



PHILOSOPHY STATEMENT

B-101

Purpose.

Effectively managing the human resources of any organization is an essential function for every successful organization. Therefore, it is important for the Southwest Wisconsin Workforce Development Board (SWWDB) to establish reasonable rules and guidelines for the management of its human resources, but also to create an environment that recognizes the value of the individual in an effective and responsible work team. The purpose of this policy is to establish a philosophy that will be utilized to direct and manage the critical human resources of SWWDB.

Policy.

Achieving the mission of the SWWDB depends on the collective efforts of a quality workforce made up of individuals committed to excellence in service and performance. SWWDB takes pride in its tradition of leadership and innovation. In keeping with this commitment to excellence, it shall be the policy of SWWDB to:

- Employ talented individuals whose creativity and imagination will support and contribute to achieving the SWWDB mission
- Communicate SWWDB standards and expectations
- Value diversity and assure equal opportunity
- Promote relationships based on trust and mutual respect
- Encourage open communication, collaboration and team work
- Promote a mutually supportive environment through sound personnel and business practices
- Treat all staff and clients in a professional, non-discriminatory manner
- Provide safe, effective working conditions and accommodations.

It is also the philosophy of SWWDB that every employee, as a condition of employment, shall make every effort to abide by the human relations policies of SWWDB. An employee violating any of the provisions of the SWWDB human relations policies, and the applicable procedures, will be subject to suspension and/or up to dismissal, in addition to any civil or criminal penalty, which may be imposed for violation of the same.

Under no circumstances shall any human relations policy statement of SWWDB be considered a contract of employment, an obligation, or guarantee on the part of SWWDB.

Any policy statement that conflicts with the provisions of federal or state law is hereby repealed. If any SWWDB policy provision is held invalid, the remaining policies shall remain in force and are unaffected.

It shall be the responsibility of the chief executive officer (CEO) to communicate this philosophy to employees. The CEO is further directed to review SWWDB human resource policies from time to time and to recommend new or revised policies for SWWDB board of directors consideration and adoption that will promote effective utilization of its human resources.

Reference:

Policy Adopted: December 10, 2004



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B-101

Policy Revised: June 12, 2013

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to the primary principles of nondiscrimination, equal opportunity, and affirmative action. SWWDB shall honor this commitment to be fair and impartial in all its relations with employees and job applicants, clients using SWWDB services, and contractors and suppliers providing goods and services. This policy establishes the SWWDB Equal Opportunity and Affirmative Action Policy. It is the intent of this policy to comply with all applicable, as they may change from time to time, federal and state equal opportunity and anti-discrimination laws and executive orders.

Policy.

It shall be the policy of SWWDB to provide equal opportunity in all of its employment actions and practices without regard to age, race, creed, color, religion, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, sexual orientation, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, political affiliation, genetic testing, and the use or non-use of lawful products off the employer's premises during non-working hours. Furthermore, SWWDB does not discriminate against clients in its service actions on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

Employment actions include but are not limited to: recruitment, selection, promotion, performance appraisals, compensation, transfer, layoff, training, demotion, termination, work assignments, and other benefits of employment. Service actions are defined to include: recruitment, admission, counseling, job placement, training programs, facility and/or program accessibility, and the delivery of other employment and training services authorized by the SWWDB.

Furthermore, SWWDB requires that state and local government agencies receiving Workforce Investment Act (WIA) funds, as well as non-governmental WIA contractors affirm their commitment to equal opportunity and nondiscrimination in all of their employment and service actions. These agencies shall develop and implement non-discrimination and affirmative action policies and procedures that guide their relations with employees and constituency groups consistent with applicable laws.

SWWDB also will make an affirmative effort to maintain an environment free of any type of harassing behavior and will not tolerate any form of harassment of employees, clients, or program participants. SWWDB prohibits harassment on the basis of sex, race, color, national origin, age, disability, or any other protected status.

An Affirmative Action Plan to ensure non-discrimination in employment and service opportunities is monitored by the SWWDB Compliance Officer appointed by the Executive Director.

SWWDB expects all employees, clients, program participants, vendors, associates, and agencies receiving funding from SWWDB to participate in its program of non-discrimination and shall, when appropriate, develop and implement their own equal opportunity policies and procedures.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

Retaliation against persons raising concerns about any type of harassment is prohibited and anyone suspected of retaliation will be subject to disciplinary action up to and including discharge or expulsion from SWWDB sponsored activities.

SWWDB will take necessary corrective action to remedy any instances where it is determined that discrimination or retaliation has occurred. Employees discriminating against other staff or clients will be subject to discipline under appropriate SWWDB policies. Clients discriminating against another client will be subject to discipline under the applicable participant code of conduct. Any employee or client retaliating against anyone raising concerns about any type of harassment will be subject to disciplinary action up to and including discharge or expulsion from SWWDB sponsored activities.

SWWDB has an established procedure for resolving complaints relating to discrimination and harassment. Reports of alleged acts of discrimination, complaints of harassment, or inquiries concerning the equal opportunity policies may be filed directly with the SWWDB EEO Officer, 1370 N. Water Street, Post Office Box 656, Platteville, Wisconsin 53818-0656, (608) 342-4224. Complaints must be filed within 300 days of the date that the action causing the complaint occurred.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:

Purpose.

Any person who believes he/she has been discriminated against because of race, color, religion, sex, national origin, age, sexual orientation, disability or veteran status may file an Equal Employment Opportunity (EEO) complaint with Southwest Wisconsin Workforce Development Board (SWWDB). Each person has a right to expect that his/her complaint will be heard, investigated, and resolved in a fair and impartial basis. The purpose of this procedure is to describe the steps that SWWDB will follow to resolve discrimination complaints.

Policy.

Any employee or job applicant who believes that he/she has been or is being subjected to discrimination may file a complaint with the SWWDB EEO Officer. An employee also has the right to discuss his/her concerns confidentially without filing a complaint. Complaints will be resolved either informally or formally in accordance with the following procedures:

- STEP 1: An aggrieved party shall attempt to resolve the grievance informally through verbal discussion with the SWWDB EEO Officer within 300 calendar days after the act or event believed to be discriminatory. The EEO Officer will offer advice and consultation, and discuss options for resolving the complaint informally. The EEO Officer is required to log all complaints in the official EEOC complaint log.
- STEP 2: If the complaint is not settled at STEP 1, it may, at the election of the aggrieved party, be reduced to writing and submitted to the SWWDB EEO Officer within five (5) working days of the oral discussion. The EEO Officer will review the allegations and investigate the facts of the case. This review may include interviews with the complainant, the alleged offender, and other witnesses. Upon completion of the investigation, but within ten (10) working days of receiving the written complaint, the EEO Officer will decide the merits of the case and recommend action, if any, that will be taken to resolve the complaint. The EEO Officer shall communicate the decision to the complainant in writing, a copy will be provided to the Executive Director, and a copy will be filed in the SWWDB administrative office.
- STEP 3: If the complainant is dissatisfied with the decision of the EEO Officer, he/she may appeal the decision by giving written notice to the Executive Director within ten (10) working days of the date on the letter communicating the EEO Officer's decision. The Executive Director, within five (5) working days of receiving the complainant's letter shall schedule a meeting with the aggrieved party. The Executive Director may also meet with other involved parties to ascertain the facts of the case. Within ten (10) working days of meeting with the aggrieved party, the Executive Director shall communicate his decision in writing via registered mail - return receipt requested to the last known address of the complainant.
- STEP 4: If the grievant is dissatisfied with the decision of the Executive Director, the complainant may appeal the decision by giving written notice to the Secretary of the SWWDB within ten (10) working days from the date on the letter communicating the Executive Director's decision. The

Executive Committee shall hear the appeal at the next scheduled Executive Committee meeting or at a special meeting for the express purpose of hearing the appeal. The meeting may be in Executive Session, if so determined by the Executive Committee. The Executive Committee shall make its decision known in writing within ten (10) working days of the hearing. Copies of the written decision shall be mailed by registered mail – (return receipt requested) to the grievant at his/her last known address. A copy of the decision will be placed on file in the SWWDB offices.

Failure of the grievant to act within the time specified shall mean acceptance of the decision rendered at the last step. Failure of the Affirmative Action Office or Title IX Officer or District Director/designee to act within the times specified shall cause the grievance to proceed to the next step of these procedures.

Time parameters may be modified by mutual agreement of the parties. The parties shall have the right to representation at their own expense.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



STAFF ORIENTATION POLICY

B-120

Purpose.

Orientation of new employees is an essential element of Southwest Wisconsin Workforce Development Board's (SWWDB) staff development program. This policy establishes, as a primary priority when the person begins work with SWWDB, the need to provide new employees with orientation.

Policy.

Orientation of new staff is one part of SWWDB's staff training program. The SWWDB board of directors directs the chief executive officer to establish and maintain an orientation program for all new employees.

It is the responsibility of the SWWDB director of finance to provide information on pay, payroll deduction and benefit programs including getting the person signed up for direct deposit and applicable benefit programs; human resource policies and procedures; overview of employee's rights under the nondiscrimination and equal opportunity provisions, and employee timesheet preparation and submission.

The new employee's supervisor will provide an orientation to the employee regarding the employee's job description with emphasis on job duties, responsibilities and expectations. The supervisor will also instruct and orient the employee to the organization explaining SWWDB policies and operating procedures.

A record of the employee's participation in the orientation program should be documented and filed in the employee's personnel file.

Reference: None

Policy Adopted: December 10, 2004

Policy Revised: **June 12, 2013**



ORIENTATION PROCEDURE

B-120-1

Purpose.

As a part of the staff development program, Southwest Wisconsin Workforce Development Board (SWWDB) provides an orientation to new employees. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-120.

Procedure.

SWWDB will conduct the orientation according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 Every new employee, on the first day of employment, will meet with the director of finance who will explain wage/payroll processes, fringe benefits, and personnel practices. The employee will also complete all necessary payroll and personnel forms.
- 1.2 The new employee's supervisor is responsible to instruct and orient the employee to the organization. The orientation shall include, minimally:
 - A. A review of job duties and responsibilities,
 - B. An explanation of SWWDB policies and procedures,
 - C. An overview of employee's rights under the nondiscrimination and equal opportunity provisions, and
 - D. The employee timesheet preparation and submission.

2.0 ORIENTATION PROCESS

- 2.1 The employee orientation is given within one week (5 working days) of employment start date.
- 2.2 A record of the employee's participation in the orientation program will be documented and filed in the employee's personnel file.

References:

Procedure Adopted: January 20, 2011

Procedure Revised:

Southwest Wisconsin Workforce Development Board



Orientation Verification Form

Section 1 - Employee Information	
Employee Name: _____	Employee #: _____
Date of Employment: _____ Mo / Day / Year	Position: _____
Section 2 - Finance Department Orientation	
Date of session: _____ Mo / Day / Year	
Session included:	
<input type="checkbox"/> Overview of employee rights under the nondiscrimination and equal opportunity provisions.	
<input type="checkbox"/> Employee responsibility of timesheet preparation and submission.	
Finance Manager Signature: _____	Date: _____ Mo / Day / Year
Section 3 - Supervisor Orientation	
Date of session: _____ Mo / Day / Year	
Session included:	
<input type="checkbox"/> Review of job duties and responsibilities.	
<input type="checkbox"/> Explanation of SWWDB policies and procedures.	
Supervisor Signature: _____	Date: _____ Mo / Day / Year
Section 4 - Employee Verification	
I have participated in the above orientation sessions. I understand my job duties, responsibilities, and topics as discussed in each session.	
Employee Signature: _____	Date: _____ Mo / Day / Year
Filed in Personnel Records By: _____	Date: _____ Mo / Day / Year



EMPLOYMENT STATUS POLICY

B-201

Purpose.

There are different levels and types of employees within every organization. It is important to define the status of each position within the organization to ensure compliance with federal and state laws and regulations. This policy is intended to create a structure and define the employment status for positions at Southwest Wisconsin Workforce Development Board (SWWDB).

Policy.

SWWDB adheres to the principles of the "employment-at-will" doctrine. Within these principles, employment status is determined by SWWDB and reflects the number of hours worked and whether the appointment is regular or temporary. The following types of employment are available at SWWDB:

- A regular employee has an indefinite appointment with no specific termination date and occupies a budgeted SWWDB position.
- A regular full-time employee is one who normally is scheduled to work a regular work schedule of at least thirty (30) hours per week. A regular, full-time employee is eligible for SWWDB benefits.
- A regular part-time employee is someone who is normally scheduled to work less than thirty (30) hours per workweek. A regular part-time employee may be eligible for some SWWDB benefits.
- A temporary employee is appointed for a limited period of less than 12 consecutive months with a specific termination date. A temporary employee may be eligible for some SWWDB benefits.
- A leased employee is an employee of SWWDB, but the position is located at and day-to-day activities are supervised by another agency. Through a contractual agreement with the agency, the leased employee is actually a full- or part-time SWWDB employee subject to all SWWDB personnel policies. Leased employees are eligible to participate in SWWDB benefit programs, based on hours worked, similar to a regular employee.

In addition to the type of employment, in accordance with the Fair Labor Standards Act (FLSA), employees will be determined as:

- Exempt – An exempt employee is a regular, temporary, or leased employee who, based on duties performed and manner of compensation, shall be exempt from the FLSA minimum wage and overtime provisions. Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off, and are not required to adhere to strict time attendance rules for pay purposes.
- Non-Exempt – A non-exempt employee is a regular, temporary, or leased employee who, based on duties performed and manner of compensation, is subject to the timekeeping and overtime provisions of the FLSA. Non-exempt employees shall be required to account for time worked on a



EMPLOYMENT STATUS POLICY

B-201

fractional hourly basis and are to be compensated for qualified overtime hours at the premium (time and one-half) rate or may receive compensatory time off.

The SWWDB board of directors directs that the chief executive officer (CEO) shall determine the employment status of each position and ensure that it is communicated to the employee at the time of hiring. The CEO or designated staff shall review position descriptions on a regular basis to determine if there is any change in the employment status of the position.

Reference: None

Policy Adopted: December 10, 2004

Policy Revised: June 12, 2013; September 16, 2015



EMPLOYMENT STATUS PROCEDURE

B-201-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) defines the status of each position within the organization to ensure compliances with federal and state laws and regulations. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-201.

Procedure.

SWWDB will implement the employment status structure according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB adheres to the principles of the "employment-at-will" doctrine.
- 1.2 SWWDB has the sole discretion to determine employment status based on scope of job responsibilities, the number of hours worked, and whether the appointment is regular or temporary.
- 1.3 SWWDB, in accordance with the Fair Labor Standards Act (FLSA), will classify each position as exempt or non-exempt (see SWWDB Policy B-201).

2.0 EMPLOYMENT STATUS PROCESS

- 2.1 The executive director shall determine the employment status of each position at the time of recruitment. The supervisor will communicate the employment status to the employee during the new employee orientation.
- 2.2 An Employment Status Form (Form # B-310-A) is completed by the immediate supervisor and forwarded to the finance department prior to the employee's first date of employment.
- 2.3 The executive director and immediate supervisor shall review positions on a regular basis to determine if there is any change in the employment status of the positions. When the employee status change occurs, the immediate supervisor shall prepare and submit to the SWWDB finance department an Employment Status Form (Form # B-310-A) reflecting the change. The form must be received in the finance department prior to the date of the change.
- 2.4 When the change of status affects benefits, an orientation (see SWWDB Policy B-120) will be held with the employee prior to the date of status change.

References:

Procedure Adopted: January 20, 2011

Procedure Revised:



POSITION DESCRIPTIONS POLICY

B-210

Purpose.

Position descriptions identify the duties, responsibilities and skills needed for each job, and are used by management to make employment decisions and assign work. They are also the basis for evaluating employee performance. This policy establishes the Southwest Wisconsin Workforce Development Board (SWWDB) guidelines regarding development and maintenance of position descriptions.

Policy.

A position description that delineates job duties, responsibilities, qualifications, and/or other job related requirements, shall be prepared and maintained for each active position employed by SWWDB. The employee's primary work assignments shall be reflected in the position description; however, employees may be assigned work duties outside of the position description.

The SWWDB board of directors directs that the chief executive officer (CEO) shall develop procedures to ensure that a position description, using a standardized format, is prepared and used when hiring new employees, and is reviewed and updated at regular intervals to ensure it remains current. The CEO shall designate responsibility to prepare and revise job descriptions for all regular and temporary positions to SWWDB staff who immediately supervise the position. Leased employee position descriptions will be the responsibility of the agency leasing that employee, and shall be on file with SWWDB in accordance with the contract provisions. Copies of all current position descriptions shall be on file at the SWWDB administrative office.

Reference:

Policy Adopted: December 10, 2004
Policy Revised: June 12, 2013



RECRUITMENT AND HIRING POLICY

B-220

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) will employ staff according to merit and fitness to perform the job, with consideration to equal employment opportunity requirements. With this purpose paramount, it will be the practice of the SWWDB to use all available means to attract and select qualified candidates for employment. This policy set forth the guidelines for the recruitment and hiring of staff.

Policy.

The chief executive officer (CEO) is designated as the hiring authority for SWWDB, except for the position of CEO where the hiring process will be controlled by the SWWDB Executive Committee. The CEO shall establish guidelines for posting vacancies and hiring. These guidelines shall advance the board's commitment to equal opportunity employment, desire to employ the best person for the position, and comply with all applicable laws.

As appropriate, SWWDB will recruit both within and outside its workforce to obtain qualified applicants. To support career progress of qualified internal candidates, a current staff member who expresses interest in the position shall be considered and a decision made regarding the person's qualifications for the position before proceeding to outside recruitment. This process does not apply to leased positions.

The individual who, in the judgment of the CEO, is best qualified to perform the duties of the position shall be hired for the position. In the hiring of the CEO, the judgment of the executive committee as confirmed by the full board shall determine the individual who is hired.

Records of all recruitment and hiring processes shall be retained and filed in the SWWDB office. The records shall be maintained in a manner consistent with applicable laws and retained in accordance with the SWWDB records disposal policy. All records of each hiring process will be retained at the SWWDB administrative office.

Reference: None

Policy Adopted: December 10, 2004

Policy Revised: June 12, 2013



RECRUITMENT AND HIRING PROCEDURE

B-220-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) will use all available means to attract and select the best qualified candidates for employment, with consideration to equal employment opportunity requirements. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-220.

Procedure.

SWWDB will manage recruitment and hiring according to the following procedures:

1.0 GENERAL PROVISIONS

- 1.1 The chief executive officer is designated as the hiring authority for SWWDB, except for the position of executive director where the hiring process is controlled by the SWWDB executive committee under a separate policy.
- 1.2 A position description that delineates job duties, responsibilities, qualifications, and/or other pertinent job related requirements shall be prepared for each active position employed by SWWDB and will serve as the basis for hiring decisions.
- 1.3 When recruiting for a position, the most appropriate media will be used for advertising, including the state of Wisconsin electronic jobs system (www.jobcenterofwisconsin.com or other designated system) and SWWDB website, with consideration on cost and job seeker access to the information. Additional recruitment measures may be used as determined appropriate by the executive director.
- 1.4 Use of skill or proficiency tests may be used to verify the skills and qualifications of candidates. When a skill/proficiency test is used, the specific test(s) will be determined prior to interviewing candidates and shall be determined appropriate by SWWDB.
- 1.5 Records of all recruitment and hiring processes are retained by the SWWDB finance department in a manner consistent with applicable laws and in accordance with SWWDB Policy C-301 – Records Maintenance, Retention, and Disposal.

2.0 RECRUITMENT AND HIRING PROCESS SWWDB POSITIONS

- 2.1 A position description is developed by the immediate supervisor for each position (regular or temporary) to be employed by SWWDB. The position description will be reviewed and approved by the executive director prior to the position being advertised.
- 2.2 The position opening is advertised in designated media for a minimum of two weeks. The length of advertising will be determined based on the position scope of responsibility and the qualifications required for the position.
- 2.3 A screening team comprised of at least three (3) individuals will review resumes and complete an



RECRUITMENT AND HIRING PROCEDURE

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Applicant Screening Form (Form # B-220-A), rating each candidate based on the defined criteria and qualification required for the position. At the end of the screening process, team members will meet to determine which candidates to interview for the position.

- 2.4 The screening forms will be collected from the team and the candidates recommended for interviews will be forwarded to the SWWDB director of finance. The director of finance will ensure the screening process is complete and complies with SWWDB standards and authorizes staff to contact candidates to schedule interviews.
 - 2.5 An interview team (comprised of an odd number whenever possible) is formulated and one member is designated as team leader. The team leader will draft interview questions for consideration by the entire interview team using the Interview Assessment Form (Form # B220-B). The interview team will concur on the final list of questions which will be forwarded to the executive director for approval.
 - 2.6 An interview team will meet with the candidates asking questions and recording their impressions using the approved Interview Assessment Form (Form # B-220-B). Each team member will rate the candidate's responses, using the approved rating scale, based on the relevance of the response to the requirements of the position. Following the interview, the team will meet to determine candidate recommendations in order of preference. Consensus by the entire team is required to forward the recommendation to the executive director who will review the selection recommendation. The CEO may approve the team choice, determine that a second interview may be necessary, or determine that the process should begin anew.
 - 2.7 When the executive director approves the team recommendation, the director of finance will be authorized to conduct necessary reference/background verifications. Work related and personal reference checks and background investigations will be conducted by a designated SWWDB representative for the specified candidate(s). Reference checks will be conducted using the SWWDB Reference Check Questionnaire (Form # B-220-C). No candidate will be offered a position until the reference/background verification is complete.
 - 2.8 Upon completion of the reference/background verification, the executive director, director of finance, and the interview team leader will meet to review the candidate's qualifications and determine salary negotiation parameters. The executive director will authorize an offer to be made based on the negotiation parameters. Once the candidate has accepted the offer, the executive director will approve the actual hiring.
- 3.0 RECRUITMENT AND HIRING PROCESS LEASED EMPLOYEE POSITIONS**
- 3.1 Upon final execution of a leased employee contract, SWWDB will begin recruitment and hiring for the position.
 - 3.2 The agency manager who will supervise a leased employee position is responsible for preparing an initial position description for review and approval by SWWDB. Once the position description is approved by SWWDB, the director of finance will initiate the recruitment and hiring process.



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- 3.3 The position opening will be advertised in designated media for a minimum of two weeks. The length of advertising will be determined based on the position scope of responsibility and the qualifications required for the position.
- 3.4 A screening team comprised of at least three (3) individuals will review resumes and complete the Applicant Screening Form (Form # B-220-A), rating each candidate based on the defined criteria and qualification required for the position. Following the screening process, team members will meet to determine which candidates to interview for the position.
- 3.5 The screening forms will be collected from the team and the candidates recommended for interviews will be forwarded to the SWWDB director of finance. The director of finance will ensure the screening process is complete and complies with SWWDB standards and hiring practices and authorizes staff to contact candidates to schedule interviews.
- 3.6 An interview team (comprised of an odd number whenever possible) is organized and the SWWDB director of finance will serve as the team leader. The team leader will direct the senior official with the agency leasing the position to draft interview questions for consideration by the entire interview team. The SWWDB Interview Assessment Form (Form # B-220-B) shall be used. The interview team will concur on the final set of questions which will be approved by the director of finance.
- 3.7 The interview team will meet with the candidates asking questions on the Interview Assessment Form (Form # B-220-B). Each team member will rate the candidates' responses, using the approved rating scale, based on the relevance of the response to the requirements of the position. Following the interview, the team will meet to determine candidate recommendations in order of preference. Consensus by the entire team is required. The director of finance will bring the team recommendation to the executive director who will review the selection recommendation. The executive director may approve the team choice, determine that a second interview may be necessary, or determine that the process should begin anew.
- 3.8 When the executive director approves the team recommendation, the director of finance will be authorized to conduct necessary reference/background verifications. Work related and personal reference checks and background investigations will be conducted by a designated SWWDB representative for the specified candidate(s). Reference checks will be conducted using the SWWDB Reference Check Questionnaire (Form # B-220-C). No candidate will be offered a position until the reference/background verification is complete.
- 3.9 Upon completion of the reference/background verification the executive director, director of finance, and position supervisor at the agency leasing the position will review the candidate's qualifications and determine salary negotiation parameters. The executive director will authorize an offer to be made based on the negotiation parameters. Once the candidate has accepted the offer, the executive director will approve the actual hiring.



