

EMPLOYEE AND GENERAL ADMINISTRATIVE POLICY MANUAL

Excerpt of Policies Updated Effective October 2024



The ***Calumet County Employee and General Administrative Policy Manual*** expresses the guidelines of Calumet County regarding County policy, but it is not a contract with employees.

The County may modify this policy at any time.

Chapter Three – Hours & Schedules

SECTION 3 – WORK SCHEDULES

- 3.01 Work Schedules.** Work schedules for employees vary throughout the organization, and scheduled hours of work are established by the County. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week. Said variations are at the discretion of the Department Head or designee.
- 3.02 Alternative Work Schedules.** Provided that the needs of the department are not sacrificed, an employee may enter an alternative scheduling arrangement with their Department Head, or designee.
- a) A record of this agreement indicating the anticipated work schedule (if possible), duration (if applicable), and the signatures of both parties shall be submitted to the Department of Administration. This is not meant to include the occasional flexing of hours to meet the demands of an employee’s workload or department.
 - b) The County may discontinue an alternative scheduling arrangement with the understanding that special circumstances may be given consideration (Example: enrolled/in-progress college courses, childcare, etc.).
 - c) Only employees who have maintained a satisfactory performance record will be eligible for alternative scheduling.
 - d) Some employees, by the very nature of their work (e.g. client contact) or staffing levels of their department, will not be eligible for alternative scheduling.
 - e) If an employee’s safety would be compromised by the granting of an alternative schedule, they may not be eligible for alternative scheduling. In some cases, alternative scheduling may be available, but will be limited due to safety concerns.
 - f) Each workweek shall contain the same number of hours an employee was normally scheduled to work.
- 3.03 Types of Alternative Schedules.**
- a) Flexible Workday. The employee’s normal workday is “flexed” within the confines of an employee’s normal workday.
 - b) Compressed Workweek. The employee’s workweek remains as established for the position, and the number of hours per day or days per week may vary.
 - 1) Leave Usage. Employees may either use the appropriate leave bank(s) to cover their work schedules, or they may make arrangements with their Department Head, or designee, to make up the hours within the applicable workweek.
 - 2) Holidays. It is the responsibility of the employee to be aware of the work schedule during a week in which a holiday occurs, and to make arrangements to alter their schedule, if necessary.
 - 3) Employees working an alternative work schedule shall return to a standard 5-day schedule for all work weeks that contain a holiday unless in special circumstances permission to maintain their alternate schedule is given by the department head.
 - (1) For employees maintaining their alternate schedule and holidays fall on one of an employee’s scheduled workdays, the employee will only be paid for their standard work hours of holiday pay and may

choose to use appropriate leave banks to be paid for the full number of hours normally worked on that day.

(2) If the holiday falls on a day the employee is scheduled to work less than their standard workday, the employee will receive holiday pay for the standard workday hours.

- c) Part-time Employees. The employee's workweek remains at their previous allotment of hours, but the number of hours per day or days per week may vary.
- d) Flextime Schedules. Employees working a flextime schedule will be allowed to utilize leave benefits only to the extent they were scheduled to work on the day they were absent from work.

SECTION 4 – MEAL PERIODS AND REST BREAKS

4.01 Calumet County strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal periods and rest periods. Check with your Managers/Supervisors regarding procedures and schedules for meal periods and rest breaks. The county requires that employees accurately observe and record meal periods and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Managers/Supervisors know; in addition, notify your Managers/Supervisors as soon as possible if you were unable to or prohibited from taking a meal period or rest period.

- a) Rest Breaks. Employees may be permitted to take short rest breaks (between 5 to 20 minutes) as determined by the Department Head. Employees should not clock out/in for short rest breaks as this is compensable work time.
- b) Meal Periods. Employees may receive a one-half (½) hour, or a one (1) hour meal period free of work, as determined by the Department Head. Employees must clock out/in for meal periods when relieved of work.
- c) Continuous Service. Employees expected to or allowed to provide continuous service, or who are required to remain on premises for immediate call during their meal period should not clock out as this is compensable work time.

4.02 **Courthouse Offices**. Where possible, offices shall remain open during the lunch hour, and employees shall stagger their lunch period to accommodate this schedule.

- a) Employees may receive a one-half (½) hour, or a one (1) hour lunch period as determined by the Department Head.

4.03 **Staff Required to Remain on Premises**. Staff expected to provide continuous service, or required to remain on premises for immediate call, (e.g. Dispatch or Jail personnel) have no set break times, but breaks will be permitted at the discretion of the command staff or as workload permits.

