

Notice of Public Meeting

Monday, February 16, 2026

5:00 pm

DOOR COUNTY LIBRARY BOARD OF TRUSTEES

Door County Library – Sturgeon Bay

Jane Greene Room
107 South 4th Avenue
Sturgeon Bay, WI 54235

Oversight for Door County Library

1. Call Meeting to Order
2. Establish a Quorum
3. Adopt Agenda
4. Approval of the January 19, 2026 Library Board Meeting Minutes (to be distributed)
5. Discussion and Decision (if any)
6. Correspondence
 - ◆ Door County Library Events Calendar – February & March
 - ◆ Nicolet Library System Letter: Membership Benefits and Responsibilities to Library Trustees
 - ◆ Trustee Tale- [Benefits of Wisconsin's Public Library Systems](#)
 - ◆ Toys for Tots Thank You
7. Public Comment
8. Closed Session

Convene into closed session pursuant to §19.85(1)(c), Wis. Stats, for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the Library Board has jurisdiction or exercises responsibility.
9. Reconvene into Open Session
10. Discussion and Decision (if any)
11. Reports
 - ◆ Miller Art Museum Report
 - ◆ Museum/Archives Report
 - ◆ Library Director Report
 - ◆ School Library Report
12. Vouchers Review and Approval
13. Donations Review and Approval
14. Acceptance of Gifts, Grants, or Donations (standing agenda item)
15. Sustainability Matters to be Considered (standing agenda item)
16. Legislative Matters to be Considered
17. Review and Approve Application to (NLS) for Library Services Grant
18. Review and Consider for Approval 2025 State Annual Report for Door County Library
19. Review and Consider for Approval Annual Report statement concerning System Effectiveness for 2025
20. Review and Consider for Approval Rescheduling Staff Training Day from March 23 to May 11, 2026
21. Review and Discuss the Draft County of Door Employee Handbook
22. Review and Approve Library Hierarchy Proposal
23. Review and Approve Area Branch Manager Job Description (to be distributed)
24. Discuss Sturgeon Bay Circulation Staffing Pilot
25. Matters to be Placed on a Future Agenda or Referred to a Committee, Official, or Employee
26. Next Meeting Date(s)
 - ◆ Monday, March 16, 2026 - 5:00 pm
 - ◆ Place: Door County Library - Jane Greene Room 107 South 4th Avenue Sturgeon Bay, WI 54235
27. Meeting Per Diem Code:
28. Adjournment

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person.

To attend the meeting via computer:

<https://us02web.zoom.us/j/85898827212?pwd=Ulad5F05tYVPfdLrrJoeKTD3ypbny.1>

Meeting ID: 858 9882 7212

Passcode: 724329

Deviation from Order Shown May Occur

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Library at (920)746-2700. Notification 72 hours prior to a meeting will enable the Library to make reasonable arrangements to ensure accessibility to that meeting.

Event Details

All Month Long

MakerSpace Focused Activity:

Alcohol Inks

Egg Harbor Library

Alcohol Inks - Create one-of-a-kind necklaces using alcohol ink and washers. Learn several methods of applying ink to produce different effects. Add beads and charms to create a beautiful piece of wearable art. Alcohol ink stains. Wear old clothes! For teens and adults.

Screen Free Craft Bag Pickup

All Library Locations

Stop by any Door County Library location to pick up a craft bag including a long stem foam rose, a colorable bookmark, and an activity page. For ages 4K – 2nd grade.

Saturday, February 14

DopaMind Digital Wellness Parent Education with Author Bethany Barton

6:00 pm

Crossroads at Big Creek

DopaMind and the Door County Library cordially invite you to an enlightening and supportive presentation and Q&A tailored for grades K to 6, specifically created to help parents prepare families for the challenges of technology emerging in elementary school and beyond.

Monday, February 16

Lego Club

3:30-5:00

Washington Island Library

Build unique Lego creations at the Washington Island Library during Lego Club. We provide the Legos. All ages are welcome. Adult supervision is required for ages 8 and under.

Friday, February 20

Ceramic Sgraffito Class

4:00-6:30

Baileys Harbor Library

Karen Eckberg of Owl Arts Pottery will teach this event on "Sgraffito" (think adult scratch art in clay) where participants will create their own designs in four tiles. For adults. Funded by the Door County Library Foundation. **Space is limited, please call the Baileys Harbor Library at 920-839-2210 to reserve your spot..**

Tuesday, February 24

Egg Harbor Maker Space Monthly Craft Night

5:00-7:00

Egg Harbor Library

Get a sneak preview of our upcoming March focused craft - Soy candle making.

Wednesday, February 25

Open Craft Night

5:00

Fish Creek Library

Bring any craft you like and meet other crafters. Don't have a craft? That's ok, we have some options available here. Open to all ages.

Virtual Author Talks

Thurs, Feb 5 at 6:00 PM CST

Swashbuckling Heroines and High Seas Adventures with Novelist Vanessa Riley

Thurs, Feb 12 at 1:00 PM CST

Mojos, Mermaids, Medicine, and 400 Years of Black Women's Magic with Dr. Lindsey Stewart

Tues, Feb 24 at 1:00 PM CST

Smithson's Gamble: The Incredible History Behind the World's Largest Museum with Smithsonian Curator Emeritus Tom Crouch

BOOK CLUBS

EPHRAIM BOOK GROUP

Ephraim, 1st Tuesday, 10:30, Feb 3 - Non-Fiction Readers Choice

MULTICULTURAL

Sturgeon Bay 1st Tuesday, 1:00, Feb 3 - (Door County Reads) "The Briar Club" by Kate Quinn

BITTERSWEET BOOKIES

Write On, Door County 1st Wednesday, 1:00, Feb 4 - "Finding Dorothy" by Elizabeth Letts

BAILEYS BOOK CLUB

The Cleat Restaurant 1st Wednesday, 7:00, Feb 4 - (Door County Reads) "The Briar Club" by Kate Quinn

READERS RAMPANT

Sister Bay/Liberty Grove 2nd Tuesday, 2:30, Feb 10 - (Door County Reads) "The Briar Club" by Kate Quinn

FISH CREEK BOOK CLUB

Fish Creek 2nd Wednesday, 5:30-6:30 Feb 11 - (Door County Reads) "The Briar Club" by Kate Quinn

FORESTVILLE LIBRARY

BOOK CLUB Forestville 4th Monday, 5:30, Feb 23 - "Stella Bain" by Anita Shreve

WASHINGTON ISLAND

BOOK CLUB Washington Island 4th Thursday, 11:00, Feb 26 - (Door County Reads) "The Briar Club" by Kate Quinn

BETWEEN THE PAGES

Egg Harbor 4th Thursday, 10:30, Feb 26 - "The Book Club for Troublesome Women" by Marie Bostwick

Free Events

February 2026

Full Calendar Inside!

Celtic Heart Necklace Craft

All Month Long
Fish Creek Library

Grab one of these kits to share the love in celebration of Valentine's Day.

For all ages.

Storytime and Crafts

Tuesday, February 3
10:00
Washington Island Libray



Join the Washington Island Library for storytime and crafts.

This months theme is Valentine's Day.

Baby & Me Storytime

Wednesdays
February 4, 11, & 18
10:30-11:30
Sister Bay/Liberty Grove Library



Basic level storytime and activities geared for babies/toddlers 0-30 months & their caregivers.

Build social-emotional skills together with your little one.

Indoor Seed Starting and Seed Swap

Saturday, February 7
10:00-1:00
Sturgeon Bay Library

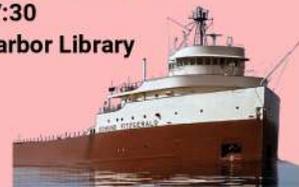


Door County resident and veteran gardener Karen Kidd will teach indoor seed-starting techniques to help you get a jump-start on your garden.

After the talk join us for a seed swap! Seeds, including local varieties, will be available for free. Bring some of your own seeds if you wish to share. All are welcome!

"Oh Buoy, Ship Talk!"

Tuesday February 10th
6:00-7:30
Egg Harbor Library



Join us for some local ship talk!

Matthew Deringer and Mike Nelson from Fincantieri Bay Shipbuilding will share facts, stories, history, updates, what they think happened to the Big Fitz, and more!

All are welcome. We especially would like to hear from those who have worked in the yard.

Author Bethany Barton Presents!

Saturday, February 14
10:00 @ Egg Harbor Library
3:00 @ Sturgeon Bay Library



Join author Bethany Barton for a live book reading with props, research, videos, interactive demonstrations. This will be followed by a Q&A.

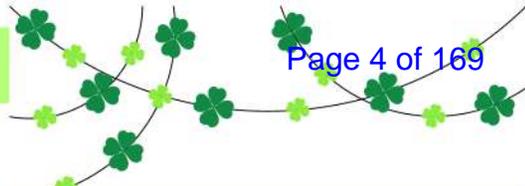


Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>2 ■ 7:00 pm Peninsula Players - Play Reading at Bjorklunden</p>	<p>3 ■ 10:00 Writing Through Grief: Writing Workshop at Write On, Door County</p> <p>◆ 10:00 Storytime and Crafts</p> <p>♥ 10:30 Storytime (An Act of Kindness)</p> <p>▲ 10:30 Ephraim Book Club</p> <p>♥ 1:00 Multicultural Book Club</p> <p>⊕ 6:00 Silent Book Club of Door County</p>	<p>4 ♥ 10:00 Domestic Violence: How Far We've Come & How Far We Have To Go</p> <p>★ 10:30 Baby & Me Storytime</p> <p>⊕ 1:00 Music Jam</p> <p>■ 1:00 Bittersweet Bookies Book Club at Write On, Door County</p> <p>■ 7:00 Pub Night, Trivia, and Book Discussion at The Cleat Restaurant</p>	<p>5 ♥ 2:00 Genealogy Club</p>	<p>6 ■ 9:30 Preschool Storytime</p> <p>▲ 10:00 Owl Arts Pottery Class</p>	<p>7 ♥ 10:00 - 1:00 Indoor Seed Starting and Seed Swap</p> <p>■ 7:30 Third Avenue PlayWorks - Play Reading at Third Avenue PlayWorks</p>
<p>9 ■ 2:00 Home School Workshop</p>	<p>10 ■ 10:00 Book Discussion at Write On, Door County</p> <p>♥ 10:30 Storytime (Be My Valentine)</p> <p>★ 2:30 Reader's Rampant Book Club</p> <p>♥ 5:00 "Briar Club" Music Hour with David Watkins</p> <p>★ 5:30 "The Briar Club" Bingo Night</p> <p>⊕ 6:00 "Oh Buoy, Ship Talk!"</p>	<p>11 ★ 10:30 Baby & Me Storytime</p> <p>⊕ 1:00 Music Jam</p> <p>♥ 2:00 Unlocking Archives: Your Gateway to History, Family, and Stories</p> <p>♥ 3:30-4:30 Lego Builders</p> <p>■ 5:30-6:30 Adult Craft Night</p> <p>● 5:30 Fish Creek Library Book Club</p>	<p>12 ♥ 2:00 1950s and McCarthyism with Larry Desotell</p> <p>■ 6:00 Birch Creek 4 Piece Jazz Ensemble at Birch Creek</p> <p>■ 7:00 Fish Tales @ Crossroads at Big Creek</p>	<p>13 ■ 7:00 pm 1950s Dance Lesson and Social Dance at Gibraltar Old Town Hall</p>	<p>14 ♥ 9:30-12:00 Book Sale</p> <p>⊕ 10:00 Author Bethany Barton Presents!</p> <p>♥ 3:00 Author Bethany Barton Presents!</p> <p>■ 6:00 DopaMind Digital Wellness Parent Education with Author Bethany Barton at Crossroads at Big Creek</p>
<p>16 ★ 10:00-12:00 Woolly Stitches - Hand Stitching Crafters Group</p> <p>◆ 3:30-5:00 Lego Club</p>	<p>17 ♥ 10:30 Storytime (Achoo!)</p>	<p>18 ★ 10:30 Baby & Me Storytime</p> <p>⊕ 1:00 Music Jam</p> <p>♥ 3:30-4:30 Play Reading Club Discussion</p>	<p>19</p>	<p>20 ■ 9:30 Preschool Storytime</p> <p>⊕ 10:00 Storytime with Dixie</p> <p>▶ 4:00 Ceramic Sgraffito Class</p>	<p>21 ■ 7:00 p.m. Rogue Theater - Play Reading at Rogue Theater</p>
<p>23 ■ 5:30 Forestville Adult Book Club</p>	<p>24 ♥ 10:30 Storytime (Around the Family Table!)</p> <p>⊕ 5:00-7:00 Egg Harbor MakerSpace Monthly Craft Night</p>	<p>25 ♥ 11:00-1:00 Book Sale</p> <p>⊕ 1:00 Music Jam</p> <p>★ 1:30 Northern Door Genealogy Society</p> <p>♥ 3:30-4:30 Lego Builders</p> <p>● 5:00 Open Craft Night</p>	<p>26 ⊕ 10:30 Between the Pages Book Club</p> <p>◆ 11:00 Washington Island Book Club</p> <p>■ 7:00 Fish Tales @ Crossroads at Big Creek</p>	<p>27 ■ 9:30 Preschool Storytime</p>	<p>28</p>

All Month Long

- Kids: Screen-Free Craft Bag (Multiple Branches)
- All Ages: Warmth for Winter (Multiple Locations)
- ⊕ Teens & Adults: MakerSpace - Alcohol Inks
- All Ages: Celtic Heart Necklace Craft

- ▶ Baileys Harbor
- ⊕ Egg Harbor
- ▲ Ephraim
- Fish Creek
- Forestville
- ★ Sister Bay/Liberty Grove
- ♥ Sturgeon Bay
- ◆ Washington Island
- Off Site Locations



Event Details

All Month Long

MakerSpace Focused Craft Egg Harbor Library
Make soy candles in the MakerSpace!

We Need Your Old Craft Supplies! Baileys Harbor Library

Have extra craft supplies at home? Donate them to the Baileys Harbor Library for our annual craft supply swap. Visit our website calendar for a list of supplies we will take. Drop off at Baileys Harbor Library during open hours. Craft swap will be in April.

Tuesday, March 3

Silent Book Club of Door County 6:00-7:00

Egg Harbor Library

No assigned reading - B.Y.O. Book. All books are welcome. Socialize after or keep reading!

Monday, March 9

Homeschool Workshop - Felted Soap 2:00

Forestville Library

Ages 6+up, create your own felted soap in this hands-on workshop. Participants will learn basic wet felting techniques while wrapping colorful wool around soap. All materials provided.

Thursday, March 12

Fish Tales 7:00 pm

Crossroads at Big Creek & Virtual

Learn how smallmouth bass implanted with acoustic tags caught on spawning beds spawning reveal where they move and mix after relocation to distant release sites in Green Bay.

Book Sale

Saturday, March 14 9:30-12:00

Wednesday, March 25 11:00-1:00

Sturgeon Bay Library

Shop the shelves and browse the overflow rooms in the basement – thousands of books, audiobooks, and movie titles. Proceeds from The Friends' book sales fund programs and projects benefiting patrons at all eight of our Door County Library Branches.

Friday, March 20

Story Time with Dixie 10:00

Egg Harbor Library

Join us every third Friday for Storytime with Dixie! This month's theme is Think Spring!

Virtual Author Talks

Register for upcoming talks from bestselling authors and thought leaders.

Wednesday, March 4 1:00pm CST

Humor, Heart, and Reflective Rural Stories with Michael Perry

Thursday, March 12 6:00pm CDT

Book Portals and Journeys of Literary Magic with Kate Quinn

Tuesday, March 24 1:00pm CDT

America's Failed Response to the Opioid Crisis with Author Shoshana Walter

Scan to Register



BOOK CLUBS

EPHRAIM BOOK GROUP

Ephraim, 1st Tuesday, 10:30, March 3- "Dear Edward" by Ann Napolitano

MULTICULTURAL

Sturgeon Bay 1st Tuesday, 1:00, March 3- "Glassmaker" by Tracy Chevalier

BITTERSWEET BOOKIES

Write On, Door County 1st Wednesday, 1:00, March 4- "Miss Benson's Beetle" by Rachel Joyce

BAILEYS BOOK CLUB

Baileys Harbor 1st Wednesday, 7:00, March 4- "Tomorrow, & Tomorrow, & Tomorrow" by Gabrielle Zevin

READERS RAMPANT

Sister Bay/Liberty Grove 2nd Tuesday, 2:30, March 10- "This Tender Land" by William Kent Krueger

FISH CREEK BOOK CLUB

Fish Creek 2nd Wednesday, 5:30, March 11- "The Light Eaters" by Zoe Schlanger

FORESTVILLE LIBRARY

BOOK CLUB Forestville 4th Monday, 5:30, March 23- "The Maid and the Socialite" by Lynda Drews

BETWEEN THE PAGES

Egg Harbor 4th Thursday, 10:30, March 26- "All the Forgivenesses" by Elizabeth Hardinger

WASHINGTON ISLAND

BOOK CLUB Washington Island 4th Thursday, 11:00, March 26- "How the Penguins Saved Veronica" by Hazel Prior

Free Events

March 2026

Full Calendar Inside!

Baby & Me Storytime

Wednesdays

March 4, 11, 18 10:30-11:30

Sister Bay/Liberty Grove Library



Storytime and activities geared for babies/toddlers 0-30 months & their caregivers. Build social-emotional skills together with your little one.

Adult Craft Night - Wool

Felted Art

Wednesday, March 11 5:30

Forestville Library

Work with wool fibers to create small felted art while learning basic felting techniques.

No experience needed, all materials provided.



Reopening of the Door County Seed Library

Monday, March 16 During Open Hours Multiple Locations

Baileys Harbor Library, Forestville Library, Egg Harbor Library, Sister Bay/Liberty Grove Library, Sturgeon Bay Library, and Washington Island Library will have seed packets to share with Door County gardeners. Stop by to see what seeds are available.

For more information visit doorcountyseedlibrary.org

Pizza, Puzzles, & Prizes

Tuesday, March 17 4:00

Egg Harbor Library



Teams of up to four compete to complete a 500 piece puzzle within a two-hour time limit. Pizza will be served at 5:00.

Registration is required. Reserve a spot for your team by calling the library at 920-868-2664.

Linocut Workshop

Saturday, March 21 1:00 Baileys Harbor Library

Learn how to design, carve, and print your own original image using simple tools and materials. No experience needed—just curiosity and creativity. All supplies provided.

Space is limited, registration is required. Please call the Baileys Harbor Library at 920-839-2210.

The Griffon String Quartet Presents A Literary Concert

Saturday, March 21 3:00-4:00 Sturgeon Bay Library



Join the Griffon string quartet for a swashbuckling nautical journey as they present facts of the Great Lakes, stories of shipwrecks, and tales of pirates, combined with the music of Handel, Hans Zimmer, and even a sea shanty sing a long.