RECRUITMENT AND HIRING PROCEDURE

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References:

Procedure Adopted: January 20, 2011

Procedure Revised:

Southwest Wisconsin Workforce Development Board



Interview Assessment Form

Name of Candidate: _____		Date of Interview: _____				
Interview Questions		Interviewer Rating/Comments				
1.	Explain your background (i.e. job experiences, education, etc.) and tell us why you think you are the best candidate for the position.	1	2	3	4	5
2.	Tell me what you know about the Southwest Wisconsin Workforce Development Board - It's mission and purpose.	1	2	3	4	5
3.	What is it that interested you in taking the time to apply for this position?	1	2	3	4	5
4.	Job Specific Question	1	2	3	4	5
5.	Explain your management style, and give an example of a successful activity for which you used this style in your current or previous employment.	1	2	3	4	5
6.	This position will be required to manage multiple projects simultaneously. How do you prioritize tasks and projects?	1	2	3	4	5

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Interview Assessment Form

7.	When you are assigned to work with new people, how do you go about getting to know them, how they work, and what their strengths and weaknesses are?	1	2	3	4	5
8.	Outline what you might do to create a team concept for the Rock County Job Center. What strategies have you used in the past to build teams and improve morale?	1	2	3	4	5
9.	What two or three accomplishments have given you the most satisfaction? Why?	1	2	3	4	5
10.	What were (or are) the biggest pressures on your last (or present) job?	1	2	3	4	5
11.	Job Specific Question	1	2	3	4	5
12.	How do you go about promoting and implementing change? How do you promote change among partners and employees? How do you address resistance to change?	1	2	3	4	5
13.	Job Specific Question	1	2	3	4	5

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Interview Assessment Form

14.	In your opinion, what are the top three to five issues facing business and the workforce? What strategies would you use to engage business in current and future issues?	1	2	3	4	5
	<p>This position requires working normally Monday through Friday from 8:00 a.m. to 4:30 p.m. However, occasionally you will be required to work into the evening. Does this type of schedule present any problems for you?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No					
	<p>Occasionally, you will be required to drive to and from meetings. SWWDB policy requires that you have proof of valid auto insurance. Does this present any problems for you?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No					
<p>Name of Person Conducting Interview: _____ Date: _____</p>						

Southwest Wisconsin Workforce Development Board

Reference Check Questionnaire

Attachment 13



Name of Candidate:	
Name of Reference:	
What is your relationship to the candidate and how long have you known the person?	
Can you describe the job duties and tasks the candidate performed for your organization?	
Briefly explain the position – Can you identify the candidate's strengths related to his/her ability to perform successfully in this position?	
Any concerns you would have with the person's ability to perform successfully in this position?	

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Reference Check Questionnaire



Can you describe how the candidate relates to co-workers?

In your opinion, does the candidate have the skills necessary for this position and would you hire/rehire the candidate?

Other Comments:

Performance Ranking					
Ranking: 1 – Poor 5 – Outstanding	1	2	3	4	5
Professional Knowledge – Technical knowledge and ability to apply knowledge to complete tasks					
Quality of Work – Thoroughness, accuracy and timeliness in completing work tasks					
Job Accomplishment – Productivity, quantity of work accomplished and timeliness in completing tasks					
Interpersonal Skills – Ability to communicate, interact, and deal effectively with others					
Judgment & Thinking Skills – Ability to reason, interpret, and use discretion when completing tasks					
Teamwork – Ability to act as a team member contributing and supporting others to achieve team results					
Work Ethic – Reliability and willingness to put forth a full and consistent effort to complete assigned tasks					
Leadership – Ability to organize, motivate, and develop others to accomplish tasks					

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Reference Check Questionnaire

Performance Ranking					
Ranking: 1 – Poor 5 – Outstanding	1	2	3	4	5
Planning Skills – Ability to anticipate issues and take appropriate action in a timely manner					
Computer Knowledge – Ability to perform routine tasks using a variety of software programs					
Personal Integrity – Honesty, truthfulness and consistency in personal actions					
Attendance/Punctuality – Promptness, punctuality, and overall attendance behaviors					
Verbal Communication Skills – Ability to communicate clearly and use proper English					
Written Communication Skills – Ability to write clearly using proper grammar and punctuation					
Person Conducting Reference Check:				Date:	



EMPLOYMENT OF RELATIVES POLICY

B-221

Purpose.

Southwest Workforce Development Board (SWWDB) permits the employment of relatives provided the hiring decision and supervision of the employee's work activities are not supervised by a close relative. This policy establishes the guidelines for employment of relatives by SWWDB.

Policy.

SWWDB does not restrict the hiring of relatives of personnel already employed at SWWDB provided the relative meets the required standards and qualifications for the job. However, a relative cannot exercise any control over the selection of the person, cannot supervise the person, nor can the relative initiate or participate in decisions involving a direct benefit to the person within the first, second or third degree of consanguinity (hereditary/blood) kinship or first or second degree of affinity (marriage) kinship. The kinship relationship is as follows:

- First-degree consanguinity is a parent or child of the employee;
- Second-degree consanguinity is a grandparent, grandchild, brother, or sister of the employee;
- Third-degree consanguinity is great grandparent, great grandchild, aunt, uncle, niece, or nephew;
- First-degree affinity is a spouse or a parent or child of the spouse of an employee; or
- Second-degree affinity is a grandparent, grandchild, sister, or brother of the spouse of an employee.

The chief executive officer shall manage the hiring process to ensure compliance with this and other SWWDB policies used to manage hiring of SWWDB staff.

Reference: None.

Policy Adopted: December 10, 2004

Policy Revised: June 12, 2013



EMPLOYMENT OF RELATIVES PROCEDURE

B-221-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) permits the employment of relatives provided the hiring decision and supervision of the employee's work activities are not supervised by a close relative. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-221.

Procedure.

SWWDB will manage the employment of relatives according to the following procedure:

1.0 GENERAL PROVISIONS

SWWDB does not restrict the hiring of relatives of personnel already employed by SWWDB provided the relative meets the required standards and qualifications for the job. The employee cannot have any involvement in the selection process and cannot supervise the person in the performance of job tasks.

2.0 DEFINITIONS

2.1 SWWDB defines a relative as any person having first, second, or third degree of consanguinity (hereditary/blood) kinship or first or second degree of affinity (marriage) kinship with another person already employed by SWWDB. Specifically, the definition of relative is as follows:

- A. First-degree consanguinity is a parent or child of the employee.
- B. Second-degree consanguinity is a grandparent, grandchild, brother, or sister of the employee.
- C. Third-degree consanguinity is great grandparent, great grandchild, aunt, uncle, niece, or nephew of the employee.
- D. First-degree affinity is a spouse or a parent or child of the spouse of an employee.
- E. Second-degree affinity is a grandparent, grandchild, sister, or brother of the spouse of an employee.

3.0 EMPLOYMENT OF RELATIVES PROCESS

If a relative of an existing employee seeks employment and/or services with SWWDB, the employee shall notify the executive director immediate of the relationship. The executive director will ensure that the employee does not serve on the screening or interview committee considering the person's application. The executive director will also determine if the employee will have any type of supervisory authority or oversight over the position the relative is applying for. If a conflict exists, the executive director will discuss the situation with the employee and determine how the conflict will be resolved up to and including having the employee reassigned or resign, or having the relative withdraw his/her application.

References:



EMPLOYMENT OF RELATIVES PROCEDURE

B-221-1

Procedure Adopted: January 20, 2011

Procedure Revised:



CHIEF EXECUTIVE OFFICER HIRING POLICY

B-222

Purpose.

Hiring a new chief executive officer (CEO) is an opportunity for the Southwest Wisconsin Workforce Development Board (SWWDB) to renew itself. By assessing the strategic challenges facing the organization, board members can identify the abilities and skills that the CEO needs to meet these challenges. By hiring the person who has the appropriate abilities and skills, SWWDB will be able to meet the organization's emerging needs. By providing the CEO with an adequate orientation to the organization, the board is helping him/her to make a successful transition into the organization. As a result of his/her successful transition, the new CEO can help move SWWDB towards its vision and mission. This document provides the policy of the SWWDB for hiring a new CEO.

Policy.

When hiring a new chief executive officer (CEO), it is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to use an open and inclusive process based on the following principles. Every board member will be kept informed and given the opportunity to participate in the activities resulting in the hiring of the CEO. The following principles and activities shall apply to the hiring process:

1. Pre-Search Activities

- The executive committee will review the position description and salary/benefits range, making adjustments as determined necessary. This information will be shared with the full board.

2. The Search Committee

- The executive committee will lead the hiring process on behalf of SWWDB and will serve as the search committee.

3. Confidentiality

- SWWDB will strive to maintain confidentiality throughout the process while at the same time keeping board members informed about the process, candidate qualifications and selection status. The executive committee is charged with determining what and when information can or should be shared, and the method for communicating with board members.
- Any information shared with the general public and media will only be released in writing through the executive committee. No other board members have authority to comment on the process, candidate pool or candidate qualifications. All requests for information from any source should be referred to the SWWDB chair.
- All meetings involved in the hiring process will normally be held in closed session in accordance with Wisconsin's opening meetings law. The executive committee will have responsibility for determining if a meeting is closed or open.
- Any information regarding the hiring process including the names and qualifications of the candidates will be transmitted by U.S. Mail with the outside of the enveloped clearly marked as confidential. Board members are not to share or disclose any of the materials contained in these packets and should only discuss information related to the hiring process with other board members.

4. Role of Staff



CHIEF EXECUTIVE OFFICER HIRING POLICY

B-222

- The board will, through the exiting or acting CEO, keep the staff up-to-date about the progress of the search for the CEO.
- Staff will provide administrative support to the hiring process as directed by the executive committee. Staff will handle record keeping and dissemination of general information related to the hiring process including mailing documents and notices, maintaining minutes of all meetings, scheduling meetings and interviews, and keeping lists of all candidates in a format acceptable to the executive committee.
- Staff will maintain the trust and confidentiality of SWWDB through the hiring process not discussing any information they have with anyone outside the organization, and referring any questions or inquiries to the executive committee.

5. Role of the Exiting Executive Director

- The executive committee may designate that the exiting CEO and/or consulting individual(s) may be involved in managing the day-to-day operational activities associated with the hiring process at the direction of the executive committee. This includes but is not limited to rewriting the position description and preparing ads for posting the position for review and approval by the executive committee, collecting candidate applications and resumes, scheduling and maintaining minutes of all meetings, scheduling interviews and answer candidate questions about the process.

6. Time Line for the Process

- The executive committee will set up a written schedule of activity that moves the hiring process forward steadily without rushing the ultimate hiring decision. The schedule will consider the resources and time availability of the committee members and will allow for adequate needs analysis and procedural planning before advertising the job opportunity.

7. Candidate Rating Sheet

- The executive committee will establish a list of qualities and experiences that a candidate must have in order to be successful, based on the identified needs of the organization. These qualities and experiences should be contained in the position description.
- Based on the identified qualities and experiences, the executive committee will create a candidate rating sheet that identifies the qualification requirements for the successful candidate. This rating sheet will be used to:
 1. Ensure that the candidate meets the minimum qualifications and requirements;
 2. Eliminate candidates who do not meet the basic requirements;
 3. Rank candidates for the selection process, and identify candidates to be interviewed;
 4. Rate the candidates after the interview; and
 5. Compile reference results after the interview.

8. Internal Candidates

- The executive committee should be prepared to give thoughtful and diplomatic treatment to internal candidates. The committee may want to identify potential difficulties upfront, and to make plans for handling these issues tactfully.

9. Prepare Interview Questions



CHIEF EXECUTIVE OFFICER HIRING POLICY

B-222

- The executive committee will ensure that all interviewing questions are written. The executive committee will solicit the full board for ideas and suggestions on interview questions.

10. Prepare the Job Posting

- The executive committee will prepare the position announcement, based on the position description and the list of qualifications identified in the candidate rating sheet.
- The executive committee will provide interested candidates an information kit including the updated position description and general information about the organization. Candidates selected for interviews will be provided, either in a hard copy or electronic format, additional information including the current audited financial statements, organizational by-laws, local WIA plan and strategic plan. The executive committee will respond to such requests in a timely, orderly and equal manner using SWWDB staff to process the response.

11. Select Candidates for Interviews

- Once the closing date has passed, the executive committee members will screen the applications, using the set of guidelines on the candidate rating sheet, eliminating applications lacking adequate qualifications and recommend candidates for ongoing consideration.
- The executive committee will schedule a meeting to discuss their individual recommendations and formalize the list of candidates who are eliminated from further consideration and those selected for an interview.
- Candidates selected for an interview will be required to take the on-line Xyte Cognitive Profile Assessment.
- The executive committee, through SWWDB staff, will send a notice to unsuccessful candidates.

12. Schedule Interviews

- The executive committee will determine a location to hold the interviews. SWWDB staff will coordinate the room set-up and other logistical arrangements for the interviews.
- The executive committee will decide which candidates will be interviewed. SWWDB staff will contact selected candidates and schedule the actual interview appointment.
- The executive committee will inform the full board of the selected candidates and encourage interested board members to attend the scheduled interviews.
- Two (2) SWWDB staff will be selected by the executive committee to interview the candidates using a written set of interview questions. The SWWDB staff group will provide the executive committee with their impressions of the candidates and the executive committee will consider these impressions during their selection deliberations.
- The executive committee hopefully will have sufficient information to make a final selection following the initial interview. If a final decision cannot be made following the interviews, the executive committee may determine that a second interview is necessary.

13. Interview Performance Indicators

- The executive committee members shall reach consensus on the criteria or factors that will be used in the selection process.
- The executive committee will designate someone to conduct a background investigation and candidate



CHIEF EXECUTIVE OFFICER HIRING POLICY

B-222

reference checks using a standardized reference questionnaire. Background investigations and reference checks will be conducted on candidate(s) determined to be finalists for the position. The person(s) conducting the background investigation and reference checks will review the information with the executive committee. The results of the reference checks will be considered prior to selecting a final candidate.

- The executive committee will review the Xyte cognitive profile of the final candidates prior to selecting a final candidate.

14. Make the Hiring Recommendation / Job Offer

- When the executive committee has settled on a final candidate and compensation/benefit package, it will bring the recommendation before the full board for an approval vote before making an offer of employment to any candidate. Once the full board approves the selection, the executive committee will extend the offer to the selected candidate. When the job offer has been tendered and accepted, the executive committee will arrange to send a notice of position acceptance to the other candidates who were interviewed.

15. Welcoming the New Chief Executive Officer

- The executive committee will plan several activities to introduce the new CEO and help the person move into the organization. These activities include: announcing the appointment within the organization; announcing the appointment to the community; and conducting an orientation of SWWDB's vision, mission, activities and programs. A written orientation and transition plan will be used by the executive committee to make the full board and staff aware of and involved in the orientation and transition activities.

Reference: None.

Policy Adopted: December 11, 2002

Policy Revised: June 12, 2013; March 12, 2014



RESIGNATION AND TERMINATION POLICY

B-230

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) recognizes two types of termination of employment – voluntary and involuntary. This policy establishes the authority and guidelines for accepting the resignation of or the terminating of staff.

Policy.

SWWDB utilizes the “employment-at-will” doctrine in defining its employment relationships. Under this doctrine either party may terminate the employment relationship at any time and for any reason.

A non-exempt employee intending to resign his/her position shall notify the chief executive officer (CEO), in writing, of their intended resignation at least ten (10) working days prior to the effective date of such resignation. Exempt employees shall provide twenty (20) working days prior written notice of resignation. The notice period may be waived in extenuating circumstances and/or when it is in the best interest of SWWDB.

Only the CEO has the authority to terminate or lay off employees. Designated authority at the contracting agency will notify SWWDB when it becomes necessary to lay off a leased employee working for that agency. The CEO will determine the circumstances and determine if retention of the leased employee is possible and, if not, initiate lay off action. Every effort will be made to provide at least ten (10) working days’ notice of a lay off.

The final pay check for a terminated employee will be deposited in the employee’s account in accordance with the SWWDB Direct Deposit policy. This payment will include the following: unpaid work time, overtime due, and the balance of unused, earned, and accrued discretionary and leave days. Deductions from the final payment will be made for benefit contributions, unearned vacation time, docked time, outstanding expenses, and fines. The final payment will be issued no later than the next normal pay period.

Employees who are leaving SWWDB employment will be notified in writing of their benefit status and conversion options. All eligible employees will have the option under COBRA to elect to continue their health care coverage. COBRA coverage will be paid by the employee but handled administratively through the SWWDB's group plan.

All employee separations will be handled in a professional manner. When an employee is leaving the organization, other staff is encouraged to observe the person’s departure in an appropriate manner and recognize their years of service. However, no SWWDB funds will be used to pay for expenses to recognize a departing employee except in the event of a retirement.

The SWWDB board of directors directs the CEO to ensure that each resignation or termination is properly documented and that the person be removed from the payroll and all benefit programs. The SWWDB board of directors further directs that all resignation and termination documents be placed in the employee’s personnel file and retained in the SWWDB administrative office.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: **June 12, 2013**



RESIGNATION AND TERMINATION POLICY

B-230



RESIGNATION AND TERMINATION PROCEDURE

B-230-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) recognizes two types of termination of employment – voluntary and involuntary. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-230.

Procedure.

SWWDB will manage resignation and termination according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB utilizes the “employment-at-will” doctrine in defining its employment relationships; therefore, either party may terminate the employment relationship at any time and for any reason.
- 1.2 Only the executive director has the authority to terminate or lay off employees, including leased employees. The contracting agency may request, in writing, that a leased employee working in the organization be laid off. The executive director will discuss the situation with the delegated authority for the contacting agency before making the final decision.

2.0 RESIGNATION AND TERMINATION PROCESS

2.1 Resignation.

- A. An exempt employee may resign his/her position by notifying the executive director, in writing, at least twenty (20) working days prior to the effective date of their resignation.
- B. A non-exempt employee may resign his/her position by providing the executive director with at least ten (10) working days written notice of their intent to resign.
- C. The notice of resignation period may be waived when, in the sole discretion of the executive director, having the person leave early is in the best interest of SWWDB.

2.2 In the event of layoff, every effort will be made by SWWDB to provide the employee with at least ten (10) working days written notice of lay off.

2.3 The final pay for any employee leaving the organization, whether by resignation or lay-off, will be deposited in the employee’s account in accordance with the SWWDB Direct Deposit Policy (B-313) and will be issued no later than the next normal pay period. This payment will include:

- A. Any unpaid work time, overtime due, and the balance of unused, earned, and accrued discretionary and leave days that the employee has worked or earned up to the effective date of the resignation.
- B. Deductions from the final payment will be made for benefit contributions, unearned vacation, and/or sick leave that have been used, docked time, outstanding expenses, and fines.



RESIGNATION AND TERMINATION PROCEDURE

B-230-1

- 2.4 Employees who are leaving SWWDB employment will be notified in writing of their benefit status and conversion options. All eligible employees will have the option under COBRA to elect to continue their health care coverage. (SWWDB Policies B-330 and B-331)
- 2.5 No SWWDB funds may be used to pay for expenses to recognize a departing employee except in the event of a retirement.
- 2.6 Documentation removing the person from the payroll and all benefit programs will be completed using the Employment Status Form (SWWDB B-310-A) which will be filed in the SWWDB finance department.

References:

Procedure Adopted: January 20, 2011

Procedure Revised:



RESIGNATION WITHOUT PROPER NOTICE POLICY

B-231

Purpose.

It is the employee's responsibility to report to work regularly and consistently, and to inform the employer when he/she is unable to work. When an employee fails to report to work consistently and/or does not keep Southwest Wisconsin Workforce Development Board (SWWDB) informed about their work status, that employee may be considered to have resigned their position. This policy establishes conditions under which an employee voluntarily resigned his/her position.

Policy.

An employee will be considered to have voluntarily resigned without proper notice when the employee fails to report to work for three consecutive scheduled workdays without properly notifying his/her supervisor, walks off the job during normal work hours without informing his/her supervisor, or when, at least two weeks prior to the completion of an approved leave of absence, an employee fails to notify the supervisor of the intent to return to work.

When an employee is considered to be resigned without proper notice, the chief executive officer (CEO) shall notify the person in writing that employment has been terminated immediately and that the person is ineligible for separation benefits. The CEO may designate the Director of Finance to handle administrative responsibilities related notifying the employee, terminating employment and removing the person from the payroll and all benefit programs.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: **September 11, 2013**



RESIGNATION WITHOUT PROPER NOTICE PROCEDURE

B-231-1

Purpose.

When an employee fails to report to work consistently and/or does not keep Southwest Wisconsin Workforce Development Board (SWWDB) informed, he/she may be considered to have resigned their position. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-231.

Procedure.

SWWDB will manage resignation without proper notice according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 It is the responsibility of the employee to report for and remain at work through the normal work day established by the employee and his/her supervisor. The employee is required to inform the supervisor when he/she is unable to work.
- 1.2 The executive director is designated the hiring and firing authority for SWWDB.
- 1.3 Resigning without proper notice will cause ineligibility for separation benefits (see SWWDB Policy B-230).

2.0 RESIGNATION WITHOUT PROPER NOTICE PROCESS

- 2.1 An employee will be considered to have voluntarily resigned without proper notice:
 - A. When the employee fails to report to work for three (3) consecutive scheduled workdays without proper notification.
 - B. When an employee fails to notify the supervisor of the intent to return to work at least two weeks (10 working days) prior to the completion of an approved leave of absence.
- 2.2 The executive director will notify the employee in writing that the proper resignation policy (SWWDB Policy B-230) was not followed and that their employment is terminated immediately.
- 2.3 The executive director will initiate the necessary documents to have the person removed from the payroll and to terminate all benefit programs when an employee resigns without proper notice.
- 2.4 Documentation of the employee resignation without proper notice will be placed in the employee personnel and maintained by the SWWDB finance department.

References:

Procedure Adopted: January 20, 2011

Procedure Revised:



HOURS OF WORK POLICY

B-301

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) has the right to establish conditions of employment including hours of work for employees. This policy sets forth the work hour guidelines for SWWDB employees.

Policy.

Employees are expected to work regularly scheduled hours established by SWWDB and the employee's supervisor.

The standard daily hours set by SWWDB is an 8-hour workday, exclusive of a 30-minute unpaid lunch break. Meal periods cannot be accumulated and will not be used to leave early, arrive late, or carried over from day-to-day to extend other lunch periods.

The normal workweek will consist of 40 hours from Monday through Friday. For non-exempt employees, in any given workweek, any hours worked in excess of 40 hours shall be compensated at "time and a half" or shall be entitled compensatory time off. In certain situations, an employee may have a regular work schedule of less than 40 hours per week. The chief executive officer (CEO) shall approve the schedule of any employee who regularly works less than 40 hours per week.

The employee must obtain his/her supervisor's approval, in advance, for any variations to the employee's normal work schedule. Any approved adjustment in the work schedule of a non-exempt employee work schedule (to make up time missed during regular working hours or to offset working beyond the regular workday when the 40-hour week must be maintained) should be arranged within the affected workweek to the extent possible.

Fair Labor Standards Act (FLSA) prohibits employers from unjustly benefiting from work performed without his/her knowledge. Therefore, non-exempt employees are discouraged from working unrecorded hours, either at the job site or at home, without the employer's permission or contrary to instructions. Unauthorized hours must be counted as hours worked if the supervisor knows or has reason to believe an employee is working unrecorded hours. The supervisor shall enforce the "no work rule" and ensure that non-exempt employees do not work unauthorized hours.

Occasionally, an employee and his/her supervisor may mutually agree to a minor adjustment to the employee's normal work schedule. The supervisor must approve any variation in the work schedule in advance. This provision is intended to provide occasional adjustments to accommodate specific needs; it is not intended to change an employee's regular work hours or eliminate other overtime opportunities.

Flextime is a regular and approved alternate work schedule that deviates from the standard 8-hour workday. The CEO approves a flextime work schedule in writing for all SWWDB employees and the employee's immediate supervisor approves a flex schedule for leased employees.



