. Revocations can take effect immediately.

5.4.6 LIABILITY

- A. When telecommuting, the employee's workspace is considered an extension of their principal work site for the employee only during the agreed upon working hours. The designated telecommuting location must accommodate any equipment to be used in the work performed.
- B. The telecommuting location must be maintained to minimize damage to county-owned property as if at the principal work site.
- C. Bayfield County does not assume responsibility for third party injury or property damage that may occur at the telecommuting location. In-person meetings with clients and or visitors conducting business with Bayfield County will not be held at the employee's telecommuting location.
- D. An employee is covered by Worker's Compensation laws while telecommuting. Any injury that occurs within the course and scope of employment must be reported to the supervisor immediately, using the county's standard injury reporting process. The employee's designated telecommuting location is considered an extension of the principal work location, only during scheduled telecommuting hours for purposes of Worker's Compensation. Spaces deemed unsafe will not qualify for telecommuting.

5.4.7 PROCESS

Department Supervisors and or Administration retain the right to approve or deny requests at their discretion based on the eligibility criteria. Expectations must be established for monitoring performance and ensuring that client and business needs are met.

- A. Request:
Employee completes the Telecommuting Request Form and submits to their Supervisor/Department Head
- B. Supervisor/Department Head evaluates the request based on eligibility criteria.
- C. Supervisor/Department Head meets with the employee to review the request.
 - a. Informs employee of reasons why the request was denied, or proposes modifications to the request -OR-
 - b. Approves the request.
- D. Agreement: If the telecommuting request is approved, details of the arrangement are detailed in the Telecommuting Agreement.
 - a. Agreement Contents:
 - 1. Employee performance expectations.
 - 2. Work hours and work schedule

3. Telecommuting Location
 4. Equipment and Supplies
- b. Signature. The agreement must be signed by the supervisor and employee prior to the start of the telecommuting arrangement.
 - c. Cancellation. The telecommuting agreement can be changed or cancelled by the employer at any time. A telecommuting agreement should be cancelled when the employee has performance issues or a change in job responsibilities, or when the needs of the department are not being met. The employee can also cancel the agreement at any time by giving advance notice to his or her supervisor.
 - d. Duration of Telecommuting Agreement. The agreement is not open-ended. At least annually, the supervisor and employee must discuss whether to continue the arrangement. The arrangement must also be reviewed if there is a change in job duties or supervisor.
 - e. The agreement will be sent to the County Administrator for review. If no response is received within 5 days, the agreement is assumed to be approved.