- Baileys Harbor
- Egg Harbor
- ▲ Ephraim
- Fish Creek
- Forestville
- ★ Sister Bay/Liberty Grove
- ♥ Sturgeon Bay
- ◆ Washington Island
- Other

All Month Long

- Kids: Screen-Free Craft Bag (Multiple Branches)
- All Ages: We Need Your Old Craft Supplies!
- Adults and Teens: MakerSpace Focused Craft (Soy Candles)
- ◆ Adult and Teens: Craft Kit Giveaway (DIY Linocut)
- Adult and Teens: Craft Kit Giveaway (DIY Linocut)
- All Ages: DIY Flipbook Kit



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 ◆ 10:00 Storytime & Crafts ♥ 10:30 Storytime (Extremely Silly Storytime) ▲ 10:30 Ephraim Library Book Club ♥ 1:00 Multicultural Book Club ➤ 6:00 Silent Book Club of Door County	4 ★ 10:30 Baby & Me Storytime ■ 1:00 Bittersweet Bookies Book Club at Write On, Door County ➤ 1:00 Music Jam ➤ 7:00 Bailey's Book Club	5 ♥ 2:00 Genealogy Club ▲ 1:00-2:00 Homeschool Kids Book Club	6 ■ 9:30 Preschool Storytime	7
9 ■ 2:00 Homeschool Workshop - Felted Soap	10 ♥ 10:30 Storytime (Bedtime Stories) ★ 2:30 Readers Rampant Book Club ➤ 4:00 Movie (Downton Abbey: The Grand Finale)	11 ★ 10:30 Baby & Me Storytime ➤ 1:00 Music Jam ♥ 3:30 Lego Builders ● 5:30 Fish Creek Book Club ■ 5:30 Adult Craft Night - Wool Felted Art	12 ■ 7:00 Fish Tales Virtually & Crossroads at Big Creek ▲ 1:00-2:00 Homeschool Kids Book Club	13 ■ 9:30 Preschool Storytime	14 ♥ 9:30-12:00 Book Sale
16 ■ Door County Seed Library Reopening - Multiple Locations ★ 10:00 Wooly Stitches - Hand Stitching Crafters	17 ♥ 10:30 Storytime (Fairy's Tales) ➤ 4:00 Pizza, Puzzles, & Prizes	18 ★ 10:30 Baby & Me Storytime ➤ 1:00 Music Jam ♥ 3:30 Play Reading Club Discussion	19 ▲ 1:00-2:00 Homeschool Kids Book Club	20 ➤ 10:00 Storytime with Dixie	21 ➤ 1:00 Linocut Workshop ♥ 3:00 The Griffon String Quartet Presents A Literary Concert
23 ■ 5:30 Forestville Book Club	24 ♥ 10:30 Storytime (An Easter Basket of Books)	25 ♥ 11:00-1:00 Book Sale ➤ 1:00 Music Jam ★ 1:30 Northern Door Genealogy Society ♥ 3:30 Lego Builders ● 5:30 The Science of Sound and Synthesizers	26 ➤ 10:30 Between the Pages Book Club ◆ 11:00 Washington Island Book Club ▲ 1:00-2:00 Homeschool Kids Book Club	27 ■ 9:30 Preschool Storytime	28
30	31 ➤ 5:00 Monthly Craft Night				

January 29, 2026

Dear Library Trustees:

Happy New Year! I wanted to reach out and extend a note of gratitude for your commitment to your community and your public library. There are always a lot of moving pieces in the library world, and I thank you all for juggling them and keeping your focus on your community's needs. Challenges come and go, and I know that some of you are navigating challenges that may influence your library's ability to remain in compliance with the Wisconsin Statutes that govern libraries. As we are at the beginning of the Annual Report period for public libraries, in which libraries establish compliance for the Department of Public Instruction (DPI), I wanted to remind you that the Nicolet Library System is here as a resource for you.

Libraries have a unique mission to support the educational, recreational, and informational needs of the community. To protect the historic role of the public library as a source of unbiased information, public library boards have been granted a great deal of independent authority. The [League of Wisconsin Municipalities](#) provides some clarity and [Chapter 43 of Wisconsin Statutes](#) outlines the library's requirements to maintain system membership, and charges library boards with this oversight.

Maintaining a public library will allow continued membership in the Nicolet system if the minimum compliance requirements for state library system membership are met. These requirements are:

- The library is established under Wisconsin Statutes.
- The library has entered into a written agreement with the public library system board.
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained.
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition.
- The library board has exclusive control of the expenditure of all money collected, donated, or appropriated for the library.
- The library board has exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation.
- The library's head librarian holds the appropriate grade level librarian certification from DPI.
- The library director is present in the library at least 10 hours a week while the library is open to the public, less leave time.
- Annually, the library is open to the public for an average of at least 20 hours each week.
- The library annually spends at least \$2,500 on library materials.

In turn, membership in Nicolet will allow for continued access to the following:

- Expanded statewide catalog via interlibrary loan (ILL) services
- Library Services, Youth Services, and Innovation & Improvement grant funding
- Continued Education funding for library staff and trustees
- Delivery services and communication of library resources
- Management and membership in Wisconsin's statewide, electronic collection
- Contract negotiation efficiencies of scale (e.g., movie licenses)
- Consulting services (Inclusive Services, Youth Services, WI Statutes, Annual Reporting, etc.)
- Technology support
- Marketing & communications support
- Ability to qualify for state and federal grant funding

If your library is facing challenges maintaining compliance—now or at any time—please don't hesitate to reach out. At Nicolet, we're ready and eager to provide proactive support. When a public library is not in compliance with membership requirements, Nicolet is required to develop a plan to bring the library back into compliance and share that plan with DPI. Failure to develop a plan and practices to return the library to compliance may result in a reduction or loss of Nicolet services as determined by the Nicolet Board of Trustees and could eventually result in expulsion from the system.

Please do not hesitate to contact me with any questions or concerns you may have as you move forward with your Annual Report process. I am also happy to visit you at a board meeting upon request. Additional resources include your local library director, fellow trustees and Teresa Schmidt, Public Library Administration Consultant at DPI, teresa.schmidt@dpi.wi.gov, (608) 224-6167, <https://dpi.wi.gov/libraries/public-libraries>.

Sincerely,

Tracy D. Vreeke, Director
Nicolet Library System
tvreeke@nflsoffice.org
(920) 448-4414

A library is not a luxury but one of the necessities of life. - Henry Ward Beecher



Trustee Tale is a joint project of the Manitowoc-Calumet Library System, Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System and Wisconsin Valley Library System.

If you have questions, comments, or suggestions for future articles, contact your system director.

Benefits of Wisconsin's Public Library Systems

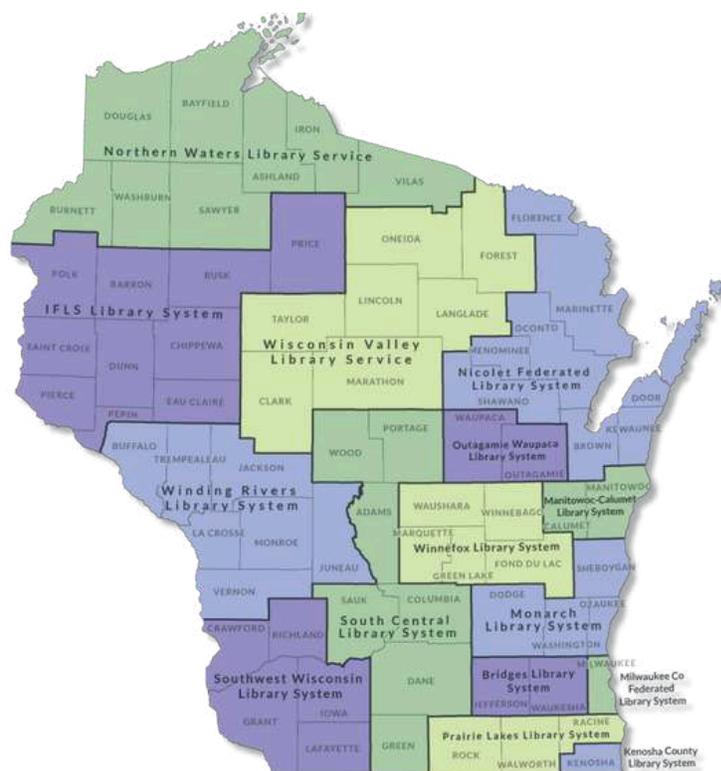
*By Bradley Shipps, Director
Outagamie Waupaca Library System*

There are 381 public libraries in Wisconsin with 467 local outlets, and every single one of them belongs to one of fifteen regional public library systems. System membership comes with many benefits that strengthen a local library's ability to serve its community beyond what it can accomplish with local resources alone.

Expanded access and resource sharing

System membership guarantees mutual borrowing and interlibrary loan, allowing patrons to access millions of items statewide rather than being limited to a single local collection. Delivery networks and coordinated interlibrary loan services make this sharing efficient and reliable.

Systems assist with regional planning, service agreements, and coordination with neighboring systems and other types of libraries (academic, school, and special libraries). As a result of efficient statewide coordination, Wisconsin ranks highly in the nation for library resource sharing.



Cost savings and economies of scale

Systems provide shared infrastructure—such as online catalogs, delivery services, and technology platforms—that would be too expensive for individual libraries to operate alone. By avoiding duplication of services, communities save money while receiving higher-quality service.

Improved service quality

System-funded services enhance local

operations through access to backup reference services, professional consultation, and promoting and facilitating inclusive services for underserved populations. Additionally, systems promote cooperation rather than competition among libraries, improving service consistency across municipalities of different sizes and types.

Technology and innovation

Systems support technology planning, shared catalogs, IT infrastructure, and cybersecurity, helping libraries adopt new technologies safely and affordably.

Support for local library boards of trustees

Regional systems also directly support library boards in carrying out their governance and oversight responsibilities.

- Systems provide training for trustees, helping boards understand their statutory roles, governance responsibilities, and emerging issues in the library field. Ongoing education strengthens trustee decision-making and leadership
- System staff offer expert advice on policy development, planning, budgeting, technology, hiring, and service models, giving boards access to specialized knowledge they may not have locally.
- Because systems receive and manage state funding, they help ensure compliance with statutory requirements and standards of service, supporting boards in meeting legal obligations.
- Systems play a leadership role in statewide advocacy for libraries, indirectly benefiting local boards and communities. Systems play a supporting role in local advocacy efforts, providing data and communications support.

In short, membership in a regional public library system allows a Wisconsin public library to offer broader access, better services, and greater efficiency than it could alone. For library boards of trustees, systems provide training, expert guidance, and accountability frameworks that strengthen governance and help ensure equitable, high-quality library service for all residents of the state.

References

This article was drafted with the assistance of ChatGPT to pull relevant information from the following sources. The final article was edited for readability and reviewed for accuracy by system staff.

- Trustee Essentials, Chapter 17: Membership in the Library System
- Trustee Essentials, Chapter 26: The Public Library System Board—the Broad Viewpoint
- WLA Library Legislative Day handout “Wisconsin’s Public Library Systems”

January 2026

Dear Community Member:

- Door County Library -

Thank you for participating in the 2025 Door County Toys for Kids program. Because of your generosity and support, we were able to help 677 children have a merrier Christmas this holiday season. Since Door County Toys For Kids is a Non-Profit 501(c)3 organization that runs the local Toys For Tots program, everything that was donated stayed here to help our local families and community. To say we were overwhelmed by the support of our community this year would be an understatement. The toy boxes were overflowing with wonderful toys, and we collected more monetary donations than ever before. It was truly heartwarming to see the relief and joy we were able to bring to our community this year. We would not have been able to accomplish this goal without your help.

Saying thanks is easy, but the very hardest part is showing you the gratitude that comes right from our hearts. We hope this "THANK YOU VERY MUCH" will show, in some small way, the deep appreciation we have for you today!

Sincerely,

Marsha Wiesner

Door County Toys For Kids Committee

We greatly appreciate
your continued support
with the toy box.





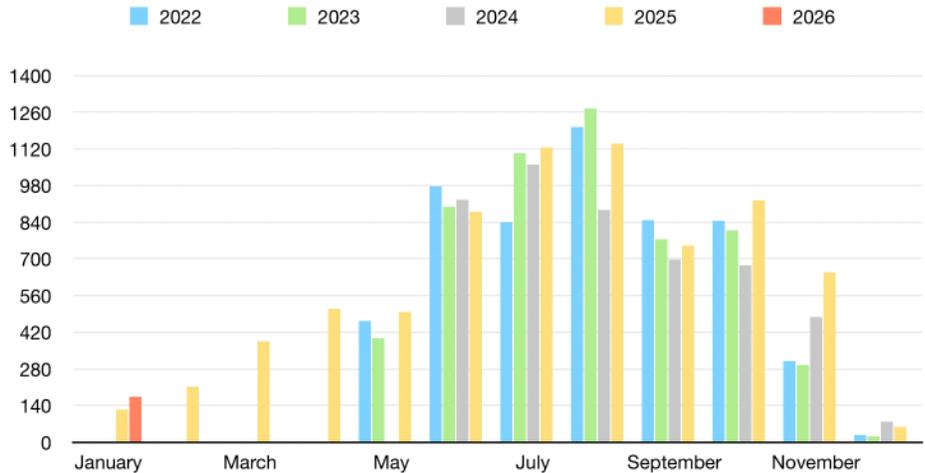
DOOR COUNTY MUSEUM AND ARCHIVES

January 2026 Report

Submitted by Joe Taylor, Museum and Archives Manager

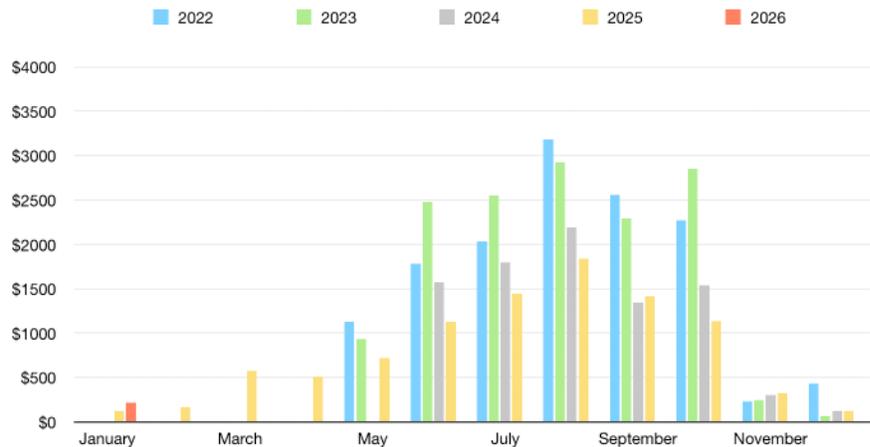
Museum Visitors

	2022	2023	2024	2025	2026
January				124	174
February				213	
March				385	
April				510	
May	462	396		497	
June	978	898	925	879	
July	840	1103	1060	1126	
August	1203	1275	886	1140	
September	849	775	696	750	
October	845	808	675	924	
November	309	294	477	649	
December	27	22	78	59	
Total	5513	5571	4797	7256	174



Museum Donations

	2022	2023	2024	2025	2026
January				\$120	\$218
February				\$169	
March				\$575	
April				\$513	
May	\$1129	\$937		\$720	
June	\$1784	\$2477	\$1574	\$1130	
July	\$2037	\$2551	\$1800	\$1447	
August	\$3182	\$2926	\$2191	\$1838	
September	\$2559	\$2296	\$1343	\$1418	
October	\$2273	\$2855	\$1539	\$1134	
November	\$228	\$248	\$306	\$322	
December	\$432	\$68	\$120	\$122	
Totals	\$13624	\$14358	\$8,873	\$9508	\$218



Artifact Donations

1/13/26 - PBI Photos and automotive advertising from Door County

1/24/26 - Large collection of photos and documents Hendricks Orchards 1930s-70s. child polio leg braces

1/31/26 - Large collection of photos and documents on teacher, sheriff and State Senator, Alex Meunier.

Programs, Education, and Events

1/21/26 - DCR Historic Cooking w/United Way

1/29/25 - DCR Cold War Talk

Upcoming Events

Every Friday - Coffee with the Curators Talks

2/26/26 - LIR Talk - Exhibit Creation

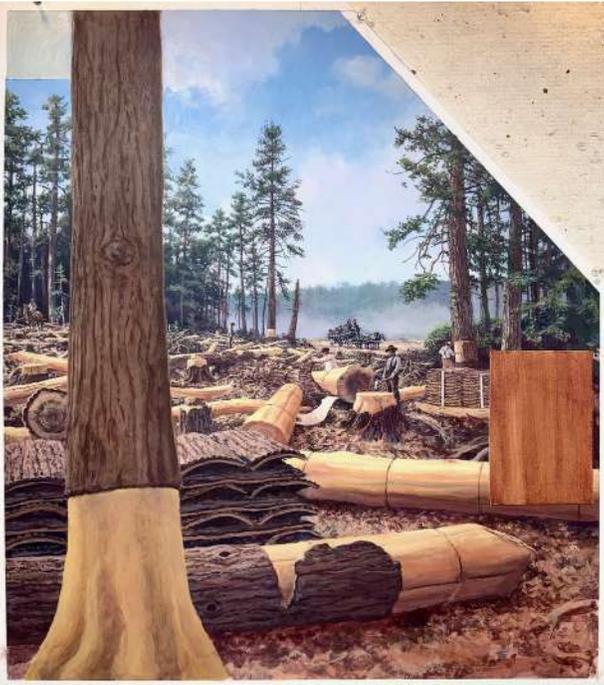
2/28/26 - February Fossil Fest

3/5/26 - LIR Talk - Historic Cooking

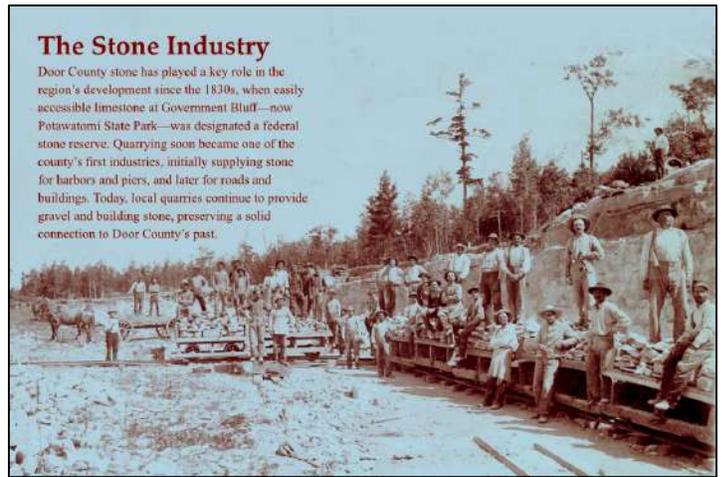
3/12/26 - LIR Talk Early Firefighting in DC

Summary

The Door County Reads programs were successful and enjoyable. We continued work on the Founding Industries exhibit, the Chief Roy Oshkosh and Mary Jane Van Duyse exhibit, and began designing a new exhibit on early fraternal organizations in Door County. Archival work also continued with the setup of new digitization equipment and work spaces.



Artist Study for Timber Industry Mural



Stone Industry Intro Panel



Henricks Orchard Workers Photo



Duck and Cover Talk



Alex Meunier Artifacts



Child's Polio Leg Braces

19 January 2026 – Library Board Meeting



Director’s Report – Dominic Frandrup

Administrative

- Door County Library’s Annual Report was completed and is further in this packet. The summary infographic one-page handout of statistics is in process.
- Door County Reads 2026 is still going strong with several events remaining.
- Director was interviewed on the Peninsula Pulse podcast on Feb 5th and this episode is [currently available](#).
- Library Legislative Day the Director met with Senator Andre Jacque and Representative Joel Kitchens. In addition they met with Representative Ron Tussler as a librarian or trustee from their district was unable to attend.