HOURS OF WORK POLICY

B-301

Assigned travel during an employee's regular working hours is counted as time worked. Travel time between home and the work place is not time worked. Travel that keeps an employee away from home overnight and that occurs outside the employee's normal working hours is not considered as hours of work.

The SWWDB board of directors tasks the CEO with responsibility to manage employee work hours in a manner consistent with this policy. In doing so, the CEO shall act in conformity with applicable federal laws and state statutes, as they may be amended from time to time. The CEO may assign certain duties to the Director of Finance as the human resource manager for SWWDB.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: September 11, 2013



HOURS OF WORK PROCEDURE

B-301-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) establishes conditions of employment including hours of work for employees. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-301.

Procedure.

SWWDB will manage hours of work according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 Employees are expected to work regularly scheduled hours established by SWWDB and the employee's supervisor.
- 1.2 The standard daily hours set by SWWDB is an 8-hour workday, 8:00 a.m. to 4:30 p.m., exclusive of a 30-minute unpaid lunch break.
- 1.3 The normal workweek will consist of 40 hours from Monday through Friday.

2.0 DEFINITIONS

- 2.1 No Work Rule – Fair Labor Standards Act (FLSA) prohibits employers from unjustly benefiting from work performed without his/her knowledge. Unauthorized hours must be counted as hours worked if the supervisor knows or has reason to believe an employee is working unrecorded hours. Therefore, non-exempt employees are discouraged from working unrecorded hours either at the job site or at home.
- 2.2 Flextime is a regular and approved alternate work schedule, approved by the executive director or a leased employee's immediate supervisor, that deviates from the standard 8-hour workday.

3.0 HOURS OF WORK PROCESS

- 3.1 The employee and immediate supervisor will determine the employee's normal daily and weekly work schedule at the time the person begins his/her employment. For full-time employees, this schedule will include a normal 8-hour work day and 40-hour work week.
- 3.2 A flextime work schedule may be approved for an employee if there is a justified benefit to SWWDB or the leasing organization for such a schedule. A flextime schedule must be approved in advance and in writing as follows:
 - A. For SWWDB employees, the immediate supervisor shall submit a written request to the executive director explaining why a flex schedule will benefit SWWDB operations. The executive director will consider the request and, if approved, communicate the decision to the supervisor and finance department so the approval can be included in the employee's personnel file.



HOURS OF WORK PROCEDURE

B-301-1

- B. For leased employees, the immediate supervisor, with the approval of the appropriate contracting agency official, may approve a flextime schedule. The flex schedule shall be communicated in writing to the SWWDB finance department for incorporation in the leased employee contract.
- 3.3 Occasional minor adjustments to the employee's normal daily work schedule may be approved by mutual agreement between the employee and his/her supervisor. This agreement must occur in advance of the time adjustment occurring. Any temporary change in work hours shall not negatively impact on the employee's normal work activities. The supervisor shall ensure that the employee makes up the time during the normal work week so the employee performs 40 hours of work during the week.
- 3.4 The employee's supervisor shall enforce the "no work rule" and ensure that non-exempt employees do not work unauthorized hours over the 40-hour per week limit.
- 3.5 Any hours worked by non-exempt personnel in excess of 40 hours in any given week shall be compensated at "time and a half" or shall be entitled compensatory time off. Therefore, non-exempt employees shall not work more than 40 hours in any week unless:
 - A. For SWWDB regular employees, the executive director or the director of finance in the absence of the executive director, shall approve any request for work above the 40-hour work week. The employee's supervisor shall justify the need for the extra time and obtain approval before allowing the employee to work the extra hours.
 - B. For leased employees, the immediate supervisor with the approval proper agency administration may authorize additional work hours. The extra work hours shall be communicated to the SWWDB finance director so proper payment can be made.
- 3.6 Any approved adjustment in the work schedule of a non-exempt employee work schedule (to make up time missed during regular working hours or to be offset working beyond the regular workday when the 40-hour week must be maintained) shall be arranged with his/her immediate supervisor within the affected workweek.
- 3.7 In certain situations, an employee may have a regular work schedule of less than 40 hours per week. The executive director shall approve the schedule of any employee who regularly works less than 40 hours per week.

References:

Procedure Adopted: January 20, 2011

Procedure Revised:



SALARY ADMINISTRATION POLICY

B-310

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing a total compensation package that will enable SWWDB to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration plan and a comprehensive benefits program. This policy establishes the salary administration provisions of the SWWDB compensation package.

Policy.

The SWWDB Salary Administration Plan is intended to provide equitable compensation for all employees and is designed to administer staff salaries within an organized structure. The Salary Administration Plan includes two (2) distinct elements. The first element is the development and maintenance of a salary structure, while the second element involves annual salary adjustments based on meritorious performance. The chief executive officer (CEO) shall be responsible for the overall management and maintenance of the Salary Administration Plan.

A salary structure detailing the pay grades for all positions shall be prepared and maintained as part of SWWDB's Salary Administration Plan. In order for a position to be included in the salary structure, a position description must be written and approved by the CEO in accordance with SWWDB Policy B-210 – Position Descriptions. Every position description will be assigned a pay grade, including a pay range that describes the minimum and maximum pay rates for the position. Each position will be placed in a pay grade based on the position's duties and responsibilities

An employee's salary or wage shall be the "rate of pay" given to the employee based on the employee's qualifications, education, background and experience, and previous work history. The "rate of pay" will fall within the salary range for the position's pay grade as established by SWWDB salary structure. The CEO shall assign the "rate of pay" at the time the employee is hired.

The salary structure will be maintained through annual analysis of management objectives, economic conditions and SWWDB funding projections. While the CEO is responsible for maintaining the salary structure and grade assignments, all supervisors are responsible for the drafting and approval of new position descriptions in a timely manner and updating existing position descriptions when duties change significantly. No offer of employment or change in compensation shall be made unless the employee's position has been classified and included in the salary structure.

Employees will normally move through the salary range by earning merit increases based on their performance. The CEO may award employee salary/wage adjustments annually based on satisfactory performance by the employee as documented by the SWWDB Performance Appraisal and Counseling Form B-620-A. The new, adjusted salary/wage rate must fall within the pay range established for the position.

The CEO, upon notice to the executive committee, may award an employee an administrative stipend when that employee is temporarily assigned responsibilities of a higher level position or other significant duties not part of the employee's regular position. The sum of the stipend and base salary shall not exceed the maximum salary of the higher-level position.



SALARY ADMINISTRATION POLICY

B-310

The SWWDB board of directors' delegates to the chief executive officer (CEO) responsibility for administering SWWDB's Salary Administration Plan, and directs the CEO to establish and maintain the procedures and protocols necessary to the full and proper management of this policy. The Director of Finance will be operationally responsible for salary administration and payment under the direction of the CEO.

The Employment Status Form B-310-A showing the wage adjustment for an employee must be completed and approved by the CEO prior to the wage becoming effective. The employment status form shall be filed and retained in the employee's personnel record maintained at the SWWDB administrative office.

Reference: SWWDB Policy B-210 – Position Descriptions
SWWDB Policy B-620 – Employee Performance Appraisal and Counseling

Policy Adopted: December 10, 2004
Policy Revised: September 11, 2013



SALARY ADMINISTRATION PROCEDURE

B-310-1

Purpose.

Southwest Wisconsin Workforce Development (SWWDB) provides a total compensation package that includes an effective salary administration plan and a comprehensive benefits program. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-310.

Procedure.

SWWDB will manage the salary administration plan according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 The SWWDB salary administration plan is intended to provide equitable compensation for all employees commensurate with the position's scope of work and responsibilities. The plan is intended to administer SWWDB staff salaries within an organized and consistent structure.
- 1.2 The executive director shall be responsible for the overall management and maintenance of the salary administration plan, including salary structure, pay grades, and grade assignments.
- 1.3 The SWWDB salary administration plan applies to SWWDB employees. The salaries of leased employees are negotiated as part of the annual leased employee contract and are consistent with wage adjustments the agency provides its regular employees. Leased employee salaries are negotiated as part of the leased employee contract subject to the approval of the contracting organization. Every effort will be made to provide salaries consistent with the leasing agency's regular employees.
- 1.4 SWWDB provides employees with the potential for annual salary adjustments based on meritorious performance.

2.0 SALARY ADMINISTRATION PROCESS

- 2.1 For a position to be included in the salary schedule, the position must be a regular (full- or part-time) position, authorized by the executive director, with a current position description.
- 2.2 Every position will be assigned a pay grade based on the position's duties and responsibilities, including a pay range that describes the minimum and maximum pay rates for the position.
- 2.3 When an employee is hired, the salary level (pay grade) and "rate of pay" will be assigned by the executive director. The rate of pay will be based on the employee's qualifications, education, background and experience, and previous work history. Determination of the employee's rate of pay is the sole discretion of the executive director. The salary/wage will fall within the range for the position's pay grade as established by the SWWDB salary structure.
- 2.4 Annually, prior to the beginning of the program year, the executive director will present a salary range adjustment proposal to the executive committee for review and consideration. The recommendation will establish the percentage change in the salary structure for the upcoming program year. Annual pay



SALARY ADMINISTRATION PROCEDURE

B-310-1

range adjustments will take into consideration the prevailing salary/wage rates for similar positions, financial conditions, and funding projections for SWWDB.

- 2.5 The executive director may award employee salary/wage adjustments annually at the beginning of the program year. The following criteria will be used to determine if an employee is eligible for a pay increase:
 - A. The employee has made progress on achieving annual objectives.
 - B. The employee's job performance as determined by a rating of "meets" or "exceeds" on all factors on the annual performance appraisal.
 - C. The employee must have worked at the current salary for a minimum of six (6) months.
 - D. The new, adjusted salary/wage rate must fall within the pay range established for the position for the upcoming year.
- 2.6 The executive director, upon notice to the executive committee, may award an employee a one-time administrative stipend when the employee is temporarily assigned responsibilities of a higher level position, performs other significant duties not part of the employee's regular position, or performs assigned duties in an exceptional manner as determined by the executive director.
- 2.7 The annual salary amount for each position shall be documented by a by an Employee Status Form (Form # B-310-A), approved by the executive director, and on file with the SWWDB finance department.

References:

Procedure Adopted: January 20, 2011

Procedure Revised:

Southwest Wisconsin Workforce Development Board



Employment Status Form

Date Form Prepared: _____ / _____ / _____ Mo Day Year		Effective Date of Change: _____ / _____ / _____ Mo Day Year	
Name: _____		Employee #: _____	
Address: _____		Social Security #: _____ - _____ - _____	
_____		Program: _____	
<input type="checkbox"/> New Employee			
Job Title: _____		Program: _____ Rate: \$ _____	
Employment Status			
<input type="checkbox"/> Regular Full-Time - # Hours/Week _____		<input type="checkbox"/> Leased Employee - # Hours/Week _____	
<input type="checkbox"/> Regular Part-Time - # Hours /Week _____		<input type="checkbox"/> Temporary - # Hours/Week _____	
<input type="checkbox"/> Job Transfer			
<u>From:</u>		<u>To:</u>	
Job Title: _____		Job Title: _____	
Program: _____		Program: _____	
Rate: _____		Rate: _____	
<input type="checkbox"/> Salary Change			
Present Salary: \$ _____		New Salary: \$ _____	
		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
Reason For The Change			
<input type="checkbox"/> Hired		<input type="checkbox"/> Transfer	
<input type="checkbox"/> Rehired		<input type="checkbox"/> Resignation	
<input type="checkbox"/> Promotion		<input type="checkbox"/> Lay Off	
<input type="checkbox"/> Merit Increase		<input type="checkbox"/> Discharge	
		<input type="checkbox"/> Leave of Absence	
		<input type="checkbox"/> Military Leave	
		<input type="checkbox"/> Other: (Please Explain Below)	
Other Reason or Explanation: 			
Recommended By: _____		Date: _____ / _____ / _____ Mo Day Year	
Finance Manager Signature: _____		Date: _____ / _____ / _____ Mo Day Year	
Personnel Records Changed By: _____		Date: _____ / _____ / _____ Mo Day Year	



PAY PERIOD POLICY

B-311

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) employees are paid either an hourly rate (non-exempt) or an annual rate (exempt) of pay. All employees, regardless of employee category, will be paid on a bi-weekly basis. This policy establishes SWWDB's pay period structure as bi-weekly.

Policy.

All SWWDB employees will be paid on a bi-weekly basis. SWWDB non-exempt employees will be paid an hourly rate, while exempt employees will receive a prorated annual salary rate.

SWWDB will use an "authorized-time" payroll system; that means there is lag time between the time worked and the period paid. The employee's pay shall be for time worked during the previous two-week pay period.

SWWDB will pay employees every two (2) weeks. The actual dates of payment will be determined by administration and communicated to employees. When the payday coincides with a holiday, pay will be issued the day before the holiday.

The SWWDB board of directors delegates the chief executive officer (CEO) responsibility for administering the payroll and pay period policy, and directs the CEO to establish and maintain the procedures and protocols necessary to the full and proper management of this policy. The Director of Finance will be operationally responsible for managing payroll activities under the direction of the CEO.

Reference: None

Policy Adopted: December 10, 2004

Policy Revised: September 11, 2013



PAY PERIOD PROCEDURE

B-311-1

Purpose.

The Southwest Wisconsin Workforce Development Board (SWWDB) has adopted a bi-weekly pay period structure. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-311.

Procedure.

SWWDB will manage pay periods according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB uses an "authorized-time" payroll system, meaning there is a lag time between the time worked (pay period) and the actual pay date. For SWWDB, the actual payday will be on the Friday following the end of the pay period.
- 1.2 All employees, regardless of employee category, will be paid on a bi-weekly basis using a direct deposit process.
- 1.3 The pay period is for time worked during the previous two-week period.
- 1.4 SWWDB is the sole and exclusive authority to establish pay periods.

2.0 PAY PERIOD PROCESS

- 2.1 The SWWDB finance department will be responsible for communicating, processing, and maintaining pay period information.
 - A. The finance department will communicate the "payroll end dates" schedule, covering each calendar year, to all employees.
 - B. The pay period begins on a Sunday at 12:01 a.m. and ends at 12:00 midnight on a Saturday night, with an announced ending date.
 - C. The "payroll end dates" schedule shall include payroll end dates, timesheet due dates, and direct deposit dates.
- 2.2 Employees will be paid for each pay period based upon receipt of complete and approved timesheets received in the SWWDB finance department no later than 12:00 p.m. (noon) on the Monday following the end of the pay period.
- 2.3 When the payday coincides with a holiday, pay will be issued the day before the holiday. The timesheet submission schedule will be adjusted to accommodate holiday pay dates.
- 2.4 A paper earnings statement detailing the employee's gross pay, deductions, net pay, year-to-date salary information, and date of direct deposit will be delivered to each employee via interoffice mail for every



PAY PERIOD PROCEDURE

B-311-1

pay period.

References:

Procedure Adopted: October 26, 2010

Procedure Revised:



TIMESHEET POLICY

B-312

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) uses an "authorized-time" payroll system. This system utilizes employee timesheets to document and record employee work time. This policy establishes the requirement that every SWWDB employee shall prepare and submit an accurate timesheet bi-weekly.

Policy.

It is the policy of SWWDB to use an "authorized-time" payroll system and requires that employees accurately prepare and submit a payroll voucher (timesheet), reviewed and authorized by the supervisor, in order to initiate pay processing. A timesheet must be initiated bi-weekly, at the end of each pay period. Supervisors shall verify the accuracy of the timesheet and are responsible for submitting the form to the SWWDB finance department in accordance with the announced deadline dates for payroll processing. Bi-weekly timesheets that are not received by the finance department by noon on the Monday following the pay period may result in the employee not being paid on time.

Each employee is personally responsible for his/her own timesheet. Falsification of a timesheet is cause for discipline up to and including immediate dismissal. Preparing and submitting a timesheet for another person is also cause for discipline. This applies to signing another employee's timesheet or assisting in the falsification of any record relating to time actually worked.

The SWWDB board of directors delegates to the chief executive officer (CEO) responsibility for administering this policy, and directs the CEO to establish and maintain the procedures and protocols necessary to the full and proper management of timesheets. The Director of Finance will be operationally responsible for payroll and timesheet management under the direction of the CEO.

Reference:

Policy Adopted: December 10, 2004
Policy Revised: September 11, 2013



TIMESHEET PROCEDURE

B-312-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) uses an "authorized-time" payroll system and utilizes employee timesheets to document and record employee work time. This document describes the procedures that SWWDB will use to administer SWWDB Policy B-312.

Procedure.

SWWDB will manage timesheets according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB utilizes standardized employee timesheets as a basis to initiate any pay processing.
- 1.2 A timesheet, sometimes referred to as a payroll voucher must be generated by the employee and authorized by the supervisor in order for the employee to receive a pay check.
- 1.3 The employee's supervisor shall verify the accuracy of the timesheet and is responsible for submitting the form to the SWWDB finance department.
- 1.4 The pay period is bi-weekly and work time recorded is for the previous two-week period.
- 1.5 Falsification of a timesheet is cause for discipline up to and including immediate dismissal.

2.0 TIMESHEET PROCESS

- 2.1 The SWWDB finance department will be responsible for distributing, processing, and maintaining timesheets. The finance department will issue to each employee the appropriate timesheet to use.
- 2.2 All employees shall prepare and submit an accurate and signed timesheet bi-weekly no later than 12:00 p.m. on the Monday following the end of the pay period. Failure to submit a timesheet by the deadline date/time may result in the employee not being paid until the following pay period.
- 2.3 Timesheets are due in accordance with the dates listed on the "payroll end dates" schedule, which is distributed each calendar year by the finance department.
- 2.4 Supervisors shall verify the accuracy of the timesheet and will submit the form to the SWWDB finance department by the announced deadline date/time.

References:

Procedure Adopted: October 26, 2010

Procedure Revised:



DIRECT DEPOSIT POLICY

B-313

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) uses a direct deposit pay system in lieu of paper paychecks. This document provides the policy of SWWDB that all SWWDB employees will be paid using the direct deposit method.

Policy.

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) that all employees are required to participate in the direct deposit program as a condition of employment. The employee is required, within five (5) working days from the employment start date, to provide the SWWDB finance department with information contained on the Payroll Direct Deposit Authorization Form (Form B-313-A) the bank account in which the employee wants his/her pay direct deposited. Failure to provide the information may delay the deposit of the employee's pay.

The chief executive officer shall ensure that procedures and systems are established and maintained to properly pay employees. The Director of Finance, under the direction of and in consultation with the chief executive officer, shall be operationally responsible for the documentation, accountability and management of the direct deposit payroll system.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: **September 11, 2013**



DIRECT DEPOSIT PROCEDURE

B-313-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) uses a direct deposit pay system in lieu of paper paychecks. All SWWDB employees are required to participate in the direct deposit program as a condition of employment. This document describes the procedures that SWWDB will use to administer the direct deposit program in compliance with SWWDB Policy B-313.

Procedure.

SWWDB will manage the direct deposit program in accordance with the following procedures:

1.0 GENERAL PROVISIONS

- 1.1 Every SWWDB employee, as a condition of employment, will participate in the SWWDB direct deposit program.
- 1.2 Each pay period, the employee's net pay is sent via electronic funds transfer directly to the checking or savings account assigned by the employee.
- 1.3 The employee's pay becomes available at their financial institution after 8:00 a.m. on the payday.
- 1.4 The SWWDB finance department will maintain a binder of "direct deposit information" which serves as a reference manual for the direct deposit process.

2.0 DIRECT DEPOSIT PROCESS

- 2.1 The employee is required, within five (5) working days from the employment start date, to provide the SWWDB finance department with information on the bank account(s) in which the employee wants his/her pay direct deposited.
 - A. The employee shall complete, sign, and forward the Payroll Direct Deposit Authorization form (Form B-313-A) to the finance department in Platteville.
 - B. The employee shall submit the form via interoffice or postal mail, attaching a voided check.
 - C. Failure to provide the information may delay the deposit of the employee's pay.
- 2.2 Timesheets should be completed and submitted by the employee to their supervisor in accordance with the regular pay period schedule (See SWWDB Pay Period Policy – B-311 and/or SWWDB Timesheet Policy – B-312.)
- 2.3 The first paycheck issued to an employee will be a "pre-note" and will be delivered via interoffice mail. The employee will review the pre-note and verify that all the information is correct and accurate. If errors occur in processing, the employee is responsible for re-verifying all account and routing information. If the pre-note routes properly, all subsequent paychecks will be direct deposit and based



DIRECT DEPOSIT PROCEDURE

B-313-1

on that information.

- 2.4 The SWWDB finance department will be responsible for recording, processing, and maintaining payroll information.
- 2.5 The direct deposit transaction is transmitted electronically through the financial and security system of the bank determined by SWWDB as its "bank of record." Confirmation showing the transaction has been recognized and received by the bank will be maintained by the finance department and becomes part of the general ledger information.
- 2.6 A paper earnings statement detailing the employee's gross pay, deductions, net pay, year-to-date salary information, and date of direct deposit will be delivered to each employee via interoffice mail for every pay period.
- 2.7 The employee is required to notify the finance department when he/she changes banks and wants his/her paycheck deposited in a new account. Establishing a new direct deposit account will take several days so the employee should plan ahead before making any change. SWWDB will not be responsible for deposits delayed caused by a change in banks.

References:

Procedure Adopted: October 26, 2010

Procedure Revised:



Payroll Direct Deposit Authorization Form

Complete and return to the SWWDB Finance Department

I authorize you and the financial institution named below to automatically deposit my net pay to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to the Finance Department, P.O. Box 656, Platteville, WI 53818-0656.

Note: If you would like a percentage of your Net Pay to go in to your Checking Account and a percentage in to your Savings Account, you will need to designate the percentage for each.

Employee's Name

Employee Number (this can be found on the first line of your pay stub)

Checking Account Number _____
Amount

Savings Account Number _____
Amount

Financial Institution's Name _____
Location (Branch)

City _____
State _____
Zip Code

Employee's Signature _____
Date

Financial Institution Routing Number: _____

(Please Note: The routing number is found between these symbols /:_____/: on the bottom left of your check or savings deposit slip.)

↓Attach Voided Check Here.↓ (Required)



PAYROLL DEDUCTIONS POLICY

B-314

Purpose.

Employees may request an employer to withhold a portion of their pay and direct that it be assigned for purposes they determine and paid to organizations they designate. Employers are sometimes required to withhold money from an employee's pay for regulatory, statutory or other purposes. This policy establishes the authority of the Southwest Wisconsin Workforce Development Board (SWWDB) to withhold statutory, voluntary, and special deductions from an employee's pay.

Policy.

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to automatically deduct from the gross pay any statutory deductions including withholdings required for federal, state, and local taxes. SWWDB will also deduct voluntary employee-elected payroll deductions authorized in writing by the employee. Special deductions, which may be statutory, court-ordered, or a part of some legal agreement or settlement will also be withheld in accordance with documents filed in the SWWDB finance department.

The chief executive officer shall ensure that procedures are established and maintained to withhold required or desired deductions from an employee's pay. The Director of Finance, under the direction of and in consultation with the chief executive officer, shall be operationally responsible for the processing, documentation, and accountability of statutory, voluntary, and special deductions withheld from an employee's pay.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: **September 11, 2013**



PAYROLL DEDUCTIONS PROCEDURE

B-314-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) will automatically withhold deductions from an employee's pay based on federal, state, and/or local tax tables. SWWDB will also deduct voluntary employee-approved and/or any statutory, legal, or court-ordered deductions. This document describes the procedures that SWWDB will use to make payroll deductions in compliance with SWWDB Policy B-314.

Procedure.

SWWDB will process payroll deductions from an employee's gross pay according to the following procedures:

1.0 GENERAL PROVISIONS

1.1 The following deductions will be processed:

- A. Statutory deductions including withholdings required for federal, state, local, and FICA (Social Security and Medicare).
- B. Voluntary employee-elected payroll deductions authorized in writing by the employee.
- C. Special deductions, which may be statutory, court-ordered, or a part of a legal agreement or settlement.

1.2 All deductions will be remitted to the proper agency (i.e., state withholding to the State of Wisconsin) within three (3) business days after the payroll date, in accordance with guidelines provided by each agency.

