



**PINE VALLEY COMMUNITY VILLAGE
HANDBOOK
ADDENDUMS AND ADDITIONS
TO
RICHLAND COUNTY
PERSONNEL POLICIES**

The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.
(Updated: December 2019)

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**RICHLAND COUNTY
 PINE VALLEY COMMUNITY VILLAGE
 ADDENDUM TO PERSONNEL POLICIES**

SUBJECT TO APPROVAL BY PINE VALLE BOARD OF TRUSTEES

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of Pine Valley Community Village. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

A. **Definitions** – refer to Handbook of Personnel Policies

B. **Extent of the Handbook**

1. The County Administrator shall have jurisdiction over all personnel matters relating to County Employees, which are dealt with in this Handbook except as it pertains to Pine Valley Community Village staff for those items listed in Addendum. Hiring, firing and disciplinary actions will be made at the department head level. Prior to discharge or suspension, consultation/notice to the labor attorney and County Administrator may be made. Reclassification or changes in salary levels will be recommended to the County Administrator, Finance and Personnel Committee and County Board.

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C. **Management Rights** – refer to Handbook of Personnel Policies

D. **Equal Opportunity Policy** – refer to Handbook of Personnel Policies

E. **Terms and Conditions of Employment**

1. Office Hours:
 - a. Normal work hours shall be 8:00 A.M. to 4:15 P.M. Monday through Friday for Department Heads and Administrative Personnel. The normal work hours for Licensed Nursing Personnel shall be 6:00 A.M. to 2:15 P.M., 2:00 P.M. to 10:15 P.M., 10:00 P.M. to 6:15 A.M. The Pine Valley Administrator/Department Head shall have the right to change work hours based on facility needs and with reasonable notice to affected employees. Some departments may flex hours to

better meet Resident/Family needs.

- b. **Work Day:** The normal work day shall consist of one (1) consecutive eight and one-quarter (8:15) hour shift including a twenty (20) minute rest period scheduled by supervisor, and a one-half (1/2) hour unpaid meal period. Employees working on a shift other than eight and one-quarter (8:15) hours shall receive meal and break periods pursuant of the current practice.
- c. **Work Week:** The normal workweek for full-time employees shall consist of at least nine (9) work days in a fourteen (14) calendar day period.
- d. **Schedules:** Schedules of work shall be posted one (1) month in advance. The shift schedule system will be maintained, except that upon a determination by the [Pine Valley](#) Administrator that a change in the schedules and hours of work is necessary. The [Pine Valley](#) Administrator shall have the prerogative to initiate modifications in schedules and hours of work upon 2 weeks notice to the employees.
- e. The [Pine Valley](#) Administrator is authorized to temporarily reduce the number of work hours of a consenting full-time employee, if it is in the best interest of the Department.

- 2. **Call Back Pay:**
Maintenance called to work outside and not consecutive with their assigned shift will be given a minimum of two (2) hours of straight time pay, or pay at the applicable rate for time worked, whichever is greater. Refer to Handbook of Personnel Policies.
- 3. **Pay Period:** All employees shall be paid every other Friday. If a payday falls on a holiday, the payday will be the day prior to the holiday. Employees will register with the Richland County payroll system (ESS) to retrieve their paycheck information.
- 4. **Time Paid – Employment Categories:** A workday is defined as the equivalent of one (1) 7/8 hour shift. All paid time shall be considered time worked for the purpose of computing overtime.

Full-time: Employees working at least 9 days or 69.75 hours in a 14 day pay period in a designated full time position.

Part-time: Employees working at least six (6) days or 46.50 hours in a 14 day pay period in a designated part-time position.

Call-in: Employees who have less than six (6) scheduled shifts or 46.50 hours in a 14 day pay period in a designated call-in position.

Wages: Pay will be on an hourly basis. Any hours absent from work and not covered by a benefit day, will not be paid and a report forwarded to the [Pine Valley](#) Administrator, indicating such.

A person who posts to a new classification will be paid her/his existing rate or the hire rate of the new job, whichever is higher, for ninety (90) calendar days, after which

she/he will be paid as if she/he had been assigned to the new classification on the day she/he was hired.

