

Chapter 48 HUMAN RESOURCES

Article I. System of Human Resources Administration

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ARTICLE I. SYSTEM OF HUMAN RESOURCES ADMINISTRATION

Sec. 48-1. Authority.

This chapter is promulgated under the authority of Wis. Stats. § 59.22(2) and may be amended by the County Board of Supervisors in the same manner as adopted.

Sec. 48-2. Purpose.

The purpose of this chapter shall be to establish a framework for personnel and human resources administration that meets the needs of county government. Under the direction of the County Administrator, it shall be the responsibility of the Human Resources Director to administer these policies in a fair and impartial manner.

Sec. 48-3. Scope.

This chapter shall govern the Human Resources administration for all employees and departments of the county except the following:

- (1) Members of the County Board of Supervisors.
- (2) Members of boards, commissions, committees and judges when they are acting in that capacity.
- (3) Persons employed to make or conduct a temporary special inquiry, investigation or examination on behalf of Chippewa County (those under contract).
- (4) Employees represented by unions when collective bargaining agreements have specific provisions contrary to this chapter.

Sec. 48-4. Organization.

There shall be in county government, a human resources function, the department head of which shall be designated as the Human Resources Director. This person will be responsible to the County Administrator for carrying out the human resources functions in accordance with this chapter and other Human Resources policies adopted by the County Board of Supervisors.

- (1) Executive Committee
 - a. There shall be a committee of the County Board known as the Executive Committee.
 - b. Duties of this committee shall be to provide policy oversight to the Department of Administration, including the Human Resources Division.

- (2) *Department of Administration – Human Resources Division.*
- a. There shall be a Human Resources Division of the Department of Administration. The head shall be the Human Resources Director who shall be appointed by the County Administrator and serve under the direction of the County Administrator.
 - b. The Human Resources Director shall direct the division's activities and appoint its employees with approval of the County Administrator.
 - c. There shall be a budget appropriation to carry out the provisions of this chapter and other human resources policies adopted by the County Board of Supervisors.
- (4) *Duties of the Human Resources Director.*
- a. Encourage and exercise leadership in the development of efficient and effective human resources management throughout county government.
 - b. Evaluate and consider programs for the improvement of employee performance and effectiveness through employee training.
 - c. Establish and maintain official employee records including the classification title, status, salary and other relevant information.
 - d. Evaluate the operation and effectiveness of the County policies, and report the findings and recommendations to the County Administrator, Executive Committee and County Board.
 - e. Apply and carry out all Human Resources policies and perform any other lawful acts which may be necessary or desirable to carry out the purpose and provisions of this chapter.
- (5) *Human Resource Policies.* Upon approval by the County Administrator and the County Board, the Human Resources Director shall administer and issue the Human Resources Policy Manual to all County employees. These policies shall define:
- a. Time at work and time away from work.
 - b. Wages and other forms of compensation.
 - c. Recruitment, hiring and separation.
 - d. Benefits.
 - e. Standards of employee conduct.
 - f. Health, safety and security.
 - g. Other work place policies as needed.

Sec. 48-5. Employee organizations.

Subject to applicable federal and state laws and regulations, employees shall have the right to organize, join and participate in any employee organization freely and without fear of penalty or reprisal, for the purpose of collective negotiation through a representative of their own choosing.

Sec. 48-92. Tobacco regulations.

- (a) *Tobacco-Smoking.* No person may smoke tobacco products in any county owned, operated or leased vehicle, building or upon any county owned grounds with the exception of County-owned forests and parks.
- (b) *Smokeless tobacco.* No person may place, maintain or chew, within their mouth, smokeless tobacco products in the Chippewa County Courthouse or Law Enforcement Center.

(Ord. No. 11-18; Adopted 01-08-19)