1.3 Payroll deductions ordinarily will be distributed in equal amounts to each paycheck issued during the period of time (normally over the calendar and/or fiscal year) for which the deductions are authorized.

1.4 The SWWDB finance department will maintain a "deductions binder" which will serve as a reference manual for all federal and state, local, and FICA (Federal Insurance Contributions Act) withholdings.

2.0 PAYROLL DEDUCTIONS PROCESS

2.1 The standard payroll deductions of federal, state, and FICA withholdings will be in accordance with the current laws and tax tables.

- A. Deduction amounts are determined by the filing status provided by the employee on his/her W-4 (federal) and WT-4 (state) forms. The employee will be provided with these forms by the SWWDB finance department upon employment. Completed forms should be returned to the SWWDB finance department within five (5) working days from the employment start date. The employee will be responsible to change deduction information and submit new filing status forms as personal circumstances dictate. SWWDB will not be responsible for any tax liability caused by incorrect employee deduction information.



PAYROLL DEDUCTIONS PROCEDURE

B-314-1

- B. The SWWDB finance department will be responsible for submitting the appropriate payroll deductions through the financial and security systems established by the U.S. Department of the Treasury and Wisconsin Department of Revenue.
- 2.2 Voluntary payroll deductions will be processed according to the specifics of each transaction. Some voluntary deductions are pre-tax (deductions are withheld before taxes) while others are post-tax in which contributions are made on an after-tax basis.
- A. Health insurance – All eligible employees (See SWWDB Policy B-330 - Health Insurance) may participate in the SWWDB group health insurance. The employee should complete the “Employee Application for Group Coverage,” available from the SWWDB finance department. The employee portion of the insurance premium will be deducted from the employee's paycheck in equal amounts over 24 pay periods.
- B. Dental insurance – All eligible employees (See SWWDB Policy B-331 - Dental Insurance) may participate in the SWWDB group dental insurance plan. The employee should complete the dental enrollment form, available from the SWWDB finance department. The employee portion of the insurance premium will be deducted from the employee's paycheck in equal amounts over 24 pay periods.
- C. Flexible spending account – Eligible employees register online with the SWWDB-approved insurance carrier and designate the pre-tax dollar amount for eligible expenses. (See SWWDB Policy B336 - Flexible Spending Account.) The employee shall verify and/or change the spending account for the following calendar year during the open enrollment period. The deduction is applied in equal amounts over 24 pay periods.
- D. 401(k) Tax Sheltered Annuity Plan – Qualified employees register and complete the online application and fund selection process. (See SWWDB Policy B-335 - 401(k) Tax Sheltered Annuity Plan.) SWWDB will provide a designated 401(k) consultant to meet with employees. Employees may monitor and manage their account through the secure website of the SWWDB-approved provider. The deduction is applied in equal amounts over 24 pay periods.
- 2.3 Special statutory deductions will be processed according to the specifics of a legal claim and upon receipt of an income withholding order for a court-ordered debt or obligation. The SWWDB finance department will perform the deduction calculation appropriately to ensure accurate paychecks and compliance with statutory payroll-deduction laws.

References:

Procedure Adopted: October 26, 2010

Procedure Revised:



OVERTIME POLICY

B-320

Purpose.

There will be occasions when organizational activities and employee workload will require non-exempt employees to work overtime. Overtime is normally handled on a volunteer basis and must be approved in advance. This policy establishes the authority of Southwest Wisconsin Workforce Development Board (SWWDB) to assign and pay employees for overtime work in accordance with applicable laws.

Policy.

Employees classified as non-exempt under the Fair Labor Standards Act (FLSA) may be required to work more than eight (8) hours in any given work day. In those situations, the employee may be provided time off during the same workweek. In the event that time off during the same workweek cannot be arranged and the employee works in excess of forty (40) hours in a seven (7) day workweek, the employee shall be compensated by cash payment or by being credited with overtime-compensatory leave. Cash payment for purposes of overtime compensation shall be paid on the basis of one and one-half times an employee's regular hourly rate of pay for each hour of overtime worked.

Because SWWDB operates on a set budget each fiscal year, overtime will be limited to emergency situations or pre-planned and approved overtime for peak work periods. Requests for overtime require prior written approval by the chief executive officer (CEO).

Supervisors are encouraged to make a reasonable effort, based on department needs and mutual agreement, to allow employees to state a preference between overtime-compensatory leave and cash payment. If agreement cannot be reached, then overtime compensation shall be in the form of a cash payment.

Compensatory time shall be taken at times approved by the employee's immediate supervisor. The SWWDB overtime policy encourages employees to use overtime-compensatory leave as soon as possible after it is earned, normally during the week that it is earned. If compensatory time cannot be taken during the week it is earned it may be accumulate up to an annual maximum of eight (8) hours of overtime (12 hours of compensatory time). All overtime compensatory leave credits typically must be taken as leave time or be cashed out prior to the end of each fiscal year.

For overtime purposes, the workweek begins on Sunday at 12:01 a.m. and ends at 12:00 Midnight on the following Saturday night. Absences covered by sick leave or compensatory leave, even though paid for, are not considered as time actually worked for purposes of computing overtime compensation.

The CEO shall ensure that procedures and systems are established and maintained to document and record all overtime and compensatory time. The Director of Finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of overtime payments and compensatory time.

Reference:

Policy Adopted: December 10, 2004

Southwest Wisconsin Workforce Development Board
1370 North Water Street, P.O. Box 656
Platteville, Wisconsin 53818-0656



OVERTIME POLICY

B-320

Policy Revised: September 11, 2013



OVERTIME PROCEDURE

B-320-1

Purpose.

Occasionally, overtime may be requested of non-exempt employees of Southwest Wisconsin Workforce Development Board (SWWDB). This document elaborates on Policy B-320 by providing the procedures and acceptable practices to be used and followed with overtime work for SWWDB.

Procedure.

SWWDB will manage overtime according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 Employees classified as non-exempt under the Fair Labor Standards Act (FLSA) may be requested to work more than eight (8) hours in any given day.
- 1.2 Requests for overtime require prior written approval of the immediate supervisor and executive director.
- 1.3 Compensation for approved overtime will be in the form of:
 - A. Compensatory time off during the same workweek (preferred).
 - B. Cash payment on the basis of one and one-half times an employee's regular hourly rate of pay.
 - C. Overtime-compensatory leave credit.
- 1.4 Overtime will be limited to emergency or pre-planned, approved situations.
- 1.5 For overtime purposes, the workweek begins on Sunday at 12:01 a.m. and ends at 12:00 Midnight on the following Saturday night.

2.0 OVERTIME PROCESS

- 2.1 A written request for overtime may be initiated by the employee, immediate supervisor, or the executive director. Approval must be requested and received prior to the employee working the additional hours. Once approved, the executive director will forward the authorization to the finance department.
- 2.2 The employee will be provided compensatory time off in lieu of financial reimbursement of overtime hours. Compensatory hours shall be taken during the same workweek, if possible.
- 2.3 If compensatory time off during the same workweek is not possible and the employee works in excess of forty (40) hours in a seven (7) day workweek, the employee shall be compensated by cash payment or by being credited with overtime-compensatory leave.
 - A. Cash payment for overtime compensation shall be paid on the basis of one and one-half times an employee's regular hourly rate of pay for each hour of overtime worked.



OVERTIME PROCEDURE

B-320-1

- B. If an agreement cannot be reached between overtime-compensatory leave and cash payment, the overtime compensation will be in the form of a cash payment.
- 2.4 Compensatory time may accumulate up to an annual maximum of (8) hours of overtime (12 hours of compensatory time).
- A. Compensatory time shall be taken at times approved by the employee's immediate supervisor.
 - B. All compensatory leave credits must be taken as leave time or be cashed out prior to the end of each fiscal year.

Procedure Adopted: January 20, 2011

Procedure Revised:



HEALTH INSURANCE POLICY

B-330

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make a group health insurance program available for its employees with SWWDB paying a portion of the insurance costs.

Policy.

SWWDB shall offer and keep current a group health insurance plan for employees and their eligible dependents to provide or assist in the payment of medical expenses incurred for professional services, medical services, hospitalization, surgery, prescription drugs and medical supplies. All regular and leased employees who are scheduled to work 30 or more hours per workweek are eligible to participate in the SWWDB group health insurance plan. Participation in the program is voluntary, with the employee and SWWDB sharing the cost.

Coverage will be effective on the first day of the month following one full month of employment.

SWWDB shall have the exclusive right to designate the insurance carrier. SWWDB also reserves the right to change benefit plans including changing insurance carriers whenever, in its sole determination, such a change is for the good of the organization. Annually, SWWDB has the authority to establish the monthly premium paid by participating employees.

Upon leaving SWWDB employment, an employee may elect to participate in COBRA insurance coverage by completing an insurance application. The former employee will pay the full monthly premium cost, plus a surcharge to cover administrative cost. The employee shall notify SWWDB of his/her intent to participate in COBRA insurance within the time frame required by law.

An employee may change his/her health insurance coverage at any time during the year provided there is a qualifying event. The employee has thirty (30) days from the date of the qualifying event to contact the Finance Department to request a change in coverage.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: March 11, 2015; December 9, 2015



HEALTH INSURANCE PROCEDURE

B-330-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) offers a group health insurance program to employees with SWWDB paying a portion of the insurance costs. This document describes the procedures that SWWDB will use to administer Policy B-330.

Procedure.

SWWDB will manage the health insurance program according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB shall offer a group health insurance plan for employees and their eligible dependents to provide or assist in the payment of medical expenses incurred for professional services, medical services, hospitalization, surgery, prescription drugs, and medical supplies.
- 1.2 All regular and leased employees scheduled to work 32 or more hours per workweek are eligible to participate in the group health insurance plan. Participation in the program is voluntary, with the employee and SWWDB sharing the cost.
- 1.3 SWWDB has the sole and exclusive right to establish or change the benefit levels that it determines to be in the best interest of SWWDB including designation of the insurance carrier and/or change benefit plans.
- 1.4 SWWDB shall establish the monthly premium to be paid by participating employees.
- 1.5 Employees should read all literature regarding health care insurance coverage and benefits and contact the insurance carrier directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction for any errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 HEALTH INSURANCE PROCESS

- 2.1 An overview of the health insurance plan will be given during the employee orientation. (See SWWDB Orientation Policy – B-120.)
 - A. The enrollment application of the insurance carrier will be given to the employee during the orientation session with the finance department.
 - B. The employee shall return the completed enrollment form to the finance department within one week (5 working days) after the orientation session.
- 2.2 Coverage will be effective on the first day of the month following 30 days of employment; the first premium will be withheld accordingly from the first pay period of same month.



HEALTH INSURANCE PROCEDURE

B-330-1

- 2.3 The employee's portion of the health insurance premiums will be withheld from the employee's bi-weekly pay for 24 of 26 pay periods (bi-weekly structure). Pay periods are designated on the "payroll end dates" schedule which is given to the employee at the orientation and thereafter distributed annually.
- 2.4 If a qualifying event (as defined by the insurance carrier) causes a needed change in health insurance coverage, the employee should contact the finance department within thirty (30) days from the date of the qualifying event.
- 2.5 Upon leaving SWWDB employment, an employee may elect to participate in COBRA insurance coverage (in accordance with the Consolidated Omnibus Budget Reconciliation Act).
 - A. The former employee shall notify SWWDB of intent to participate in COBRA insurance within the time frame required by law (currently 60 days). The former employee must complete an insurance application and submit to the finance department within five (5) working days of leaving SWWDB.
 - B. The former employee must pay the full monthly premium cost plus a surcharge to cover administrative cost monthly on the first day of the month) during the term of COBRA coverage. Failure to make premium payments will result in the coverage being terminated immediately.

References: Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

Procedure Adopted: January 20, 2011

Procedure Revised:



DENTAL INSURANCE POLICY

B-331

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make a group dental insurance program available for its employees with SWWDB paying a portion of the insurance costs.

Policy.

SWWDB offers a group dental insurance plan for employees and their eligible dependents to provide or assist in the payment of professional services associated with routine preventive and emergency dental care. All regular and leased employees who are scheduled to work 30 or more hours per workweek are eligible to participate in the SWWDB group dental insurance plan. Participation in the program is voluntary with the employee and SWWDB sharing the cost.

Coverage will be effective on the first day of the month following one full month of employment. SWWDB shall have the exclusive right to designate the insurance carrier. SWWDB also reserves the right to change benefit plans including changing insurance carriers whenever, in its sole determination, such a change is for the good of the organization. Annually, SWWDB has the authority to establish the monthly premium paid by participating employees.

Upon leaving SWWDB employment, an employee may elect to participate in COBRA insurance coverage by completing an insurance application. The former employee will pay the full monthly premium cost. The employee shall notify SWWDB of his/her intent to participate in COBRA insurance within the time frame required by law.

An employee may change his/her health insurance coverage at any time during the year provided there is a qualifying event. The employee has thirty (30) days from the date of the qualifying event to contact the Finance Department to request a change in coverage.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: March 11, 2015; December 9, 2015



DENTAL INSURANCE PROCEDURE

B-331-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) offers a group dental insurance program to employees with SWWDB paying a portion of the insurance costs. This document describes the procedures that SWWDB will use to administer Policy B-331.

Procedure.

SWWDB will manage the dental insurance program according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB shall offer a group dental insurance plan for employees and their eligible dependents to provide or assist in the payment of professional services associated with routine preventive and emergency dental care.
- 1.2 All regular and leased employees scheduled to work 32 or more hours per workweek are eligible to participate in the group dental insurance plan. Participation in the program is voluntary, with the employee and SWWDB sharing the cost.
- 1.3 SWWDB has the sole and exclusive right to establish or change the benefit levels that it determines to be in the best interest of SWWDB including designation of the insurance carrier and/or change benefit plans.
- 1.4 Annually, SWWDB shall establish the monthly premium to be paid by participating employees.
- 1.5 Employees should read all literature regarding dental insurance coverage and benefits and contact the insurance carrier directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction for any errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 DENTAL INSURANCE PROCESS

- 2.1 An overview of the dental insurance plan will be given during the employee orientation. (See SWWDB Orientation Policy – B-120.)
 - A. The enrollment application of the insurance carrier will be given to the employee during the orientation session with the finance department.
 - B. The employee shall return the completed enrollment form to the finance department within one week (5 working days) after the orientation session.
- 2.2 Coverage will be effective on the first day of the month following 30 days of employment; the first premium will be withheld accordingly from the first pay period of same month.



DENTAL INSURANCE PROCEDURE

B-331-1

- 2.3 The employee's portion of the dental insurance premiums will be withheld from the employee's bi-weekly pay for 24 of 26 pay periods (bi-weekly structure). Pay periods are designated on the "payroll end dates" schedule which is given to the employee at the orientation and thereafter distributed annually.
- 2.4 If a qualifying event (as defined by the insurance carrier) causes a needed change in dental insurance coverage, the employee should contact the finance department within thirty (30) days from the date of the qualifying event.
- 2.5 Upon leaving SWWDB employment, an employee may elect to participate in COBRA insurance coverage (in accordance with the Consolidated Omnibus Budget Reconciliation Act).
 - A. The former employee shall notify SWWDB of intent to participate in COBRA insurance within the time frame required by law (currently 60 days). The former employee must complete an insurance application and submit to the finance department within five (5) working days of leaving SWWDB.
 - B. The former employee must pay the full monthly premium cost plus a surcharge to cover administrative cost monthly on the first day of the month) during the term of COBRA coverage. Failure to make premium payments will result in the coverage being terminated immediately.

References: Internal Revenue Code, Section 125, Revenue Act of 1978

Procedure Adopted: January 20, 2011

Procedure Revised:



LIFE - ACCIDENTAL DEATH - DISMEMBERMENT INSURANCE POLICY

B-332

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make a group life, and accidental death and dismemberment insurance coverage available for its employees with SWWDB paying the insurance costs.

Policy.

SWWDB provides group life and accidental death and dismemberment insurance coverage. This coverage is available to all regular and leased employees who are scheduled to work 30 or more hours per workweek, at no cost to the employee. Coverage is limited to the amount of the employee's annual salary, exclusive of over-time pay, with \$1,000 coverage per \$1,000 of income rounded to the next highest \$1,000.

Coverage will be effective on the first day of the month following one full month of employment.

SWWDB shall have the exclusive right to designate the insurance carrier. SWWDB also reserves the right to change benefit plans including changing insurance carriers whenever, in its sole determination, such a change is for the good of the organization.

When the employee leaves SWWDB employment, group life, and accidental death and dismemberment insurance coverage will end effective the last day of employment.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: September 16, 2015



LIFE, ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE PROCEDURE

B-332-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) provides employees with a group life, accidental death, and dismemberment insurance package. This document describes the procedures that SWWDB will use to administer Policy B-332.

Procedure.

SWWDB will manage the life, accidental death, and dismemberment insurance program according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB shall provide life, accidental death, and dismemberment insurance coverage to all eligible employees with SWWDB paying the insurance costs. Coverage is limited to the amount of the employee's annual salary, exclusive of the over-time pay, with \$1,000 coverage per \$1,000 of income rounded to the next highest \$1,000.
- 1.2 All regular and leased employees scheduled to work 30 or more hours per workweek.
- 1.3 SWWDB has the sole and exclusive right to establish or change the benefit levels that it determines to be in the best interest of SWWDB including designation of the insurance carrier and/or change benefit plans.
- 1.4 Employees should read all literature regarding life, accidental death, and dismemberment insurance coverage and benefits and contact the insurance carrier directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction for any errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 LIFE, ACCIDENTAL DEATH, AND DISMEMBERMENT INSURANCE PROCESS

- 2.1 An overview of the life, accidental death, and dismemberment insurance plan will be given during the employee orientation. (See SWWDB Orientation Policy – B-120.)
 - A. The enrollment application form of the insurance carrier will be given to the employee during the orientation session with the finance department.
 - B. The employee shall return the completed enrollment form to the finance department within one week (5 working days) after the orientation session.
- 2.2 Coverage will be effective on the first day of the month following one full month of employment.
- 2.3 Upon leaving SWWDB employment, the group life, accidental death, and dismemberment insurance coverage will end effective the last day of employment.



LIFE, ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE PROCEDURE

B-332-1

References:

Procedure Adopted: January 20, 2011
Procedure Revised: September 16, 2015



SUPPLEMENTAL LIFE INSURANCE POLICY

B-333

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make supplemental life insurance available for its employees.

Policy.

SWWDB shall provide employees the opportunity to participate in a supplemental life insurance program. This plan provides eligible employees an opportunity to purchase additional amounts of term life insurance over and above the amount provided under the basic plan. Optional coverage is also available for the employee's spouse and eligible dependents. The employee pays 100 percent of the premium.

When the employee leaves SWWDB employment, Supplemental Life Insurance coverage will end with the last day of employment.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



SUPPLEMENTAL LIFE INSURANCE PROCEDURE

B-333-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) shall make supplemental life insurance available for employees. This document describes the procedures that SWWDB will use to administer Policy B-333.

Procedure.

SWWDB will manage the supplemental life insurance program according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB provides eligible employees the opportunity to participate in a supplemental life insurance program.
- 1.2 All regular and leased employees scheduled to work 30 or more hours per workweek are eligible to purchase additional amounts of term life insurance over and above the amount provided by SWWDB under the basic plan (SWWDB Policy B-332).
- 1.3 This coverage is totally optional with benefits available to the employee, the employee's spouse, and eligible dependents.
- 1.4 The employee pays 100 percent of the premium.
- 1.5 SWWDB has the sole and exclusive right to establish or change the benefit levels that it determines to be in the best interest of SWWDB including designation of the insurance carrier and/or change benefit plans.
- 1.6 Employees should read all literature regarding supplemental life insurance coverage and benefits and contact the insurance carrier directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction for any errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 SUPPLEMENTAL LIFE INSURANCE PROCESS

- 2.1 An overview of the supplemental life insurance plan will be given during the employee orientation. (See SWWDB Orientation Policy – B-120.)
 - A. The enrollment application of the insurance carrier will be given to the employee during the orientation session with the finance department.
 - B. The employee shall return the completed enrollment form to the finance department within one week (5 working days) after the orientation session.
- 2.2 If a change in the supplemental life insurance package is desired, the employee should contact the finance department within ten (10) working days prior to the change.



SUPPLEMENTAL LIFE INSURANCE PROCEDURE

B-333-1

2.3 Upon leaving SWWDB employment, the supplemental life insurance coverage will end effective the last day of employment.

References:

Procedure Adopted: January 20, 2011

Procedure Revised: September 16, 2015

LONG-TERM DISABILITY INSURANCE POLICY

B-334

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make a long-term disability insurance coverage available for its employees with SWWDB paying the insurance costs.

Policy.

SWWDB provides, at no cost to the employee, long-term disability insurance coverage. All regular and leased employees who are scheduled to work 30 or more hours per workweek are covered. This plan provides for a seventy percent (70%) income replacement benefit in the event of a qualifying disability. Benefits are payable from the 91st day of disability and may continue for a maximum payment period determined by age at the time of disability.

Coverage will be effective on the first day of the month following one full month of service.

SWWDB shall have the exclusive right to designate the insurance carrier. SWWDB also reserves the right to change benefit plans including changing insurance carriers whenever, in its sole determination, such a change is for the good of the organization.

When the employee leaves SWWDB employment, long-term disability insurance coverage will end effective the last day of employment.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: September 16, 2015



LONG-TERM DISABILITY INSURANCE PROCEDURE

B-334-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) provides employees with a long-term disability insurance package. This document describes the procedures that SWWDB will use to administer Policy B-334.

Procedure.

SWWDB will manage the long-term disability insurance program according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB shall provide long-term disability insurance coverage to all eligible employees with SWWDB paying the insurance costs.
- 1.2 All regular and leased employees scheduled to work 30 or more hours per workweek are eligible for this coverage.
- 1.3 The coverage provides an income replacement benefit in the event of a qualifying disability. Benefits are payable from the 91st day of disability and may continue for a maximum payment period determined by the age of the employee at the time of disability.
- 1.4 SWWDB has the sole and exclusive right to establish or change the benefit levels that it determines to be in the best interest of SWWDB including designation of the insurance carrier and/or change benefit plans.
- 1.5 Employees should read all literature regarding long-term disability insurance coverage and benefits and contact the insurance carrier directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction for any errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 LONG-TERM DISABILITY INSURANCE PROCESS

- 2.1 An overview of the long-term disability insurance plan will be given during the employee orientation. (See SWWDB Orientation Policy – B-120.)
 - A. The enrollment application of the insurance carrier will be given to the employee during the orientation session with the finance department.
 - B. The employee shall return the completed enrollment form to the finance department within one week (5 working days) after the orientation session.
- 2.2 Coverage will be effective on the first day of the month following one full month of employment.
- 2.3 Upon leaving SWWDB employment, the long-term disability insurance coverage will end effective the last day of employment.



LONG-TERM DISABILITY INSURANCE PROCEDURE

B-334-1

References:

Procedure Adopted: January 8, 2011

Procedure Revised: September 16, 2015



401(k) TAX SHELTERED ANNUITY PLAN

B-335

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Consistent with its overall compensation philosophy, this policy establishes that SWWDB shall make a tax sheltered annuity plan available for employees and contribute a specified amount to employees participating in the plan.

Policy.

SWWDB offers regular and leased employees the opportunity to plan and invest for their long-term security through a pre-tax 401(k) tax sheltered annuity plan. As part of its comprehensive compensation package, SWWDB will make a contribution to the plan for an eligible participant based on the written determination of the employee to partake in the plan. In addition, SWWDB offers eligible employees the opportunity to make their own contributions to the plan.

Employees are referred to the plan document for all details concerning this benefit. The employee, once eligibility requirements have been met, can participate in this program. Basic eligibility requires an employee to complete one year of service and work at least 1,000 hours in a 12 month period. Employees are to refer to the designated plan document for specific details on 401(k) eligibility.

At least annually, the fund Chief Executive Officer shall review with the executive committee the investment policy and plan financial statements to determine if changes in investment strategy may be necessary.

The SWWDB executive committee will set the discretionary and matching contribution percentages each year to take effect on January 1.