Chapter Four – Employee Compensation

SECTION 1 – PAY CHECKS

- 1.01 Bi-weekly Pay Schedule.** Courthouse, Highway, Parks, and Special Education paraprofessional employees shall be paid biweekly on alternate Fridays. If a payday is an observed holiday, employees will be paid on the preceding workday.
- 1.02 Bi-monthly Pay Schedule.** Special Education teachers and specialists shall be paid bi-monthly.
- 1.03 Direct Deposit.** All employees shall participate in direct deposit for all their pay through up to three (3) banking institutions of their choosing. Direct Deposit Authorization Forms are available at the Department of Administration.

SECTION 2 - TIME REPORTING

- 2.01 Purpose.** Calumet County is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Organization has complete and accurate time records and that employees are paid for all hours worked.
- 2.02 Recording Hours.** Hours may be recorded using a timeclock (if applicable), computer, or mobile device app.
- 2.03 Nonexempt employees.** Nonexempt employees are required to record all work time in the timekeeping system by clocking in and clocking out for all hours worked as well as, recording all paid and unpaid absences. Employees must:
- Clock in immediately before starting your shift.
 - Clock out immediately after finishing work, before your meal period.
 - Clock in immediately before resuming work, after your meal period.
 - Clock out after finishing work.
 - Clock out/in before and after any other time away from work over 30 minutes.
- 2.04 Exempt employees.** Exempt employees are required to record time off (“exception report”) for all paid and unpaid absences in full day increments unless on a qualified approved leave of absence.
- 2.05 Timecard Submission.** Employees must submit completed timecards free of errors no later than 9:00 a.m. on the Monday of each payroll week.
- 2.06 Timecard Approval.** Timecard approvers must review employee timecards, ensure timecards are complete and error free, and approve timecards no later than 12:00 p.m. on the Monday of each payroll week.
- 2.07 Rounding.** Each workday will be rounded to the quarter (¼) hour as follows. Rounding to 15 minutes (or ¼ hour) observes two threshold that indicate whether the clock-ins and clock-outs are rounded up or down. The first 7.5 minutes is always rounded down while the second-half 7.5 minutes are rounded up to a full quarter of an hour. (Exception: Sheriff’s Office personnel.)

15 Minute (Quarter Hour) Rounding

Clock Time:	Rounds To:
On the hour -7 min. 29 sec.	:00 (of the current hour)
7 min. 30 sec. - 22 min. 29 sec.	:15
22 min. 30 sec. – 37 min. 29 sec.	:30
37 min. 30 sec. – 52 min. 29 sec.	:45
52 min. 30 sec. – on the hour	:00 (of the next hour)

Tenths Rounding (Sheriff's Office Employees):

Clock Time	Rounds To
01 – 06 minutes	0.1
07 – 12 minutes	0.2
13 – 18 minutes	0.3
19 – 24 minutes	0.4
25 – 30 minutes	0.5
31 – 36 minutes	0.6
37 – 42 minutes	0.7
43 – 48 minutes	0.8
49 – 54 minutes	0.9
55 – 60 minutes	1.0

- 2.08 Errors.** Employees must notify their Managers/Supervisors of any pay discrepancies, unrecorded work hours, work hours recorded in error, or any involuntarily missed meal or break periods prior to submitting a timecard. Employees should never assume a supervisor or payroll processors would notice or edit any time discrepancy, as this is the employee's responsibility.
- 2.09 Falsification.** Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.
- 2.10 Daylight Savings Time.** Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours worked.

SECTION 6 – NON-EXEMPT EMPLOYEE OVERTIME/COMPENSATORY TIME

6.01 Overtime. All reasonable efforts shall be made by departmental supervisors to keep non-exempt employees within their established workweek and to avoid overtime worked by employees. However, the Department Head may schedule and require overtime work when operational conditions dictate the need for such overtime.