Shift Differential: Registered Nurses, Licensed Practical Nurses, Medication Aides, Nursing Assistants, Personal Care Workers and Resident Assistants, except those employees whose positions are listed in section F 8 under the heading "Compensatory Time", and call-in RN's, LPNS, Medication Aides, and C.N.A.'s who receive hourly "premium pay" whose shifts begin at or after 2:00 p.m. receive a premium of \$1.50 per hour added to their base rate, and those whose shifts begin at or after 10:00 p.m. receive a premium of \$3.00 per hour added to their base rate. Maintenance Workers whose shift begins at or after 2:00 p.m. receive a premium of 25 ¢ per hour and if Maintenance Worker shift begins at or after 10:00 pm receive a 30 ¢ per hour premium, added to the base rate.

Weekend Differential: Registered Nurses, Licensed Practical Nurses, Medication Aides, Nursing Assistants, Personal Care Workers and Resident Assistants, except those employees whose positions are listed in section F 8 under the heading "Compensatory Time", and call-in RN's, LPN's, Medication Aides and C.N.A.'s who receive hourly premium pay, whose shifts begin at or after 2:00 p.m. receive for whose shifts begin on or after 10:00 p.m. Friday nights and whose shift extends to or until 10:00 p.m. Sunday will receive \$1.50 per hour premium in addition to their regular rate of pay. Maintenance Workers, Dietary, and Activity Aides will receive a forty-cent (40¢) per hour premium in addition to regular rate of pay.

5. **Accident and Injuries:** All incidents and accidents involving employees or visitors will be reported immediately to a supervisor and an incident report completed and routed to the various depts. All employees are covered by Worker's Compensation Insurance.

Employees who are injured while on the job should report their injury to a nurse on duty immediately following the accident. Should the employee find it necessary to see a Health Care Provider, a "Request to Doctor" form must be hand carried by the employee to the provider at the time of the appointment. The employee should report to their supervisor if a Health Care Provider has been seen and return the "Physician Report on Injured Employee" form to the Business office. Late incident reports or failure to follow facility safety policies may result in disciplinary action.

6. **Health Examinations:** Each new employee shall be required to have a physician, licensed to practice medicine in the State of Wisconsin, certify that the individual is free of communicable disease and is physically able to perform the job with or without accommodation. Physical Therapy also screens employees for fitness for duty post job offer.

A two-step Mantoux skin test will be given at Pine Valley Mantoux was given if the results are negative. Every employee will receive a Tuberculosis Screening Questionnaire annually. Employees who have had a positive skin test will be required to complete an employee health Tuberculosis Screening Questionnaire annually. If the employee does not have any symptoms of the disease, they are not required to have a chest x-ray.

Failure to obtain the tuberculin test during the month that it is due will mean suspension from work until the employer receives verification that the employee has

had a test.

7. Breaks: Employees working a full 7 3/4 hour shift will be entitled to one paid 20 minute coffee break per day. Employees working less than a 6 hour shift a day but at least 4 hours will receive a 10 minute paid break. Employees who work 6 or more hours will be scheduled for a 30 minute unpaid break.

Lactation Accommodation: To comply with state and federal laws regarding lactation breaks, it is the policy of this nursing facility to accommodate nursing mothers who desire to express breast milk. This will apply to willing mothers for children up to one year of age. Flexibility in scheduling this employee's breaks to accommodate the usual feeding times of the child will be considered. Pumping usually takes 15-20 minutes and may be needed 2-3 times during an 8-hours shift. If the activity will exceed the paid break times allowed by the facility, unpaid time may be used to complete the process. (Staff would need to punch out and punch back in when completed).

A. PROCEDURE:

- 1.) Employee will inform their supervisor if they wish to express breast milk during their work hours.
- 2.) A private place close to the employee's work unit will be mutually agreed upon for the activity to take place. Ways to ensure privacy during the activity will be mutually agreed upon by the employee and supervisor. (What the sign will say to limit other staff entry, provide a room with a lock on the door if possible, window covering, etc.)
- 3.) The selected room should have a table, chair, electricity and if possible, running water and close access to a refrigerator.
- 4.) Jokes or harassment based on this activity will not be tolerated.
- 5.) If the employee is not satisfied with the lactation arrangements, they should speak with their supervisor or the Human Resource Director.

8. Leave of Absence: The [Pine Valley](#) Administrator has authority to grant employees a leave of absence without pay for up to six months when justified. Leave of absence may be extended for an Additional six months if authorized by [Pine Valley](#) Administrator. Each request will be considered on its own merit with weight given to the employee's work record and the needs of the facility. Refer to County handbook Leave of Absence.

Temporary employees who may have been hired to fill the temporary vacancy caused by an employee leave and later are considered for full-time employment will have the time spent in the temporary capacity counted as satisfying the probationary period or any part thereof, providing the services rendered by the temporary employee warrants consideration for full-time employment.