SWWDB shall have the exclusive right to designate the plan administrator. SWWDB also reserves the right to change benefit plans including changing plan administrators whenever, in its sole determination, such a change is for the good of the organization.

Policy Adopted: December 10, 2004

Policy Revised: September 12, 2012; December 9, 2015



401(k) TAX SHELTERED ANNUITY PLAN PROCEDURE

B-335-1

Purpose.

Southwest Wisconsin Workforce Development (SWWDB) offers employees the opportunity to plan and invest for their long-term security through a 401(k) tax sheltered annuity plan. As part of its comprehensive compensation package, SWWDB will automatically contribute to the plan for eligible participants. In addition, SWWDB offers eligible employees the opportunity to make their own contributions to the plan. This document describes the procedures that SWWDB will use to administer the 401(k) tax sheltered annuity plan in compliance with SWWDB Policy B-335.

Procedure.

SWWDB will manage the 401(k) tax sheltered annuity plan in accordance with the following procedures:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB shall offer a 401(k) tax shelter annuity plan for qualified employees.
- 1.2 All regular and leased employees scheduled to work 32 or more hours per workweek who has worked for SWWDB for a minimum of twelve (12) months are eligible to participate in the tax shelter annuity plan. Participation in the plan is voluntary, with the employee and SWWDB sharing the cost.
- 1.3 SWWDB has the sole and exclusive authority to select the 401(k) tax sheltered annuity plan provider or to establish or change the contribution levels that it determines to be in the best interest of SWWDB.
- 1.4 SWWDB has designated the executive director as the "fund manager" for the 401(k) tax sheltered annuity plan. The fund manager will act on the behalf of SWWDB in all matters related to plan management and oversight, including the selection of designated funds approved for the plan.
- 1.5 The provider, with the approval of SWWDB fund manager, will give access to a variety of funds to ensure that each employee has optimal investment opportunities.
- 1.6 A 401(k) consultant will be available to meet with employees minimally one time per year or upon request to address questions related to program participation. The employee has sole responsibility for the selection investment funds.
- 1.7 Employees should read all literature regarding the 401(k) tax sheltered annuity plan and benefits and to contact the plan carrier directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction due to errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 401(k) TAX SHELTERED ANNUITY PLAN PROCESS

- 2.1 Qualified employees (See SWWDB Policy B-335) will be directed to the online website of the SWWDB-approved provider to register and complete the application process.



401(k) TAX SHELTERED ANNUITY PLAN PROCEDURE

B-335-1

- 2.2 The employee shall select the investment funds appropriate for their personal circumstances. Employees may continually monitor and manage their account through the secure website of the approved provider.
- 2.3 The SWWDB finance department will be responsible for recording and processing the 401(k) deduction for each pay period.
 - A. The finance department completes the electronic transmission of the 401(k) tax sheltered annuity through the financial and security system of the provider of record.
 - B. Confirmation showing the transaction has been recognized and received by the provider will be maintained by the finance department and become part of the general ledger information.

References:

Procedure Adopted: October 26, 2010

Procedure Revised:

FLEXIBLE SPENDING ACCOUNT POLICY

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Consistent with its overall compensation philosophy, this policy establishes that SWWDB shall make a flexible spending account available to employees with employee participation in the program optional.

Policy.

SWWDB offers regular and leased employees scheduled to work 30 or more hours per workweek a flexible spending account plan that allows the use of pre-tax dollars to pay for eligible dependent/child care expenses and/or eligible health care expenses which are not reimbursed by insurance. This program increases disposable income by reducing the amount of taxes withheld from your paycheck.

You may enroll by the first of the month following one full month of employment or during an annual open enrollment (for the following plan year).

Employees are referred to the plan document for minimum and maximum annual election amounts. The employee may withdraw monies in the account during the year to reimburse allowable child care expenses and medical expenses.

SWWDB shall have the exclusive right to designate the plan administrator. SWWDB also reserves the right to change benefit plans including changing plan administrators whenever, in its sole determination, such a change is for the good of the organization.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: September 16, 2015



FLEXIBLE SPENDING ACCOUNT PROCEDURE

B-336-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) shall make a flexible spending account available for employees. This document describes the procedures that SWWDB will use to administer Policy B-336.

Procedure.

SWWDB will manage the flexible spending account program according to the following procedure:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB offers a flexible spending account plan that allows the use of pre-tax dollars to pay for eligible dependent/child care expenses and/or eligible health care expenses which are not reimbursed by insurance.
- 1.2 All regular and leased employees scheduled to work 30 or more hours per workweek are eligible to participate. Participation in the program is voluntary, with the employee making 100% of the contributions to the plan.
- 1.3 The maximum and minimum annual deposit amounts into the flexible spending account is determined by federal law. Employees should check with the plan administrator to learn about the current limits as they may change from time to time.
- 1.4 SWWDB has the sole and exclusive right to establish or change the benefit levels that it determines to be in the best interest of SWWDB including designation of the plan administrator and/or change benefit plans.
- 1.5 Employees should read all literature regarding health care insurance coverage and benefits and contact the plan administrator directly if there are questions regarding coverage limits. SWWDB shall not be responsible for any cost or benefit reduction for any errors, omission, misinterpretation, or confusion caused by the employee's lack of familiarity or awareness of benefit provisions or coverage limits.

2.0 FLEXIBLE SPENDING ACCOUNT PROCESS

- 2.1 An overview of the flexible spending account program will be given during the employee orientation. (See SWWDB Orientation Policy – B-120.) The enrollment application form of the insurance carrier is provided at the session.
- 2.2 Employees may enroll within 30 days of obtaining eligibility or during an annual open enrollment (for the following year).
- 2.3 Coverage will be effective on the first day of the month following one full month of employment coincident with or following the date of employment.



FLEXIBLE SPENDING ACCOUNT PROCEDURE

B-336-1

References: Internal Revenue Code, Section 125, Revenue Act of 1978

Procedure Adopted: January 20, 2011

Procedure Revised: September 16, 2015



SUPPLEMENTAL VISION INSURANCE POLICY

B-338

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. With this purpose in mind, this policy establishes that SWWDB shall make supplemental vision insurance available for its employees.

Policy.

SWWDB shall provide employees the opportunity to participate in a supplemental vision insurance program. This plan provides eligible employees an opportunity to purchase vision insurance coverage since it is not part of the basic health insurance package. Optional coverage is also available for the employee's spouse and eligible dependents. The employee pays 100 percent of the premium on a pre-tax basis from their paycheck.

When the employee leaves SWWDB employment, supplemental vision insurance coverage will end with the last day of employment.

Reference:

Policy Adopted: December 9, 2015

Policy Revised:



UNEMPLOYMENT COMPENSATION POLICY

B-350

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is required by federal and state law to participate in the Unemployment Insurance program and to provide benefits to employees as needed. This policy directs SWWDB's administration to comply with all Unemployment Insurance (UI) program requirements and contributions.

Policy.

SWWDB is a covered employer under the Wisconsin UI laws and makes contributions to the UI Fund to cover all employees. In the event an employee is terminated or laid off, the employee may be eligible to receive unemployment benefits unless the employee is determined ineligible or disqualified in accordance with applicable laws and regulations. Applications for UI Benefits must be made to the Department of Workforce Development (DWD)/UI Division.

The chief executive officer (CEO) shall ensure that procedures and systems are established and maintained to document and report all instances of unemployment of staff and to provide impacted staff with assistance during a layoff. The Director of Finance, under the direction of and in consultation with the CEO, shall be operationally responsible for unemployment compensation documentation, accountability and management including ensuring that SWWDB is in compliance with applicable federal and state laws as they may change from time to time. Compliance shall include, but is not limited to ensuring that SWWDB is current with its UI tax obligations and that all quarterly and annual reports submitted are timely and accurate. The Director of Finance, as SWWDB's human resource manager, shall also explain UI benefits to employees and answer questions regarding unemployment benefits.

Reference: Federal Unemployment Compensation Act (FUCA) – 42 U.S.C.A. §§ 501–504, 1101–1105
Wisconsin Statutes Chapter 108 – Unemployment Insurance and Reserves
Wisconsin Department of Workforce Development Unemployment Insurance website –
<http://dwd.wisconsin.gov/ui/>

Policy Adopted: December 10, 2004

Policy Revised: **September 11, 2013**



WORKERS' COMPENSATION POLICY

B-351

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is required by federal and state law to participate in the worker's compensation program and to provide benefits to employees as needed. This policy directs SWWDB's administration to comply with all Worker's Compensation program requirements and contributions.

Policy.

Workers' compensation insurance is a form of insurance an employer purchases that provides recompense for employees who are injured on the job. As an employer covered by federal and state labor laws, regulations and rules, the Southwest Wisconsin Workforce Development Board (SWWDB) will obtain and maintain a workers' compensation insurance policy that complies to the full extent of the law.

It is the policy of SWWDB to provide a workers' compensation program at no cost to employees. This program shall cover any work-related injuries or illnesses. To be considered work-related, the injury or illness must arise from and occur in the course of employment. SWWDB will not be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity whether or not the activity is arranged by SWWDB.

SWWDB fully supports the right of every employee to file a workers' compensation claim when a work-related injury or occupational disease occurs. Filing of a legitimate workers' compensation claim will not to be used as grounds for disciplinary actions against an employee except when:

- The employee refuses to return to work in a modified duty assignment when determine capable and fit to return to work;
- It is determined by the third party administrator that the employee misrepresented his/her claim; and/or
- The employee knowingly works outside his/her limitations while on modified duty.

Workers' compensation fraud is a punishable crime. SWWDB has a "zero tolerance" policy for fraud. Offenders will be prosecuted to the full extent of the law. Offenders will also be subject to disciplinary action up to and including termination.

The chief executive officer (CEO) shall ensure that procedures and systems are established and maintained to document and report all instances of work related injuries/illness to proper authority and to provide impacted staff with assistance during periods of recuperation. The Director of Finance, under the direction of and in consultation with the CEO, shall be operationally responsible for worker's compensation documentation, accountability and management including ensuring that SWWDB is in compliance with applicable federal and state laws as they may change from time to time. Compliance shall include, but is not limited to ensuring that SWWDB is current with its worker's compensation payment/tax obligations and that all quarterly and annual reports submitted are timely and accurate. The Director of Finance shall be SWWDB's workers' compensation claims coordinator responsible for coordinating activities with the insurance provider. The Director of Finance shall also explain worker's compensation benefits to employees and answer questions regarding these benefits.



WORKERS' COMPENSATION POLICY

B-351

Reference: Federal Employees' Compensation Act (FECA)
Title 5 USC Chapter 81 – Compensation for Work Injuries
20 CFR Part 10 - Regulations under the FECA
Wisconsin Statutes Chapter 102 – Worker's Compensation
Wisconsin Administrative Code Chapters DWD 80, DWD 81 and LIRC 1 and 3
Wisconsin Department of Workforce Development Worker's Compensation website –
<http://dwd.wisconsin.gov/wc/> and <http://dwd.wisconsin.gov/dwd/publications/wc/WKC-1-P.htm>

Policy Adopted: December 12, 2004

Policy Revised: **September 11, 2013**



Work Related Injury or Illness Form

This form to be completed for all job-related injuries or illnesses – regardless of extent. The employee is responsible for initially preparing the form and submitting it to his/her supervisor. If the employee is unable to complete preparation, the supervisor will be responsible for preparing and submitting the form. This form should be submitted to the SWWDB finance department within three (3) working days of the incident.

If the employee receives medical treatment or misses time from work, a workers' compensation claim form must be completed and sent to the SWWDB director of finance within 24 hours.

Name: _____	Job title: _____
First _____ Middle Initial _____ Last _____	

Gender: Female Male Employee's Date of Birth: _____

Date of Injury: _____

Time of Injury: _____ AM PM Time Left Work: _____ AM PM

Name of Supervisor: _____	Witnesses to Incident: _____
Date Incident Reported to Supv: _____	_____
Location of Incident: _____	_____

Describe how injury/illness occurred (What was injured worker doing; what objects, machines o materials were involved):

BODY PART INJURED	NATURE OF INJURY	ACTION
<input type="checkbox"/> Head	<input type="checkbox"/> Abrasion	<input type="checkbox"/> No Treatment Required
<input type="checkbox"/> Face	<input type="checkbox"/> Laceration	<input type="checkbox"/> First Aid Care Only
<input type="checkbox"/> Eye	<input type="checkbox"/> Puncture	<input type="checkbox"/> Treated in Urgent Care
<input type="checkbox"/> Neck	<input type="checkbox"/> Bruise	<input type="checkbox"/> Treated in Emergency Room
<input type="checkbox"/> Back	<input type="checkbox"/> Fracture	<input type="checkbox"/> Required Doctor's Care
<input type="checkbox"/> Chest	<input type="checkbox"/> Burn	<input type="checkbox"/> Hospitalized
<input type="checkbox"/> Arm	<input type="checkbox"/> Loss of Consciousness	
<input type="checkbox"/> Other _____	<input type="checkbox"/> Occupational Illness	
<input type="checkbox"/> Hand	<input type="checkbox"/> SPRAIN/STRAIN	
<input type="checkbox"/> Finger	<input type="checkbox"/> FOREIGN BODY	
<input type="checkbox"/> Leg	<input type="checkbox"/> COLD INJURY	
<input type="checkbox"/> Knee	<input type="checkbox"/> HEAT NJURY	
<input type="checkbox"/> Ankle	<input type="checkbox"/> DEMATITIS	
<input type="checkbox"/> Foot	<input type="checkbox"/> SPRAIN/STRAIN	
<input type="checkbox"/> Toe		

Other Comments: _____

Signature of Employee: _____	Date: _____
Signature of Supervisor: _____	Date: _____



SICK LEAVE POLICY

B-401

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Within its overall compensation philosophy, SWWDB shall provide its employees a specified amount of sick leave as a way to provide for salary continuation.

Policy.

SWWDB will provide paid sick leave as a benefit to its employees. Sick leave with pay is not a right or entitlement for an employee but a privilege granted by SWWDB to protect an employee against loss of income during times when the employee is unable to perform work duties due to: sickness, bodily injury, required physical or dental treatment that cannot be scheduled outside regular work hours, or exposure to a contagious disease when continuing to work might jeopardize the health of others. An employee may also be granted sick leave for sickness or injury to a member of one's immediate family who requires the employee's assistance. Immediate family is defined as any person with a first-degree consanguinity or affinity kinship to the employee in accordance with SWWDB Policy B-221.

Regular employees who work 32 hours or more each week accrue sick leave benefits from the first day of employment at a rate of .04615 for each hour worked up to 40 hours of work per workweek which equates to 12 sick days per year for a full-time employee working 2,080 hours during a complete year.

An employee may accrue up to 18 weeks of accumulated sick leave and may carry accrued sick leave over into a new fiscal year. Accrued sick leave that is not used is lost when the employee leaves the organization.

The employee shall notify, personally or by telephone, his/her immediate supervisor of the intent to take sick leave. This notification should be communicated to the employee's supervisor as soon as possible, prior to the leave, but no later than (30) thirty minutes before the beginning of the scheduled workday. The employee must tell the supervisor the nature of the illness or reason for the absence, and how long they anticipate they will be unable to work. Failure to communicate with the supervisor for three consecutive scheduled working days will be considered as a voluntary resignation without proper notice. The supervisor is not responsible for contacting the employee if the person does not report to work at the scheduled time.

If an employee is absent due to illness during a holiday, he/she will be granted holiday pay in lieu of sick pay on a day-to-day basis. However, vacation pay will not normally be granted in lieu of sick leave and a person on authorized vacation who becomes ill will not have his/her vacation converted to sick leave.

The employee's supervisor has the responsibility to ensure that the person uses sick leave for its legitimate purposes. When there is evidence that sick leave has been abused, the employee will not be paid for time taken. Additionally, if a supervisor believes that an employee is over using or not using sick time properly, sick leave and/or sick pay may be denied for that employee. Abuse of sick leave is grounds for disciplinary action up to and including termination.

An employee may be required to show evidence of his/her illness in the form of a physician's statement. SWWDB also reserves the right to have a physician(s) of its choice examine an employee.



SICK LEAVE POLICY

B-401

All sick leave shall be documented in accordance with SWWDB procedures and the form(s) used to account for sick leave shall be filed in the employee's personnel file.

The chief executive officer (CEO) shall ensure that procedures and systems are established and maintained to document and record all sick leave used by employees. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of sick leave.

Reference: None.

Policy Adopted: December 10, 2004

Policy Revised: January 18, 2006; December 11, 2013



SICK LEAVE PROCEDURE

B-401-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) provides paid sick leave as a benefit to its employees. Sick leave with pay is not a right or entitlement for an employee but a privilege granted by SWWDB to protect an employee against loss of income during times when the employee is unable to perform work duties due to sickness or bodily injury. This document describes the procedures that SWWDB will use to administer sick leave in compliance with SWWDB Policy B-401.

Procedure.

SWWDB will manage employee sick leave in accordance with the following procedures:

1.0 GENERAL PROVISIONS

- 1.1 Abuse of sick leave is grounds for disciplinary action up to and including termination. The employee's supervisor has the responsibility to insure that the person uses sick leave for its legitimate purposes.
- 1.2 Failure to communicate with the supervisor for three consecutive scheduled working days will be considered as a voluntary resignation without proper notice.
- 1.3 Sick leave may be denied if a supervisor believes that an employee is over using or not using sick time properly. The employee will not be paid for sick leave when there is evidence that sick leave may have been abused.
- 1.4 An employee will be required to provide a physician's statement verifying the nature of the illness/injury at the discretion of SWWDB. SWWDB also reserves the right to have a physician(s) of its choice examine an employee.

2.0 COMPUTATION

Regular employees shall accrue 12 sick days per year for a full-time employee working 2,080 hours during a complete year. Regular employees who work less than 40 hours per week will have their sick leave prorated for actual hours worked.

3.0 ACCUMULATION

Employees shall be permitted to accumulate up to 18 weeks (90 days) of accumulated sick leave and may carry accrued sick leave over from one fiscal year to another. Accrued sick leave that is not used prior to the employee leaving the organization shall be lost.

4.0 USE OF SICK LEAVE

- 4.1 The employee shall notify his/her immediate supervisor, personally or by telephone, of the intent to take sick leave as soon as possible prior to the leave but no later than thirty (30) minutes before the beginning of the scheduled workday. The employee must tell the supervisor the nature of the illness or reason for the absence, and how long he/she anticipates being unable to work.



SICK LEAVE PROCEDURE

B-401-1

- 4.2 An employee who is aware in advance that sick leave benefits will be used shall notify his/her immediate supervisor in writing of his/her intent to use sick leave. The notification shall be submitted as far in advance as possible stating the anticipated time and duration of sick leave, the reason for requesting sick leave, and medical certification that the employee will be unable to perform his/her normal work function. The employee shall begin using sick leave on the date that his/her doctor certifies that he/she is medically unable to perform normal work duties.
 - 4.3 An employee on sick leave shall notify his/her supervisor and the SWWDB Director of Finance at the earliest possible time of the anticipated date that the employee will return to work. The employee shall immediately inform the SWWDB Director of Finance in writing of any change that would delay the employee's return to work. This notification shall be accompanied by a physician's statement explaining the employee's change in status.
 - 4.4 SWWDB may require an examination, from a physician of SWWDB's choosing, to determine if an employee on sick leave is medically unable to perform his/her normal duties and SWWDB may require such medical certification from time to time until the employee returns to his/her normal duties. SWWDB shall pay the full cost of any such required medical certificate that is not paid for by insurance.
- 5.0 DOCUMENTATION OF SICK LEAVE**
- 5.1 The employee shall prepare, sign, and forward through the appropriate organizational structure a Leave Request Form (Form B-401-A) within three (3) working days following the employee's return to work.
 - 5.2 The Finance Department, upon receiving the *Leave Request Form*, will obtain the signature of the Executive Director and then complete data entry of sick days used into the SWWDB accounting system.
 - 5.3 A statement of accumulated sick leave credit shall appear on the employee's regular paycheck.

References:

Procedure Adopted: January 19, 2005

Procedure Revised:

Southwest Wisconsin Workforce Development Board



Leave Request Form

INSTRUCTIONS: Every employee shall complete Section 1 – Employee Information.

- **Section 2 – Sick Leave Documentation** – When an employee returns from sick leave, he/she shall complete Section 2 and submit the form within three (3) days of returning to work to his/her supervisor.
- **Section 3 – Vacation Documentation** – An employee requesting vacation shall complete Section 3 and submit the form to his/her immediate supervisor for approval. The employee's vacation request is not authorized until the employee receives a copy of the form signed by the supervisor approving the vacation.
- **Section 4 – Bereavement Leave Documentation** – When an employee returns from bereavement leave, he/she shall complete Section 4 and submit the form within three (3) days of returning to work to his/her supervisor.

The supervisor shall forward copies of the forms to the SWWDB Finance Department for accounting and recordkeeping purposes.

Section 1 – Employee Information:

Date of Request: _____ / _____ / _____
Mo Day Year

Employee Name: _____

Position: _____ Name of Supervisor: _____

Agency: _____ Telephone #: (____) _____

Employee Signature: _____

Section 2 – Sick Leave Documentation:

of Hours Sick Leave: _____ Dates of Leave – From: _____ / _____ / _____ To: _____ / _____ / _____
Mo Day Year Mo Day Year

Supervisor Signature: _____

Section 3 – Vacation Documentation : (Vacation must be used in half day or full day increments only)

of Days Requested: _____ Dates of Vacation – From: _____ / _____ / _____ To: _____ / _____ / _____
Mo Day Year Mo Day Year

Does this request for vacation allow for adequate office or work area coverage? Yes No

Supervisor Signature: _____

Section 4 – Bereavement Leave Documentation:

of Days Used: _____ Dates of Leave – From: _____ / _____ / _____ To: _____ / _____ / _____
Mo Day Year Mo Day Year

Relationship to the Employee: _____

Supervisor Signature: _____

(Finance Department Only)

Staff has available time requested? Yes No Finance Department Staff Initials: _____

Executive Director Signature: _____

Southwest Wisconsin Workforce Development Board

Wisconsin Senior Employment Program (WISE)
Sick Leave Request Form**INSTRUCTIONS:**

Section 1 - Participant Information – When a participant returns from sick leave, he/she shall complete Section 1.

Section 2 – Sick Leave Documentation – When a participant returns from sick leave, he/she shall complete Section 2 and submit the completed form within three (3) days of returning to work to his/her supervisor.

The supervisor shall forward copies of the forms to the SWWDB Finance Department for accounting and recordkeeping purposes.

Section 1 – Participant Information:

Date of Request: / /
Mo Day Year

Participant Name: _____

Position: _____ Name of Supervisor: _____

Work Site: _____ Telephone #: () _____

Participant Signature: _____

Section 2 – Sick Leave Documentation:

of Hours Sick Leave: _____ Dates of Leave – From: / / To: / /
Mo Day Year Mo Day Year

Supervisor Signature: _____

(Finance Department Only)

Staff has available time requested? Yes No Finance Department Staff Initials: _____

Executive Director Signature: _____



VACATION POLICY

B-402

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Within its overall compensation philosophy, SWWDB shall provide its employees a specified amount of vacation time for rest, relaxation, and renewal.

Policy.

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to provide regular and leased employees, hired to work 32 hours or more each week, vacation benefits from the initial date of employment. Vacation leave shall be prorated for employees in their first year of employment based on number of months worked from date of hire to the first July 1, following date of hire. Employees shall earn a year of service, for vacation purposes, each July 1 that passes from date of hire. Employees who work less than 32 hours per week or temporary employees are not eligible to earn vacation benefits. Vacation benefits are earned for all hours worked up to 40 hours per workweek.

Vacation benefits increase based on the employee's years of service. An employee is entitled to earn vacation days according to the following schedule:

Months of Service	Vacation Calculation Factor	Earned Vacation Days
0-12	.0210	5
13-60	.0385	10
61-120	.0577	15
121-180	.0770	20
181 +	.0980	25

Vacation time shall be used in the year it is earned and may not accrue from one (1) year to the next. An employee may carry over a limited number of days with the written approval of the chief executive officer (CEO). However, any carried-over vacation time will be automatically lost if not used before September 1 of the following year.