6.02 Non-Exempt Employees.

- a) Overtime. For employees (except Corrections and Patrol) who are classified as non-exempt under the FLSA, hours worked in excess of forty (40) hours in a workweek (i.e., exclusive of paid time off) shall be paid at the rate of time and one half (1½). Use of paid time off (e.g., PTO, compensatory time, etc.) will not be used in the calculation of overtime. Overtime will be paid in the pay period in which the overtime was earned.
- 1) Holiday Overtime Premium. All non-exempt, hourly employees required to work on a designated holiday will receive compensation at time-and-a-half (1½) their regular rate of pay in addition to their holiday pay.
 - i) Easter. Those Sheriff's Office employees, whose regular schedule of work requires work on Easter Sunday, will be paid time-and-a-half (1½) for those hours worked.
 - ii) **Hours worked on a holiday by Sheriff's Office employees in Dispatch and Corrections will be included in the calculation of overtime.**
 - 2) Highway Department Sunday Overtime Premium. All non-exempt Highway Department employees required to work on a Sunday will be paid at the rate of time-and-a-half (1 ½) their regular rate of pay.
 - i) Hours worked on a Sunday paid at time-and-a-half (1½) do not count toward the required 40 hours necessary to be eligible for overtime or compensatory time (See 6.02 a) 5) below).
 - 3) **Correctional Officer Overtime. Correctional Officers will be paid overtime for all hours worked in excess of 8.2 hours per shift.**
 - 4) Flex time may be allowed on a straight time basis within the same workweek.
 - 5) There shall be no pyramiding or duplicating of overtime provisions. Hours compensated under one overtime provision shall be excluded from any other overtime provision. When two or more provisions requiring the compensation of overtime rates are applicable, the single provision most favorable to the employees shall apply.
- b) Compensatory Time Off. Employees who earn overtime may receive either pay or compensatory time off. Compensatory time balance shall not exceed sixty (60) hours. Provided the staffing and workload of the department permits, compensatory time off may be taken at a time mutually agreeable to the Department Head and the employee but said usage shall not cause overtime. Compensatory time balances not taken by the date established by the Department of Administration will be paid out annually by the end of the calendar year. At the time of termination, compensatory time shall be paid out.
 - 1) At the sole discretion of the department, accrual of compensatory time may be denied, and the employee will then be paid overtime.
- c) Substitution – Sheriff's Office. Sheriff's Office employees assigned to shifts may, at their option, but only with the advanced written approval of their Department Head or designee,

substitute for fellow employees in jobs in the same classification without the hours being subject to calculation for overtime provided the Department Head or designee knows of and approves of the substitution. When one employee substitutes for another under this provision of the FLSA, each employee will be credited as if they had worked their normal work schedule for that shift.

Chapter Five – Time Off / Leaves of Absence

SECTION 3 – HOLIDAYS

3.01 Official holidays shall be determined by the Department of Administration each year for the following year. In scheduling holidays, to the extent possible, if the holiday falls on a Saturday, the preceding regular workday shall be observed as the holiday, and when a holiday falls on a Sunday, the following Monday shall be observed as the holiday. The Department of Administration may designate exceptions to the scheduling of official holidays for Departments/Divisions based upon work schedules of the employees and department needs. The following are the official holidays for Calumet County employees, and holidays that the Calumet County Courthouse is closed for business to the public:

- New Year’s Day
- Thanksgiving Day
- Friday before Easter
- Day after Thanksgiving
- Memorial Day
- Christmas Eve
- Independence Day
- Christmas Day
- Labor Day
- New Year’s Eve

3.02 Holiday Pay. Regular full-time employees shall receive straight time pay for each of these holidays. Regular benefited part-time employees shall receive a pro-rated number of hours.

3.03 Correctional Officer and Dispatcher Holidays. In lieu of the holidays noted in 3.01 above, correctional officers and dispatchers shall receive floating holidays. Floating holidays shall be awarded two (2) times per year: Five (5) floating holidays on January 1 for use January 1 to June 30th and five (5) floating holidays on July 1 for July 1 to December 31. Floating holidays do not carryover nor are they paid out upon separation.

SECTION 4 – PAID LEAVE BANKS & EXTENDED LEAVE BANK (ELB)

4.01 PAID TIME OFF

Paid Time Off (PTO). The purpose of the Paid Time Off (PTO) plan is to provide employees a flexible means of accruing and utilizing paid leave. PTO includes all paid leave, **except for holiday**, jury duty, military leave, and compensatory time, and can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County policies. (Excludes Patrol and Special Education employees).

a) Accrual Levels. Eligible employees earn PTO for every pay period based upon the number of hours (excluding overtime hours) an employee is paid during the pay period, or a regular accrual amount dependent on the employee’s classification.