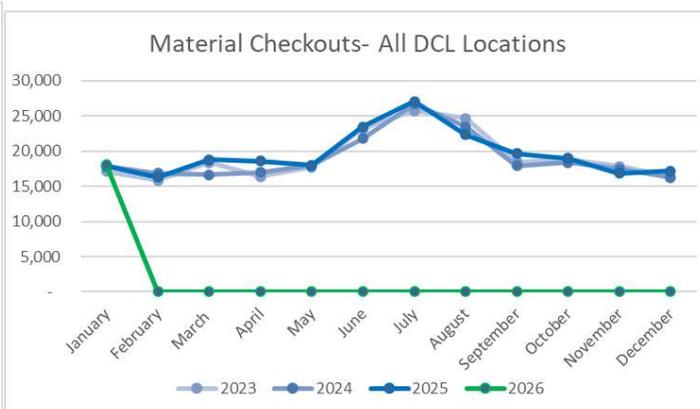
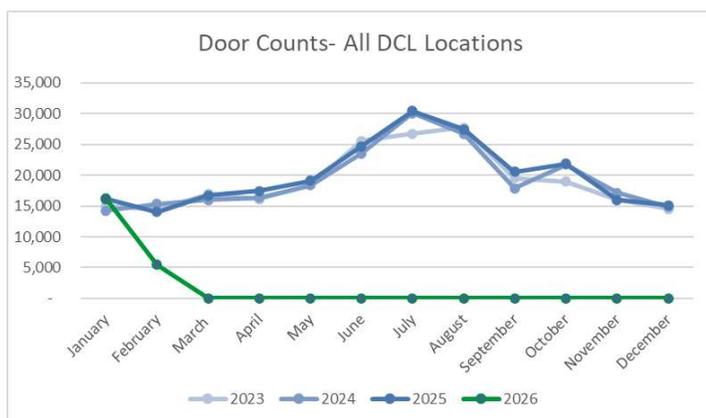
Facilities

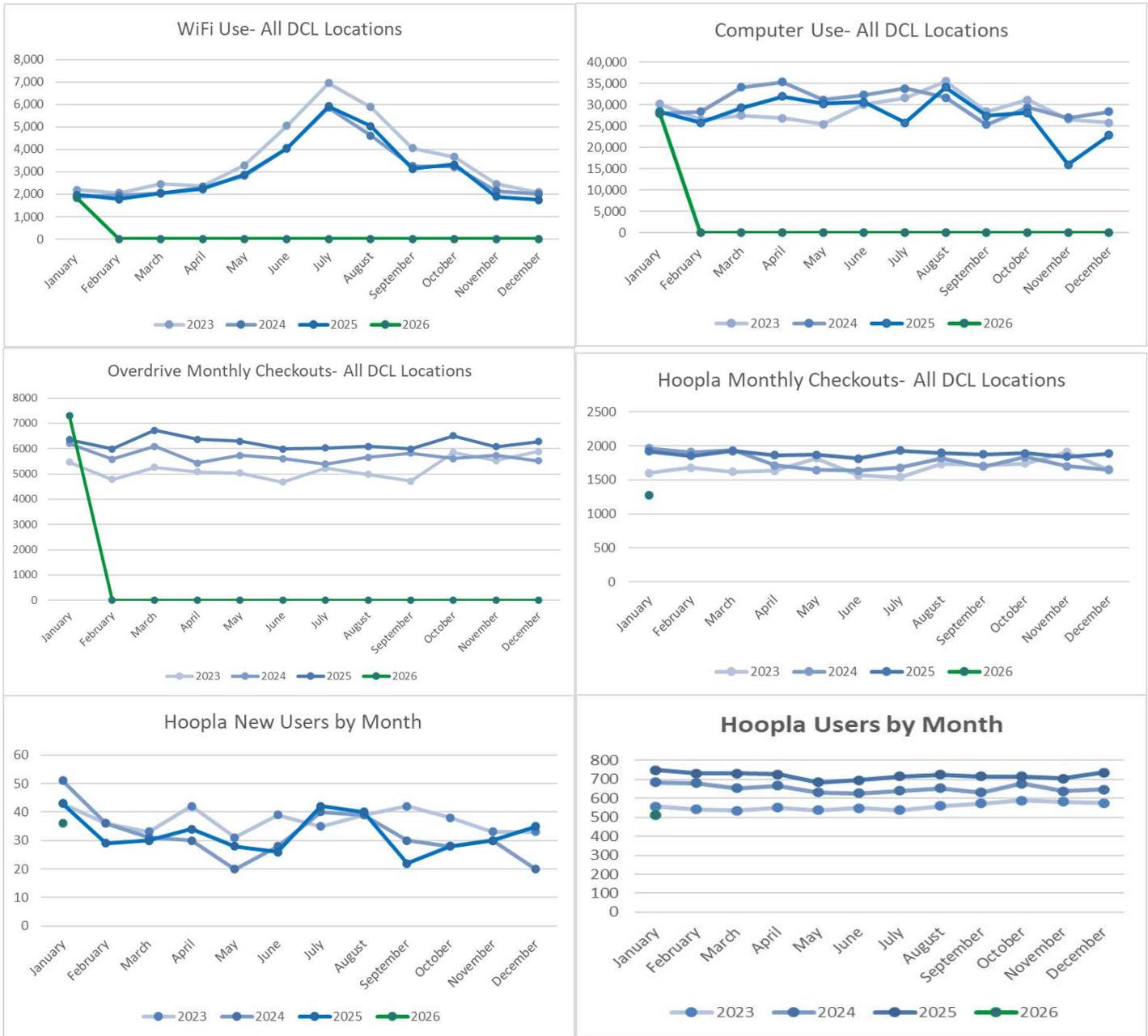
- Elevator technician was called to fix the elevator as it was out of service January 20th, and repaired by about noon on the 21st.

Friends of Door County Libraries

- Upcoming book sales: February 25, March 14 & 25
- Director met with Friends board members for a budget discussion January 28 to establish their 2026 budget and passed at the Feb 9th meeting. Great Thanks to them for all of their work on book sales and other events to support the Library.

Library statistics reporting – included statistical reports and charts:





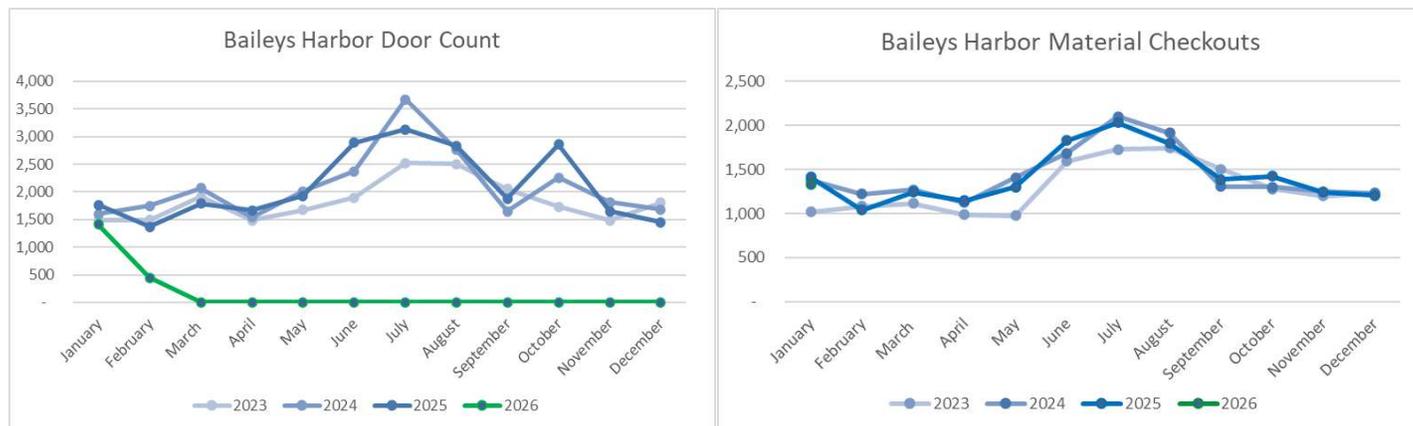
Branch Library Locations Reports

Baileys Harbor- Mary Sawyer

We focused on weeding last month, completing a 3 year non-circulating of Adult DVD's, Fiction, Mystery and Children's picture books. We'll continue with genre fiction, audiobooks, and Juvenile/Teens in February and March.

We've also been happily watching the progress of geothermal installation in the BAI town hall. Next week the old heating system will be shut off in the library and temporary space heaters will be installed until the completion of

the geothermal installation. Thankfully the library will not have to close during this process, but space heaters do have me nervous considering how cold this winter has been. But all we can do is wait and see.



Egg Harbor- Dixie Jorns

January at the Egg Harbor Library was relatively quiet. The weather was not the best for venturing out. The children's room still saw a lot of activity with parents bringing their toddlers in to get "the wiggles out". Take and make crafts in the children's room were, as always, very popular. We typically go through 40+ kits every month.

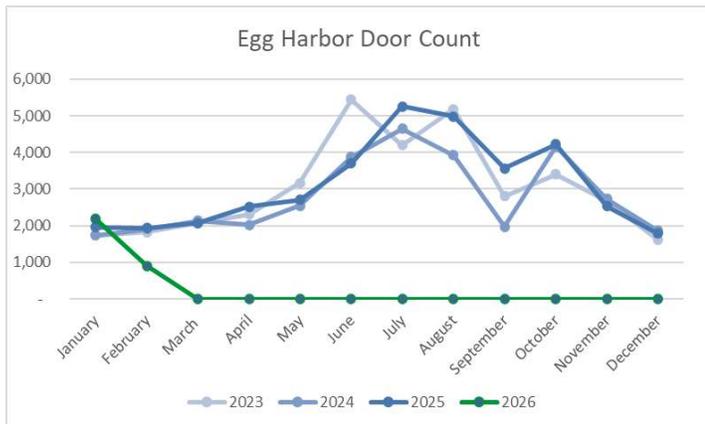
The Maker Space was busy with glass fusing projects happening. At least 70 people used the space at least once (we do have many repeat crafters coming often) during the month. Our monthly Craft Kick-Off Night happens in the Maker Space and gives people the opportunity to see what we will be working on in the coming month. Seventeen people came out on the 27th to learn how to use alcohol inks which we will be featuring throughout February.

This was also the debut month for the Silent Book Club of Door County and we had 12 participants. This new group meets on the first Tuesday of the month and our start up event was on an evening of thick fog and sleet. Nine people braved the elements and very much enjoyed the snacks provided, conversation, and the quiet personal reading time. It was a great group, and I think this will be a fun monthly event going forward.

Music Jam also remains popular. The number of musicians dropping in to play is growing again now that the holidays are behind us. We are still seeing a handful of listeners on a steady basis as well.

Our Between the Pages Book Club discussed the D.C. Reads book, *The Briar Club* at our January meeting. Thirteen people braved the bitter cold (wind chills in minus double digits) to attend. The book was enjoyed by all, and we had a very good discussion. It worked out well that this happened shortly after the Author Talk from the previous Saturday. Those that attended that event brought a lot to the conversation.

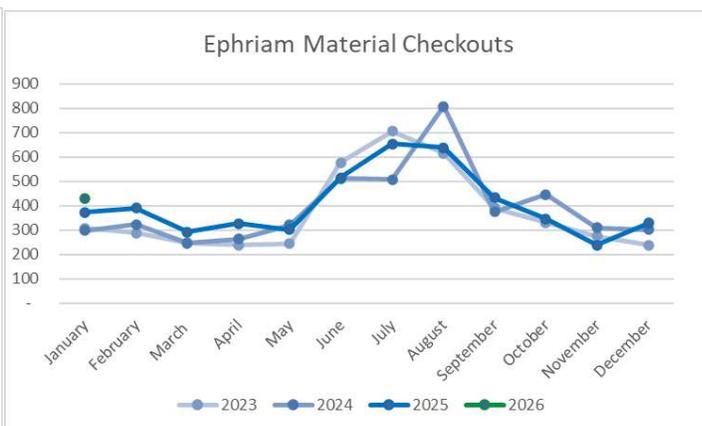
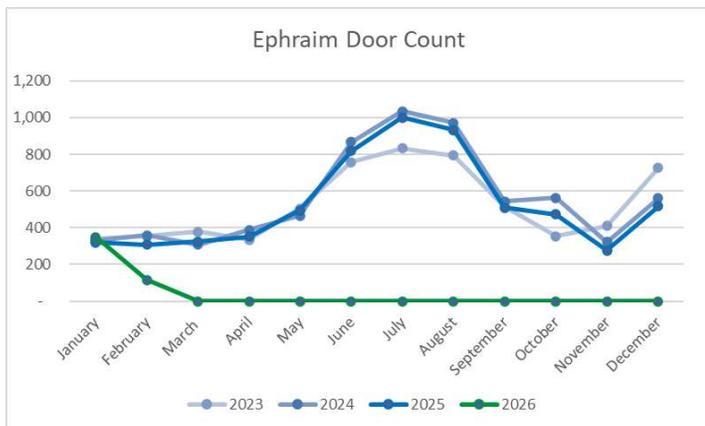
Story time for January fell on one of the brutally cold days. No one attended and I applaud them for hunkering down at home. No one attended the monthly movie as well and I would guess that is the result of avoiding being out in the dangerous cold.



Ephraim- Suzanne Ihrig

Ephraim Book Club met on January 6th to discuss *Orbital* by Samantha Harvey. We also gave away two Take and Make craft kits for kids that featured a cozy winter theme. The Door County Reads books were all gone in December but we had several Ephraim patrons attend the Kate Quinn live event in Sturgeon Bay and our spotlight DCR event, creating spoon rests with Owl Arts (to be held in February) filled up fast, with a substantial wait list to boot. We look forward to doing more classes with Karen from Owl Arts in the future.

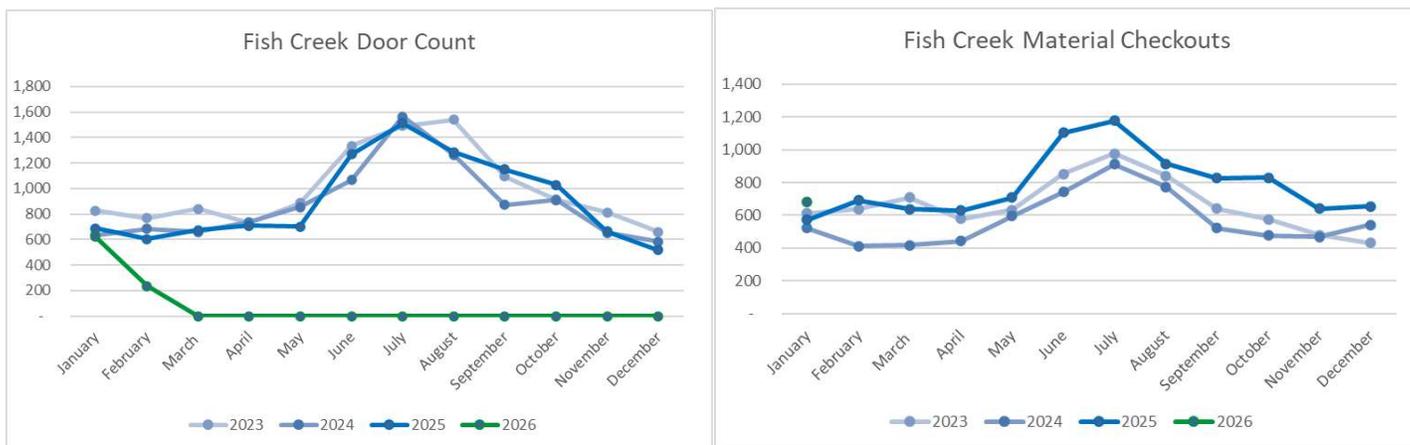
As usual, January is a good time to tackle projects that get neglected in the busy season: weeding, re-arranging, fixing books, cleaning, etc. We’re also working ahead on summer programming, as well as facility updates and improvements to the Children’s Area.



Fish Creek- Elisha Adelman

I’m sure due in part to the epically frigid temperatures, we were a bit quiet this month, but folks who came in were still checking out plenty. We did reschedule a DCR dance and lessons for February due to the cold, so we’ll have an update on that event next month. Around here, some winter tasks are getting done, such as weeding and working on reorganizing Sharepoint.

We did do our first visit with the Northern Door Children’s Center’s 4K students to introduce them to how libraries work. We read a story, made library cards for their library, and learned about what librarians do. This month, they’ll make their own books that will go in their library.



Forestville- Jennifer Bacall

We had a record high door count for January 2026 with 1028 individual patrons! (Statistics available back to 2016.)

Plenty of our hours were spent arranging and rearranging the Children's area for painting the walls and for the shelving installation which was completed on January 30th. The shelves were created by C & C Builders out of Green Bay and were paid for with donations gathered from the community. We continue to gather funds in hopes to purchase a library grade sofa for the room.

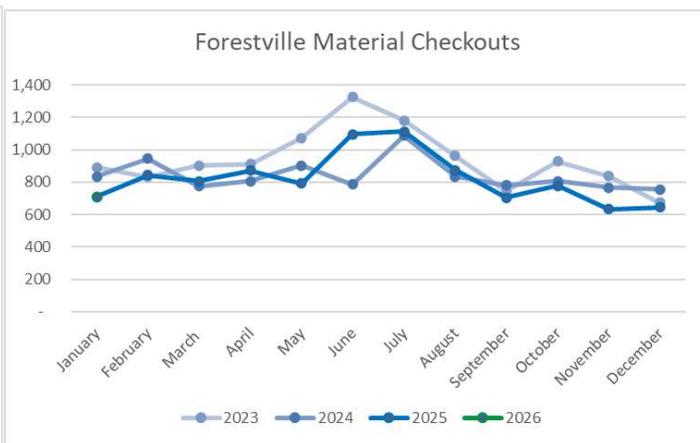
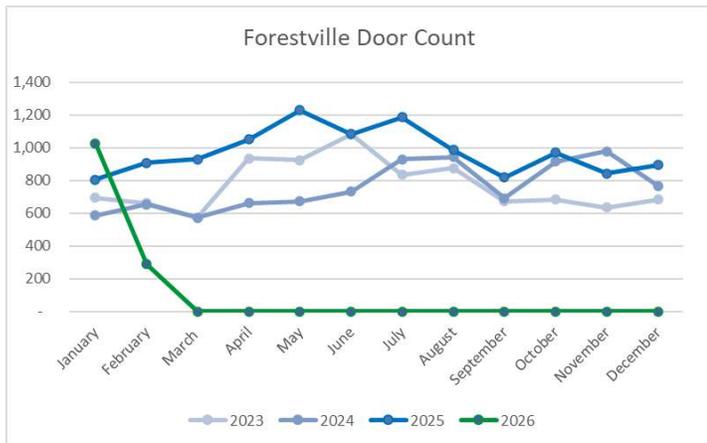


Somehow, besides the renovation project we were able to weed several sections, hold eight programs and still serve our patrons.



Our Home School Workshop this month was creating a small, light-up robot from a kit, and we had 40 people in attendance for the event. Right after that event was our first zero attendance event, our Adult Craft Night which was themed "Bring Your Own Craft".

We held two Door County Reads events. Our Family Cookie Decorating Workshop featured cookies from the North Water Bakery in Algoma. We had enough extra that our preschool kids were able to decorate cookies as well. Our second DCR event was Adult Book Club at the Door County Fire Company in Sturgeon Bay. Both of these programs were held thanks to gift funds from the Library Foundation.