Personnel Financial Through December 31, 2022

Through 12/31/22
 Prior Fiscal Year Activity Included
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	.00	.00	.00	.00	+++	681.37
Department 01 - County Board	49,519.00	.00	49,519.00	9,044.35	.00	61,702.06	(12,183.06)	125	60,532.13
Department 02 - Clerk of Courts	346,277.00	.00	346,277.00	41,240.48	.00	350,179.05	(3,902.05)	101	346,975.48
Department 04 - Criminal Justice	155,472.00	.00	155,472.00	17,889.45	.00	161,471.13	(5,999.13)	104	145,094.02
Department 06 - Coroner	15,031.00	.00	15,031.00	2,825.55	.00	14,153.75	877.25	94	14,177.51
Department 07 - Administrator	291,164.00	.00	291,164.00	33,669.15	.00	296,523.78	(5,359.78)	102	294,106.89
Department 08 - District Attorney	167,641.00	.00	167,641.00	18,898.12	.00	175,152.04	(7,511.04)	104	170,359.60
Department 09 - Child Support	218,283.00	.00	218,283.00	23,932.32	.00	207,775.94	10,507.06	95	199,487.53
Department 10 - County Clerk	355,205.00	.00	355,205.00	40,379.13	.00	357,474.31	(2,269.31)	101	358,146.86
Department 12 - Treasurer	155,144.00	.00	155,144.00	14,808.18	.00	131,496.38	23,647.62	85	159,244.09
Department 13 - Land Records	406,031.00	.00	406,031.00	44,527.31	.00	398,932.42	7,098.58	98	403,482.82
Department 14 - Court House	269,642.00	.00	269,642.00	30,244.65	.00	263,097.31	6,544.69	98	255,815.61
Department 15 - Register of Deeds	159,208.00	.00	159,208.00	18,137.03	.00	160,323.78	(1,115.78)	101	153,894.67
Department 17 - Sheriff	3,868,112.00	.00	3,868,112.00	475,001.98	.00	3,631,070.86	237,041.14	94	3,789,915.45
Department 18 - Emergency Management	107,323.00	.00	107,323.00	13,221.24	.00	113,403.76	(6,080.76)	106	132,246.87
Department 19 - Veteran's Services	107,498.00	.00	107,498.00	14,018.91	.00	113,309.53	(5,811.53)	105	95,405.87
Department 20 - Health	780,246.00	6,528.00	786,774.00	89,322.76	.00	820,375.73	(33,601.73)	104	731,695.74
Department 22 - Fair	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 23 - Tourism	197,877.00	.00	197,877.00	16,652.08	.00	191,497.00	6,380.00	97	176,670.93
Department 25 - UW Extension	95,121.00	.00	95,121.00	8,437.03	.00	86,610.82	8,510.18	91	91,536.08
Department 26 - Zoning	379,748.00	.00	379,748.00	51,811.91	.00	425,171.46	(45,423.46)	112	377,771.18
Department 28 - Land Conservation	267,185.00	.00	267,185.00	36,792.56	.00	356,414.91	(89,229.91)	133	285,354.53
Department 29 - Land Use Planning	.00	.00	.00	.00	.00	.00	.00	+++	.00
Department 31 - Information Services	310,296.00	.00	310,296.00	37,452.83	.00	315,414.45	(5,118.45)	102	297,904.94
Department 34 - Forestry	1,000,277.00	.00	1,000,277.00	102,261.65	.00	945,428.53	54,848.47	95	911,939.89
EXPENSE TOTALS	\$9,702,300.00	\$6,528.00	\$9,708,828.00	\$1,140,568.67	\$0.00	\$9,576,979.00	\$131,849.00	99%	\$9,452,440.06
Fund 100 - General Totals									
EXPENSE TOTALS	9,702,300.00	6,528.00	9,708,828.00	1,140,568.67	.00	9,576,979.00	131,849.00	99%	9,452,440.06
Fund 100 - General Totals	(\$9,702,300.00)	(\$6,528.00)	(\$9,708,828.00)	(\$1,140,568.67)	\$0.00	(\$9,576,979.00)	(\$131,849.00)		(\$9,452,440.06)
Fund 235 - Human Services									
EXPENSE									
Department 00 - General Fund	.00	.00	.00	.00	.00	740.09	(740.09)	+++	1,516.51
Department 47 - Behavioral Health & Community	219,012.00	32,267.00	251,279.00	34,178.69	.00	267,722.95	(16,443.95)	107	227,289.37
Department 48 - Community Support Program (CSP)	1,671.00	.00	1,671.00	.00	.00	330.70	1,340.30	20	.00
Department 51 - Regional Crisis Initiative	3,850.00	.00	3,850.00	.00	.00	.00	3,850.00	0	.00
Department 52 - AMSO	581,919.00	.00	581,919.00	67,908.88	.00	569,832.64	12,086.36	98	581,671.15
Department 53 - Family Services	1,530,919.00	.00	1,530,919.00	59,158.69	.00	513,937.66	1,016,981.34	34	548,899.40
Department 54 - Economic Support	395,440.00	.00	395,440.00	43,318.35	.00	354,270.67	41,169.33	90	386,387.83



