

ORDINANCE NO. 2011-39

ORDINANCE BY THE FINANCE AND HUMAN RESOURCES COMMITTEE CREATING A SECTION IN CHAPTER 2 OF THE RACINE COUNTY CODE OF ORDINANCES RELATING TO COMMITTEES OF THE RACINE COUNTY BOARD OF SUPERVISORS AND AMENDING A SECTION IN CHAPTER 15 OF THE RACINE COUNTY CODE OF ORDINANCES RELATING TO PERSONNEL POLICIES

To the Honorable Members of the Racine County Board of Supervisors:

The Racine County Board of Supervisors does ordain as follows:

**Part 1**

Section 2-136 of the Racine County Code of Ordinances relating to committees of the Racine County Board of Supervisors is hereby created to read as follows:

**Sec. 2-136. Grievance Appeals.**

This procedure is established pursuant to Section 66.0509 (1m) (a), Wisconsin Statutes, and consistent with personnel policies developed, implemented and disseminated by the human resources director pursuant to sections 15-41 and 15-42 of this code. This procedure applies only to a grievance by a Racine County employee that concerns his or her discipline or termination, or that is based on an alleged violation of workplace safety that directly affects that employee.

In the event that an employee has presented before an Impartial Hearing Officer a grievance that concerns his or her discipline or termination, or is based on an alleged violation of workplace safety that directly affects that employee, and in the event that the decision of the Impartial Hearing Officer does not satisfy the employee, the employee may appeal the matter to the Racine County Board of Supervisors. Likewise, in the event the decision of the Impartial Hearing Officer does not satisfy the county, the county may also appeal the matter to the Racine County Board of Supervisors. In either case, the notice of intent to appeal must be provided to the personnel committee and to the other party no later than ten (10) working days following the receipt of the decision of the Impartial Hearing Officer.

The appeal shall be heard by the personnel committee, or by a subcommittee thereof, within fifteen (15) working days of the date of appeal of the grievance. The personnel committee shall agree on a recommended disposition within fifteen (15) working days from the date of the hearing of the appeal and shall introduce a resolution embodying its recommended disposition to the full County Board.

Disposition shall be final upon adoption of a resolution by the County Board.

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4 **Part 2**

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6 Section 15-41 of the Racine County Code of Ordinances relating to the duties of the  
7 Human Resources Director is hereby amended to read as follows:

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9 Sec. 15-41. Human resources director.

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11 The human resources director shall develop, implement and disseminate personnel  
12 policies pursuant to the procedures set forth in section 15-42 in the following areas:

13 (1) Benefits

- 14 a. Deferred compensation.  
15 b. Dependent care reimbursement plan.  
16 c. Direct deposit.  
17 d. Employee assistance program.  
18 e. Flexible spending.  
19 f. Holidays.  
20 g. Insurance.  
21 • Dental  
22 • Health  
23 • Life  
24 • Long term disability  
25 • Short term disability  
26 • Worker's compensation and disability  
27 h. Longevity.  
28 i. Open enrollment.  
29 j. Retirement program.  
30 k. Subrogation.  
31 l. Training and tuition reimbursement.  
32 m. Vacations.

33 (2) Discipline and termination.

34 (3) Emergencies—Operation of county services.

35 (4) Layoff and recall.

36 (5) Leave programs.

- 37 a. Family and medical leave.  
38 b. Funeral leave.  
39 c. Military leave.  
40 d. Unpaid leave of absence.  
41 e. Jury duty and witness service fee.

42 (6) ~~Non-represented~~ Employee grievance procedure.

43 (7) Orientation and development.

44 (8) Performance evaluation program.

45 (9) Personnel records and transactions.

46 (10) Position classifications and employment status.

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- 4 (11) Promotions, demotions, and transfers.
- 5 (12) Recruitment and selection.
- 6 (13) Safety and health.
  - 7 a. Blood borne pathogens exposure control program.
  - 8 b. Drug free workplace.
  - 9 c. Zero tolerance workplace violence.
- 10 (14) Salary administration.
- 11 (15) Travel reimbursement.
- 12 (16) Work rules.
  - 13 a. Attendance.
  - 14 b. Confidentiality of information.
  - 15 c. Conflict of interest.
  - 16 d. Gifts and gratuities.
  - 17 e. Harassment in the workplace.
  - 18 f. Hours of work.
  - 19 g. Information technology systems use.
  - 20 h. Nepotism.
  - 21 i. Outside employment.
  - 22 j. Political activity.
  - 23 k. Rules of conduct.
  - 24 l. Smoking policy.
  - 25 m. Solicitation policy.
  - 26 n. Uniform and clothing standards.
- 27 (17) Any other personnel or employment related areas.

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29 Respectfully submitted,

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31 1st Reading \_\_\_\_\_

**FINANCE AND HUMAN RESOURCES  
COMMITTEE**

32  
33 2nd Reading \_\_\_\_\_

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35 BOARD ACTION \_\_\_\_\_

36 Adopted \_\_\_\_\_

37 For \_\_\_\_\_

38 Against \_\_\_\_\_

39 Absent \_\_\_\_\_

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Robert N. Miller, Chairman

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Mark M. Gleason, Vice-Chairman

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41 VOTE REQUIRED: Majority

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Thomas Pringle, Secretary

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43 Prepared by:  
44 Corporation Counsel

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Gilbert Bakke

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Q. A. Shakoor, II

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John A. Wisch

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Pamela Zenner-Richards

**The foregoing legislation adopted by the County Board of Supervisors of Racine County, Wisconsin, is hereby:**

**Approved:** \_\_\_\_\_

**Vetoed:** \_\_\_\_\_

**Date:** \_\_\_\_\_,

\_\_\_\_\_  
**James A. Ladwig, County Executive**