Sister Bay/ Liberty Grove - Christina Johnson

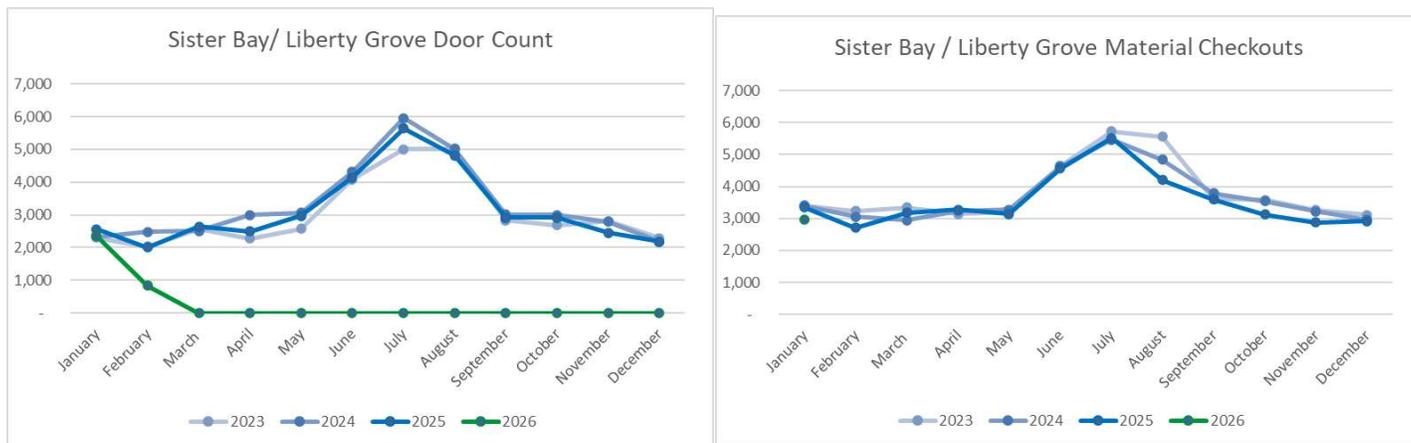
For January, I am pleased to report solid participation in several of our programs this month. We had a full class for our Door County Reads: Owl Arts Pottery Class - Make your Own Spoon Rest, where 1 teen and 15 adults participated. Our Briar Club Music Hour with David Watkins for Door County Reads also brought in 23 people to our branch (15 adults, 2 teens, and 6 toddler to kindergarten aged kids) who all enjoyed the curated 1950s vintage record music and history listening event. A truly welcome for all ages early evening event!



We also coordinated with local senior living facility Activity Director Jan Wood and hosted this same event off-site on a different day in the morning by bringing it to the elder residents at Serenity Springs Scandia Village in Sister Bay where 24 of our local elders (many who had been library patrons) gathered in the event space on campus and enjoyed letting the music bring them to life. It was a beautiful example of when music awakens one's soul -- even if one has dementia, movement, or speaking issues somehow music traverses those barriers and toe tapping, body moving, and humming and singing along with the old tunes of one's youth comes back with attention, energy, and joy.

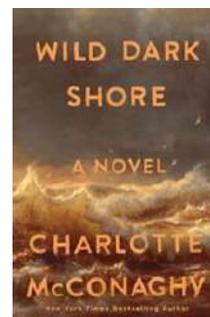
The above Door County Reads opportunities with much appreciation were funded by the Door County Library Foundation. In addition to these, our monthly branch programs brought in solid member turn out this past month as well, including for our book club with 10 people and our genealogy club with 6 people.

We have also continued our annual providing of Winter Seed Sowing Kits with prepared milk jugs, instructions, seed packets, and soil in partnership with our Seed Library Volunteer, Lu Maloney. In January, 15 kits were claimed. We have another 15 out for February, and can easily make more if the interest is there. Stop by our branch in Sister Bay soon before Winter wraps-up, and to get the seed selections you would like.



Sturgeon Bay Adult Department – Laura Kayacan

Tuesday January 6 - Multicultural Book Club read “Wild Dark Shore” by Charlotte McConachy. The group will be reading the Door County Reads book next month, and I handed out a list of 12 books for next season and asked members to vote on the 6 books they’d most like to read between March and August.



Thursday January 8 – Genealogy Club discussed how to handle items inherited from our families such as old mining certificates, WWII letters etc. The topic of which software to use for genealogy was once more discussed and the verdict was Family Tree Maker.



Wednesday January 14 – Bill Parson and Tim Annoye, former employees of Sturgeon Bay’s Palmer Johnsons discussed a book by the late James Mihaley, “The Boatyard: How a Rollicking Bunch in Rural Wisconsin Built the Finest Yachts in the World.” They had many photos of the yachts and talked about the atmosphere and camaraderie they experienced while working at that company. It was



interesting to learn that Palmer Johnson built boats for people like the King of Spain, and that this book was the best-selling book last year at the local bookstore, Novel Bay.

Two new items were introduced to Sturgeon Bay's Library of Things, an air quality detector, and a lightweight 5X magnifier with 3 led light colors. If someone wants a large print book and there are only regular print available, this magnifier will make reading the small print much easier. Both items were quickly checked out of the library.



The Seed Library brought in a donation they received from a local hardware store and that included seeds for various soil conditions, and local wildflowers. The seeds are popular and the display lets people know about an upcoming seed sowing program, seed exchange, and the season's kickoff event in March.

Saturday, January 17 was the kickoff event for Door County Reads 2026. The author of "The Briar Club," Kate Quinn, spoke at Sturgeon Bay High School auditorium. She was a very strong speaker and impressed everyone. Local author, Anne Heyse, had the honor of interviewing Kate. The program was recorded and added to the library YouTube channel and in 9 days has over 170 views.



Wednesday January 21 – The Play Reading Club discussed "The Perfect Arrangement" by Topher Payne. This is the play Third Avenue PlayWorks will be reading as part of Door County Reads in February. It was set in the 1950's and dealt with the stigma of being gay in that era.

Thursday January 22 – Was the first Fish Tales of the season, and once again, the library is partnering with Crossroads to bring expert speakers to the area to talk about fish ecology. The first speaker this year was Dr. Karen Murchie from the Shedd Aquarium in Chicago. She comes to Door County regularly to study suckers. There are video records of all Fish Tale programs going back a few years on the library YouTube channel under the playlist "Fish Tales."





Saturday, January 24 – The film, “Far from Heaven” was shown at the Kress in partnership with Open Door Pride, PFLAG, Northern Door Pride. After the film a discussion was led by film critic, Mike Orlock, and Kinsey Institute psychologist, Patrick Cerra. The program was interesting, but it was the coldest day of the year, so it was rewarding to see how many attended.



Wednesday, January 28 – A group of 14 people registered ahead and joined Karen Eckberg from OWLS Arts in Green Bay in making spoon rests as part of Door County Reads and the cooking theme that ran through “The Briar Club.” The group loved the experience of working with clay and learning to glaze their ceramic pieces.



Sturgeon Bay Children’s Department - Beth Lokken

January's biggest news is always the Costumed Character Program at the end of the month. This year it was a Party With Pete the Cat, which was a big success. 135+ people came to listen to stories, make crafts, play games, eat snacks, and of course meet Pete, a giant blue Siamese Cat with a very relaxed attitude. As usual, the Friends provided the lion's share of the volunteers, many of whom are veterans of previous Costumed Character Programs and so knew what to expect. The biggest difference this year was Nadia and her kids, who volunteered to help create games and crafts, and then came to run them. Chenille Stems turned into creative sunglasses, Tempura Paint Sticks created groovy underwater scenes, and a box of various takes on a banana (can you feel the difference without peeking?) all came from their creative minds. The biggest thing that I will add to our project every year moving forward? Nadia works for the Gnoshery, and she pulled in Jocelyn from their Green Bay office, who brought case after case of cool small kid games to play. They were a huge hit, and Jocelyn has promised to come next year if I fill out the forms. I am very good at filling out forms!

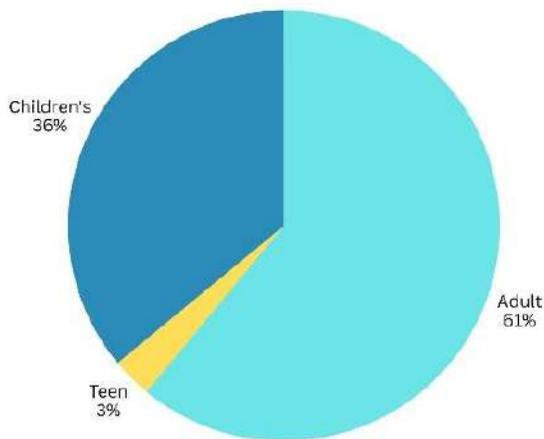


Up next month is our partnership with the school districts: Author Bethany Barton will be coming on Saturday February 14th, supported by a grant from the Library Foundation. She will do her big school presentation (complete with a toilet paper cannon) in Egg Harbor at 10am and Sturgeon Bay at 3pm, with a presentation for parents about the practical tools for making choices about screen time for elementary

aged kids at 6pm at Crossroads at Big Creek. We particularly focused on reaching out to the parochial and homeschool families, but everyone is invited to attend, so I will let you know how it went next time!

Sturgeon Bay Circulation Department – Morgan Mann

In 2025, Sturgeon Bay Library had 95,073 circs of our physical materials, which was nearly 2,000 more checkouts than in 2024! The adult collection accounted for 61% of the checkouts, teen collection was 3%, and children’s collection was 36% (seen in the graph to the left).



Sturgeon Bay readers preferred nonfiction, videos, mystery/thrillers, and picture books this year, as shown below in the top genres in each category. A graph representing the largest percentages can be found to the right of each. The circs, shown in the parenthesis to the left of each genre, can be used to evaluate the year-over-year usage of that segment.

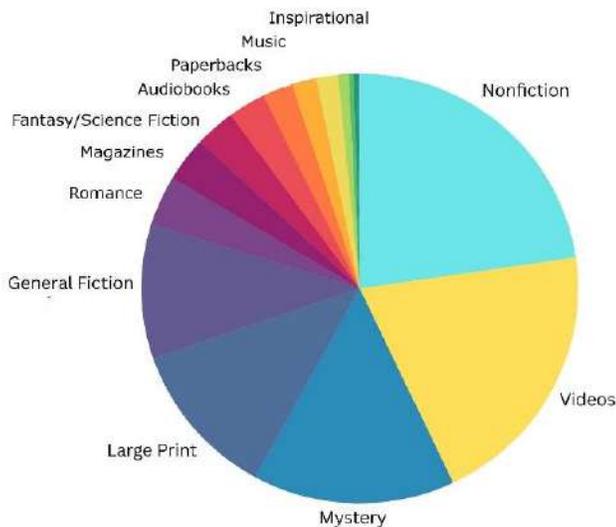
Adult Collection (circs)

- 29.65% – Nonfiction (17,225)
- 26.46% – Videos (15,375)
- 19.59% – Mystery/Thriller (11,385)
- 15.42% – Large Print (8958)
- 13.18% – General Fiction (7658)
- 4.89% – Romance (2843)
- 4.42% – Magazines & Newspapers (2569)
- 3.89% – Fantasy/Science Fiction (2259)
- 3.63% – Audiobooks (2111)
- 2.94% – Paperbacks (1709)
- 2.37% – Music (1375)
- 2.11% – Inspirational (1224)
- 1.03% – Classics (597)
- 0.50% – Graphic Novels (293)
- 0.34% – Western (197)
- 0.09% – Library of Things (53)
- 0.06% – Spanish/World Language (32)
- 0.03% – Videogames (17)
- 0.02% – Adult Readers (13)
- 0.01% – Art Prints (6)

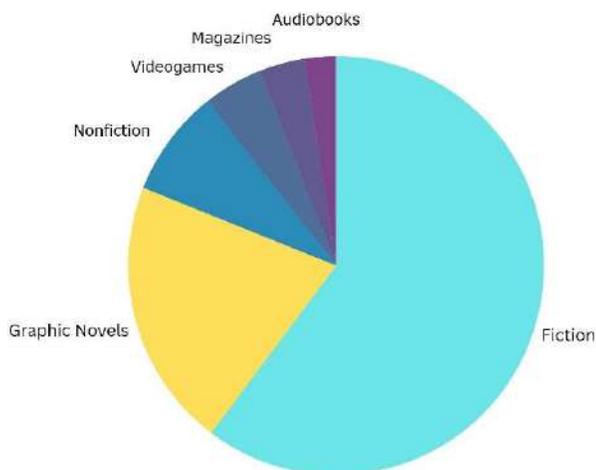
Teen Collection (circs)

- 60.39% – Teen Fiction (1418)
- 20.83% – Teen Graphic Novels (489)
- 8.30% – Teen Nonfiction (195)
- 4.68% – Teen Videogames (110)

Adult Collection



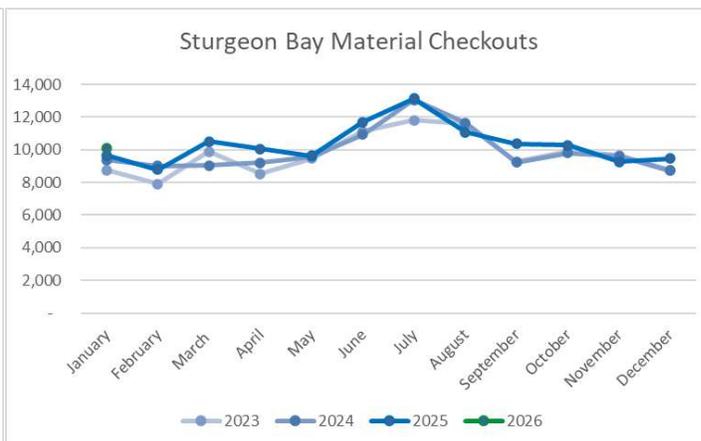
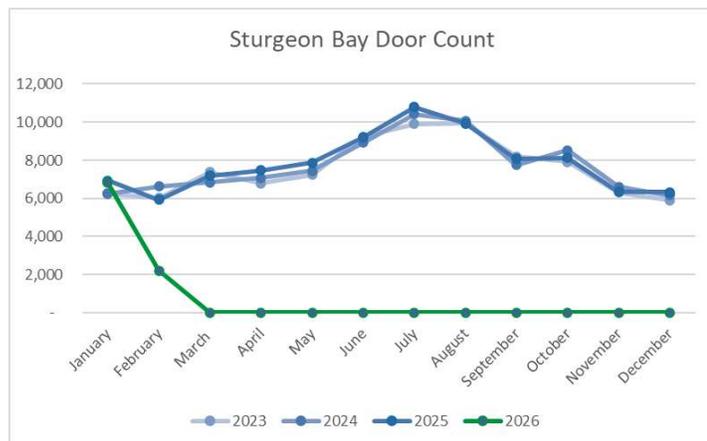
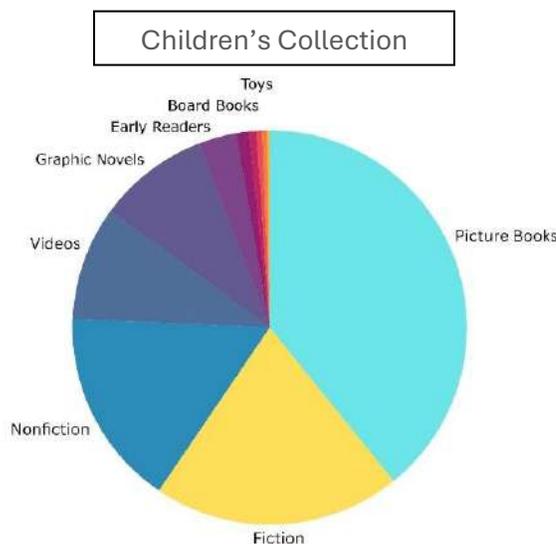
Teen Collection



- 3.53% – Teen Magazines (83)
- 2.47% – Teen Audiobooks (58)
- 0.00% – Teen Spanish (1)

Children’s Collection (circs)

- 34.47% – Children’s Picture Books (11,936)
- 17.85% – Children’s Fiction (6179)
- 14.25% – Children’s Nonfiction (4935)
- 8.25% – Children’s Videos (2856)
- 8.14% – Children’s Graphic Novels (2819)
- 8.02% – Children’s Early Readers (2777)
- 2.69% – Children’s Board Books (930)
- 2.62% – Children’s Toys (906)
- 0.93% – Children’s Audiobooks (332)
- 0.53% – Children’s Magazines (182)
- 0.40% – Children’s Spanish/World Language (140)
- 0.33% – Children’s Books with Audio (115)
- 0.22% – Children’s Music (75)



Washington Island- Corinn Sevcik

January was a very busy month at the Washington Island Library despite some frigid temperatures. Our door count numbers were up 342 patrons visiting compared to January 2025. The Washington Island Library opted to be open on Friday, January 23, despite the local school and other DC libraries being closed. We had about 30 patrons visit that day to use computers, check out books, and hang out in the warm environment.

Our monthly Storytime & Crafts was held on Tuesday, January 6, and had 14 children and eight adults attend. The theme for January was winter. Meghann read books on winter and snow, and the children made a hot cocoa ornament that was a screen-free craft send from Sturgeon Bay. The craft was a hit!

The monthly Adult Book Club held on Thursday, January 22, had record numbers with 11 patrons attending. All attendees loved the book "The Day the World Came to Town" by Jim Defede, which is a true story of how Gander, Newfoundland, handled close to 7,000 passengers landing in a town of barely 10,000 people for five days. All of us thought that if something similar happened on Washington Island, the visitors would be treated with the same empathy and thoughtfulness as the passengers of the 38 planes. For February, we are reading the Door County Reads book, "The Briar Club" by Kate Quinn.

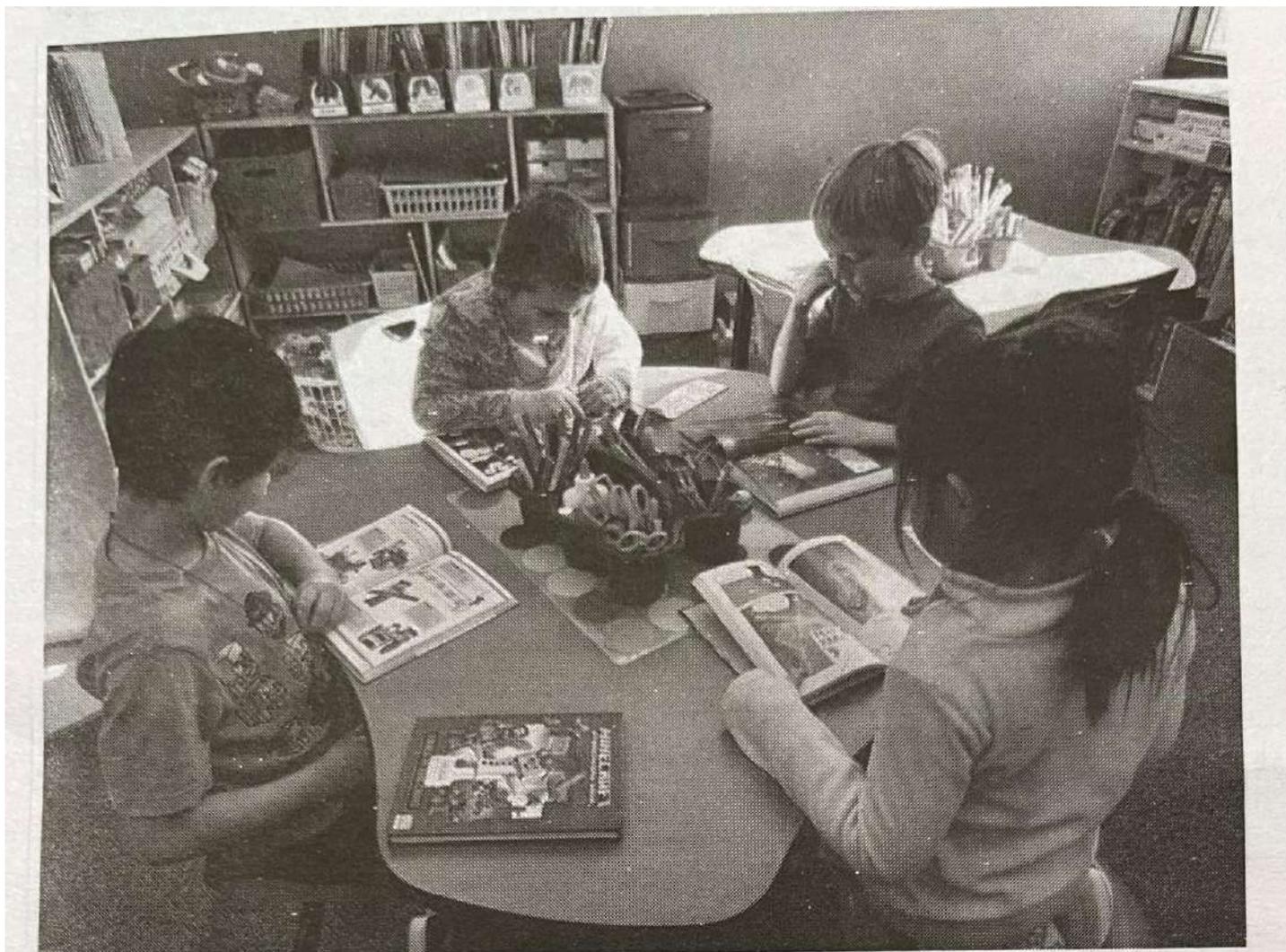
This month, we held our first Lego Club of 2026. We had an amazing turn out with 22 children and 14 adults attending. It was a very cold afternoon and evening, so many Island families were looking for something to do. Surprisingly, all the children got along despite the tight quarters. We put out a few brand-new Lego sets for older kids, and we had Duplo blocks for younger children.