Employees returning to work from a leave of absence that was medically related or from an absence related to a work related injury or illness, must obtain a physician's statement indicating the employee is substantially available for work. Employees do not generate vacation, sick leave or any other benefit during non-paid leaves of absence.

Employees who are off work for a job related injury must obtain a physician's statement indicating the employee is substantially unavailable for work. They shall be required to continue to bring these statements to their supervisor until they return to work.

Employees must exhaust all paid benefit time prior to starting unpaid leave.

9. Flexible Work Schedule: A flexible work schedule may be arranged by mutual agreement between employee and department head.
10. Length of Service – Pine Valley recognizes length of service based on date of hire. In considering schedules, layoffs, transfers, promotions and filling vacancies, the facility will make the decision based on what is best for the facility. Length of service will be one item considered but may not be the determining factor. Selection of applicants to fill job vacancies or new positions shall be determined by the employee's skill, ability and experience. Length of service shall, upon completion of the probationary period, begin with the original date of hire.
11. Performance Evaluations: All staff shall be evaluated 3 months after hire and prior to completing their probationary period staff must accrue 468 hours of actual work or be employed for three months to pass probation, whichever is greater. This will allow for review by the Pine Valley Administrator and Department Head for: successful completion of probation, need to extend probation, or need to terminate employment. Staff will then be evaluated 3 months from the probationary evaluation, and ongoing on an annual basis. Evaluations forms used will be based off of Pine Valley's template and are specific to the employee's job description. The Pine Valley Administrator will be evaluated by the County Administrator. Pine Valley Department Heads will be evaluated by the Pine Valley Administrator. Department Heads will evaluate their staff. R.N. Managers will evaluate licensed staff. Licensed staff will evaluate nursing assistants. The Performance Appraisal is a tool to clarify work standards, view level of performance, and evaluate: job knowledge, attendance, punctuality, quality and quantity of work, adaptability, judgment and interpersonal relationships. The purpose of the evaluation is to acknowledge strengths and identify weaknesses, which need to be corrected. The worker's overall performance should be improved as a result of the evaluation.
12. Personnel File:
Inquiries regarding employees should be directed to the Human Resource Director or Department Head. The facility will not disclose confidential information about any employees unless written permission is granted and then information will only be disclosed on the "need to know" basis. Employees seeking to establish credit and using the facility as a reference should inform their prospective creditor that any request of information must be submitted in writing or request will be denied. Personnel records are confidential and will not be made available to any other employee or outsider. The Pine Valley Administrator, as legal custodian of the records, will insure that only those in need of official information in conjunction with employment will have limited access to information.
13. Time Clock and Badges: Employees ID Badge is used for access into the facility and is used to punch the time clock. The ID Badge is also used for access to various areas of the building based on the employee's job title .It is the employee's responsibility to keep this badge secure and employee must notify their supervisor or the payroll clerk immediately if their badge is misplaced or lost or if occurs during non-business hours call Richland County MIS Director at 608-649-5922. If for any reason the employee must have

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his/her time validated, the immediate Supervisor, Department Head or [Pine Valley Administrator](#) must approve the entry. Personnel will not clock in more than seven minutes prior to their scheduled period of work or over seven minutes after completion of work unless approved by the [Pine Valley Administrator](#), Department Head or their designated representative.

F. Compensation and Fringe Benefits for Full and Part-time Employees

Call-in employees do not receive fringe benefits, except as noted.

1. **Health Insurance:** See County handbook/policy.
The employer shall provide health insurance coverage for employees who are on Worker's Compensation for a period of one year, or medical leave of absence for a period of six (6) months. Request for leaves of absence must be in writing and directed to the [Pine Valley Administrator](#). The [Pine Valley Administrator](#) may extend an employee's leave of absence an additional 6 months. No employee will be granted a leave of absence in excess of one year. Employees must exhaust all benefit time prior to starting unpaid leave. The employee shall pay its normal premium contribution. The insurance may be continued by an employee on an authorized extended or non-qualifying leave of absence if permitted by the insurer, with the employee paying the total premium. The employee would contact the County [Administrator's](#) office to find out the premium due date, and then submit the premium to the County [Clerk's](#) office.
2. **Dental Insurance** – refer to Handbook of Personnel Policies
3. **Retirement Plan** – refer to Handbook of Personnel Policies
4. **Life Insurance** – refer to Handbook of Personnel Policies
5. **Section 125 Flex** – refer to Handbook of Personnel Policies
6. **Holidays:**
Paid holidays for regular employees, including probationary employees are as follows: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Full-time employees receive three personal holidays and part-time employees receive one day & half-day personal holiday. Staff must satisfactorily complete the probationary period to be eligible for personal days.
 - a. To qualify for holiday pay, employees must work all regularly scheduled work time for one scheduled work day immediately preceding the holiday and one scheduled workday immediately following the holiday, unless on an excused absence or vacation.
 - b. Regular full-time employees will be paid straight time for holidays not worked. If they work on the holiday, they receive time and one half (1 ½) in addition to their straight time.
 - c. Regular part-time employees will be paid half-time for holidays not worked. If they work on the holiday, they receive time and one half in addition to their straight time.
 - d. **Hours Worked on a Holiday:** If the majority of an employee's hours worked fall on a holiday, then the employee's entire shift shall be considered as paid time for computation of holiday pay. Holiday pay for night staff shall be the night shift before the holiday.
 - e. Call-in employees will receive time and one half in addition to their straight time for all hours worked on a holiday.
 - f. A personal holiday cannot be taken on the day that any other paid holiday is observed and to receive pay the employee must be off the day that they request as