Accrual levels for 7.5-hour employee working 100% of hours per pay period.			
Levels	Years of Continuous Service	Hours Earned Per Pay Period	Weeks per Year
Level 1	Less than 2	4.5	3
Level 2	After 2 Years	6	4
Level 3	After 6 Years	7.5	5
Level 4	After 14 Years	9	6
Level 5	After 21 Years	10.5	7

Accrual levels for 8.0-hour employee working 100% of hours per pay period.			
Levels	Years of Continuous Service	Hours Earned Per Pay Period	Weeks per Year
Level 1	Less than 2	5	3
Level 2	After 2 Years	6.5	4
Level 3	After 6 Years	8	5
Level 4	After 14 Years	9.5	6
Level 5	After 21 Years	11	7

- 1) Movement to Higher Level. When the employee’s length of service reaches the next higher rate of accrual, accrual at the new rate shall begin on the first day of the pay period following the date of eligibility.
- 2) If an employee’s full-time equivalency (FTE) falls below 50% in a pay period, they will not earn PTO for that pay period.

b) Newly Hired Employees. Eligible newly hired employees will be credited with PTO immediately upon hire, and newly hired part-time employees will be credited with the prorated portion of PTO based on their expected percentage of full-time employment at the time of hire. The credited PTO at the time of hire is as follows:

Multiplier Level	Amount of PTO Credited at Hire
Level 1	6.0 Days
Level 2	6.5 Days
Level 3	7.5 Days
Level 4	8.5 Days
Level 5	9.5 Days

- c) Exempt Employee Use.** Exempt employees will use PTO in full day increments. Recording leave in hourly increments is only permitted for absences covered under the Family and Medical Leave Act, and partial day deductions may be made for those absences.
- d) Non-exempt Employee Use.** Non-exempt employees will use PTO for all time not worked.
- e) Part-Time Employee Eligibility.** Part-Time employees working 50% or more Full-Time Equivalency (FTE) in a pay period will be eligible to accrue PTO.
- f) Part-Time Employee Utilization of PTO.** The minimum number of hours that a part-time employee must record when taking a “day off” from work is their workday multiplied by their budgeted FTE (pro-ration for employees with a variable work schedule). A part-time employee will be allowed to take up to a full workday in PTO when taking a day off from work. With the exception of holidays, part-time employees may only take PTO on days that they would have normally been scheduled to work.
 - 1) Prorated Employees’ PTO Amount. Home Healthcare/Hospice Aides who are prorated in July of each year shall start using the new PTO pro-ration effective August 1 of each year.

- g) **Accrual Limits.** An employee's accrued PTO shall not exceed three hundred and twenty-five (325) hours at any given time. If at any time the total number of accrued PTO hours is in excess of the three hundred and twenty-five (325) hours the excess hours are lost, and the employee's PTO bank remains at three hundred and twenty-five (325) hours.
- h) **Annual PEHP Transfer Options.** Employees may complete a Paid Leave Distribution Form in November of each year by the date specified by the Department of Administration to indicate hours allocated for transfer to the ELB, Annual Transfer to the Post-Employment Health Plan (PEHP) Account or Carry Forward.
 - i) Transfer to the ELB. Eligible employees may elect to have up to two hundred (200) hours transferred from their PTO bank to their ELB account each calendar year. Any hours transferred in excess of the maximum ELB accrual limit will be converted to the PEHP Account according to PEHP Policy.
 - ii) Annual Transfer to the PEHP Account. Eligible employees may elect a PTO transfer which cannot exceed seventy-five (75) hours each calendar year. Said transfer will be made to the employee's PEHP account. Said transfer occurs only once per year and is processed at the employee's current rate of pay as of December 1st of that year.
 - iii) Carry Forward. Any remaining PTO hours will automatically be carried forward into the New Year

4.02 Special Education Employee Paid Leave Banks.

- a) **Personal Time.** Employees will receive the equivalent of two (2) days of absence per year at full pay for personal reasons which require absence during school hours. Unused personal days do not carryover. Personal day grant will be prorated based upon date of hire.
 - 1) Pre-arranged personal time should be approved in advance by the Special Education Director per department procedure.
 - 2) Teachers and Specialist may request personal time in half or full day increments.
 - 3) Paraprofessionals may request personal time off in increments of 15-minutes. If out a full day, paraprofessional will take the amount of time off for their typically workday on that day.
 - 4) If for any reason school is cancelled on a day for which an educator previously scheduled a personal day, the day will not count as a personal leave day. There will be no deduction of pay and the employee will be allowed to schedule a personal day on another day.
- b) **Sick Time.** Annually special education employees will be granted the equivalent of ten (10) sick days, accumulative up to 70 days. Sick time grant will be prorated based upon date of hire.
 - 1) A minimum request for a sick time arranged in advance for medical related appointments shall be a half day for teachers and specialists.
 - 2) Paraprofessional may request sick time off in increments of 15-minutes and, if out a full day, will take the amount of time off for their typically workday on that day.
 - 3) Sick time may be used for an employee's illness and medical related appointment for the employee and the employee's dependent children.