Now that we have more children visiting on a regular basis with the elementary school students coming here at least twice a month, I made it a goal to improve the children's section of the library. And, that means getting more and newer books. Because of this we, are quickly becoming short on space. An easy fix was to purchase a new book truck for our library. It is a beautiful light blue color, and is now stocked with new and favorite children's series along with new children's non-fiction books. During our well-attended events, the new book truck can be moved out of the way to make more space.

Lots of books coming and going in the delivery service lately, so lots of lifting! We've had record loads with seven bins (and the box for the new dolly - I still need to take it out of the box) picked up from the ferry dock on Wednesday, Feb. 4, and seven bins and five bags going out to the ferry dock on Feb. 5.

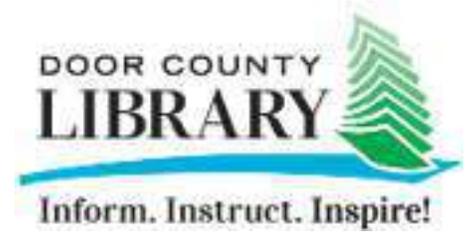


Washington Island Observer photo and caption from the January 26- February 11 issue.



Did you know the first and second graders walk over to the Washington Island Branch of the Door County Library twice a month? Well, they do! Actually, the kindergarteners and third and fourth-graders also take visits to the library. Each student checks out a stack of books every other Friday to take back and read in school. This is always a highlight of their Friday afternoons. Thank you, Cori Sevcik, for always welcoming us and helping students find the exact books that fit their individual interests!

16 February 2026 – Library Board Meeting



Agenda Notes

8. Vouchers

December 2025 Expenses

09-Jan-2026	\$33,693.43
23-Jan-2026	\$2,442.62
	<hr/>
	\$36,136.05

January 2026 Expenses

09-Jan-2026	\$15,023.76
23-Jan-2026	\$20,243.64
	<hr/>
	\$35,267.40

G/L Date Range 12/31/25 - 12/31/25
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2025-00000774		Batch Date 12/31/2025			Entered by User Ashley Zahn				
Vendor 8383 - AMAZON CAPITAL SERVICES, INC									
1MVN-RPGV-L9G9	Amazon 12/1-12/31/25	Edit		12/31/2025	12/31/2025	12/31/2025			6,096.69
Vendor 8383 - AMAZON CAPITAL SERVICES, INC Totals							Invoices	1	\$6,096.69
Vendor 23985 - CENGAGE LEARNING INC									
999101816743	DCL Circuit	Edit		12/31/2025	12/31/2025	12/31/2025			36.89
999101816744	EGG CTY Books and Donations	Edit		12/31/2025	12/31/2025	12/31/2025			73.78
Vendor 23985 - CENGAGE LEARNING INC Totals							Invoices	2	\$110.67
Vendor 23993 - COLLABORATIVE SUMMER LIBRARY PROGRAM									
554756	SIS Summer Reading Supplies	Edit		12/31/2025	12/31/2025	12/31/2025			1,551.79
Vendor 23993 - COLLABORATIVE SUMMER LIBRARY PROGRAM Totals							Invoices	1	\$1,551.79
Vendor 12527 - DESTINATION DOOR COUNTY									
200	DDC Certificates	Edit		12/31/2025	12/31/2025	12/31/2025			200.00
Vendor 12527 - DESTINATION DOOR COUNTY Totals							Invoices	1	\$200.00
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
478275	Wire ties	Edit		12/31/2025	12/31/2025	12/31/2025			17.18
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals							Invoices	1	\$17.18
Vendor 9776 - ELAN FINANCIAL SERVICES									
Visa12/3-1/2/26	Donations and CTY Expenses	Edit		12/31/2025	12/31/2025	12/31/2025			1,278.94
Vendor 9776 - ELAN FINANCIAL SERVICES Totals							Invoices	1	\$1,278.94
Vendor 13031 - GFL SOLID WASTE MIDWEST LLC									
U50000115108	Recycling Services	Edit		12/31/2025	12/31/2025	12/31/2025			68.89
Vendor 13031 - GFL SOLID WASTE MIDWEST LLC Totals							Invoices	1	\$68.89
Vendor 14164 - INGRAM LIBRARY SERVICES									
2009329 1-1-26	CTY Books and Donations	Edit		12/31/2025	12/31/2025	12/31/2025			9,723.80
20K8906 1-1-26	Donations	Edit		12/31/2025	12/31/2025	12/31/2025			1,752.28
Vendor 14164 - INGRAM LIBRARY SERVICES Totals							Invoices	2	\$11,476.08
Vendor 12443 - MAIN STREET MARKET									
12/1-12/31/25	EGG Newspapers	Edit		12/31/2025	12/31/2025	12/31/2025			177.79
Vendor 12443 - MAIN STREET MARKET Totals							Invoices	1	\$177.79
Vendor 10103 - MIDWEST TAPE									
12/1-12/31/26	CTY AV, AB, and Donations	Edit		12/31/2025	12/31/2025	12/31/2025			2,595.35
508251780	HQ Foundation Hoopla (County expense)	Edit		12/31/2025	12/31/2025	12/31/2025			4,571.29
Vendor 10103 - MIDWEST TAPE Totals							Invoices	2	\$7,166.64
Vendor 25736 - OVERDRIVE INC									
00669CO25405558	HQ Foundation Overdrive Advantage Pilot 3	Edit		12/31/2025	12/31/2025	12/31/2025			535.47
00669CP25411029	HQ Library Materials	Edit		12/31/2025	12/31/2025	12/31/2025			39.36
Vendor 25736 - OVERDRIVE INC Totals							Invoices	2	\$574.83
Vendor 172 - PIGGLY WIGGLY									

G/L Date Range 01/09/26 - 01/09/26
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount	
Department 36 - Library										
Batch Number 2026-00000004		Batch Date 01/09/2026			Entered by User Ashley Zahn					
Vendor 11 - A 1 ELEVATOR SALES & SERVICE										
24608	Elevator Quarterly Service- Miller Art Museum	Edit		01/09/2026	01/09/2026	01/09/2026			176.25	
							Vendor 11 - A 1 ELEVATOR SALES & SERVICE Totals	Invoices	1	\$176.25
Vendor 22275 - BIRCH CREEK MUSIC PERFORMANCE										
120226	Door County Reads- Foundation	Edit		01/09/2026	01/09/2026	01/09/2026			500.00	
							Vendor 22275 - BIRCH CREEK MUSIC PERFORMANCE Totals	Invoices	1	\$500.00
Vendor 4818 - CELLCOM WISCONSIN RSA 10										
600491	Cellphone - Library	Edit		01/09/2026	01/09/2026	01/09/2026			41.79	
							Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals	Invoices	1	\$41.79
Vendor 4241 - COSTUME SPECIALISTS										
33942	Costume for Jan. Children's Party- FRI JCP	Edit		01/09/2026	01/09/2026	01/09/2026			270.00	
							Vendor 4241 - COSTUME SPECIALISTS Totals	Invoices	1	\$270.00
Vendor 24377 - DAVID J WATKINS										
01/27/26	The Briar Club record listening party @ Sister Bay 1/27/26	Edit		01/09/2026	01/09/2026	01/09/2026			350.00	
1-23-26	1950's Learn to Dance Program @ Gibraltar Town hall 1/23/26	Edit		01/09/2026	01/09/2026	01/09/2026			300.00	
2/10/26	The Briar Club record listening party @ Sturgeon Bay 2/10/26	Edit		01/09/2026	01/09/2026	01/09/2026			350.00	
2/3/26	The Briar Club record listening party @ Cherry Cove 2-3-26	Edit		01/09/2026	01/09/2026	01/09/2026			350.00	
							Vendor 24377 - DAVID J WATKINS Totals	Invoices	4	\$1,350.00
Vendor 10334 - OWLS										
4759	Microsoft Office licenses	Edit		01/09/2026	01/09/2026	01/09/2026			480.00	
							Vendor 10334 - OWLS Totals	Invoices	1	\$480.00
Vendor 24170 - PENINSULA PLAYERS THEATRE										
020226	Door County Reads-Foundation	Edit		01/09/2026	01/09/2026	01/09/2026			2,000.00	
							Vendor 24170 - PENINSULA PLAYERS THEATRE Totals	Invoices	1	\$2,000.00
Vendor 8182 - PITNEY BOWES INC										
1028686437	Ink for Postage Machine	Edit		01/09/2026	01/09/2026	01/09/2026			91.29	
							Vendor 8182 - PITNEY BOWES INC Totals	Invoices	1	\$91.29
Vendor 24783 - RIVISTAS SUBSCRIPTION SERVICES										
21395	EPH Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			346.26	
21396	FIS Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			522.94	
21398	WSH Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			336.78	
21399	WSH Newspapers	Edit		01/09/2026	01/09/2026	01/09/2026			66.00	
22106	BAI Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			610.89	
22107	STRA Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			2,015.09	
22109	STRJ Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			251.00	

Accounts Payable Invoice Report

G/L Date Range 01/09/26 - 01/09/26

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
22110	STRT Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			110.19
22111	FOR Newspapers	Edit		01/09/2026	01/09/2026	01/09/2026			66.00
22112	FOR Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			328.57
22113	SIS Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			1,021.61
22114	HQ Magazines	Edit		01/09/2026	01/09/2026	01/09/2026			782.93
Vendor 24783 - RIVISTAS SUBSCRIPTION SERVICES Totals						Invoices	12		\$6,458.26
Vendor 23722 - ROGUE THEATER									
210726	Door County Reads- Foundation	Edit		01/09/2026	01/09/2026	01/09/2026			1,000.00
Vendor 23722 - ROGUE THEATER Totals						Invoices	1		\$1,000.00
Vendor 18078 - THE LIBRARY STORE, INC.									
770829	Vistafoil and jacket covers	Edit		01/09/2026	01/09/2026	01/09/2026			631.17
Vendor 18078 - THE LIBRARY STORE, INC. Totals						Invoices	1		\$631.17
Vendor 15135 - THIRD AVENUE PLAYHOUSE, INC									
070226	Door County Reads- Foundation	Edit		01/09/2026	01/09/2026	01/09/2026			1,000.00
Vendor 15135 - THIRD AVENUE PLAYHOUSE, INC Totals						Invoices	1		\$1,000.00
Vendor 502 - UNITED WAY OF DOOR COUNTY									
DCNPG Dues 2026	DC Non Profit Group 2026 Membership Dues	Edit		01/09/2026	01/09/2026	01/09/2026			25.00
Vendor 502 - UNITED WAY OF DOOR COUNTY Totals						Invoices	1		\$25.00
Vendor 23449 - WRITE ON, DOOR COUNTY INC									
030226	Door County Reads-Foundation	Edit		01/09/2026	01/09/2026	01/09/2026			1,000.00
Vendor 23449 - WRITE ON, DOOR COUNTY INC Totals						Invoices	1		\$1,000.00
Batch Number 2026-00000004 Totals						Invoices	28		\$15,023.76
Department 36 - Library Totals						Invoices	28		\$15,023.76
36 Library									
Grand Totals						Invoices	28		\$15,023.76

Accounts Payable Invoice Report

G/L Date Range 12/31/25 - 12/31/25

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2025-00000794		Batch Date 12/31/2025			Entered by User Ashley Zahn				
Vendor 8923 - BONNIE BROOKE GARDENS									
BB290525	Flowers for Planter- HQ General	Edit		12/31/2025	12/31/2025	12/31/2025			243.21
		Vendor 8923 - BONNIE BROOKE GARDENS Totals					Invoices	1	\$243.21
Vendor 25292 - CORINN SEVCIK									
CS-12/31/25	Mileage Reimbursement WSH - December	Edit		12/31/2025	12/31/2025	12/31/2025			61.74
		Vendor 25292 - CORINN SEVCIK Totals					Invoices	1	\$61.74
Vendor 24086 - PLAYAWAY PRODUCTS LLC									
522537	Wonderbooks	Edit		12/31/2025	12/31/2025	12/31/2025			468.93
		Vendor 24086 - PLAYAWAY PRODUCTS LLC Totals					Invoices	1	\$468.93
Vendor 30820 - STURGEON BAY UTILITIES									
1-7-26 SBU #1	Utilities	Edit		12/31/2025	12/31/2025	12/31/2025			1,586.61
1-7-26 SBU #2	Utilities	Edit		12/31/2025	12/31/2025	12/31/2025			37.13
		Vendor 30820 - STURGEON BAY UTILITIES Totals					Invoices	2	\$1,623.74
Vendor 36270 - WASHINGTON ISLAND FERRY LINE I									
160640	Ferry-SR	Edit		12/31/2025	12/31/2025	12/31/2025			45.00
		Vendor 36270 - WASHINGTON ISLAND FERRY LINE I Totals					Invoices	1	\$45.00
		Batch Number 2025-00000794 Totals					Invoices	6	\$2,442.62
		Department 36 - Library Totals					Invoices	6	\$2,442.62
36 Library									
				Grand Totals		Invoices		6	\$2,442.62

Accounts Payable Invoice Report

G/L Date Range 01/23/26 - 01/23/26
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2026-00000041		Batch Date 01/23/2026			Entered by User Ashley Zahn				
Vendor 2720 - CITY OF STURGEON BAY									
2026018	Property and Liability Insurance-STR Library	Edit		01/23/2026	01/23/2026	01/23/2026			10,052.91
Vendor 2720 - CITY OF STURGEON BAY Totals							Invoices	1	<u>\$10,052.91</u>
Vendor 7150 - DEMCO									
7748317	Labels	Edit		01/23/2026	01/23/2026	01/23/2026			605.36
Vendor 7150 - DEMCO Totals							Invoices	1	<u>\$605.36</u>
Vendor 25355 - JENNIFER BACALL									
JB- 1/21/26	Mileage for travel to DC Reads event	Edit		01/23/2026	01/23/2026	01/23/2026			42.78
Vendor 25355 - JENNIFER BACALL Totals							Invoices	1	<u>\$42.78</u>
Vendor 14816 - NFLS									
NFLS-1/22/25	Bus fee for PLA Conference- BL	Edit		01/23/2026	01/23/2026	01/23/2026			185.00
Vendor 14816 - NFLS Totals							Invoices	1	<u>\$185.00</u>
Vendor 24783 - RIVISTAS SUBSCRIPTION SERVICES									
22108	STRA Newspapers	Edit		01/23/2026	01/23/2026	01/23/2026			1,891.64
22193	EGG Newspapers	Edit		01/23/2026	01/23/2026	01/23/2026			603.00
22194	FIS Newspapers	Edit		01/23/2026	01/23/2026	01/23/2026			669.00
22195	BAI Newspapers	Edit		01/23/2026	01/23/2026	01/23/2026			66.00
Vendor 24783 - RIVISTAS SUBSCRIPTION SERVICES Totals							Invoices	4	<u>\$3,229.64</u>
Vendor 19276 - SAN-A-CARE INC									
664045	Carpet Extractor	Edit		01/23/2026	01/23/2026	01/23/2026			5,397.56
Vendor 19276 - SAN-A-CARE INC Totals							Invoices	1	<u>\$5,397.56</u>
Vendor 15069 - STAPLES ADVANTAGE									
6052175959	Office Supplies	Edit		01/23/2026	01/23/2026	01/23/2026			45.41
6052663918	Office Supplies	Edit		01/23/2026	01/23/2026	01/23/2026			44.68
6052663919	Office Supplies	Edit		01/23/2026	01/23/2026	01/23/2026			168.13
Vendor 15069 - STAPLES ADVANTAGE Totals							Invoices	3	<u>\$258.22</u>
Vendor 18078 - THE LIBRARY STORE, INC.									
772592	Newspaper/Magazine Reorg. Supplies for FOR	Edit		01/23/2026	01/23/2026	01/23/2026			366.90
772960	Labels	Edit		01/23/2026	01/23/2026	01/23/2026			105.27
Vendor 18078 - THE LIBRARY STORE, INC. Totals							Invoices	2	<u>\$472.17</u>
Batch Number 2026-00000041 Totals							Invoices	14	<u>\$20,243.64</u>
Department 36 - Library Totals							Invoices	14	<u>\$20,243.64</u>
36 Library									
Grand Totals							Invoices	14	<u>\$20,243.64</u>

16 February 2026 – Library Board Meeting**Agenda Notes****9. Donations****EXPENSES**

Donation and Grant Expenses are included in the Accounts Payable transactions. Included is a summary of the amount of Donated and Grant Funds that were expended as part of the bills submitted to the County. This includes bills for December 2025 that were not received until January 2026.

REVENUE

Included is a summary of Donation and Grant revenue from various individuals and entities and the summary of Library donations and grants received in January 2026. The summary also includes revenue intended for the 2025 budget year that was not received and deposited until January 2026.