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their personal holiday.

- g. The Employer will give a written response to a request within thirty (30) days of the submission of the request. If a personal day is approved and the employee is later called in to work on that day, the personal day will be treated as if it were a fixed holiday.
- h. Personal holidays need to be used in the calendar year or they are forfeited.
- i. Holidays Falling On Weekends, Employees off day: Employees who do not usually work weekends, will receive compensation time, equivalent to straight time, and may use the holiday up to 30 days after the holiday.
- j. Employees may observe special religious holidays by submitting their request through their immediate department head. Time off may be granted on a non-pay status, providing the time scheduled will permit such an absence. Requests should be made at least three (3) weeks prior to the anticipated holiday.
- k. Holidays Falling During Vacation or Sick Leave: If any of the above listed holidays falls during time taken as paid vacation or paid sick leave, such holiday shall not be charged against accumulated vacation or sick leave.
- l. Employees on lay-off do not receive holiday pay.

7. Bereavement: See County Handbook/Policy

8. Compensatory Time – Pine Valley offers compensatory time for employees in the positions listed below. Compensatory time may be accrued up to a maximum of 40 hours. Once this plateau has been reached, further compensation time will not accrue unless the balance falls below 40 hours, except with the approval of the [Pine Valley](#) Administrator. Compensatory time is accumulated only with the Department Head's prior approval in each instance. Any eligible time over an accumulated 40 hours per year of compensatory time must be paid out. Compensatory time not taken by separation date will be paid.

Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for time worked over 8 hours per day or 80 hours per pay period for the following positions.

- Director of Nursing
- Nursing Supervisor
- Nursing Administrator Assistant
- Nurse Managers
- Director of Activities
- Social Workers
- Food Service Supervisor
- Maintenance Supervisor
- Administrative Assistant
- Human Resource Director
- Medical Records Supervisor/Manager of Information Systems
- Clerical Assistants

Pine Valley Administrator is not eligible to receive compensatory time and is exempt from the provisions of Fair Labor Standards Act.

9. Overtime – Employees eligible for overtime pay will be paid at a rate of time and one half for all hours worked over 8 hours per day or 80 hours in a pay period Overtime must be approved in advance by the employee’s supervisor and an overtime slip completed.
10. Sick Leave - The purpose of sick leave is to protect the employee from financial hardship due to prolonged illness or accident. All regular full-time employees shall be entitled to sick leave with full pay based on the basis of one (1) working day for each complete month of service. Part-time employees shall receive one-half working day for each complete of month of service. Sick leave is to be used by County employees when the employee or a member of his or her family is disabled by sickness or, in case of the employee, is sufficiently disabled by sickness to be unable to attend to their county employment. Sick leave may also be used by the employee to attend medical appointments for themselves or for their immediate family (spouse or children) if eligible for family medical Leave. Sick leave cannot be used in less than one half (1/2) hour increments. Inappropriate use of sick leave may result in disciplinary action up to and including termination of employment. (See Absenteeism Policy) Accrued Sick Leave: See County Handbook/Policy.

Sick leave earned in other Richland County employment will carry over into this unit. Employees absent from work for a period of three days or more may be required to visit a physician and obtain at that time a certificate from a physician licensed to practice medicine in the State of Wisconsin that they are physically able to fully perform all of their assigned duties before they will be permitted to work again. The [Pine Valley](#) Administrator reserves the right to demand a physician’s certificate after one day of absence if the employee has a record of frequent absences due to illness.