4.03 Paid Leave Use Restrictions.

- a) An employee cannot be paid for time at work and receive paid leave for the same time.

- 1) Paid leave cannot be taken for more than the employee's normally scheduled hours, or FTE.
- 2) Paid leave time cannot be used before it is earned or in the same pay period in which it is earned.
- 3) Paid leave time will not be considered as hours worked for purposes of determining compensatory time or overtime.

4.04 Scheduled Absences. Employees shall be allowed to use accrued paid leave time as requested provided that supervisory approval is received.

- a) It will be left up to each department to establish procedures to ensure that paid time off and vacation requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the Department.

4.05 Coordination with FMLA, Leaves of Absence & Worker's Compensation. The County reserves the right to require substitution of paid leave, subject to any legal restrictions.

4.06 Unpaid Leave. With the exception of qualified FMLA leave, unpaid leave may not be taken until such time that paid leave banks have been exhausted. At no point will a paid leave balance be allowed to fall below zero. Should this happen, the employee will immediately revert to unpaid time, and if this occurs without the prior authorization of the Department Head, the employee may be subject to disciplinary action.

4.07 Extended Leave Bank (ELB). The Extended Leave Bank (ELB) is a bank of time separate from PTO that is intended for use in situations where the employee is absent from work due to medical necessity lasting more than three (3) days, or for events qualifying under the Family and Medical Leave Act (FMLA). An employee will be required to use PTO leave for the first three (3) days of any FMLA qualifying leave including, but not limited to, intermittent leaves.

- a) **Extended Leave Bank Accrual Limits.** An employee's accrual in the ELB may not exceed one-thousand two-hundred and fifty hours (1,250) hours.

b) Not applicable to Special Education employees.

4.08 Retirement

- a) PTO Bank Conversion at Retirement. Employees leaving Calumet County employment due to retirement and leaving in good standing will have their PTO bank or Sick Time bank converted to their PEHP account at their rate of pay as of their retirement date.

- b) ELB and Special Education Sick Time Bank Conversion at Retirement. Eligible employees will receive a contribution into their PEHP account based on the hours in their ELB.

- 1) Not applicable to Special Education employees.

4.09 Death. All accumulated unused paid leave (e.g., PTO, Personal Days, Sick Time, ELB) for which the employee may have otherwise been eligible will be transferred to the PEHP account.

4.10 Disability. Employees leaving Calumet County employment due to disability (as defined in Social Security regulations) will receive a contribution of all accumulated unused paid leave (e.g., PTO, Personal Days, Sick Time, ELB) for which the employee may have otherwise been eligible into their PEHP account.

4.11 Termination. Eligible employees leaving Calumet County employment will receive a PTO Leave conversion contribution into their PEHP account. Termination without proper notice will result in the forfeiture of the contribution to the PEHP as described herein.

- 4.12 Transferability.** The PTO, ELB, or Paid Leave banks are not transferable, and employees may not donate accrued paid time to a third party.
- 4.13 Elected Officials.** Elected Officials are not eligible for PTO, and do not accrue hours into a PTO bank or an ELB. Employees who are elected to any office of Calumet County will be administratively terminated at the end of the day preceding the day that they assume elected office. Under such termination, such employees will be entitled to the same termination benefit as employees who voluntarily resign or retire with proper notice. Administratively terminated employees are not eligible for any special reemployment rights following the completion of their term of office in an elected position.

Appendix “C” –Approvals

Changes Approved: October 1, 2024 [County Administrator]

Appendix “D” – Acknowledgment Form

(EMPLOYEE COPY- please retain top portion for your records.)

The “*Calumet County Employee and General Administrative Policy Manual*” is available either in paper format, or in electronic format on the County’s Intranet server. Those employees with access to the Intranet server will not be supplied with paper copies but will be granted electronic access to the policies.

I acknowledge I have either received a copy of, or have been granted electronic access to, the revised policies in the “*Calumet County Employee and General Administrative Policy Manual*” dated October 1, 2024.

I acknowledge that revisions to the Manual may occur, and I understand that revised information shall supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this Manual is neither a contract of employment nor a legal document. I understand that it is my responsibility to read, review, and comply with the policies contained in this Manual and any revisions made to it.

Department of Administration - Human Resources / _____ / _____
Distributor of Policy Employee Receiving Policy Date

Cut along dotted line. Sign, date and return bottom portion to the Department of Administration

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ACKNOWLEDGMENT FORM

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Employee (Print Name) Employee (Signature) Date

Department of Administration – Human Resources / _____
Distributor of Policy (Signature) Date