Vacation must be taken in one-half (1/2) day or full day increments. An employee on vacation during an official paid holiday will not be charged for vacation.

Vacations shall be staggered so that there is no disruption of SWWDB operations. The employee shall normally request his/her vacation at least thirty (30) days in advance of the time he/she desires to take said vacation. However, vacation time may be granted with less notice at SWWDB's discretion. If multiple employees request vacation and their absence may cause a disruption of normal business activities, the employees will be asked to adjust their vacation plans with approval granted on a first come/first serve basis.

Employees who end their employment with SWWDB shall have their final vacation eligibility prorated; according to the amount of time actually worked during the year the termination occurs. Unused vacation will be paid to the employee in their last paycheck. If the employee has used more vacation than earned, the difference will be



VACATION POLICY

B-402

deducted from the last paycheck.

The CEO shall ensure that procedures and systems are established and maintained to document and record all vacation time used by employees. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of vacation leave.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: May 11, 2010; December 11, 2013



VACATION PROCEDURE

B-402-1

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) provides paid vacation as a benefit to its employees. This document describes the procedures that SWWDB will use to administer vacation leave in compliance with SWWDB Policy B-402.

Procedure.

SWWDB will manage employee vacation leave in accordance with the following procedures:

1.0 GENERAL PROVISIONS

- 1.1 SWWDB provides vacation for rest, relaxation, and renewal of employees. Under special circumstances, an employee may request to use vacation for illness, disability, and personal reasons with the approval of the Executive Director.
- 1.2 Only regular and leased employees of SWWDB will earn vacation leave days. Vacation benefits are earned for all hours worked up to 40 hours per workweek.
- 1.3 Vacation request(s) are granted to the employee with the longest seniority for requests submitted prior to April 1st of the calendar year. Any request submitted after April 1st will be granted on a first come/first serve basis.
- 1.4 Vacation shall be taken in one-half (1/2) day or full day increments.

2.0 COMPUTATION

Vacation benefits begin from the initial date of employment. Vacation leave during the first year of employment will be prorated based on number of months worked from date of hire to the first July 1, following date of hire. Employees shall earn a year of service, for vacation purposes, each July 1 that passes from date of hire.

An employee is entitled to earn vacation days according to the following schedule:

Months of Service	Vacation Calculation Factor	Earned Vacation Days
0-12	.0210	5
13-60	.0385	10
61-120	.0577	15
121-180	.0770	20
181 +	.0980	25



VACATION PROCEDURE

B-402-1

3.0 ACCUMULATION

Vacation time may not accrue from one (1) year to the next except with written approval of the Executive Director. Carried-over vacation time will be automatically lost if not used before September 1 of the following year.

4.0 USE OF VACATION

- 4.1 Vacation leave shall normally be scheduled in advance and will be staggered so there is no disruption in normal organizational operations.
- 4.2 The employee shall request vacation, in writing, by preparing and submitting a Leave Request Form (Form B-401-A) to his/her immediate supervisor. This request shall be submitted at least thirty (30) days in advance of the planned vacation start date. Vacation time may be granted with less notice at SWWDB's discretion.
- 4.3 The supervisor shall approve and return to the employee the *Leave Request Form* authorizing the vacation days.

5.0 DOCUMENTATION OF VACATION LEAVE

- 5.1 The employee, within three (3) days of returning to work, shall complete and forward the *Leave Request Form* authorizing the vacation to his/her immediate supervisor. The supervisor shall sign the form verifying the vacation days were actually taken and forward the form through the organization structure up to the SWWDB Finance Department.
- 5.2 The Finance Department, upon receiving the *Leave Request Form*, will obtain the signature of the Executive Director and then complete data entry of vacation days used into the SWWDB accounting system.
- 5.3 A statement of accumulated vacation leave credit shall appear on the employee's regular paycheck.

References:

Procedure Adopted: January 19, 2005

Procedure Revised:



HOLIDAY POLICY

B-403

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Within its overall compensation philosophy, SWWDB shall provide its employees a specified number of paid holidays.

Policy.

SWWDB observes the following holidays and is closed for business on the following days:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Regular full-time employees who work 32 hours or more shall be paid for these holidays. Leased employees shall follow the SWWDB holiday schedule unless a different paid holiday schedule is negotiated in the leased employee agreement between SWWDB and the contracting agency.

Unless on scheduled vacation, sick leave or some other approved absence with pay, an employee must work the regularly scheduled day before and day after each holiday to be eligible for holiday pay.

If an employee is on approved vacation over a holiday period, the employee will receive holiday pay and will not be charged for vacation. If an employee is on sick leave when a holiday occurs, the employee will be paid holiday pay in lieu of sick pay and the sick day will not be charged for the holiday. An employee on an unpaid leave of absence will not be paid for a holiday that occurs during the absence.

Any employee required to work on a holiday may, at the discretion of his/her supervisor, be given an alternate day off or paid at straight time for the holiday. The employee must be paid or given an alternate day off within the same fiscal year.

Whenever one of the designated holidays falls on a Saturday, the Friday immediately preceding the holiday shall become the paid holiday. If the designated holiday falls on a Sunday, the Monday immediately following the holiday shall become the official holiday. If the holiday falls on a Saturday or Sunday, and the preceding Friday or following Monday is also a holiday, the official holiday time will be designated by the chief executive officer (CEO). The CEO will announce at least thirty (30) days prior to a weekend holiday how the holiday will be handled.



HOLIDAY POLICY

B-403

An employee may observe a special or religious holiday, provided that his/her work schedule can be accommodated without undue hardship to the organization and provided that the time off is charged to vacation, compensatory time off, or observed without pay.

The CEO shall ensure that procedures and systems are established and maintained to document and record all paid holidays used by employees. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of paid holiday time.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: May 11, 2010; December 11, 2013



BEREAVEMENT LEAVE POLICY

B-411

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is committed to providing its employees with a comprehensive pay and benefits package comparable to other employers within its service area. Within this overall compensation philosophy, this policy establishes that SWWDB shall provide its employees a specified number of bereavement leave days on the occasion of a death in the employee's family.

Policy.

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to provide leave with pay to a regular full-time employee in the event of a death of a family member as follows:

- Up to five days – A spouse or any person within the first-degree of consanguinity and first-degree of affinity.
- Up to three days – Any person within the second-degree of consanguinity or affinity.
- One day – Any person within the third-degree consanguinity.

The following chart shows the relationship to the employee:

Relationship to Employee					
Consanguinity (Includes individuals related by blood to the Employee)			Affinity (Includes the Employee's Spouse and individuals related to the Spouse)		
First Degree	Second Degree	Third Degree	First Degree	Second Degree	Third Degree
Father or Mother	Grandparents	Great Grandparents	Spouse	Grandparents	Great Grandparents
Son or Daughter (& Spouse)	Grandchildren (& Spouse)	Great Grandchildren (& Spouse)	Father or Mother	Grandchildren	Great Grandchildren
	Uncle or Aunt (& Spouse)	Great Uncle or Aunt (& Spouse)	Son or Daughter	Uncle or Aunt	Great Uncle or Aunt
	First Cousin (& Spouse)	Children of Great Uncle or Aunt (& Spouse)		First Cousin	Great Uncle or Aunt
	Nephew or Niece (& Spouse)	Second Cousin (& Spouse)		Nephew or Niece	Children of Great Uncle or Aunt
	Brother or Sister (& Spouse)	Children of First Cousin (& Spouse)		Brother or Sister	Second Cousin
		Grand Nephew or Niece (& Spouse)			Children of First Cousin
					Grand Nephew or Niece

NOTE: Under the degrees of Consanguinity, where spouse is indicated, the relationship of the spouse is in the same degree as that of the person related by consanguinity, but the spouse is related only by affinity.

In addition, the chief executive officer (CEO) may authorize the employee up to two additional days to travel to the funeral, depending on the location and mode of transportation necessary to reach the funeral site.

**BEREAVEMENT LEAVE POLICY****B-411**

The employee must give notice of the need for bereavement leave, to his/her supervisor, as soon as possible and practicable, ordinarily at the start of the next working day. If the employee is unable to do so, the employee's spouse or other family member may give notice of the intent to use bereavement leave.

All bereavement leave shall be documented in accordance with SWWDB procedures and any form(s) used to account for the use of bereavement leave shall be filed in the employee's personnel file.

The CEO shall ensure that procedures and systems are established and maintained to document and record all bereavement leave used by employees. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of bereavement leave.

Reference: None.

Policy Adopted: December 10, 2004

Policy Revised: **December 11, 2013**

Av Officer or Employee is the starting point from which all degrees of relationship are calculated.



FAMILY AND MEDICAL LEAVE POLICY

B-412

Purpose.

An employee may take leave from his/her job for a limited period of time to address family responsibilities related to major medical and/or serious health conditions. Southwest Wisconsin Workforce Development Board (SWWDB) formally establishes this family and medical leave policy for the benefit of eligible employees under the terms and conditions specified. This policy statement is intended to comply with the Federal Family Medical Leave Act and applicable state laws.

Policy.

When applicable, benefits will be administered in accordance to the Federal Family Medical Leave Act and applicable state laws.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



MILITARY LEAVE POLICY

B-413

Purpose.

In accordance with federal and state laws, Southwest Wisconsin Workforce Development Board (SWWDB) shall provide military leave to employees who are members of the uniformed services. This document outlines the SWWDB military leave policy.

Policy.

Any regular employee of SWWDB, regardless of his/her length of service with SWWDB, who is a member of the Wisconsin National Guard, the State Guard, the Officer's Reserve Corps, the Enlisted Reserve Corps, or the reserve components of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard; or other bona fide guard or reserve military component shall be entitled to time off, not to exceed one month annually, for training purposes. The employee will notify his/her immediate supervisor at least ten (10) working days prior to the commencement of the reserve military training period. The time off will be without pay, or considered as part of vacation, whichever the employee chooses. Guard or reserve duty will count toward continuous service.

Any regular employees of SWWDB, regardless of his/her length of service with SWWDB, who is inducted, voluntarily enlists, or is ordered into active duty in any branch of the United States military service or the Wisconsin National Guard, pursuant to applicable federal or state laws, will be granted an extended military leave of absence without pay during the period of such service. The military service period will begin on the date the employee is inducted to active duty and shall end on the date the employee is discharged from military service.

Upon completion of military service and release from active duty, the employee shall be reinstated into the position he/she held at the time of taking such leave of absence or to a position of like seniority, status, responsibility, and salary.

To be eligible for reinstatement, the employee must return to work within ninety (90) days of completion of military service, unless the employee is hospitalized by the United States Government for illness, wounds, or disability incurred or aggravated in the line of duty. If the employee is hospitalized, the employee must return to work within ninety (90) days from the time of release from the hospital, providing they are cleared for duty. The employee shall submit a written application requesting reinstatement to the chief executive officer (CEO). If the employee does not return to work within the required timeframe, it shall be assumed that he/she has voluntarily resigned his/her position.

Any person appointed to a position in the absence of an employee on an extended military leave shall hold the position temporarily and will not be allowed to continue in the position at the exclusion of persons returning from active military service.

The active duty period served by a reinstated employee will be used in computing creditable service, longevity and seniority.

The CEO shall ensure that procedures and systems are established and maintained to document and record all military leave. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of military leave in



MILITARY LEAVE POLICY

B-413

accordance with federal and state rules, regulations and guidelines. Any variance from this policy shall require prior SWWDB authorization.

Reference: Selective Service Act of 1948 as amended
Universal Military Training and Service Act of 1951 as amended
National Defense Act, as amended

Policy Adopted: December 10, 2004

Policy Revised: **December 11, 2013**



RELIGIOUS HOLIDAY ACCOMMODATION POLICY

B-414

Purpose.

An employee whose religious beliefs require that he/she not work on certain days may be granted time off. This policy outlines the Southwest Wisconsin Workforce Development Board (SWWDB) position on accommodating an employee's religious beliefs.

Policy.

It is the policy of the Southwest Wisconsin Workforce Development Board (SWWDB) to recognize an employee's sincerely held religious beliefs and grant the employee time off to observe a special or religious holiday significant to their beliefs. The employee's supervisor may grant the time away from work provided it does not create an undue hardship and interfere with the normal operations of the organization. Time off to observe a religious holiday shall be charged as vacation or compensatory time off, or be observed without pay.

All time off for religious accommodation shall be documented in accordance with SWWDB procedures and the form(s) used to account for religious accommodation time off shall be filed in the employee's personnel file.

The chief executive officer (CEO) shall ensure that procedures and systems are established and maintained to document and record all time off for religious accommodation. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of incentives and stipends in accordance with federal and state WIA rules/guidelines and IRS regulations. Any variance from this policy shall require prior SWWDB authorization.

Reference: None.

Policy Adopted: December 10, 2004

Policy Revised: December 11, 2013



EMERGENCY CLOSING POLICY

B-420

Purpose.

Employee safety is a primary concern for Southwest Wisconsin Workforce Development Board (SWWDB). Sometimes weather conditions or other situations (i.e., prolonged power outage) may prevent SWWDB from conducting normal business or may be hazardous to employee safety. In those situations, SWWDB may close its offices for a period of time. This document provides the policy of SWWDB regarding emergency closing.

Policy.

Occasionally, inclement weather conditions or some other type of unusual circumstances may prevent SWWDB from conducting normal business. The chief executive officer (CEO) is authorized to close SWWDB facilities in the event of hazardous weather or other prolonged events (i.e. power outage, etc.).

If it becomes necessary for SWWDB to be closed for one day, employees will not suffer a loss in pay or vacation. Should SWWDB be forced to close for more than a single day, make-up time may be scheduled accordingly. If make-up time is not scheduled, then full-time employees will be eligible to use unpaid leave, vacation time, or compensatory time. Part-time employees will not be paid for time when SWWDB is closed.

Employee safety is a primary concern for SWWDB. Since weather conditions vary through the area served by SWWDB, personal discretion should be used when assessing the hazards, and determining whether or not to travel to work in inclement weather. If an employee chooses not to report to work and SWWDB is open for business, the absence will be charged as non-paid day or the employee may use vacation; whichever he/she chooses.

Leased employees will follow the closing policies and procedures of the agency they are working for. Some leased employee positions may be determined to perform essential services and may not be granted time off for weather or other unusual situations. The employee should contact his/her supervisor for instructions regarding reporting to work.

The CEO shall ensure that procedures and systems are established and maintained to document and record all time off for weather or other unusual conditions. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of time off for closings resulting from weather and other unusual conditions.

Reference: None

Policy Adopted: December 10, 2004

Policy Revised: **December 11, 2013**



JURY DUTY/COURT APPEARANCE POLICY

B-430

Purpose.

An employee may be subpoenaed for jury duty or required to make a court appearance in connection with either a professional or personal matter. This policy documents the Southwest Wisconsin Workforce Development Board's (SWWDB's) position regarding how employee jury service and court appearances will be handled.

Policy.

Any employee summoned to jury duty will be granted time off with pay upon presentation of satisfactory evidence relating to this duty or service. The employee shall notify his/her supervisor in writing immediately upon receiving a summons for jury duty. If the jury duty obligation does not require the employee's absence for the entire workday, the employee is required to return to work immediately upon release by the court. SWWDB will not reimburse any employee for meals, lodging, and travel expenses that may be incurred while serving as a juror, and any jury fees paid to the employee must be turned over to SWWDB.

An employee subpoenaed as a witness in a court or administrative hearing not involving personal litigation or service as a paid expert witness will be granted time off with pay upon presentation of evidence of the court subpoena. The employee shall notify his/her supervisor in writing immediately upon receiving a summons for jury duty. As in instances of jury duty, SWWDB will not reimburse the employee for meals, lodging, and travel expenses. The employee is required to return to work immediately upon release by the court.

If the employee is subpoenaed in line of duty to represent SWWDB as a witness or defendant, the employee's appearance will be considered a part of his/her job assignment. In these instances, the employee will be paid per diem and travel expense. The employee is required to return to work immediately upon release by the court.

An employee engaged in personal litigation or service as a paid expert witness will not be granted time off with pay for any court attendance. In these instances, the employee will be required to use vacation time. Any employee who makes an appearance as an expert witness for which he/she receives professional compensation may be affected by SWWDB's policies on outside employment and conflict of interest. The employee is advised to discuss the specific circumstances with the chief executive officer to ensure that a conflict does not occur.

All time off for jury duty or court appearances, whether it is paid or unpaid time, will be documented in accordance with SWWDB procedures and the form(s) used to account for the time shall be filed in the employee's personnel file.

The chief executive officer (CEO) shall ensure that procedures and systems are established and maintained to document and record all time associated with jury duty or other court appearances. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of jury duty and/or court appearance time.

Reference:

Policy Adopted: December 4, 2010



JURY DUTY/COURT APPEARANCE POLICY

B-430

Policy Revised: December 11, 2013



UNPAID LEAVE OF ABSENCE POLICY

B-440

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) employees may be granted a leave of absence without pay. This policy establishes the conditions under which an employee may be authorized an unpaid leave of absence.

Policy.

A regular employee may be granted an unpaid leave of absence, normally not to exceed one year, provided the employee has worked for SWWDB for at least sixty (60) months without any interruption in service.

To be considered for an unpaid leave of absence, the employee must submit a written request to the chief executive officer (CEO) at least six (6) months prior to the leave commencing. The request should clearly explain the reason for the leave, and identify the beginning and ending dates of the leave period.

The employee must contact the CEO at least thirty calendar days prior to the end of the leave period with notification of his/her intent to return to work. Failure to do so may be considered as a voluntary resignation.

In unusual circumstances, consideration may be given to a request for a longer leave of absence when it is believed to be in the best interest of SWWDB. In extenuating circumstances, consideration will also be given to requests made with less than six (6) months' notice.

Benefits earned prior to the unpaid leave of absence remain intact during the leave period, but no additional benefits such as holidays, vacation, and sick pay will accrue or be paid during the unpaid leave of absence. Length of service will continue to accumulate but will not be used when computing sick pay, vacation, or other employee benefits. Group insurance coverage may be continued; however, the employee must pay the total cost of these benefits. It is the employee's responsibility to make arrangements to pay for continuing benefit coverage with the finance department prior to beginning the leave of absence.

All unpaid leave of absence will be documented in accordance with SWWDB procedures and the form(s) used to account for an unpaid leave of absence shall be filed in the employee's personnel file.

The CEO shall ensure that procedures and systems are established and maintained to document and record every unpaid leave of absence. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for the documentation, accountability and management of any unpaid leave of absence.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: December 11, 2013



CONFLICT OF INTEREST POLICY

B-501

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) holds a position of public trust and it is essential that SWWDB board members, officials and employees act with integrity and high moral standards. SWWDB recognizes that by its very composition, conflicts of interest and issues concerning the appearance of fairness may arise. A conflict of interest occurs when an individual would personally benefit, usually monetarily, from his or her inclusion in the decision making process. The purpose of this policy is to set forth the ethical standards of conduct expected of SWWDB board members, officials and staff. The intent of this policy is to comply with the provisions of federal and state laws and regulations regarding actual or potential conflict of interest on the part of SWWDB officials and employees in relationships with any organization or entity which may receive funds from or seek to do business with SWWDB and to prevent the solicitation and/or acceptance of gifts or gratuities.

Policy.

Southwest Wisconsin Workforce Development Board (SWWDB) officials and employees must avoid the appearance of favoritism in all of their dealings on behalf of SWWDB. Every SWWDB official and employee is expected to act with integrity and good judgment, and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with SWWDB, even when lawful, may give rise to legitimate concerns about favoritism.

SWWDB understands that conflicts of interest may arise over the course of normal business. SWWDB's goal is not to eliminate all conflicts. However, SWWDB expects to see these conflicts appropriately identified on the conflict of interest statement. Therefore, SWWDB shall require any board member, official, or employee to disclose whenever the person, or a member of the person's immediate family, have any ownership, interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with; any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with SWWDB.

Furthermore, SWWDB prohibits any board member, official, or employee from:

- Accepting or soliciting any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities;
- Granting or delivering, in the discharge of his/her duties, any improper favor, service, or object of value;
- Allowing a personal financial interest, a business interest, or any other obligation to create a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of SWWDB; and/or
- Devoting to private purposes any portion of time due and paid by SWWDB; nor shall any outside employment interfere with the performance of SWWDB duties.

Any SWWDB board member, official, or employee who believes he/she has or may have a conflict of interest shall disclose such interest and recuse themselves from matters that produce or assist in the production of a substantial benefit, direct or indirect, for themselves, one or more members of immediate family, or an organization with which they are associated. If the chief executive officer (CEO) believes he/she has or may



CONFLICT OF INTEREST POLICY

B-501

have a conflict of interest, he/she shall disclose such interest to the SWWDB chairperson, who shall take whatever action is necessary, if any, to ensure that SWWDB's best interests are protected.

Board members, officials, and/or employees will be required to complete and submit a Conflict of Interest Disclosure Statement (Form B-501-A) annually.

Any infraction relating to this policy may result in the resignation or removal of board members, and/or be grounds for disciplinary action up to and including termination for employees.

The CEO shall ensure that procedures and systems are established and maintained to document and record conflict of interest statements from board members, officials and employees. The director of finance, under the direction of and in consultation with the CEO, shall be operationally responsible for maintaining up to date conflict of interest statements from SWWDB board members, officials and staff members, and ensuring that the forms are filed with the Wisconsin Department of Workforce Development as required.

Reference:

Policy Adopted: December 10, 2004
Policy Revised: September 10, 2014

Southwest Wisconsin Workforce Development Board

Attachment 13



Conflict of Interest Disclosure Statement Form

July 1, 2015 through June 30, 2016

Name: _____

Affiliation with the Southwest Wisconsin Workforce Development Board:

(Check One) Board Member Employee Grantee Grant Applicant

The Department of Workforce Development (DWD) understands that conflicts of interest may arise over the course of normal business. DWD's goal is not to eliminate all conflicts. However, DWD expects to see these conflicts appropriately identified on the conflict of interest statement.

Board members and employees, please respond to the following questions:

1. Do you, or a member of your immediate family, have any ownership interest in, investment in, employment with, contractual relationship with, and/or fiduciary or professional relationship with; any organization or entity which receives or may seek to receive funds from or which does business with or may seek to do business with the Southwest Wisconsin Workforce Development Board?

Yes No

If you responded "Yes" to the above question, please explain below:

Explain:

2. Do you agree to recuse yourself from matters that produce or assist in the production of a substantial benefit, direct or indirect, for yourself, one or more members of your immediate family, or an organization with which you are associated? By marking the checkbox below, you indicate that you agree to abide by this statement.

I agree to abide by this statement Yes No

Grantees and grant applicants, please respond to the following questions:

1. Do you, or any immediate family member, serve on the Southwest Wisconsin Workforce Development Board?

Yes No

2. Does any member of the Southwest Wisconsin Workforce Development Board serve on your organization's board of directors or advisory council?

Yes No

3. Do you have a business or employment relationship with any board member of the Southwest Wisconsin Workforce Development Board?

Yes No

If you responded "Yes" to any of the above questions, please explain below:

Explain:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Should circumstances change that require updating the information disclosed on this form, I agree to file a new declaration.

Signature

Date: / /
 Mo Day Year

Print Name



STANDARDS OF CONDUCT POLICY

B-510

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) encourages all staff members to contribute to a positive environment and conduct themselves in a manner consistent with SWWDB policies and procedures. The purpose of this policy is to set forth the standards of conduct expected of employees.

Policy.

All employees are expected to meet the highest standards of personal conduct related to their job responsibilities. Conduct is associated with teamwork, cooperation, communication, and compliance with policies and procedures.