Days in Bank

When and if an employee maintains at least 24 sick days for a 12-month calendar year, that employee may also be paid for half of the sick leave not used, but accrued during that 12-month calendar year. The maximum number of days paid at the end of a 12-month period will not exceed six. Sick leave payment for those employees eligible and desiring to be paid will be made during the month of January each year for the previous 12 months ending December 31.

Part time earn 1/2 day per complete month of service.

Authorization may be given to use up to three (3) days of earned sick leave for each immediate family illness. Use of over three (3) days of earned sick leave for immediate family illness must be approved by the [Pine Valley](#) Administrator.

"Immediate Family" shall constitute spouse, children, sister or brother of employee and mother or father of the employee and mother or father of the

spouse. Eligibility is determined by the number of days the employee has accumulated in the bank and the circumstance.

Pregnancy – maternity/paternity leave: Absence from work by a County employee for pregnancy – maternity/paternity leave is considered sick leave. To the extent that the employee exhausts their sick leave eligibility, leave of absence shall be granted in accordance with the Handbook of Personnel Policies.

Workers Compensation – In the event an employee suffers an injury or illness in the course of performing his/her duties, the employee may use accumulated sick leave to make up the difference between what the employee receives from Worker’s Compensation payments and his/her regular pay. The employee using sick leave under this section will be charged only for the portion of a full day’s sick leave needed to supplement Worker’s compensation to equal the employee’s full day’s pay.

Voluntary Sick Leave Donation: See County Handbook/Policy.

Unused Sick Time: See County Handbook/Policy.

11. Vacation – Shall be accrued based upon years of service and may be used after the employee has successfully completed the first six months of employment. Staff must satisfactorily complete the probationary period to be eligible for vacation days. Vacation benefits are accrued at the following rates. Maximum accumulation for each year of service is indicated in the full-time column.

Years	Full-time	Part-time	OR (whichever is greater)
6mo	5 days	2.5 days	1 day/403 hrs compensated
1 Yr	5 days	2.5 days	1 day/403 hrs compensated
2 Yrs	10 days	5.0 days	1 day/201.5 hrs compensated
6 Yrs	15 days	7.5 days	1 day/134 hrs compensated
12 Yrs	20 days	10.0 days	1 day/101 hrs compensated
23 Yrs	25 days	12.5 days	1 day/ 81 hrs compensated

Vacation requests for two days or more shall be submitted thirty (30) days in advance. Vacation requests shall be dated and presented in writing on appropriate forms or online through our payroll software (Kronos) and approved by department head or supervisor. Vacation shall be scheduled on a first come, first serve basis. If a conflict arises between two (2) or more employees concerning dates, the employee whose request was made first will be favored.

All vacation time shall be taken in no less than one two (2) hour increments and must be used within 18 months following the employee’s anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. Employees or beneficiary, upon retirement, early retirement, death or termination of employment, will be paid for vacation previously earned and not received for the current year on a pro-rated basis.

SEE COUNTY HANDBOOK FOR RESIGNATION/ RETIREMENT NOTICE.

12. Family and Medical Leave – Pine Valley will administer Family Medical Leave in accordance with the County Policy.
13. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies
14. Military Leave – Pine Valley will administer Military Leave in accordance with the County Policy.

G. Rules of Conduct

1. Department Heads' Responsibility – refer to Handbook of Personnel Policies

2. Grounds for Termination or Suspension –

Rules - prohibit the following by employees:

1. Theft of property belonging to Pine Valley Community Village, or a resident, visitor or another employee.
2. Alcohol or drug use on the job or being under the influence of alcohol or drugs while on the job.
3. Possession of a dangerous weapon on nursing facility premises.
4. Disclosing confidential Protected Health Information (PHI) to unauthorized persons or to any employee who does not have a “need to know” based on what is required to do their job. Breach of confidentiality.
5. Willful damage to facility property.
6. Insubordination.
7. Disorderly or immoral conduct in or around the facility.
8. Falsification of employment applications.
9. Conviction for the violation of a criminal law.
10. Falsification of nursing facility records.
11. Conduct endangering the welfare of a resident or another employee, or facility property.
12. Influencing or inducing a resident to make a gift or bequest to an employee, to the facility or solicit gratuities.
13. Violation of the Residents Bill of Rights.
14. Smoking on facility grounds, includes use of e-cigarettes.
15. Failure to obtain permission from the Supervisor to leave job or premises during working hours.
16. Punching or swiping another employee's time card or badge or requesting another employee to punch or swipe your time card.