2025 Door County Gift, Grant or Donation Form

Date	Department	Type	rec'd From	Description or Purpose	Amount or Estimated Value
12/31/25	Library	Donation	James and Laura Winefordner	General Donation for Baileys Harbor	100.00
12/31/25	Library	Donation	Julie Burich	General Donation for Baileys Harbor	7.00
12/31/25	Library	Donation	General Donations	General Donations for Baileys Harbor	50.00
12/31/25	Library	Donation	General Donations	General Donations for Fish Creek	75.00
12/31/25	Library	Donation	Book Sale	General Donations for Forestville	40.85
12/31/25	Library	Donation	Susan Nakas	General Donations for Washington Island	25.00
12/31/25	Library	Donation	Maureen Goulding	General Donations for Washington Island	30.00
12/31/25	Library	Donation	HarperCollins	Reimbursement for HQ General	1,014.49
12/31/25	Library	Donation	Friends of Door County Libraries	Donation	1,802.21
12/31/25	Library	Grant	Door County Library Foundation	Grant	20,414.13
					23,558.68

Deposited 2026-01-13

Total December 2025 received in January 2026 \$ 23,558.68

2026 Door County Gift, Grant or Donation Form

Date	Department	Type	rec'd From	Description or Purpose	Amount or Estimated Value
01/26/26	Library	Donation	Friends of Door County Libraries	Donation for Forestville Space Upgrade Project	250.00
					250.00

Deposited 2026-01-26

Total January 2026 \$ 250.00

Door County Library Donations and Grants Summary Revenue and Expenses

December 2025 Revenue and Expenses not yet reported

Revenue		
46214 Donation Revenue-Misc		23558.68
Total Revenue	\$	23,558.68

Expenditures		
53110 Operating Supplies		27.22
53111 Library Materials		535.47
53111.010 Audio-Visual		1158.37
53111.020 Audio Books		730.89
53111.030 Hoopla		4571.29
53112 Print Materials		2703.1
53113 Donation Expense		1034.21
53150 Library Programs		3307.6
Total for Expenditures	\$	14,068.15

Door County Library Donations and Grants Summary
Revenue and Expenses
January 1 - January 31, 2026

Revenue		
46214 Donation Revenue-Misc		250
Total Revenue	\$	250.00

Expenditures		
53150 Library Programs		7120
Total Expenditures	\$	7,120.00

16 February 2026 – Library Board Meeting



Agenda Notes

14. Review and Approve Application to (NLS) for Library Services Grant

Nicolet Library System (NLS) requests that the Door County Library Board approve this application for Library Services grant. This grant is an annually recurring.



2026 Library Services Grant Application

Please answer the questions completely. Please email the completed form to hzima@nflsoffice.org.

Application Deadline: Monday, March 16, 2026

Library: Door County Library

Applicant Name: Dominic Frandrup

Applicant Title: Library Director

Email: dfrandrup@doorcountylibrary.org

Name of Initiative: 2026 Enhancement of Collections at Door County Library Locations

Amount Budgeted: \$ 3,140.00

Briefly describe the initiative indicating purpose and target audience.

The grant award will be divided between each of the Door County Library locations. Each branch will be using their awarded allocation for circulating materials to enhance the areas of their collections they feel will best serve their communities. The target audiences are the local communities located in: Baileys Harbor, Egg Harbor, Ephraim, Fish Creek, Forestville, Sister Bay, Sturgeon Bay, and Washington Island.

Goal (s) of the initiative.

Goals of this initiative are to: support the local collection development needs of each Door County Library location, enhance the overall Door County Library collection, and potentially increase the lender- borrower ratio of all Door County Library Branches.

How will you evaluate this initiative? List measurable objectives.

This initiative will be evaluated by reviewing lender/ borrower statistics and potentially the number of local checkouts, if there is a way to extract them from CARL/ Polaris.

Board Approval:

My library board has approved this grant application. Date of approval: 2/16/2025

16 February, 2026 – Library Board Meeting



Agenda Notes

15. 2025 State Annual Report for Door County Library

Annual Report Section Two: Collections

Physical collection size is up slightly by 2,947.

Annual Report Section Three: Library Services

Registered users total (19,826) with 17,027 (86%) being residents and 2,799 (14%) non-residents.

DCL gained 1,162 new users in 2025.

Visits per cardholder increased 3% from 10 to 12 (239,518)

Reference transactions are up 6% for a total of 23,452.

Interlibrary loan provided to and received from other OWLSnet libraries increased 5% (122,395)

Items checked out per library visit increased 3% from 10 to 12 for a total of (235,111)

5% of DCL circulation was to non-residents.

Digital circulations increased 9% to 97,940.

E-audio had a 14% increase

Ebooks had 5% decrease

Children's e-materials increased 33%

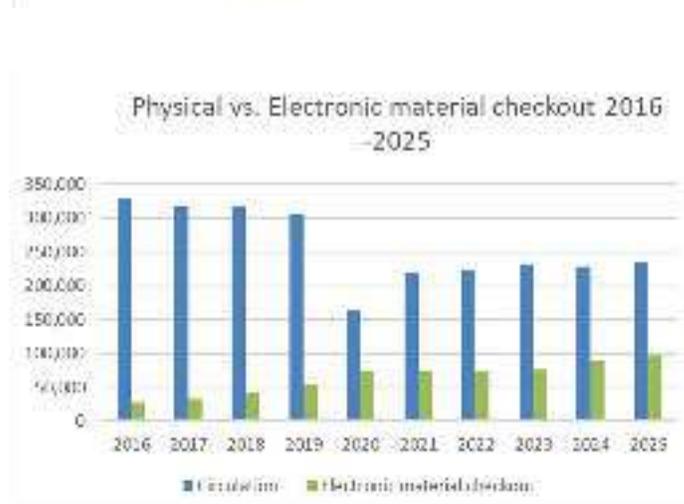
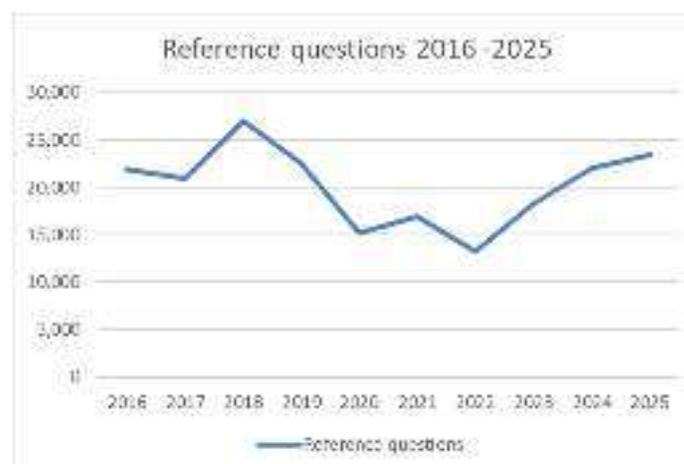
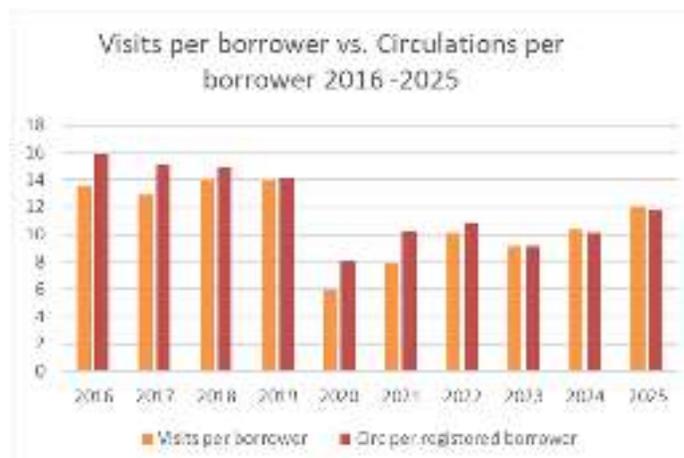
Hoopla vs Libby comparison

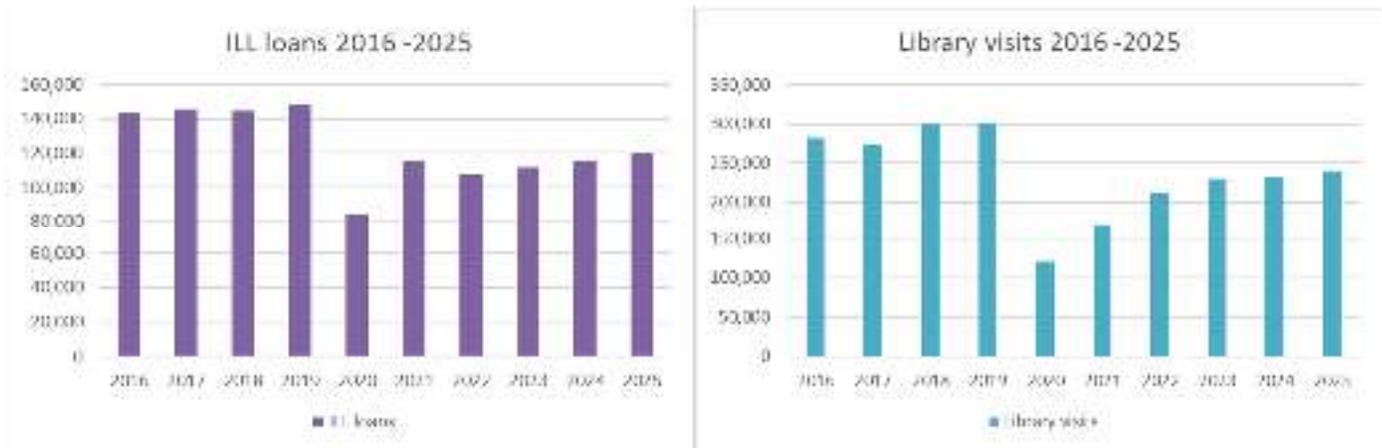
- E-book circulation 4,634 Hoopla, 29,146 Libby
- E-serial circulation 394 Hoopla, 13,907 Libby
- E-audio 15,628 Hoopla, 31,655 Libby (audiobooks and music)
- E-video- Hoopla 2,576
- Children's materials: 1627 Hoopla, 2647 Libby

Preliminary Numbers:

Hoopla users 1,567: 20% of library budget with 23,232 uses

Libby users 2,510: 7% of library budget with 74,708 uses





Annual Report Section Three: Library Programs

Total attendance for all library programs in 2025 was 15,905 which is a reduction of 2,175 (12%) over 2024. This can be accounted for by a change in definition between Programming vs Outreach events.

Self-directed activity participation was 22,455 which is up 5,473 (32%) over 2024.

Annual Report Section Ten:

Staff hours for staff in excess of 2080 are included for the first time in 2025:

Library Director (1.12 FTE – 2,334 hours), Assistant Director/ Head of Technical Services (1.12 FTE- 2,331 hours), Youth Services Librarian (1.05 FTE- 2,179 hours), Community Relations/ Library Assistant (1.01 FTE- 2,113 hours), Other fulltime staff did not exceed 1.00 FTE.

16. Annual Report statement concerning System Effectiveness for 2025

NFLS (Nicolet Federated Library System) provides a conduit for state and federal financial support for Door County Library's collection development, programs, and continuing education. The OWLSnet partnership, consisting of NFLS and OWLS (Outagamie Waupaca Library Service), supports broadband connectivity, ILS administration, and material deliveries between the Door County locations, in addition to deliveries between libraries throughout both systems. This cooperation between systems provides a leadership and support structure which greatly benefits the Door County Library.



Wisconsin Department of Public Instruction

PUBLIC LIBRARY ANNUAL REPORT

PI-2401 (Rev. 11-25)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2025

INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION

1. Name of Library Door County Library		2. Public Library System Nicolet Federated Library System			
3b. Head Librarian First Name Dominic	3c. Head Librarian Last Name Frandrup	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date February 2027	
6a. Street Address 107 S. 4th Ave.	6b. Mailing Address or PO Box 107 S. 4th Ave.	7. City / Village / Town Sturgeon Bay	8a. ZIP 54235	8b. ZIP4 2203	9. County Door
10. Library Phone Number 9207436578	11. Fax Number	12. Library E-mail Address of Director dfrandrup@doorcountylibrary.org			
13. Library Website URL www.doorcountylibrary.org		14. No. of Branches 7	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 26,629	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 134814938	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	56	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,912	0	0

II. LIBRARY COLLECTIONS												
				a. Number Owned / Leased	b. Number Added							
1. Books in Print				125,210	9,618							
2. Physical Subscriptions				205								
3. Physical Audio Materials				8,710	380							
4. Physical Video Materials				21,490	1,338							
5. Other Physical Materials				1,215								
6. Total Physical Items in Collection				156,625								
				Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State						
7. E-books				Yes	Yes	No						
8. E-serials				Yes	Yes	No						
9. E-audio				Yes	Yes	No						
10. E-video				Yes	No	No						
11. Research Databases				No	Yes	Yes						
12. Online Learning Platforms				Yes	No	Yes						
III. LIBRARY SERVICES												
1. Physical Circulation Transactions			2. Interlibrary Loans									
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>							
235,111	73,958	3,745	62,700		59,695							
				Method for Counting ILL Transactions				Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>				Items Borrowed from Other Libraries <i>Received from</i>				
Integrated Library Systems (ILS)				61,084				59,324				
WISCAT				1,562				371				
Other (includes OCLC, manual tracking or other methods)				54				0				
3. Electronic Content Circulation Transactions												
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials							
33,780	14,301	47,283	2,576	4,274	97,940							
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits						
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count					
17,027	2,799	19,826	Yes	Survey Week(s)	23,452	Actual Count	239,518					
8. Uses of Public Internet Computers						9. Uses of Public Wireless Internet						
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method		b. Annual Count					
54	39		Actual Count	7,693	Actual Count		36,056					

LIBRARY PROGRAMS AND ATTENDANCE
--

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	200	137	20	227	170
Total Attendance	4,617	3,739	349	3,281	3,919

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	568	148	38	43	
Total Attendance	10,535	5,012	358		
Total Program Views				2,386	

Describe the library's in-person programs:

Story times, book clubs, Genealogy group, films, crafts, presentations, musical gatherings, reading to animals, author events, Seed Library and community partnership events, homeschool programs, Boys & Girls Club and YMCA visits

Which platforms does the library use to host the library's live, virtual programs:

Zoom

Describe the library's live, virtual programs:

Genealogy group, book clubs, various adult programs, Library Speakers Consortium

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

Craft videos

	IV. LIBRARY GOVERNANCE	
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Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
PRESIDENT			
1. Morgan	Rusnak	Sturgeon Bay	district11@co.door.wi.us
2. Mary	Jackson	Forestville	mary_spain@hotmail.com
3. Mike	Scoville	Egg Harbor	mscovil1@gibraltar.k12.wi.us
4. Matt	Huston	Sturgeon Bay	sbdistrict2@sturgeonbaywi.org
5. Robert	Dickson	Egg Harbor	redickson75@gmail.com
6. Nicole	Matson	Sturgeon Bay	sbdistrict7@sturgeonbaywi.gov
7. Nissa	Norton	Sturgeon Bay	district12@co.door.wi.us
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members <i>Include vacancies in this count</i> 7	
---	--

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Sturgeon Bay	\$53,452
Subtotal 1		\$53,452

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$2,051,820
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
	\$0		
Subtotal 2b			\$0

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
NFLS Library Services Grant	\$3,030	NFLS Continuing Education Funds	\$1,500
NFLS Youth Services Grant	\$1,950	NFLS Innovation and Improvement Grant	\$6,036
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$12,516

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$49,433

8. Total Operating Income Add 1 through 7

\$2,167,221

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$2,177,545

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			18,277
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	0	0	0
3. Circulation to Nonresidents Living in Another County in the Library System	2,737	2,811	5,548
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	0	0
5. Circulation to All Other Wisconsin Residents	6,804	6. Circulation to Persons from Out of the State	5,925
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards? No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Kewaunee	2,435	f.	
b.	0	g.	
c.	0	h.	
d.	0	i.	
e.	0	j.	

XII. TECHNOLOGY (Not included in 2025 Report

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	30	81	1
Total Self-Directed Activity Participation	1,070	6,895	30
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	18	87	217
Total Self-Directed Activity Participation	309	6,921	15,225
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Beth	Lokken	blokken@doorcountylibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Laura	Kayacan	lkayacan@doorcountylibrary.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Morgan Rusnak	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Dominic Frandrup	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Door

The Door County Library Board of Trustees hereby states that in 2025 the Nicolet Federated Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

NFLS (Nicolet Federated Library System) provides a conduit for state and federal financial support for Door County Library's collection development, programs, and continuing education. The OWLSnet partnership, consisting of NFLS and OWLS (Outagamie Waupaca Library Service), supports broadband connectivity, ILS administration, and material deliveries between the Door County locations, in addition to deliveries between libraries throughout both systems. This cooperation between systems provides a leadership and support structure which greatly benefits the Door County Library.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Morgan Rusnak	

COMMENTS

SECTION_III

3a., E-book Circulation

4634 Hoopla, 29146 Libby--2026-02-02

3b., E-serial Circulation

394 Hoopla, 13907 Libby--2026-01-29

3c., E-audio Circulation

15628 Hoopla, 31655 Libby--2026-01-29

3d., E-video Circulation

2576 Hoopla--2026-02-02

3e., Circulation of Children's Electronic Materials

Libby/Overdrive: 2,647; Hoopla: 1627--2026-02-02

4c. Registered Users

DCL has been working on purging long inactive users.--2026-02-02

8d., Number of Uses (sessions) of Public Internet Computers

10 day data loss in November 2025--2026-02-02

SECTION_VIII

Beginning Balance of Other Funds Under Library Board Control

The \$1,312 difference between 2024-2025 is due to a donation that hadn't yet cleared in the accounting software (2024) by annual report due date.--2026-02-02

SECTION_X

Benefits Eligible?

some of these staff have benefits--2026-01-28

Paid Leave Eligible?

some of these staff have leave--2026-01-28

SECTION_XII

1. What is the speed of your connection to the internet? Choose the closest value.

Fish Creek (20mbps) and Ephraim (20mpbs) locations have not been upgraded to 100mbps--2026-01-29

2. At times of peak use, is the bandwidth of the library sufficient for patrons and staff?

Except for Ephraim and Fish Creek locations--2026-01-29

Total Participation in Drop-in Activities

Previous to 2025, certain outreach activities were counted as self-directed programming.--2026-02-02



Wisconsin Department of Public Instruction
WISCONSIN PUBLIC LIBRARY OUTLET DATA
 PI-2401-A (Rev. 11-25)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2025

INSTRUCTIONS: This form is provided for public library's informational purposes only. Do not include with the signed annual report delivered to your system headquarters.

DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Baileys Harbor (McArdle) Branch

3. Branch Email Address

msawyer@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Mary

6. Branch Head Last Name

Sawyer

II. ADDRESS

1. Branch Street Address

2392 County F

2. Branch Mailing Address or PO Box

PO Box 307

3. City / Village / Town

Baileys Harbor

4a. ZIP Code

54202

4b. ZIP4

0307

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

(920) 839-2210

4. Branch Square Footage

1,672

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	22	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



Wisconsin Department of Public Instruction
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DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Door County Library

3. Branch Email Address

dfrandrup@doorcountylibrary.org

4. Salutation

Mr.

5. Branch Head First Name

Dominic

6. Branch Head Last Name

Frandrup

II. ADDRESS

1. Branch Street Address

107 S. 4th Ave.

2. Branch Mailing Address or PO Box

107 S. 4th Ave.

3. City / Village / Town

Sturgeon Bay

4a. ZIP Code

54235

4b. ZIP4

2203

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

9207436578

4. Branch Square Footage

26,629

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	56	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week	0	0	0
Number of Summer Weeks	0	0	0



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DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Egg Harbor Branch

3. Branch Email Address

djorns@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Dixie

6. Branch Head Last Name

Jorns

II. ADDRESS

1. Branch Street Address

7845 Church St.

2. Branch Mailing Address or PO Box

PO Box 207

3. City / Village / Town

Egg Harbor

4a. ZIP Code

54209

4b. ZIP4

0207

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

(920) 868-2664

4. Branch Square Footage

8,683

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	32	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



Wisconsin Department of Public Instruction
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FOR THE YEAR 2025

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DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Ephraim Branch

3. Branch Email Address

sihrig@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Suzanne

6. Branch Head Last Name

Ihrig

II. ADDRESS

1. Branch Street Address

9996 Water St.

2. Branch Mailing Address or PO Box

PO Box 150

3. City / Village / Town

Ephraim

4a. ZIP Code

54211

4b. ZIP4

0150

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

(920) 854-2014

4. Branch Square Footage

1,122

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	18	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



Wisconsin Department of Public Instruction
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FOR THE YEAR 2025

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DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Fish Creek Branch

3. Branch Email Address

eadelman@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Elisha

6. Branch Head Last Name

Adelman

II. ADDRESS

1. Branch Street Address

4097 Main St.

2. Branch Mailing Address or PO Box

PO Box 7

3. City / Village / Town

Fish Creek

4a. ZIP Code

54212

4b. ZIP4

0007

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

(920) 868-3471

4. Branch Square Footage

1,610

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	22	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



Wisconsin Department of Public Instruction
WISCONSIN PUBLIC LIBRARY OUTLET DATA
 PI-2401-A (Rev. 11-25)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2025

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DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Forestville Branch

3. Branch Email Address

jbacall@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Jennifer

6. Branch Head Last Name

Bacall

II. ADDRESS

1. Branch Street Address

123 S Forestville Ave

2. Branch Mailing Address or PO Box

PO Box 308

3. City / Village / Town

Forestville

4a. ZIP Code

54213

4b. ZIP4

0308

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

(920) 856-6886

4. Branch Square Footage

1,487

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	25	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



Wisconsin Department of Public Instruction
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Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2025

INSTRUCTIONS: This form is provided for public library's informational purposes only. Do not include with the signed annual report delivered to your system headquarters.

DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Sister Bay / Liberty Grove Branch

3. Branch Email Address

cjohnson@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Christina

6. Branch Head Last Name

Johnson

II. ADDRESS

1. Branch Street Address

2323 Mill Rd.

2. Branch Mailing Address or PO Box

PO Box 347

3. City / Village / Town

Sister Bay

4a. ZIP Code

54234

4b. ZIP4

0347

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number *Area/No.*

(920) 854-2721

4. Branch Square Footage

7,400

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	32	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0



Wisconsin Department of Public Instruction
WISCONSIN PUBLIC LIBRARY OUTLET DATA
 PI-2401-A (Rev. 11-25)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2025

INSTRUCTIONS: This form is provided for public library's informational purposes only. Do not include with the signed annual report delivered to your system headquarters.

DO NOT FILE WITH DPI

I. GENERAL INFORMATION

1. Name of Parent Library

2. Legal Name of Branch

Washington Island Branch

3. Branch Email Address

csevcik@doorcountylibrary.org

4. Salutation

Ms.

5. Branch Head First Name

Corinn

6. Branch Head Last Name

Sevcik

II. ADDRESS

1. Branch Street Address

910 Main Rd.

2. Branch Mailing Address or PO Box

3. City / Village / Town

Washington Island

4a. ZIP Code

54246

4b. ZIP4

9703

5. County

Door

III. BRANCH INFORMATION

1. Branch Phone Number Area/No.

(920) 847-2323

4. Branch Square Footage

1,394

IV. HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
Winter hours open per week	20	0	0
Number of Winter Weeks	52	0	0
Summer Hours open per week		0	0
Number of Summer Weeks		0	0

16 February, 2026 – Library Board Meeting

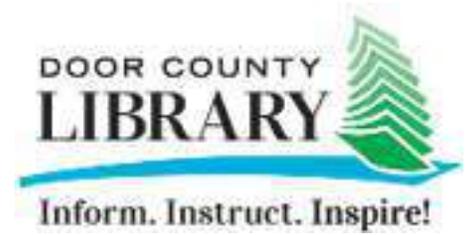


Agenda Notes

20. Rescheduling Staff Training Day

Due to ILS transition schedule requesting to move the March 23 All Staff Training Day to May 11 so the training can revolve around ILS transition.

16 February 2026 – Library Board Meeting



Agenda Notes

22. Review and Approve Library Hierarchy Proposal

Draft Door County Library hierarchy proposal. Discussion of roadmap and details of possible implementation.

MEMO

To: Door County Administrative Committee

From: Sean Donohue, Corporation Counsel

Date: December 29, 2025

Subject: Noteworthy Changes - Door County Employee and Administrative Policy Manual

This memo outlines noteworthy changes proposed in the new *Door County Employee and Administrative Policy Manual* – a single, comprehensive policy manual intended to replace the existing *Door County Administrative Manual* and *Employee Handbook*. This summary is provided to facilitate the Committee’s review and identification of any needed revisions prior to forwarding the Manual to the County Board for final review and approval.

Chapter 2

Sections 14.01 and 14.02 – Separation Notice & Procedure

Introduces notice requirements for voluntary separation (resignation or retirement) of both non-exempt (hourly) and exempt (salaried) employees.

1. Minimum Notice Periods
 - Non-exempt (hourly) employees:
 - Must provide at least 10 business days’ written notice prior to resignation or retirement.
 - Exempt (salaried) employees:
 - Must provide at least 20 business days’ written notice prior to resignation or retirement.
2. Consequences for Failure to Provide Proper Notice
 - Employees who do not comply with notice requirements will forfeit payment of earned and accrued leave, if applicable, to the extent permitted by law.
3. Administrative and Operational Benefits
 - Promotes uniformity across departments in handling resignations and retirements.
 - Provides transition time for recruitment, workload redistribution, and knowledge transfer.

Section 14.09 – Forfeiture of Leave Payout

Introduces a clarified and expanded policy regarding the forfeiture of earned and accrued leave payouts upon separation from employment. While the prior Administrative Manual (Section

2.10) addressed leave payout only in the context of *voluntary separation*, the new provision clarifies the County's practice and includes additional circumstances under which leave payout may be forfeited.

1. Confirms the County's policy that disciplinary termination results in forfeiture of earned and accrued leave.
2. Adds two new conditions under which leave payout will be forfeited:
 - Failure to provide proper notice of resignation or retirement, as defined in Sections 14.01 and 14.02.
 - Separation during an introductory period (first 12 months of employment in a position).

Chapter 3

Section 1.05 (b) – Flexible Workday (“Flexing Time”)

Authorizes supervisors to allow infrequent, brief time off (typically not exceeding two hours), provided the time is made up within the same workweek.

1. Requires advance supervisor approval.
2. Supervisors must monitor for misuse or excessive use.
3. County reserves the right to suspend or revoke the policy in cases of abuse.

Chapter 4

Section 3.01 – Payout upon Termination

Clarifies that employees who are involuntarily terminated will not receive a payout of accrued paid leave. Adds that employees who resign their employment without providing the required notice will not receive a payout of accrued paid leave.

Chapter 5

Section 3.01 – Eligibility (For Holiday Pay)

Clarifies that an employee must use paid leave for all hours not worked the day before and after a holiday to be eligible for holiday pay.

Section 4.02(e) – Newly Hired Employees (PTO)

Provides upfront Paid Time Off (PTO) to new employees.

Door County employees earn a set amount of PTO each pay period. Under the previous policy, new employees begin with no PTO and accrue PTO gradually like all other employees. This created challenges when new hires needed time away for illness, medical appointments, or personal obligations soon after starting.

The updated provision now credits newly hired full-time employees with 40 hours of PTO immediately upon hire. Newly hired part-time employees will receive a prorated amount based on their expected percentage of full-time employment.

Section 4.08 (b) – Separation from Employment – Involuntary Termination

Clarifies that involuntarily terminated employees do not receive a leave bank payout other than a permitted Earned Unused Sick Leave (EUSL) payout.

Section 11 – Bone Marrow and Organ Donation

The Wisconsin Bone Marrow and Organ Donor Leave Law mandates that employers provide unpaid leave to employees who serve as bone marrow or organ donors. New Section 11 of Chapter 5 was added to outline the law's key provisions, including eligibility, duration of leave, and related employee and employer responsibilities.

Chapter 6

Section 3.02 – Insurance – Married Couples Employed by the County

Memorializes how the health insurance benefit is provided when both spouses work for Door County.

1. One Family Plan Limit
 - If both spouses work for the County, the County will only pay the employer portion of the premium for one family health insurance plan, not two.
2. Conversion for Remaining Spouse
 - If one spouse terminates employment, the remaining spouse can switch to a family plan to maintain coverage for dependents.

Section 8.01 – Tuition Assistance Program

Formalizes the County’s Tuition Assistance Program, which provides partial reimbursement for job-related educational courses that benefit both the employee and the County. This section explains eligibility, covered expenses, reimbursement limits, and employee obligations, ensuring clarity on program rules and requirements.

1. Purpose

- Provides financial assistance for employees who voluntarily enroll in job-related educational courses that benefit the County.
- County reserves the right to prioritize participation or curtail the program based on budgetary constraints.

2. Reimbursement Details

- Reimbursable expenses include tuition, books, required materials, and lab fees.
- County pays 66% of costs, up to \$500 per semester, with a maximum reimbursement of \$1,000 per calendar year.
- Reimbursement only after satisfactory completion of the course(s):
 - Grade “C” or better (undergraduate)
 - Grade “B” or better (graduate)
 - Pass/fail allowed if pre-approved.

3. Employment Commitment

- Employee must remain employed 1 year after course completion.
- If employee leaves voluntarily or is terminated for cause within 1 year:
 - Must repay 100% of tuition assistance received in the prior 12 months.
- No repayment if terminated without cause.

4. Participation Rules

- Program is not an employee right; participation is at County’s discretion.
- May be limited or discontinued due to:
 - Budget constraints
 - Employee work record
 - Other relevant factors
- Curtailment does not affect previously approved courses.

5. Program Limitations

- Employees must use other financial aid first (e.g., scholarships, VA benefits).
- Courses must be taken outside regular work hours (with approved schedule adjustments).

- No reimbursement if:
 - Employee terminates before course completion
 - Employee withdraws from course
- Excludes:
 - Workshops, seminars, conferences, in-service training
 - Mandatory training for certification/licensure

Chapter 7

Section 6.02 – Smoke and Tobacco Use

Addresses smoking by County employees.

1. Reminds employees that they must comply with Door County Ordinance Chapter 8 prohibiting smoking in or on County property.
2. Prohibits tobacco use and vaping, in addition to smoking, in or on County property.
3. Clarifies that County property includes owned or leased real property and structures, as well as County owned and leased vehicles.

Section 6.03 – Intoxicating Substance Free Workplace

Regulates the use and possession of intoxicating substances on County property.

1. Prohibits bringing intoxicating substances into any building or vehicle owned, leased, or rented by Door County.
 - a. Exception for evidence kept by the Sheriff's Office.
2. Prohibits employees from being under the influence of or consuming intoxicating substances during the employee's work hours.

Chapter 8

Section 5 – Use of County Property

Regulates the use of County property by employees.

1. Requires employees to use County property for its intended purpose and to exercise care, responsibility, and respect when using County property.
2. Prohibits employees from using County property for personal purposes.

Chapter 10

Section 7 – Generative Artificial Intelligence (AI)

Contains the County’s policy on Generative Artificial Intelligence.

Chapter 11

Chapter 11 – Anti-Harassment, Discrimination and Retaliation Policy

Establishes and maintains Door County’s commitment to providing a workplace free from discrimination, harassment, and retaliation, outlining prohibited conduct and procedures for reporting, investigating, and addressing such violations to ensure equal opportunity and a respectful work environment.

Door County’s affirmative action plan/program has been removed from the Manual. Under Wisconsin law, municipal entities (including counties) are exempt from an affirmative action program. Additionally, the Federal Government recently eliminated the need for affirmative action programs. While affirmative action mandates do not apply to Door County, the County remains committed to nondiscrimination and equal opportunity in employment practices.

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Chapter One – Introduction

SECTION 1 – MISSION

- 1.01 Mission.** To protect the people, economic vitality, and environment of Door County (“County”) and enable its people to build productive communities, families and lives. Deliver all County services and programs in a respectful, professional manner and manage operations consistent with available human, natural and fiscal resources.
- 1.02 Vision.** We envision a Door County government that people feel has helped make the County a better place to live. Door County government strives to be the leader in developing partnerships with private and community organizations to deliver the programs and services people call for. We are a government that listens to its people, promotes a diverse and vital economy, values fiscal responsibility and enhances the natural and aesthetic qualities that have for so long made Door County a premier place to live, work, and visit.
- 1.03 Core Values.**
- a) **Respect.** Treat all people as you would like to be treated, responsiveness to people, be user-friendly.
 - b) **Integrity.** Ensure public trust through honesty, fairness, consistency and follow-through.
 - c) **Openness & Accessibility.** People should feel they can approach and communicate freely with their County government.
 - d) **Fiscal Responsibility.** Accountability for the proper and efficient use of public funds and resources.
- 1.04 Strategic Priorities.**
- a) Promote a diverse and growing economy producing high quality jobs.
 - b) Exercise sound financial management and build the County’s fiscal strength while minimizing the property tax burden.
 - c) Protect Door County’s natural resources, especially water quality.
 - d) Plan and manage land use in Door County to promote responsible development and to preserve our natural and aesthetic strengths.
 - e) Respond effectively to issues in Door County arising as our population ages and manages difficult economic times.

SECTION 2 – INTENT & SCOPE

- 2.01 Intent.** It is the intent of the Door County Board of Supervisors (“Board”) to establish a uniform Door County Employee and General Administrative Policy Manual (“Manual”). The rules, regulations and policies shall apply to all employees of the County.
- 2.02 No Contract Intended.** This Manual is not intended to, and does not create a contract of employment, or a guarantee of employment, a guarantee of any other benefits or rights.
- 2.03 Non-Discrimination.** It is the intent that employment practices and policies within the County conform to the provisions of law relating to non-discrimination in employment. Department Heads and supervisors are expected to follow state and federal employment laws in all hiring and employment practices in their Departments. Employment notices required by law to be posted are located at each of the County’s official worksites.
- 2.04 Application of Manual to Represented Employees.** Whenever there is a conflict between this Manual and any valid collective bargaining agreement, the provisions of the collective

bargaining agreement will govern, but only to the extent the collective bargaining agreement complies with federal and state laws and only with respect to the employees included in the bargaining unit.

- 2.05 Amendments.** The County reserves the right to change the Manual, at any time, with or without notice, in its discretion. No Department Head or supervisor has authority to create a contract or agreement contrary to the foregoing. Further, no Department Head or supervisor has the authority to modify, amend, or alter the terms of this Manual without the written consent of the County Administrator or designee(s). In order to provide effective and efficient administration of County government, the County Administrator may make exceptions to the Manual on a case-by-case basis.
- 2.06 Review & Acknowledgement.** Employees shall sign the acknowledgement form indicating they have reviewed this manual and return the form to Human Resources to be placed in the employee's personnel file.
- 2.07 Questions Regarding Application/Interpretation.** All employee questions regarding the application or interpretation of this Manual should be directed to the Human Resources Department.
- 2.08 Interpretation.** The provisions of this Manual shall be interpreted, when possible, to sustain their legality and enforceability as a whole. In the event any provision of this Manual is held invalid, illegal, or unenforceable by a court of competent jurisdiction, in whole or in part, neither the validity of the remaining part of such provision nor the validity of any other provision of this Manual shall be in any way affected thereby.
- References to statutes and codes herein are as currently enacted and as hereafter revised or superseded from time to time.
- 2.09 Application of Other State and Federal Laws.** The County intends to comply with all federal and state laws, to the extent that they apply and the County is required to comply with the same.

SECTION 3 – AT-WILL EMPLOYMENT

- 3.01 At-Will Employment.** Wisconsin is considered an at-will state for purposes of employment. This means that unless an employee is entitled to a level of job protection by statute, ordinance, contract or written agreement with the County, employment with the County is voluntarily entered into, and the employee is free to terminate their own employment at-will at any time, with or without cause. Similarly, the County may terminate the employment relationship at-will at any time, with or without notice or cause.

SECTION 4 – WORK RULES

- 4.01 Work Rules.** Departments may develop work rules specific to their operations and/or Department in a manner consistent with this Manual, state and federal regulations, and any County resolutions or ordinances. All such work rules that pertain to matters of wages, benefits, hours of work, or conditions of employment, shall be reviewed with the Human Resources Department prior to implementation.

SECTION 5 – CHAIN OF COMMAND

- 5.01 Chain of Command.** In order to provide effective services, Door County depends on an effective chain of command. While the establishment of policy in the County resides by law with the Board, or its designee, the County Administrator, as the chief administrative officer of the County, is the primary professional advisor to the County and head of its management team. Department Heads, and those Supervisors subordinate to the Department Heads, are part of the management team, and the Department Heads report to the County Administrator. This chain

of command represents a means of establishing orderly lines of organization and communication as management personnel coordinate to promote effective services for the community.

- 5.02 County Administrator.** The County Administrator is responsible for the development, supervision, and operation of the County, its Departments, its employees and its facilities, and is given the latitude to determine the best method of implementing the policy decisions of the Board. Employees have the obligation to facilitate the professional advisement of the County through the chain of command.
- 5.03 Matters Requiring Administrative Attention.** All staff members, including supervisors, shall be responsible to their respective Department Head, who shall be responsible to the County Administrator. Employees shall refer matters requiring administrative attention to their supervisor, who shall refer such matters to the next higher authority, when necessary, and through the County Administrator and, if applicable, to the Board. Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Manual or about any other aspect of their job, then those questions, opinions or suggestions must be directed through the chain of command.
- 5.04 Meeting Attendance.** The County Administrator, Department Heads and employees, as directed by their immediate supervisor, shall attend all meetings of the Board and of the Oversight Committee having policy making responsibilities over their Department, when feasible.
- 5.05 Directives/Requests.** Any employees who receive directives or requests, to which they are not otherwise authorized to respond, from any individual citizen, business representative or elected or appointed official are to immediately report such directive or request to the employee's supervisor. No such specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Two – Employment Policies

SECTION 1 – POSITION CLASSIFICATION

- 1.01 Regular Employment Status.** Regular employee status is assigned by the County to both full-time and part-time positions that are expected to remain employed by Door County on a regular, ongoing basis as long as the work is required or necessary, the individual employee(s) performs satisfactorily, and the financial status of the County and/or the Department supports the continuing existence of the position.
- a) **Full Time.** Defined as forty (40) hours per week.
 - b) **Part Time.** Defined in three (3) separate ways: those employees working thirty (30) to thirty-nine (39) hours per week; those working twenty-four (24) to twenty-nine (29) hours per week; and those working under twenty-four (24) hours per week.
- 1.02 Non-Regular Employee Status.**
- a) **Casual.** Employees typically employed on an intermittent, or sporadic basis, subject to call, with limited expectation of a regular work schedule.
 - b) **Intern.** Employees hired to work in the capacity of a training position for an accredited educational institution. An intern typically receives credit or formal recognition from the educational institution for the work performed and may also receive compensation for the services provided to the County.
 - c) **Limited-Term Employee.** Employees hired to work on a temporary basis due to unforeseen circumstances and/or needs of the Department.
 - d) **Defined-Term Employee.** Employees hired in instances where the position has some sort of condition such as a time limitation or funding contingency. Dependent upon the funding source and/or program requirements, a defined-term employee's employment may exceed the restrictions established for other limited-term employees (e.g. regular work schedule, benefits eligibility, etc.).
 - e) **Seasonal.** Employees hired to perform seasonal work for a specified time period. Employment terminates at the end of the season, or whenever the need no longer exists, whichever comes first. These employees may be called back in subsequent seasons.
- 1.03 Introductory Status.**
- a) The introductory period for employees is twelve (12) months. The introductory period is a continuation of the employment selection process and is a time in which the employee should demonstrate that s/he is suited for the position. The introductory period is not a guarantee of employment. If the Department Head concludes at any time that an employee is not suited for her/his position, the employee may be terminated, or s/he may continue in an extended introductory period, if requested by the Department Head and approved by the Human Resources Department. If the County Administrator concludes at any time that a Department Head is not suited for her/his position, the Department Head may be terminated, or s/he may continue in an extended introduction period.
 - b) The introductory period ends successfully when the County Administrator, Department Head, or supervisor, evaluates the employee in writing and authorizes her/his classification as a "regular" employee, but in no case sooner than the initial applicable introductory period.