The following activities and types of conduct are unacceptable and will not be tolerated by an employee of SWWDB. Unacceptable conduct includes, but are not limited to, the following:

- Threatening, attempting, or inflicting bodily injury on others
- Threatening, intimidating, harassing, demeaning, treating discourteously or using abusive language towards supervisors, coworkers, or the public
- Horseplay, including malicious practical jokes, pushing, running, or throwing objects, and other disruptive or unsafe behavior
- Possession of weapons
- Making false or malicious statements about other employees, supervisors, or the SWWDB
- Use of alcohol or other drugs, unless medically prescribed, while on SWWDB time and property
- Reporting for work in an unsafe condition or being unable to perform work due to the influence of alcoholic beverages or illicit controlled substances
- Failing to observe no smoking regulations
- Littering or creating unsanitary conditions
- Without proper authorization, selling commercial or private products or services or soliciting funds or donations for any purpose on SWWDB time and premises
- Unauthorized lending, borrowing, duplication of keys
- Unauthorized distribution of printed matter on SWWDB property.
- Gambling on premise
- Engaging in the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance while on SWWDB time or property
- Soliciting or accepting any unauthorized compensation, reward, or gift from outside sources for any matter related to the employee's job as an employee of SWWDB or in any other way using one's position to gain private advantage
- Improperly receiving unemployment compensation or other department program benefits.

Any supervisor who notices that an employee is not consistently complying with these standards should discuss his/her concerns with the employee in a direct, calm, and candid counseling session. The employee is expected to make every effort to improve his/her conduct immediately. The employee's performance appraisal should contain comments regarding the employee's conduct as appropriate.



STANDARDS OF CONDUCT POLICY

B-510

Any employee who knowingly fails to comply with the standards of conduct established by SWWDB may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: **June 11, 2014**



PRODUCTIVITY AND WORK PERFORMANCE POLICY

B-511

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) encourages all staff members to contribute to a positive and productive environment that supports the mission and purposes of SWWDB. The purpose of this policy is to set forth the performance expectations for employees.

Policy.

All employees are expected to meet the highest standards of productivity. Productivity relates to completion of work tasks, efficiency, time management, and contributions to organizational achievement.

Every employee is expected to act and perform his/her job responsibilities in a manner that contributes to the successful attainment of SWWDB goals and purposes. Professionalism in communications and performance of work responsibilities is expected of every employee.

Courteous and considerate behavior toward clients, the general public, regulatory agencies, partnering organizations, colleagues, and other SWWDB employees is the only form of interaction acceptable to SWWDB. When differences of opinions occur, only constructive, legitimate, and respectful forms of communication are considered appropriate.

The standards contributing to high productivity and superior work performance include, but are not limited to, the following:

- Perform all job duties or work assignments fully and completely
- Follow written or oral instructions of supervisors including any act of insubordination or willfully fail to follow properly authorized directions
- Meet all deadlines to the fullest extent possible
- Maintain confidentiality and avoid the unauthorized disclosure of confidential information and records
- Provide accurate and correct information to the fullest extent possible
- Protect all records, documents and information from intentional falsification, alteration, removal and/or destruction to conceal wrongdoing or violations of law, regulations and/or policies
- Truthfully give information to other agencies or organizations responsible for monitoring or auditing organizational records
- Assist others with information, knowledge, time, and resources
- Ask for assistance when necessary
- Learn and use technology properly and efficiently
- Be prepared for meetings and report to meetings on time
- Be prepared to give extra time when necessary
- Minimize personal activities during work time
- Avoid unnecessarily interrupting others at work
- Report work related accidents or injuries including involvement in traffic accidents during work hours
- Report any threat or assault made against another employee or, if a supervisor, respond and act on such information immediately
- Observe all safety rules and practices, including the use of protective equipment and clothing in the operation of vehicles and equipment



PRODUCTIVITY AND WORK PERFORMANCE POLICY

B-511

- Limit unscheduled absences, and consistently report to and leave work according to assigned work schedule
- Follow all SWWDB systems and procedures.

Any supervisor who notices that an employee is not consistently complying with these standards should discuss productivity and work performance concerns with the employee in a direct, calm, and candid counseling session. The employee is expected to make every effort to improve his/her productivity immediately. The employee's performance appraisal should contain comments regarding the employee's productivity as appropriate.

Any employee who knowingly fails to comply with the standards of productivity and work performance established by SWWDB may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004
Policy Revised: June 11, 2014



SUSPECTED MISCONDUCT AND DISHONESTY POLICY

B-512

Purpose.

The purpose of this policy is to communicate Southwest Wisconsin Workforce Development (SWWDB) policy regarding the reporting, deterrence and investigation of suspected misconduct and dishonesty by employees and others doing business with SWWDB. This policy also provides specific directions regarding appropriate investigative responsibilities and actions in case of suspected violations.

Policy.

The SWWDB shall immediately report and investigate any suspected acts of misconduct or dishonesty by employees or other persons or agencies doing business with SWWDB. For purposes of this policy, misconduct and dishonesty include but are not limited to:

- Acts which violates the organization's Code of Conduct
- Theft or other misappropriation of assets, including assets of the company, our customers, or others with whom we have a business relationship
- Misstatements and other irregularities in company records, including the intentional misstatement of the results of operations
- Wrongdoing
- Forgery or other alteration of documents
- Fraud and other unlawful acts
- Any similar acts.

It is the responsibility of every employee to immediately report suspected misconduct or dishonesty to his or her supervisor. If suspected misconduct or dishonesty involves an employee's immediate Supervisor, the allegation shall be reported to the Executive Director. Managers shall communicate his or her suspicions directly to the Executive Director, or the SWWDB Board Chair if the suspicions involve the Executive Director.

Supervisory personnel have the additional responsibility to deter and/or detect incidents of misconduct and dishonesty. In addition to reporting suspected violations, supervisory personnel also have the responsibility to:

- Become aware of what can go wrong in his/her area of responsibility
- Establish and sustain monitoring, review, and control procedures that prevent acts of wrongdoing
- Institute and maintain monitoring, review, and control procedures that will detect acts of wrongdoing promptly, should prevention efforts fail.

The Executive Director/SWWDB Board Chair shall have primary responsibility to investigate all suspected incidents involving SWWDB personnel or agencies doing business with SWWDB. The Executive Director/SWWDB Board Chair may request the assistance of internal auditing in any investigation, including access to internal auditing periodic examinations and evaluation of internal controls.

Due to the important yet sensitive nature of the suspected violations, the Executive Director/SWWDB Board Chair shall determine the most appropriate process for investigating the matter and designate an investigation team to conduct a probe into the matter. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws and SWWDB procedures. The investigative team will have:



SUSPECTED MISCONDUCT AND DISHONESTY POLICY

B-512

- Free and unrestricted access to all SWWDB records and premises
- The authority to examine, copy and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities (whether in electronic or other form), without the prior knowledge or consent of any individual who might use or have custody of any such items or facilities, when it is within the scope of investigative or related follow-up procedures.

References: • Policy on Suspected Misconduct and Dishonesty sample from Wifli Young, LLC
Policy Adopted: June 9, 2004
Policy Revised: March 10, 2010



UNLAWFUL WORKPLACE HARASSMENT POLICY

B-520

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) promotes a work environment free of unlawful harassment or discrimination. To achieve this goal, SWWDB has established standards of conduct that cover every member of the organization. This policy outlines SWWDB expectations regarding conduct or behavior that may be construed as unlawful workplace harassment.

Policy.

In accordance with federal and state laws, and consistent with its Affirmative Action Policy, SWWDB prohibits any employee, agent or participant/client from engaging in any type of unlawful harassing behavior against any individual on the basis of sex, race, color, religion, national origin, age, or disability status. Nor shall any employee, agent or participant/client make unsolicited and unwanted sexual advances of a verbal or physical nature toward another individual.

Unlawful workplace harassment is defined as unwelcomed or unsolicited speech or conduct based upon race, sex, color, religion, national origin, age, or disability status that creates a hostile work environment or circumstances. Harassment may include offensive photos, jokes, remarks, threats, etc. Unlawful workplace harassment includes sexual harassment.

Sexual harassment is defined by Federal guidelines as "unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature," where one or more of the following occur:

- Submission to sexual advances is a term or condition of employment
- Submission to or rejection of sexual advances is used as the basis for making employment decisions
- Such verbal or physical conduct, explicit or implicit, interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Unlawful workplace harassment is measured from the viewpoint of the victim. While it may not be the intent of the person engaging in the activity to be harassing, it is the way the activity is perceived and interpreted by the victim that constitutes harassment.

Any employee who believes that he or she is, or has been, the subject of workplace harassment, or is aware of such conduct directed to others should report the incident(s) immediately and file a complaint with the SWWDB Affirmative Action Coordinator. Complaints against the Affirmative Action Officer should be filed with the chief executive officer.

SWWDB will thoroughly and promptly investigate each complaint. Employees are expected to cooperate with the investigation of workplace harassment. Employees who fail to cooperate with an investigation or who give false information will be subject to disciplinary action, up to and including termination of employment. SWWDB will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation.

If the investigation confirms that harassment has occurred, the SWWDB will take appropriate disciplinary



UNLAWFUL WORKPLACE HARASSMENT POLICY

B-520

action, up to and including termination of employment.

Notwithstanding this policy or the outcome of a SWWDB investigation, an aggrieved person retains the right to file formal charges of discrimination with the Equal Employment and Opportunity Commission (EEOC) within 300 days of the alleged incident(s).

The chief executive officer shall ensure that procedures and systems are established and maintained to address any incident of unlawful workplace harassment employee, agent or participant/client. The director of finance, as the SWWDB human resources coordinator and Affirmative Action Officer, shall be operationally responsible for the administration of this procedure. The director of finance will keep the CEO informed of any incidents and investigations of workplace harassment, to the extent possible.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: June 11, 2014

WORKPLACE VIOLENCE POLICY

B-521

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) is intent on providing employees with a safe and comfortable workplace. To achieve this goal, SWWDB has established standards of conduct that cover every member of the organization. This policy outlines SWWDB expectations and standards of employee conduct regarding threatening behavior and workplace violence.

Policy.

SWWDB will not tolerate threats, threatening behavior, acts of violence, or any related conduct which is upsetting to an employee, disrupts the work environment, or interferes with SWWDB's ability to provide quality services. This behavior is unacceptable and will not be tolerated. Any employee who makes threats, exhibits threatening behavior, or engages in violent acts toward an SWWDB employee or participant/client or on SWWDB premises will be subject to immediate suspension with pay pending completion of a thorough investigation of the incident.

Threatening or violent behavior includes but is not limited to violent acts, threats (direct or implied), violent acts against another person or property, verbal or physical abuse, stalking, intimidation, and other disruptive behavior. Threatening or violent behavior is measured from the viewpoint of the victim. While it may not be the intent of the person engaging in the activity to be threatening, it is the way the activity is perceived and interpreted by the victim that constitutes threatening or violent behavior.

Employees are responsible for notifying their supervisor of any threats that they personally received, or any behavior they have witnessed which is regarded as threatening or violent. SWWDB will thoroughly and promptly investigate each complaint. Employees are expected to cooperate with the investigation. Any employee who fails to cooperate with an investigation or who gives false information will be subject to disciplinary action, up to and including termination of employment. SWWDB will, to the greatest extent possible, maintain the confidentiality of those involved in the investigation.

If the investigation confirms that threatening or violent behavior did occur, SWWDB will take appropriate disciplinary action against the employee, up to and including termination of employment.

Nothing in this policy shall preclude SWWDB referring the matter for criminal prosecution or prevent the victim from pressing criminal charges.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



PROTECTION FROM RETALIATION POLICY

B-522

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) has a responsibility to protect the rights of any person who observes and reports improper behavior or unlawful acts by anyone associated with SWWDB. The purpose of this policy is to set forth the expectations of employees regarding retaliation against anyone reporting inappropriate activities.

Policy.

SWWDB expects employees, participants/clients, and potential employees to report improper, unethical, or unlawful behavior; and to truthfully give information to proper authority investigating unacceptable activities.

SWWDB is committed to protecting any person who makes a protected disclosure or preventing retaliation against any employee for having made a protected disclosure. Pursuant to this responsibility, SWWDB prohibits any employee from:

- Retaliating against an employee, participant/client or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order
- Directly or indirectly using or attempting to use the official authority or influence of his/her position or office for the purpose of interfering with the right of an individual to make a protected disclosure to proper authority.

SWWDB will take whatever action may be apposite and pertinent to prevent and correct activities that violate this policy. Any employee who has doubts as to whether his/her use of SWWDB property is appropriate and authorized; seek and obtain the guidance of his/her supervisor. Any employee, who violates this policy, whether intentional or inadvertent, may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:

ATTENDANCE AND PUNCTUALITY POLICY

B-530

Purpose.

Punctuality and regular attendance are essential to insure optimal productivity and customer service. In order for Southwest Wisconsin Workforce Development Board (SWWDB) to achieve these goals, employees are required to maintain a satisfactory record of attendance. The purpose of this policy is to set forth attendance expectations and establish standards for employee attendance and punctuality.

Policy.

Every employee, as a condition of employment, accepts the responsibility to report to work promptly every day that he/she is scheduled to work and to maintain a satisfactory record of attendance. Unscheduled time-off is unacceptable and should be avoided. Unscheduled time-off is defined as:

Type of Incident	Definition
Unscheduled Absence	An occurrence of absence and/or tardiness that is unrelated to approved time off.
Tardiness	Reporting more than 5 minutes late but less than two hours late to work. Leaving early for lunch, returning late from lunch or leaving prior to the end of the scheduled workday without supervisor approval.
Late Report	Failure to notify supervisor when unable to report to work within 30 minutes of the start time.
Partial Absence	Arriving for work 2 hours late but missing less than 50% of a scheduled workday.
Full Absence	Missing 50% or more of a scheduled workday.
Unreported Absence	Failure to notify supervisor of partial or full absence.
Patterned Absences	Absences before or after weekends, holidays or discretionary days or absences following payday.
Excessive Absenteeism	Refers to repeated occurrences of unscheduled absence and/or tardiness that are unrelated to approved time off.

If an employee is unable to report to work, he/she is expected to notify their supervisor at least 30 minutes prior to their start time. If an employee must leave work prior to the end of his/her workday, he/she must obtain the permission of his/her supervisor before leaving.

Supervisors are responsible for communicating the attendance policy to staff, and for the fair and consistent application of the policy. Absence/tardiness problems should be discussed with the employee and the employee should be advised of the consequences if there are continued problems.



ATTENDANCE AND PUNCTUALITY POLICY

B-530

Any employee, who knowingly and repeatedly reports late; has unreported, patterned, or unapproved absence(s); and excessive absenteeism that violate this policy may be subject to disciplinary action up to and including termination. Any employee who fails to report to work for three (3) consecutive days without notice will be deemed a voluntary termination by SWWDB.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:

**Purpose.**

Employees of Southwest Wisconsin Workforce Development Board (SWWDB) may have the occasion to deal with sensitive information that is privileged or confidential in nature. The purpose of this policy is to set forth the expectations of employees regarding the treatment and sharing of sensitive information.

Policy.

SWWDB does not sell or otherwise disclose information about employees, sub-contractors, participants or volunteers of the organization. This policy has no exceptions. We do not sell or exchange employee or participant information with any other organization, public, private, or nonprofit.

Every employee is expected to respect the sensitivity and confidentiality of information that they have access to that is used by SWWDB for official purposes. Employees shall maintain confidentiality of all information; and are prohibited from sharing participant/client files, employee records, financial documents and other sensitive or privileged information without the approval of their supervisor. Employees shall not discuss the specific contents of official documents or records with anyone except their supervisor. Each employee also has a responsibility to protect all records, documents, and information from intentional and/or accidental unauthorized disclosure.

Information Security -- SWWDB utilizes encryption/security software to safeguard the confidentiality of personal information we collect from unauthorized access or disclosure and accidental loss, alteration or destruction.

Evaluation of Information Protection Practices -- Periodically, SWWDB operations and business practices are reviewed for compliance with organization policies and procedures governing the security, confidentiality and quality of our information. Any employee who has doubts as to whether the information he/she deals with is confidential should seek and obtain the guidance of his/her supervisor. Any employee, who knowingly violates this policy, whether intentional or accidental, may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: June 10, 2015



ATTIRE CODE POLICY

B-532

Purpose.

Every employee contributes to Southwest Wisconsin Workforce Development Board's (SWWDB) image. Fashion, mode of dress, and grooming are matters of personal choice and taste. It is natural that an employee may want to change his/her style of dress and grooming to meet the custom of the times. While SWWDB does not have a specific dress code, it is clearly expected that all employees will dress professionally and in a manner consistent with SWWDB's public agency status. The purpose of this policy is to set forth the standards of dress and appearance expected of SWWDB employees.

Policy.

It is natural that an employee may want to change his/her style of dress and grooming to meet the custom of the times. SWWDB expects that its employees will use moderation and good judgment in determining personal attire and grooming. Radical departure from conventional dress or grooming is not permitted. Dress that results in distraction of clients and other employees, or disrupts the work environment will not be permitted.

SWWDB reserves the right to restrict dress and grooming for legitimate reasons relating to safety, hygiene, or environmental conditions.

Any employee who knowingly fails to comply with the dress and grooming standards established by SWWDB may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



PERSONAL MAIL AND TELEPHONE CALLS POLICY

B-533

Purpose.

Telephone systems and U.S. mail service are valuable business tools supporting the activities of Southwest Wisconsin Workforce Development Board (SWWDB). Each employee should use these tools only for business purposes. The purpose of this policy is to set forth the expectations for proper use of the telephone system and the U.S. mail service by SWWDB employees.

Policy.

Employees shall be prohibited from using SWWDB envelopes, postage, and/or mailing privileges for personal mail. Employees may use the SWWDB mail system to send outgoing mail that bears the required postage. On a limited basis, employees may also receive personal mail at SWWDB facilities.

The SWWDB telephone system is to be used for business purposes. Employees shall not impede the business operations of SWWDB with personal phone calls. The SWWDB telephone system may be used for urgent and necessary personal business provided the phone calls do not interfere with the employee's performance of assigned duties. If an employee uses the SWWDB telephone system for personal business, the call should be limited to a local area. Long-distance phone calls should be made collect or using a personal credit card.

Personal cell phone calls should be limited to authorized break periods and should not interfere with normal work activities. SWWDB reserves the right to restrict personal cell phone use if, in the sole opinion of the employee's supervisor, it interrupts job responsibilities, or is distracting to other employees.

An employee represents SWWDB when he/she answers the telephone. All telephone calls shall be answered in a courteous and pleasant tone. Employees should give their name and title and always respond to a caller's questions in a helpful manner.

Any employee who knowingly fails to comply with this policy may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



USE OF PROPERTY POLICY

B-534

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) property shall only be used for official business purposes. The purpose of this policy is to set forth the expectations of employees regarding the use of SWWDB property.

Policy.

Employees are expected to use SWWDB property in a manner consistent with official and/or business-related purposes. Property is defined as materials and equipment leased or owned by SWWDB, records and/or files used by SWWDB in the course of its business, and/or facilities leased by SWWDB. Specifically, employees shall not:

- Abuse, misuse, or the unauthorized use of SWWDB property, including but not limited to computers, telephones, mail service, credit cards, and identification cards while engaged in the course of employment
- Knowingly permit, encourage, or direct non-SWWDB employees to use SWWDB property, including but not limited to computers, telephones, mail service, credit cards, and identification cards
- Steal, misappropriate, or possess without authorization SWWDB property
- Remove or post notices and/or signs without proper authorization
- Enter SWWDB leased facilities or contract agency property outside regular operating hours without proper authorization
- Possess, seek to possess, or gain access to records, data, materials, documents, and/or other official SWWDB information without proper authorization.

Any employee who has doubts as to whether his/her use of SWWDB property is appropriate and authorized; seek and obtain the guidance of his/her supervisor. Any employee, who knowingly violates this policy, whether intentional or accidental, may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



OUTSIDE EMPLOYMENT POLICY

B-540

Purpose.

Employees may be permitted to engage in outside employment/activities that do not pose a conflict of interest or interfere with the employee's Southwest Wisconsin Workforce Development Board (SWWDB) job responsibilities. The purpose of this policy sets forth the requirements under which an employee may have outside employment approved.

Policy.

The work of SWWDB will take precedence over other occupational interests or employment. Outside employment is defined as self-employment or any employment for salaries, wages, tips, or commission other than the position held with SWWDB.

Any employee considering outside employment shall report to the responsible supervisor his/her intentions prior to the beginning of the job, occupation, or self-employment. The responsible supervisor shall review the outside employment and assure that the:

- Nature of the work will not create a conflict of interest with the employee's SWWDB position, and
- Scheduled or total hours worked will not conflict with the performance of the employee's duties with SWWDB.

The supervisor may forward the request to the Executive Director when there are concerns about potential conflicts of interest or liabilities with SWWDB.

Failure to seek approval for outside employment or to maintain such employment when not approved shall be cause for disciplinary action up to and including termination.

Once approved, outside work shall not interfere with the employee's regular work schedule and performance. If attendance or work performance is determined to be compromised by outside employment, approval for the outside employment may be withdrawn and the employee is expected to terminate their outside employment immediately.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



SOCIAL MEDIA POLICY

B-540

Purpose.

The rapid growth and ease of use of social media technologies have made them attractive channels of communication. Sharing news, achievements, events or promoting workforce activities through social media can be an effective way for SWWDB to communicate and promote SWWDB to multiple audiences. However, use of social media also presents certain risks and carries with it certain responsibilities. Social media must be used in a manner that complies with acceptable organizational practices, rules, regulations and laws. This document is intended to establish the SWWDB policy regarding the use of social media for official SWWDB communications.

Policy.

SWWDB participates in online communities to promote better communication with clients, employers, the general public, and service organizations. In the use of social media, it is the policy of SWWDB that any and all communications produced by or on behalf of SWWDB in an online community shall comply and be consistent with SWWDB standards for business conduct, policies and applicable laws, including laws concerning protected personal information, privacy, confidentiality, copyrights and trademarks.

For purposes of this policy, "social media" means any internet-based medium, created through social interaction, where users primarily produce and contribute to the content. Social media is defined to include, but is not limited to personal and professional websites, wikis, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and MySpace; video-sharing sites such as YouTube; picture- or image-sharing sites such as Flickr and e-mail.

Furthermore, it shall be the policy of SWWDB that:

- Confidential or proprietary information or personal identifying information of anyone associated with SWWDB, its contracted providers or clients shall not be disclosed in any online postings or publications. Sharing these types of information, even unintentionally, could result in harm to SWWDB or the individual.
- Any communication that discloses an affiliation with SWWDB is considered as professional communications governed by this and other SWWDB policies.
- SWWDB equipment, assets and/or e-mail addresses shall only be used to perform job-related activities that may include professional networking but do not include personal social networking.
- Identify all copyrighted or borrowed material with citations and links, and when publishing direct or paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- The CEO shall authorize and approve any website, blog, chat room, video-sharing site, bulletin board or other social media that promotes SWWDB.
- The CEO shall authorize and approve the use of the SWWDB logo or other intellectual property in a website, blog, chat room, video-sharing site, bulletin board or other social media.
- Use of social media during an employee's normal work time shall be limited to authorized work-related communications, and the use of social media for personal purposes while on work time or on equipment provided by SWWDB is prohibited.
- Publishing comments about controversial or potentially inflammatory subjects, including politics, sex,



SOCIAL MEDIA POLICY

B-540

religion or any other non-business related subjects is prohibited in any posts or other online communications involving SWWDB.

- Any hostile or harassing communication is prohibited in any posts or other online communications including but not limited to any offensive conduct or comment based on a person's race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion or any other status protected by law.
- Any other online communications, including responses to online posts, shall be reviewed routinely and any posts that are inaccurate, accusatory or negative about SWWDB or any of its employees shall be removed immediately when discovered and such action shall be communicated to the CEO.
- Information posted on official SWWDB online communities shall not represent personal views or opinions.

Every person covered by this policy shall be personally liable for all communications and information published online. SWWDB may be liable for online activity that use SWWDB assets, a SWWDB e-mail address or any e-mail address that can be traced back to SWWDB's domain. Therefore, each employee is encouraged to make responsible decisions about the appropriate use of social media.

SWWDB shall require an employee to discontinue use of an online community or social media system if it believes the communications are in violation of this policies, SWWDB values or applicable local, state and federal laws.

Outside the workplace, an employee has the right to participate in social media and networks using a personal e-mail address. Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act. Any employee opinions posted on non-official SWWDB sites shall represent their own views and are not those of SWWDB. Information and communications that an employee publishes on a personal online sites shall not be attributed to SWWDB or should not appear to be endorsed by, or to have originated from, SWWDB.