17. Un-excused Absence.
18. Failure to follow safety practices or policies or personnel handbook.
19. Sleeping on duty or unavailable/engaged while on duty.
20. Unauthorized posting or removal of bulletin board items.
21. Unauthorized distribution of literature.
22. Unauthorized solicitation in or around the nursing facility premises.
23. Organization of activities for any group or groups on the nursing facility time and premises without permission of the [Pine Valley](#) Administrator.
24. Wearing of unauthorized buttons or badges, wearing printed t-shirts with offensive & inappropriate message.
25. Failure to report an accident or injury.
26. Excessive absenteeism/tardiness - six (6) or more occurrences of illness in the past 12 months for full-time employees and five (5) or more occurrences of illness for part-time employees, except for unusual circumstances, shall be considered excessive.
27. Refusing to report for a physical, laboratory test or x-rays when requested by the [Pine Valley](#) Administrator of the Nursing Facility.
28. Unsatisfactory work performance as based upon the employee performance evaluation.
29. Failure to follow supervisor's directions.
30. Repeated failure to be at the work station ready to work at the starting time.
31. Criticism of a fellow employee of the facility in front of a member of the public or another employee of the facility while on duty.
32. Stopping work before time specified or overstaying rest or lunch periods.
33. Failure to follow facility parking restrictions.
34. Use of facility telephone for personal calls without permission of supervisor. Failure to report personal long distance calls & failure to reimburse the facility for toll calls.
35. Violation of the County's Code of Ethics Resolution, which states as follows:
No Department Head or County employee shall:
 - a. Use or attempted use of his/her position to secure any preferential or

- b. unlawful rights or advantages for himself/herself or others.
- b. Having a financial or other personal interest which is in conflict with the proper discharge of his/her duties.
- c. Disclosing or using confidential information concerning Richland County to promote a private financial interest.
- d. Accepting any substantial gift, in any form, from a person who has business dealings with Richland County.
- e. Inappropriate use of sick leave can result in termination of employment. All accrued sick leave is lost when employment ceases except after retirement, death or early retirement. Upon death or retirement according to ETF guidelines, an employee or beneficiary shall receive payment unused sick leave up to a maximum of sixty (60) days.

36. Elimination of job due to reorganization or lack of work.

37. Elimination of job that has sunset per County Board Resolution.

38. Violation of the above rules may result in discipline up to and including discharge at the discretion of the [Pine Valley](#) Administrator, depending upon the severity of the infraction.

39. When an employee's conduct is considered to be cause for disciplinary action his/her Supervisor will inform him/her verbally or in writing.

40. The employee will sign the notice and receive a copy. One copy will be retained by the employee and another will be placed in the employee's personnel file.

41. Grievances: Refer to Handbook of Personnel Policies.

3. Sexual Harassment Policy – refer to Handbook of Personnel Policies. Sexual harassment of any kind will not be tolerated. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the work place is free from sexual harassment at all times.

4. Violence in the Workplace – refer to Handbook of Personnel Policies and facility Policy.

5. Grievances: See County Policy

H. Procedures for Hiring, Disciplinary Action, Suspensions, Dismissal and Layoff

1. Hiring:

- a. The Human Resource Director shall advertise a vacant position as appropriate and interview prospective candidates.
- b. Reference checks are completed as provided by the candidate.
- c. Any prospective employee requiring a license or certificate to perform their duties shall show evidence of such before beginning work and when the license is renewed. A copy is placed in the personnel file.
- d. No one under the age of 18 years of age will be employed without a work permit.
- e. Each position has a corresponding written job description of the duties for that position. Each employee receives, signs and dates a copy of their job

description and the copy is maintained in the personnel file.

- f. Each new employee will be required to have had a thorough orientation to their position and shall be required to complete and sign an orientation checklist indicating that they received and understand this information.
- g. A minimum of 468 hours worked in no less than the first three months of employment, shall constitute a probationary period for all employees, if their services has been completed in a satisfactory manner per the written evaluation. Evaluations are completed by the employee's supervisor at 3 months and 6 months and annually thereafter. No inference is to arise from the terms probation or probationary period, that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.
- h. The Department Head in whose Department the vacancy exists, shall interview those applicants who appear from their written applications to be qualified for the job.
- i. Skills testing may be required for some positions specific to job requirements.
 - j. Applicants will complete Pine Valley's application which is available at the reception desk or online at: www.co.richland.wi.us

2. Temporary Vacancies – Temporary vacancies when filled by current staff will be paid at the pass probation job rate for the position filled. If limited term employees are hired they shall be paid and hired according to County Handbook of Personnel Policies.