Personnel Financial Through December 31, 2022

Through 12/31/22
 Prior Fiscal Year Activity Included
 Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 235 - Human Services									
EXPENSE									
Department 55 - Aging and Disabilities	151,883.00	24,561.00	176,444.00	42,574.81	.00	306,653.07	(130,209.07)	174	269,454.67
Department 56 - GWAAR	277,326.00	.00	277,326.00	27,810.39	.00	240,439.40	36,886.60	87	285,560.57
Department 58 - ADRC-Bayfield Co	114,659.00	.00	114,659.00	10,643.85	.00	109,079.06	5,579.94	95	119,590.56
Department 59 - ADRC-North	115,346.00	.00	115,346.00	12,321.94	.00	114,528.84	817.16	99	117,784.97
EXPENSE TOTALS	\$3,392,025.00	\$56,828.00	\$3,448,853.00	\$297,915.60	\$0.00	\$2,477,535.08	\$971,317.92	72%	\$2,538,155.03
Fund 235 - Human Services Totals									
EXPENSE TOTALS	3,392,025.00	56,828.00	3,448,853.00	297,915.60	.00	2,477,535.08	971,317.92	72%	2,538,155.03
Fund 235 - Human Services Totals	(\$3,392,025.00)	(\$56,828.00)	(\$3,448,853.00)	(\$297,915.60)	\$0.00	(\$2,477,535.08)	(\$971,317.92)		(\$2,538,155.03)
Fund 276 - American Rescue Plan 2021 Grant									
EXPENSE									
Department 20 - Health	53,645.00	(41,000.00)	12,645.00	.00	.00	2,671.87	9,973.13	21	26,351.14
Department 56 - GWAAR	90,000.00	.00	90,000.00	6,813.97	.00	58,458.37	31,541.63	65	.00
EXPENSE TOTALS	\$143,645.00	(\$41,000.00)	\$102,645.00	\$6,813.97	\$0.00	\$61,130.24	\$41,514.76	60%	\$26,351.14
Fund 276 - American Rescue Plan 2021 Grant Totals									
EXPENSE TOTALS	143,645.00	(41,000.00)	102,645.00	6,813.97	.00	61,130.24	41,514.76	60%	26,351.14
Fund 276 - American Rescue Plan 2021 Grant Totals	(\$143,645.00)	\$41,000.00	(\$102,645.00)	(\$6,813.97)	\$0.00	(\$61,130.24)	(\$41,514.76)		(\$26,351.14)
Fund 710 - Highway									
EXPENSE									
Department 71 - Highway Dept	2,312,561.00	.00	2,312,561.00	248,286.76	.00	2,243,388.40	69,172.60	97	1,960,351.24
EXPENSE TOTALS	\$2,312,561.00	\$0.00	\$2,312,561.00	\$248,286.76	\$0.00	\$2,243,388.40	\$69,172.60	97%	\$1,960,351.24
Fund 710 - Highway Totals									
EXPENSE TOTALS	2,312,561.00	.00	2,312,561.00	248,286.76	.00	2,243,388.40	69,172.60	97%	1,960,351.24
Fund 710 - Highway Totals	(\$2,312,561.00)	\$0.00	(\$2,312,561.00)	(\$248,286.76)	\$0.00	(\$2,243,388.40)	(\$69,172.60)		(\$1,960,351.24)
Grand Totals									
EXPENSE TOTALS	15,550,531.00	22,356.00	15,572,887.00	1,693,585.00	.00	14,359,032.72	1,213,854.28	92%	13,977,297.47
Grand Totals	(\$15,550,531.00)	(\$22,356.00)	(\$15,572,887.00)	(\$1,693,585.00)	\$0.00	(\$14,359,032.72)	(\$1,213,854.28)		(\$13,977,297.47)

Human Resources Report / Kris Kavajecz

As of December 29, 2022

ACTIVITY		YEAR-TO-DATE
Retirements	0	4
Worker's Comp Claims	4	29
Resignations	1	30
Terminations	0	1
Other	0	1

HIRES		YEAR-TO-DATE
Full-Time	1	33
Part-Time	0	19
Temporary/Seasonal	0	29
Interviews	9	166
Exit Interviews	1	21

Details:

Retirement: None

Resignations: Heather Doubek-Zoning Office Clerk

Other: None

Hires: Emma Grove-Deputy Register in Probate/Clerk of Court

Other Activities:

- Participated in a couple of Website Re-design meetings.
- Multiple negotiation sessions and communications with WPPA. Updated the WPPA Collective Bargaining Agreement.
- Worked with a couple of Department Heads on performance and/or communication situations.
- Conducted a Performance Evaluation System Training for Supervisory Staff.
- Conducted a group orientation session for new employees. The session included an overview of County Operations/Departments, History of Bayfield County, Budget Overview, and Policy Review.
- Met with presenters for the upcoming In-Service Training Day to ensure that technology and space needs are met. Prepared materials and schedule for the Training Day.
- Participated in a meeting with Sheriff, Chief Deputy and CCOs regarding scheduling and other concerns in the Dispatch Center.
- Assisted with Holiday Luncheon organization.
- Met with representatives from UWS to discuss more collaboration for graduating students.
- We extended temporary employment and/or extended the amount of hours allowed for a couple of PT employees.
- Participated in the selection process for Sheriff's Office Patrol Sergeant
- There are three employees out on extended leaves of absence and couple of others on short-term leaves. Coordinating benefits information with these employees and payroll.

- Followed up with 15 previous employees to collect necessary forms related to the new HRA vendor.
- Preparing for new staff that are starting after the first of the year.
- Compiling data and wrapping up year-end reports.