Any employee who is found to be in breach of this policy may be counseled about their actions and subject to disciplinary action up to and including termination. Furthermore, any employee who takes negative action or retaliates against another person for reporting a possible deviation from this policy, or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

The Board directs the chief executive officer to establish and maintain procedures that will manage the use of social media and online communications consistent with the mission and values of SWWDB, including the designation of social media and online communities to be used by SWWDB. The director of finance and the IT department, under the direction of and in consultation with the CEO, shall be operationally responsible for the management and monitoring of SWWDB authorized social media. Any variance from this policy shall require prior SWWDB authorization.

The CEO shall further ensure that every program operator or entity contracting with SWWDB is made aware of this SWWDB policy. Program operators shall make their staff aware of the policy; their duty to guard and protect confidential client information; and responsibility to communicate, including social media communications, in a manner that reflects positively on SWWDB and their organization, SWWDB and the



SOCIAL MEDIA POLICY

B-540

workforce system. Furthermore, it is the responsibility of each service provider to establish appropriate policies and procedures governing the use of social media by its employees.

Reference: None.

Policy Adopted: December 12, 2012

Policy Revised: June 11, 2014



ALCOHOL AND SUBSTANCE ABUSE POLICY

B-551

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) desires to protect its employees and participants/clients by maintaining a healthy and safe work environment. SWWDB is committed to developing and administering a fair and consistent policy to promote and maintain an alcohol and drug free work environment.

Policy.

SWWDB prohibits the presence of alcohol and unlawful drugs in the workplace and on SWWDB leased facilities. SWWDB further prohibits alcohol and substance abuse by employees while at work or during times prior to work that affect job performance or the employee's conduct during work periods.

Alcohol and substance abuse is defined to mean the abuse of lawfully obtained prescription drugs, over the counter drugs, or alcohol when such use substantially impairs job performance, alters behavior, and/or creates a risk to the health and safety of the employee and others; and/or the use of illegal drugs or controlled prescription drugs obtained unlawfully.

SWWDB reserves the right to require any employee to undergo an alcohol and/or drug screening procedure whenever it has reasonable suspicion to believe that the employee is abusing alcohol or other substances in the workplace. Alcohol and drug screening procedures will be conducted through an approved laboratory licensed to conduct such tests. Reasonable suspicion means an expressible belief based on specific objective facts and rational inferences drawn from known facts that an employee has consumed or is under the influence of alcohol or drugs while at work.

The presence of alcohol, illegal drugs, or unlawfully obtained controlled prescription drugs in the workplace and the influence of alcohol and substance abuse on an employee during working hours are grounds for disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



TOBACCO PRODUCTS POLICY

B-550

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) has accepted the opinion that the use of tobacco products presents life-threatening dangers to users and also threatens those in proximity to the users. SWWDB believes it has a duty to provide a healthy environment for employees and all persons transacting business with SWWDB and at area job centers.

Policy.

SWWDB prohibits the use of tobacco products in any SWWDB facility or vehicle, or in any Job Center in the southwest Wisconsin area. The use of tobacco products is also prohibited within 100 feet of the main entrance to any Southwest Wisconsin Job Center. The use of tobacco products is only permitted in designated areas outside the Job Centers or leased facilities.

SWWDB employees may take one (1) ten (10) minute break in the morning and another in the afternoon (except when the duties and responsibilities of the job prevent such a break), at which time they may leave their workstation to pursue personal interest.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of every employee. Each employee shares the responsibility for adhering to and enforcing this policy. Any conflicts that cannot be resolved informally by concerned parties should be referred to the attention of the appropriate supervisor.

Any employee who does not voluntarily comply with this policy may be subject to disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:



ALCOHOL AND SUBSTANCE ABUSE POLICY

B-551

Purpose.

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The presence of alcohol, illegal drugs, or unlawfully obtained controlled prescription drugs in the workplace and the influence of alcohol and substance abuse on an employee during working hours are grounds for disciplinary action up to and including termination.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) will make reasonable effort to enable individuals with disabilities to participate, as independently as possible, in employment and program activities at facilities leased by SWWDB and at area job centers. This policy presents SWWDB position regarding the provision of accommodations for persons with a disability.

Policy.

In accordance with federal and state laws, and consistent with its Affirmative Action Policy, SWWDB shall extend reasonable accommodations to the known limitations of qualified persons with disabilities who are employees or applicants for employment, in order that these individuals may perform the essential functions of a position and/or participate in the employment application process.

The Americans with Disabilities Act (ADA) defines a qualified individual with a disability as a person who "satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position." The term "reasonable accommodation" means a modification or adjustments to the job, the work environment, or the way things usually are done that enable a qualified individual with a disability to enjoy an equal employment opportunity. Essential functions are, by definition, those that the individual who holds the job would have to perform, with or without reasonable accommodation, in order to be considered qualified for the position.

It shall be the responsibility of the employee or applicant with a disability to inform SWWDB that an accommodation is needed in order for him/her to participate in the application process, to perform the essential job functions, or to receive benefits and privileges of employment.

All requests for accommodations will be evaluated on an individual basis to determine the appropriateness of the request. Employment opportunities shall not be denied because of the need to make reasonable accommodations to an individual's disability. Requests for a reasonable accommodation should be submitted to the SWWDB Affirmative Action Officer.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) achieves its goal of excellence through the performance of its employees. Therefore, every effort is made to communicate with employees about their performance and to provide employees with opportunities to develop their professional and job skills. This policy establishes the SWWDB plan to assist staff develop their professional competencies.

Policy.

SWWDB shall encourage the professional development of employees through a four-phased program of shared responsibility between SWWDB and the employee. This program involves: (1) formal performance appraisal, (2) informal and frequent appreciative communications and feedback, (3) in-service and skill development training and (4) an educational benefit plan.

This policy is based on two guiding principles – that an employee will develop and grow from positive and specific feedback with regard to their performance and that employer supported education and training will provide an incentive for the employee to learn new job-related skills. Performance that is productive should be praised and supported through regular feedback. Performance that is not productive cannot be corrected without constructive comments and counseling for improvement. Further, employees whose behaviors are unacceptable, although rare and unexpected, deserve communication regarding the behaviors that SWWDB finds unacceptable.

Employer support for skill development occurs through in-service programs that the employee participates in as part of their normal work activities. These in-service programs help improve employee skills in current process and procedures. The educational benefit plan provides employer support for the employee to learn new skills, through off work hour education, that they can use and apply in their work activities.

Reference:

Policy Adopted: **December 10, 2004**

Policy Revised:



EDUCATIONAL BENEFIT PLAN POLICY

B-610

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) encourages employees to enhance their personal growth in their jobs and to increase their potential for future opportunities through participation in educational programs outside of normal working hours. This policy establishes the SWWDB Education Benefit Plan that provides partial reimbursement for employees involved in off-work educational programs.

Policy.

SWWDB will provide reimbursement for eligible employees who complete job-related courses at an accredited degree-granting institution and/or an organization providing advanced technical or professional proficiency. Reimbursement is limited to six credit hours per year, up to a maximum of \$1,000 during the fiscal year. The Plan will reimburse for tuition, and applicable course-associated fees. The Plan does not cover lab fees, books, or application fees.

To be eligible for the Educational Benefit Plan, the employee must be a regular full-time employee who has satisfactorily completed one-year of employment prior to registration. The Educational Reimbursement Form (Form B-610-A) must be filled out and submitted for approval from the employee's supervisor and the Executive Director prior to enrolling in the course.

The employee must attend eighty (80%) percent of class sessions and successfully complete the course with a grade of "C" or better in order to qualify for reimbursement. It is the responsibility of the employee to furnish necessary receipts and evidence of satisfactory completion of the course.

In return for the tuition reimbursement benefit offered by SWWDB, the employee must agree to complete one year of full-time employment for each course in which tuition has been reimbursed, to begin upon the completion date of the course.

If any employee leaves full-time employment at SWWDB before the completion of the employment "*payback period*" he/she agrees to reimburse SWWDB in full for the tuition. The payback will be processed through payroll deduction(s) and/or personal payment.

The tuition reimbursement program and/or the full-time employment payback requirement are not an employment contract and in no way obligates SWWDB to provide future employment to any person.

Reference:

Policy Adopted: December 10, 2004

Policy Revised:

Southwest Wisconsin Workforce Development Board



Education Reimbursement Form

INSTRUCTIONS:

- **Section 1 – Course Approval Request** – The employee shall request approval for educational reimbursement by completing Section 1 and routing the form through his/her supervisor to the SWWDB Executive Director prior to enrolling in the course. The Executive Director shall approve or deny the request and return the form to the employee.
- **Section 2 – Course Completion Documentation and Reimbursement Authorization** – When an employee completes the course, he/she will complete Section 2 and attach a copy of the course transcript documenting the grade and completion of the course. NO PAYMENT WILL BE AUTHORIZED UNTIL A TRANSCRIPT IS RECEIVED VERIFYING SUCCESSFUL COMPLETION OF THE COURSE. The form shall be routed through the employee's supervisor to the SWWDB Executive Director who shall authorize or deny the reimbursement payment. If approved, copies of the form shall be returned to the employee and forwarded to the SWWDB Finance Department for payment and recordkeeping purposes.

Section 1 – Course Approval Request:

Date of Request: / /
Mo Day Year

Employee Name: _____

College or University: _____

Course Title: _____

Course #: _____ # of Credits: _____ Course Fees: \$ _____

Starting Date: / / Ending Date: / /
Mo Day Year Mo Day Year

Employee Signature: _____ Date: / /
Mo Day Year

Supervisor Signature: _____ Date: / /
Mo Day Year

Approved Denied

Executive Director Signature: _____ Date: / /
Mo Day Year

Section 2 – Course Completion Documentation & Reimbursement Authorization:

The above course was completed on the following date: / /
Mo Day Year

The grade received was: _____ A transcript documenting the grade is attached.

Amount of reimbursement requested: _____ Receipts for expenses are attached.

Employee Signature: _____ Date: / /
Mo Day Year

Supervisor Signature: _____ Date: / /
Mo Day Year

Approved Denied

Executive Director Signature: _____ Date: / /
Mo Day Year

(Finance Department Only)

Amount of Payment: \$ _____ Date Paid: / / Finance Department Staff Initials: _____
Mo Day Year

**Purpose.**

The Southwest Wisconsin Workforce Development Board (SWWDB) acknowledges that all employees benefit from on-going communication with their supervisors on goals, expectations, skills, and performance. The intent of this policy is to ensure that SWWDB has a consistent and formal process for employee performance appraisal and counseling.

Policy.

It is the policy of SWWDB that every employee shall have his/her job performance formally appraised at least once annually. Performance appraisal should be conducted in relationship to performance counseling which is intended to be a frank, open discussion of individual performance, encouraging input and feedback from the employee. A written record of the performance appraisal and counseling shall be maintained using the Employee Performance Appraisal and Counseling Form (Form B-620-A). The report shall reflect the employee's competence and performance on the job. Copies of the appraisal form shall be filed in the employee's official personnel file.

The formal performance counseling and appraisal process is not a substitute for open communication and ongoing dialogue between the employee and supervisor throughout the year. Regular and frequent feedback helps set clear objectives and performance expectations, reinforces positive work habits and ethics, and links the work of the employee to the work of the team/group.

New employees should receive a formal performance appraisal at the six (6) month point in their employment. A record of the meeting should be maintained using an SWWDB approved form and the form should be filed in the employee's official personnel file. Supervisors are encouraged to provide new employees with frequent informal feedback on their job performance prior to the formal counseling session.

Reference:

Policy Adopted: December 10, 2004Policy Revised: December 17, 2014



Southwest Wisconsin Workforce Development Board

Performance Appraisal Counseling Form – Team Member Standard

Employee Name: _____

Time Period: From: _____ / _____ / _____ To: _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

SCORING:	N = Not observed / Not Applicable	
	1 = Unsatisfactory / Below Standards / Intervention Required	
	2 = In Development / Progress Seen / Learning	
	3 = Achieves / Competent / Standard Performance	
	4 = Above Average Work / Consistent Results	
5 = Exceeds Expectations / Exemplary Work / Leads by Example		
COMMUNICATION AND INFLUENCE		
Attention to Communication: The ability to ensure that information is passed on to others who should be kept informed.		
Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.		
Customer Orientation: The ability to demonstrate concern for satisfying one's external and/or internal customers.		
Influencing Others: The ability to gain others' support for ideas, proposals, projects, and solutions.		
Interpersonal Awareness: The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.		
Oral Communication: The ability to express oneself clearly in conversations and interactions with others.		
Persuasive Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.		
Written Communication: The ability to express oneself clearly in business writing.		
LEADERSHIP		
Fostering Teamwork: The ability and desire to work cooperatively with others on a team.		
Managing Change: The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.		
Managing Performance: The ability to take responsibility for one's own performance by working toward goals and incorporating feedback positively.		
ACHIEVING RESULTS		
Decisiveness: The ability to make difficult decisions in a timely manner.		
Entrepreneurial Orientation: The ability to create, look for and share new opportunities and practices.		
Fostering Innovation: The ability to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.		
Initiative: Identifying what needs to be done and doing it before being asked or before the situation requires it.		
Results Orientation: The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.		



Southwest Wisconsin Workforce Development Board

Performance Appraisal Counseling Form – Team Member Standard

<p>Thoroughness: Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.</p>		
PREVENTING AND SOLVING PROBLEMS		
<p>Analytical Thinking: The ability to tackle a problem by using a logical, systematic, sequential approach.</p>		
<p>Conceptual Thinking: The ability to find effective solutions by taking a holistic, abstract, or theoretical perspective.</p>		
<p>Diagnostic Information Gathering: The ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skillful questioning to draw out the information, when others are reluctant to disclose it.</p>		
<p>Forward Thinking: The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.</p>		
<p>Technical Expertise: The ability to demonstrate depth of knowledge and skill in a technical area and execute job description tasks.</p>		
SELF-MANAGEMENT		
<p>Flexibility: Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.</p>		
<p>Personal Credibility: Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.</p>		
<p>Self Confidence: Faith in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition.</p>		
<p>Stress Management: The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.</p>		
COMMENTS / SIGNATURES		
<p>Comments on Performance: Please include any comments substantiating performance. Any performance trait marked with a "1" or "2" must be specifically noted/documentated in this section.</p>		

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



Southwest Wisconsin Workforce Development Board

Performance Appraisal Counseling Form – Lead/Supervisor/Manager

Employee Name: _____

Time Period: From: _____ / _____ / _____ To: _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

SCORING:	N = Not observed / Not Applicable
	1 = Unsatisfactory / Below Standards / Intervention Required
	2 = In Development / Progress Seen / Learning
	3 = Achieves / Competent / Standard Performance
	4 = Above Average Work / Consistent Results
5 = Exceeds Expectations / Exemplary Work / Leads by Example	

COMMUNICATION AND INFLUENCE

Attention to Communication: The ability to ensure that information is passed on to others who should be kept informed.		
Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.		
Customer Orientation: The ability to demonstrate concern for satisfying one's external and/or internal customers.		
Influencing Others: The ability to gain others' support for ideas, proposals, projects, and solutions.		
Interpersonal Awareness: The ability to notice, interpret, and anticipate others' concerns and feelings, and to communicate this awareness empathetically to others.		
Oral Communication: The ability to express oneself clearly in conversations and interactions with others.		
Persuasive Communication: The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences.		
Written Communication: The ability to express oneself clearly in business writing.		

LEADERSHIP

Developing Others: The ability to delegate responsibility and to work with others and coach them to develop their capabilities.		
Empowering Others: The ability to convey confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.		
Establishing Focus: The ability to develop and communicate goals in support of the business' mission.		
Fostering Teamwork: The ability to demonstrate interest, skill, and success in getting groups to learn to work together.		
Managing Change: The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness; initiating, sponsoring, and implementing organizational change; helping others to successfully manage organizational change.		
Managing Performance: The ability to take responsibility for one's own and one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.		
Providing Motivational Support: The ability to enhance others' commitment to their work.		

ACHIEVING RESULTS

Decisiveness: The ability to make difficult decisions in a timely manner.		
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Southwest Wisconsin Workforce Development Board

Performance Appraisal Counseling Form – Lead/Supervisor/Manager

Entrepreneurial Orientation: The ability to create, look for and share new opportunities and practices.	
Fostering Innovation: The ability to develop, sponsor, or support the introduction of new and improved methods, products, procedures, or technologies.	
Initiative: Identifying what needs to be done and doing it before being asked or before the situation requires it.	
Results Orientation: The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.	
Thoroughness: Ensuring that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.	
PREVENTING AND SOLVING PROBLEMS	
Analytical Thinking: The ability to tackle a problem by using a logical, systematic, sequential approach.	
Conceptual Thinking: The ability to find effective solutions by taking a holistic, abstract, or theoretical perspective.	
Diagnostic Information Gathering: The ability to identify the information needed to clarify a situation, seek that information from appropriate sources, and use skillful questioning to draw out the information, when others are reluctant to disclose it.	
Forward Thinking: The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.	
Strategic Thinking: The ability to analyze the organization's competitive position by considering market and industry trends, existing and potential customers (internal and external), and strengths and weaknesses as compared to competitors.	
Technical Expertise: The ability to demonstrate depth of knowledge and skill in a technical area and execute job description tasks.	
SELF-MANAGEMENT	
Flexibility: Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.	
Personal Credibility: Demonstrated concern that one be perceived as responsible, reliable, and trustworthy.	
Self Confidence: Faith in one's own ideas and capability to be successful; willingness to take an independent position in the face of opposition.	
Stress Management: The ability to keep functioning effectively when under pressure and maintain self-control in the face of hostility or provocation.	
COMMENTS / SIGNATURES	
Comments on Performance: Please include any comments substantiating performance. Any performance trait marked with a "1" must be specifically noted/documentated in this section.	

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Southwest Wisconsin Workforce Development Board

Performance Appraisal Counseling Form – Lead/Supervisor/Manager

Attachment 13





EMPLOYEE DISCIPLINE POLICY

B-630

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) has established standards for performance and conduct intended to help employees develop a clear understanding of SWWDB's performance expectations. While the majority of employees will perform to expectations and never need discipline, exceptions do occur. This policy sets forth the discipline process for SWWDB and provides for the uniform administration of disciplinary actions.

Policy.

Each employee is expected to acquaint themselves with performance criteria for their particular job and with all rules, procedures, and standards of conduct established by SWWDB. An employee who does not fulfill the responsibilities set out by such performance criteria, rules, and standards of conduct may be subject to adverse personnel action.

Employee conduct which is subject to disciplinary action includes:

- Work Performance – Issues where an employee fails to maintain satisfactory work performance standards can result in disciplinary action including dismissal. The term "work performance" includes all aspects of an employee's work as judged by the supervisor's evaluation of the quality and quantity of work performed by the employee. When, in the opinion of the supervisor, the work performance of an employee is below standard, the supervisor should take appropriate disciplinary action. Examples of work performance issues include but are not limited to:
 - Failure to maintain a desired level of performance after progressive counseling
 - Misuse of work time
 - Excessive absenteeism
 - Failure to comply with SWWDB policies and rules
 - Repetitive disregard of stated rules and procedures
 - Repetitive disregard of authorized work requests
 - Lack of cooperation
 - Failure to follow work instructions
 - Failure to stay at assigned work location
- Misconduct – All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, including dismissal, may be imposed for unacceptable conduct. Acts of misconduct subject to disciplinary action include:
 - Acts of violence
 - Endangering life or property
 - Unlawful workplace harassment
 - Sexual harassment
 - Disclosure or misuse of confidential material
 - Misrepresentation or misuse of authority
 - Reporting to or engaging in SWWDB related work while under the influence of illegal drugs or



EMPLOYEE DISCIPLINE POLICY

B-630

- alcohol
- Possession or sale of illegal drugs on SWWDB property
- Theft or fraud
- Failure to disclose actual conflicts of interest
- Possession of a weapon, including but not limited to firearms, ammunition or any other instruments, devices or substances designed, intended or used to inflict harm upon persons or property while at work or on SWWDB property
- Disruptive behavior
- Insubordination

The chief executive officer (CEO) is tasked with the responsibility for administering employee discipline for SWWDB employees. The CEO shall act in conformity with applicable federal laws and state statutes, as they may be amended from time to time. In accordance with these laws, a wide range of disciplinary options are available including: oral reprimands, written reprimands, written warnings of possible termination, suspensions with or without pay, and termination, depending on the severity of the offense. The CEO has the sole discretion to determine the degree of discipline to administer for a particular offense.

It is the policy of SWWDB that discipline should be administered in a manner that is consistent and fair, and considers all facts before a decision is rendered. Normally, SWWDB will utilize a progressive discipline process in which the level of discipline administered is gradually increased in the hope of correcting the employee's behavior. Normally, disciplinary action will begin with a verbal warning for the first offense and culminates with discharge only after repeated attempts to correct employee's behavior have failed. However, serious infractions may warrant immediate imposition of a written reprimand, suspension or discharge, as appropriate.

Every disciplinary situation shall include a thorough investigation, intended to ascertain and/or substantiate facts relevant to the situation from all parties with knowledge or involvement in the situation. The facts of the infraction should be clearly documented and written records maintained of all investigation meetings and hearings. Disciplinary actions should be communicated in writing and recorded in the employee's personnel file.

The CEO shall ensure that procedures and systems are established and maintained to ensure that all employees are treated as consistently and fairly as possible. The director of finance, as SWWDB's human resources coordinator, under the direction of and in consultation with the CEO, shall be operationally responsible for administration of employee disciplinary actions.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: June 11, 2014

GRIEVANCE AND APPEAL PROCESS POLICY

B-631

Purpose.

Southwest Wisconsin Workforce Development Board (SWWDB) strives to foster the kind of work environment that supports the efforts of all employees to provide quality services. Accepting the fact that occasionally disagreements related to working conditions and/or employee performance may occur; SWWDB intends to provide a system whereby employee concerns can be rapidly, fairly, and consistently addressed. The purpose of this policy is to outline the grievance and appeal process for SWWDB.

Policy.

SWWDB shall establish and maintain a grievance and appeal process whereby a regular, full-time employee may appeal disciplinary actions, including dismissal, suspension, or demotion, when he/she feels the discipline is unwarranted. An employee may also submit a grievance for any working condition he or she feels is inequitable. The purpose of the SWWDB grievance and appeal process is to:

- Provide employees a procedure by which their complaints can be considered rapidly, fairly, and without reprisal
- Encourage employees to express themselves about the conditions of work which affect them as employees
- Promote better understanding of policies, practices, and procedures that affect employees
- Instill in employees confidence that personnel actions are taken in accord with established, fair, and uniform policies and procedures
- Develop in supervisors a greater sense of responsibility in their dealings with employees.

The SWWDB grievance and appeal process involves the following three (3) steps:

- **Step One.** SWWDB encourages the informal resolution of grievances and complaints, whenever possible. An employee who has a work-related concern should contact his/her immediate supervisor within thirty (30) days of its occurrence and attempt to resolve the misunderstanding through an open and frank discussion of the matter. The supervisor shall give the employee an answer as soon as possible, but within three (3) working days. Should this type of informal resolution be unsuccessful, the employee may choose to initiate a formal grievance or complaint.
- **Step Two.** If the grievance is not resolved during Step One, the employee has ten (10) working days to file the grievance in writing with the Executive Director, who shall hear the grievance within three (3) working days and render a decision within a maximum of three (3) working days.
- **Step Three.** If the grievance is not resolved, the employee has ten (10) working days to submit a written request to have the grievance heard by the SWWDB Executive Committee. The grievance will be heard at the next scheduled meeting of the Executive Committee or at a special meeting called for the expressed purpose of hearing the grievance. After hearing testimony on the grievance, the Executive Committee may hold an executive session for the purpose of making its decision. The Committee shall issue a written response containing a summary of the evidence it heard and explaining the reasons for its determination. The decision should be sent to the employee by certified mail within ten (10) days of the hearing. The decision of the Committee is final and binding on all parties.

GRIEVANCE AND APPEAL PROCESS POLICY

B-631

Notwithstanding this policy or the outcome of the grievance hearing, the employee retains the right to file a formal complaint with the cognizant regulatory agency.

Reference:

Policy Adopted: December 10, 2004

Policy Revised: September 14, 2005