3. Probation Period: The purpose of the probation period is merely to require that the job performance of all employees who are new to a County position is reviewed within a fixed period from the employee's start of work in any position. The purpose of this initial review is to determine:
- 1. If the employee is to continue in the position in regular status, or
 - 2. If the employee's employment in the position is to be terminated. No inference is to arise from the use of the terms "probation" or "probation period" that any employee has, upon the successful conclusion of that employee's probation period, any job security than is otherwise expressly set forth in these Personnel Policies.

Probationary employees may be disciplined and terminated without recourse. Employees are probationary for three months or 468 hours of actual work, whichever is greater. If still employed after such probationary period, their length of service shall date from the first day of hire. Successful completion of the probationary period will be determined by the department head with the [Pine Valley](#) Administrator's approval.

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Any employee's probationary period can be extended up to a maximum of an Additional six months. This decision will be made by the [Pine Valley](#) Administrator. Employees whose probationary periods are extended are not eligible to receive their post-probation salary increases until the end of their probationary period, as extended. Employees whose probation has been extended shall be notified in writing prior to the end of their probationary period. Prompt notification shall be given to the [County Administrator's](#) office regarding the status of the probationary

employee.

Probationary employees may be terminated at any time at the discretion of the Employer. Discharges during the probationary period shall not be subject to the grievance procedure.

4. Reclassification – refer to Handbook of Personnel Policies
5. Dismissal or Suspension: If it is necessary to dismiss or suspend an employee, a notice in advance will be given as follows:
 - a. The Department Head shall discuss all problems relating to the employee’s job performance with the employee. In cases in which continuation of the unsatisfactory performance could lead to suspension and/or termination, the Department Head shall give the affected County employee written notice if possible, of the nature of the problem relative to the County employee’s job performance.
 - b. All employee concerns shall be presented to the employee’s Department Head. Concerns shall be presented in writing within five (5) scheduled work days of the alleged concern and shall be acted upon by the Department Head within five (5) working days. Employees who are dissatisfied with the Department Head’s written response may then present their concern in writing to the [Pine Valley Administrator](#) who shall have five (5) working days from receipt of concern to act upon the concern.
 - c. Employees who are dissatisfied with the [Pine Valley Administrator](#)’s written response shall have two weeks from the date of receipt of the [Pine Valley Administrator](#)’s response to appeal to [the County Administrator](#), by filing a written statement of the concern. Concerns by employees against their Department Head shall be presented in writing by the employee, directly to the Administrator and then the process would proceed as outlined above.

Termination/Layoff/Reduction of Hours due to Lack of Work: Whenever it becomes necessary either due to low census, need for economy, reorganization of work or change in need for staff or hours, employees may experience a reduction in hours, loss of position or change in position. Employees may be laid off, terminated or have hours reduced or their position changed according to the needs of the facility. The nursing home reserves the right to terminate any employee for unsatisfactory service, without notice, at any time during the three month (468 hours) probationary period. Employees separated for violations will receive pay to the time of dismissal only, and any unused accumulated vacation time.

6. Non-disciplinary Termination/Layoff – refer to Handbook of Personnel Policies
7. Complaints Procedures – Refer to Handbook of Personnel Policies

I. Reimbursement

1. Lodging – refer to Handbook of Personnel Policies
2. Meals – refer to Handbook of Personnel Policies
3. Mileage – refer to Handbook of Personnel Policies
4. Other Expenses – refer to Handbook of Personnel Policies
5. Registration Fees – refer to Handbook of Personnel Policies
6. Expense Vouchers – refer to Handbook of Personnel Policies
7. Employees who attend conferences or seminars out of the County for professional or

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employment-related training for certification and who leave County employment within 1 year after the training must reimburse the County for all expenses incurred by the County relative to that conference or seminar, excluding salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

J. Miscellaneous Personnel Provisions:

1. Change of Address or Status – refer to Handbook of Personnel Policies
2. Official County Bulletin Board – refer to Handbook of Personnel Policies
3. Employee Bulletin Board – refer to Handbook of Personnel Policies
4. Equipment – refer to Handbook of Personnel Policies
5. Telephone Policies – Employees will refrain from using the telephone for personal matters except for an emergency. Long distance calls for other than official business of the facility will not be permitted.
6. Notification of Absence – Employees are expected to notify their immediate supervisor or designee, when unable to report to work for any reason. Having relatives call for the employee is unacceptable. The employee should give as much advance notice as possible for any absence. A minimum of one hour is required according to our Absenteeism Policy.
7. Weather Conditions – If employees are unable to report to work due to weather conditions they should notify their Supervisor. If weather conditions improve employees should call in to see if they should report to work. Days missed due to weather conditions, will be taken as vacation, personal day, sick day, or without pay if a paid benefit day is unavailable.
8. Jury Duty – Jury Duty: Employees shall be excused with full pay for jury duty. Any compensation for such duty shall be paid to the county. Employees not selected as jurors for a case shall report promptly back to their work station.
9. Ambulance or Fire Department Volunteers – refer to Handbook of Personnel Policies
10. Break Room – refer to Handbook of Personnel Policies
11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies
12. Use of Computers, Software & Internet – Employees are required to adhere to Pine Valley's Policies on the use of the facility computers and software and the use of the internet, as defined in the Facility Policy and Procedure book.
13. Picture Identification Badge – All staff shall be issued a picture identification badge by the Centralized IT Department. Time Badges are required for all employees, except the [Pine Valley](#) Administrator. Employee will use their time badge to swipe in at the start of their shift and out at the end of the shift. Employees will not swipe in earlier than seven minutes prior or out more than seven minutes after their shift ends. Employees will swipe out and in for lunch if they leave the facility.
14. Training Opportunities – In-service Education: Employees are required to attend in-service programs at the request of the Pine Valley Administrator or their particular department. It is the employee's responsibility to record each in-service on their index card in the in-service file box. Certified Nursing Assistants are required to have 12 hours of in-service education annually. An employee who is unable to attend a required in-service has 30 days to view the video tape. All in-services are video taped except the fire in-service. Employees are required to attend the fire in-service and all other in-services required by the department head or administration
15. Gifts or Gratuities – refer to Handbook of Personnel Policies
16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies
17. Parking: Employees are to park in the lower level parking lot.

18. Service Awards: Employees who have given five or more years of service to Pine Valley Community Village will be recognized. They are given recognition in five year intervals beginning with the fifth year of employment.
19. Suggestion box: This box is located in the employee break-room for employees to place ideas or suggestions. Please sign so we can discuss idea/suggestion with the appropriate person.
20. Professional Ethics
 1. All information concerning the condition or well being of a resident is considered confidential and shall not be disclosed by an employee. Requests for information shall be referred to the [Pine Valley](#) Administrator, Director of Nursing, Social Worker, or licensed nursing staff.
 2. Information regarding the resident's diagnosis and treatment will be made known to employees on a "need to know" basis only. Employees will not be permitted to review resident medical charts or doctor's orders unless they have a specific need to have chart information in their daily care of the resident. Disclosure of such information by an employee may be grounds for immediate dismissal and perhaps legal action as well (*refer to HIPAA policies*).
 3. No one shall abuse any resident. This includes the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish. This also includes failure to provide goods and services necessary to avoid physical harm, mental anguish, or mental illness and deliberate misplacement, exploitation, or wrongful temporary or permanent use of a resident's belongings or money without the resident's consent. Anyone found guilty of such action will be subjecting themselves to immediate dismissal and could be fined or imprisoned.
21. Mail: All mail will be delivered to the Receptionist Office. Employees should have their personal mail addressed to their residence. Incoming and outgoing mail belonging to the residents shall not in any way be tampered with except on written notification of the resident or guardian.
22. Resignation: Resignations must be submitted in writing two weeks prior to the last day of work for all employees with the exception of Department Heads and Licensed Personnel who shall be required to give thirty days notice.
23. Smoking Regulations: Employees are not permitted to smoke on the grounds. Employees who smoke must punch out and leave the premises to do so.
24. Fire & Disaster Plan: Plans are located near each fire alarm box. Employees are oriented to the fire and disaster plans upon hire and this information is reviewed annually at an in-service. Drills are conducted on a regular schedule to insure that employees are familiar with these plans.
25. Security: Building security is the responsibility of the maintenance department or the nurse in charge in the absence of the maintenance personnel. All exit doors are locked from 9:00 P.M. each evening until 7:00 A.M. the following morning. Entry can be made by staff with the use of their photo ID badge.

26. Lost and Found: The nursing facility cannot be responsible for personal articles lost, stolen or damaged on the premises. Lost and Found items are kept at the switchboard.

This is to certify that I have received my personal copy of Pine Valley Community Village Employee Manual and Resident Bill of Rights and have read and understand the policies, practices, rules and regulations contained therein.

I understand the above is a condition of my employment.

Name _____

Date _____