SECTION 2 – POSITION CONTROL

- 2.01 Job Description.** Each position shall have a written job description, which provides a non-exhaustive list of job duties and is compliant with all legal requirements.

- a) All job descriptions shall be approved by the Department Head, and the Human Resources Department.

2.02 Filling Vacancies. Nothing contained in this policy shall be construed to require the County Administrator or any Department to fill all positions allocated by the Board. If it is determined that a vacancy exists, then the request to fill such vacancy shall proceed as follows:

- a) **Department Head.** The Department Head must complete the Request to Refill Form, update the existing (or create a new) job description, and then submit to the Human Resources Department.
- b) **Finance Department.** Finance will prepare a fiscal impact statement and provide it to the Human Resources Department.
- c) **Human Resources.** The Human Resources Department shall review the request to refill the vacancy with the Department Head and County Administrator. If approved to fill or refill, the Human Resources Department shall place the position on the Personnel Transaction Report to the Administrative Committee.
- d) **Administrative Committee:** The Department Head, Human Resources Department, and County Administrator will present the Personnel Transaction Report to seek approval. If approved, the position may be filled or refilled. If denied, the position will be reviewed to determine if it should be modified or removed from the table of organization.
- e) **Department Heads.** The County Administrator will appoint and supervise the Heads of all Departments as set forth in Sec. 59.18(2)(b), Wis. Stats. Any appointment by the County Administrator requires the approval of the County Board unless the Board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under Sec. 59.52(8) or Ch. 63, Wis. Stats.
- f) **Interim Appointments.** A temporary assignment for at least two (2) weeks' duration requires approval by the County Administrator with communication to the County Board. The Human Resources Department shall recommend to the County Administrator the appropriate rate of pay for the temporary assignment.

2.03 Temporary Increase in Part-Time Hours. In certain circumstances the hours of existing part-time employees may be increased in lieu of other limited-term employment options. If the assignment is expected to last longer than two (2) weeks, the part-time employee's pro-ration may be modified for the duration of this temporary assignment and shall receive all benefits at the higher pro-ration during the temporary assignment.

2.04 Non-Regular Employee Position Authorizations. The County Administrator may authorize an increase/decrease of non-regular employee positions provided there are funds available.

2.05 Reclassification / Reallocation – New Positions

- a) **Purpose.** To outline standard criteria and procedures for submitting and reviewing requests for reclassification, reallocation, or creation of new positions.
- b) **General.** Human Resources and the County Administrator are jointly responsible for determining job classifications for all positions, with input from the department head. When necessary, an external consulting firm may be engaged to evaluate and recommend appropriate pay grades.

Requests for reclassification, reallocation, or new positions may be submitted during the budget process, as determined by Human Resources and/or the County Administrator.

- c) **Definitions**
 1. **Reclassification.** An adjustment to the classification of a position based on substantial and permanent changes in the duties and responsibilities, aligning the position with a different classification level.

2. Reallocation. A change to the pay range assigned to a classification based on market value or internal equity adjustments. This does not involve a significant change to the duties or responsibilities of the classification.
- d) **Position Approvals.** New positions or permanent increases in part-time allocations to full-time status shall be approved through the budget process and shall be presented to the County Board of Supervisors in the form of a resolution. However, when the County Administrator determines that an unbudgeted position is necessary outside of budget process, and will create a budget increase in the current year, a resolution for the unbudgeted position shall be approved by the Administrative Committee in conjunction with the Finance Committee, and a two-thirds (2/3rds) vote of the full County Board. All position resolutions shall have an approved position description attached to it and shall contain the following information:
 - 1) Position title,
 - 2) Proposed classification,
 - 3) Effective date,
 - 4) Rationale for the position which includes the identification of the state or federal mandates that may have caused the need,
 - 5) Description of how the position fits into the long-range and strategic plans of the Department and/or County salary, fringe benefit and other related costs.
- e) **Reclassification Process**
 - 1) Classification is determined based on the majority (51% or more) of duties and responsibilities assigned to the position—not on the employee’s performance, seniority, training, or education.
 - 2) Requests for reclassification must show that:
 - New duties occupy a substantial portion of the employee’s time,
 - The change is permanent and occurred within the last 12 months,
 - The position better aligns with a different classification level.
- f) **Steps to Request Reclassification:**
 - 1) The Department Head must:
 - Submit a written request detailing the justification for reclassification;
 - Submit an updated draft job description reflecting current duties.
 - 2) Requests will be reviewed jointly by Human Resources and the County Administrator.
 - 3) Approved reclassifications will take effect no earlier than January 1 of the following year as part of the annual budget.
- g) **Reallocation Process**
 - 1) Reallocation may be considered if:
 - Market value for the classification has changed,
 - There is a significant internal equity concern,
 - Budgetary funds are available.
 - 2) Factors not considered include volume of work, length of service, or the incumbent’s individual performance or qualifications.
- h) **Steps to Request Reallocation:**
 - 1) Departments must submit an analysis of fiscal impact.
 - 2) Human Resources and the County Administrator will review and develop a joint recommendation for the Finance/Administrative Committee.
 - 3) If approved by the governing committees and the County Board certifies the availability of funds, the reallocation will become effective on January 1 of the following year

2.06 Reduction of Hours, Combination and Elimination of Positions.

- a) **Reduction of hours.** The County may, in its sole discretion, temporarily or permanently reduce the hours of any position.

- b) **Combining.** Two or more positions may, at the County's sole discretion, be combined into one.
- c) **Elimination.** The County may, in its sole discretion, eliminate any position.

SECTION 3 – EMPLOYEE SELECTION PROCESS

- 3.01** The County seeks to recruit and hire the best-quality and qualified candidates who fit the needs and culture of the County. At the direction of the Human Resources Department, the County may use hiring, interview and screening processes designed to fulfill this objective. All recruitment and hiring, including the hiring of interns and temporary staff, will be done in coordination with the Human Resources Department.
- 3.02** Recruitment and selection will be conducted in a manner to ensure competition, provide equal employment opportunity, and prohibit illegal discrimination.
- 3.03 Internal Applicants.** When an employee applies for a position internally, the employee is recommended to notify their current supervisor/manager prior to interviewing for said position.
 - a) Hiring managers will not contact the supervisor/manager of the internal applicant, to discuss the internal applicant, until after the interview and only if the applicant is being further considered for the position.
- 3.04 Unpaid Interns.** Individuals who wish to volunteer for the purposes of educational or professional interest as part of a formal or informal education program will be considered an unpaid intern and an employment relationship will not exist under the Fair Labor Standards Act ("Act"), and the Act's minimum wage and overtime provisions do not apply to the unpaid intern. Further, the individual is not eligible for any County benefits. The use of unpaid interns will be done in coordination with the Human Resources Department.

SECTION 4 – PRE-EMPLOYMENT TESTING, FUNCTIONAL CAPACITY TESTING & BACKGROUND CHECKS

- 4.01 Pre-Employment or Post-Offer.** Background and reference-checking, screening, testing, examination, and/or other investigation shall be conducted as deemed necessary and in accordance with state and federal law.
- 4.02 Physical Examination and Functional Capacity Examination upon Hire/Transfer.** New employees and employees transferring or promoted to different jobs with new physical requirements may be required to take a Physical Examination and/or a Functional Capacity Examination after a conditional offer of employment is made. The Human Resources Department establishes the list of positions where examinations are required and the type of exams required. The County pays for the examination and determines where the exam is given. Information given to the examining physician(s)/provider(s) by the employee must be accurate and complete. Examination results are placed in the employee's medical file and remain confidential as required by state and federal privacy laws.

SECTION 5 – EMPLOYEE REFERENCES

- 5.01 Official Reference Checks.** Unless delegated by the Human Resources Department, no County employee will, on behalf of the County, reply to a reference check request from a potential employer inquiring about the employee's work performance or specific service to the County. Requests for reference checks should be forwarded to the Human Resources Department and include an authorization from the employee for the release of the requested information. In the event a reference check is not accompanied by an employee release, the Human Resources Department will only provide the dates of employment, position held, annual salary, and job location.
- 5.02 Personal References.** Employees may serve as "personal references" which is construed to mean references that do not speak to the candidate's work performance or specific service to the County, but rather the candidate's personal characteristics, educational background, and

personal dealings with the referring employee. The referring employee assumes all liability for the content of the personal reference.

SECTION 6 – PERSONNEL RECORDS

- 6.01** An employee may, consistent with § 103.13 Wis. Stats., inspect and obtain a copy, or designate a person to inspect and obtain a copy, of her or his personnel records.
- 6.02** If an employee disagrees with any information contained in their personnel records, the County and employee may agree to correct or remove the information. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The County will attach this statement to the disputed item, and release it whenever that disputed item is released to a third party.

SECTION 7 – REPORTING TO WORK

- 7.01 Worksite.** As a condition of employment, and at the discretion of the County, certain employees may be required to report to more than one worksite at the direction of the Department Head or designee.
- 7.02 Mileage/Travel Time.** Normal travel from home to work and return at the end of the workday is not work time and an employee may not claim mileage or be paid travel time. This is true whether the employee starts and/or ends their workday at a fixed location or differing locations, such as work sites.

SECTION 8 – PERFORMANCE AND SALARY REVIEW PROCESS

- 8.01 Purpose.** To provide a consistent and objective framework for evaluating employee performance and to support informed decisions regarding salary increases, merit payments, adjustments, promotions, and employee development.
- 8.02 Objectives of the Performance Appraisal Process**
- a) Clarify performance expectations and responsibilities.
 - b) Offer employees feedback, direction, and development opportunities.
 - c) Support department heads in achieving organizational and departmental goals.
 - d) Provide a fair and consistent basis for base rate compensation decisions.
 - e) Identify employees who demonstrate potential for growth or advancement.
- 8.03 Performance Review Schedule.** Performance reviews are conducted annually. Salary increases are **not automatic or guaranteed** and are determined based on:
- a) The employee’s performance review,
 - b) Recommendations from the department head,
 - c) Available funding and overall County budget considerations.
- If awarded, salary increases align with the approved merit budget and reflect individual performance and salary positioning.
- 8.04 Performance Reviews and Salary Increases.** Department Heads are responsible for conducting fair and timely evaluations of employee performance. Key considerations for salary increase:
- a) Performance reviews do not automatically result in a salary increase.
 - b) Salary increases are based on the overall rating, current pay relative to responsibilities, and available budget.
 - c) Salary decisions must be grounded in documented performance and guided by County pay philosophy.
- 8.05 Responsibilities and Process**
- a) **Human Resources** provides standardized evaluation forms and salary planning tools within the Human Resource Information System (HRIS).

- b) **Supervisors** conduct and document evaluations, meet with employees to review performance, and define goals for the upcoming period.
- c) **Employees** review and sign the evaluation to acknowledge discussion (not necessarily agreement).
- d) **Department Heads** complete the salary planning worksheet, seek necessary approvals, and submit to Human Resources.

Important:

No salary increase or adjustment should be communicated to the employee until **all required approvals** have been obtained from:

- 1) Department Head
- 2) Human Resources

Human Resources will review all salary adjustment requests to ensure compliance with County policies and equity standards. Final evaluations will be retained in the employee's personnel file.

8.06 Promotions and Role Changes

- a) To support growth and excellence across the organization, the County may periodically evaluate employee performance and potential through performance reviews or other methods.
- b) Based on organizational needs and individual contributions, the County may adjust an employee's role, including opportunities for promotion or changes in responsibilities.
- c) Employees may be considered for promotion when they consistently demonstrate strong leadership, collaboration, and other qualities that align with the County's goals and values.
- d) In some cases, an employee's role may be adjusted if additional support or development is needed to meet evolving expectations or standards. When possible, the County will work with the employee to identify training or resources to support continued success.

SECTION 9 – EMPLOYEES AS VOLUNTEERS

- 9.01** An employee may not volunteer for the County when the volunteer duties involve the same type of service, which the individual is employed to perform for the County. All volunteer service provided by an employee of the County will be performed outside of the normal hours of work of the employee.

SECTION 10 – DUAL COUNTY EMPLOYMENT

- 10.01** Employees may not hold more than one position with the employer. The County may, in its sole discretion, make exceptions. Any such exception must be made in advance and be in writing approved by the Human Resources Department.

SECTION 11 – OUTSIDE EMPLOYMENT

- 11.01 Policy.** Employees may hold outside jobs as long as they meet the performance standards of their job with the County, and provided that the outside employment does not conflict with their County employment. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of existing outside work requirements.
- 11.02 Notification/Approval.** All employees must notify their Department Head, on the County's Outside Employment Form, of their desire to seek outside employment. The Department Head's permission must be obtained, as evidenced by a signed form, submitted to the Human Resources Department, before the employee may begin to work at the outside employment. This form must be completed and approved prior to the start of outside employment and by January 1st of every year thereafter.
- 11.03 Problems with Outside Employment.** If the County determines that an employee's outside work interferes with performance or the ability to meet the requirements of the County as they are modified from time to time, the employee may be asked to terminate the outside employment,

if they wish to remain with Door County. Employees are not allowed to conduct business related to outside employment while on County paid time, nor is an employee permitted to use County equipment or supplies in the performance of outside employment duties.

- a) While on off-duty status, no employee will be considered to be in employed status without specific supervisory authority.
- b) Outside Employment During Leaves of Absence. Unless authorized by the Human Resources Department, employees are prohibited from working at an outside job while on a leave of absence from the County (other than approved PTO/vacation).

11.04 Conflicts of Interest Prohibited. Outside employment, which constitutes a conflict of interest, is prohibited. Employees may not receive any income or material gain from individuals outside the organization for materials produced or services rendered while performing their jobs as Door County employees. Determining whether or not such outside employment constitutes a conflict of interest will be left to the sole discretion of the County.

SECTION 12 – CONFLICT OF INTEREST

12.01 Conflict of Interest. A conflict of interest is a situation whereby an employee's outside activities or interests could negatively affect the County. Employees must avoid placing themselves in a position where her or his private activities or interests' conflict with performance of their work duties.

12.02 County Property. Employees shall not use the County's resources (e.g., property or funds) or their position for personal gain or for the personal gain of a member of their immediate family.

12.03 Ethics. Employees are expected to familiarize themselves with and must adhere to the code of ethics for public employees set forth in §§19.41, .42, .46 & .59, Wis. Stats., and Door County's Ethical Principles. See the Rules of Order Governing the Door County Board of Supervisors for Door County's Ethical Principles.

SECTION 13 – NEPOTISM & FRATERNIZATION

13.01 Restricted Employment. The County restricts employment of close relatives, employees dating or otherwise involved in an intimate relationship within the same Department, shift and/or work unit. Compliance with this policy is intended to prevent the perception of favoritism among employees and promote a harassment-free working environment.

13.02 Nepotism. No two (2) members of an immediate family or intimate relationship will be employed, promoted, or transferred to any Department, division, or work unit when as a result they would be directly supervising or receiving direct supervision from the other, unless written approval is received from the Human Resources Department.

- a) When evaluating these requests, the Human Resources Department may consider work location, shift, the Department in which the individual would work, the number of available qualified applicants, and whether normal recruitment and selection procedures have been followed, to ensure that all applicants have had an equal opportunity to apply for the position.

13.03 Notification Required of New Relationship. In the event a relationship develops between a manager or supervisor and an employee under their supervision, the management employee is responsible for bringing the matter to the attention of their immediate supervisor.

In the event a relationship develops between employees in a Department, shift, and/or work unit, it is the responsibility of the employees for bringing the matter to the attention of their immediate supervisor.

13.04 Possible Resolutions. Resolution of any problems that arise may include, but is not limited to, termination of employment for one or both employees, or transfer of either employee to another Department, unit or shift. It is management's sole discretion regarding which

employee(s) is separated, retained or transferred, depending upon the needs of the County upon final approval of the County Administrator.

SECTION 14 – SEPARATION NOTICE & PROCEDURE

- 14.01 Notice for Non-Exempt Positions.** Non-exempt employees wishing to resign or retire in good standing will give written notice to their Department Head, with a copy to the Human Resources Department, not less than ten (10) business days before such resignation or retirement will be effective. Failure to provide proper notice will result in forfeiting payment of earned and accrued leave, if applicable and to the extent allowed by law.
- 14.02 Notice for Exempt Positions.** Exempt employees wishing to resign or retire in good standing will give twenty (20) business days' notice of their resignation or retirement. Department Heads will resign or retire in writing to the County Administrator, with a copy to the Human Resources Department. All other exempt employees will resign or retire in writing to their Department Head, with a copy to the Human Resources Department. Failure to provide proper notice will result in forfeiting payment of earned and accrued leave, if applicable, to the extent allowed by law.
- 14.03 Procedure – Employee.** The employee must:
- Submit, in writing, a letter indicating resignation or retirement with name, current address, position held, and the last day of work;
 - All County property must be returned to the Department and/ or the Human Resources Department on or before the last day of County employment, e.g., keys, tools, uniforms, badges, etc.
- 14.04 Procedure – Employer.** Once the Human Resources Department receives the separation notice, the Human Resources Department will confirm receipt of separation and will provide the following:
- Confirm the effective date of the separation;
 - Summarize the benefits and/or pay the employee will receive, if any. For retiring employees, they should contact the Department of Employee Trust Funds six (6) to twelve (12) months, but not less than ninety (90) days, prior to their last day of work to obtain information regarding retirement options available.
 - Remind the employee of their obligation to return all of the County's property, including mobile phones, computers, access cards and keys, identification cards, and records;
 - Advise the employee that all personal belongings are to be removed from the workplace; and
 - Provide the employee with the opportunity to complete an Exit Interview.
- 14.05 Accrued Time Off During Notice Period.** Unless for unavoidable circumstances, or where approval is obtained from the Human Resources Department, such notice will be exclusive of any accrued paid time off taken.
- 14.06 Last Day of Work.** Unless otherwise required by law, an employee may not extend their last day of employment with the use of leave.
- 14.07 All Resignations Final.** All resignations are final unless reversed by the Department Head and the County Administrator.
- 14.08 Shorter Notice.** Shorter notice may be accepted if agreed to by the employee, Department Head and the County Administrator.
- 14.09 Forfeiture of Leave Payout.** Failure to provide proper notice, disciplinary termination of employment, or separation from employment within an introductory period, will result in forfeiting payment of earned and accrued leave, if applicable, to the extent allowed by law.
- 14.10 Job Abandonment.** Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the Department as a resignation of such employee.

- 14.11 Death of Employee.** In the case of death of an employee to whom wages and/or leave are due, the full amount of the wages and/or leave due shall be paid by the County to the employee's estate.

SECTION 15 – REDUCTIONS IN THE WORKFORCE

- 15.01 Layoff/Reduction in Workforce.** Reductions in the workforce may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The County will determine the Departments, number of positions, and persons impacted by any reduction in workforce.
- a) In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed, at the County Administrator's discretion, based on skills, abilities, qualifications, and the interests and needs of the County. The County may choose to solicit volunteers for the reduction in workforce.

SECTION 16 – ADA ACCOMMODATIONS

- 16.01 Purpose.** To provide equal employment opportunities to all qualified individuals, including those with disabilities.
- 16.02 Policy.** Door County's policy is to fully comply with the reasonable accommodation requirements of the Americans with Disabilities Act and the Wisconsin Fair Employment Act.
- a) Door County will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.
- b) The Human Resources Department is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.
- 16.03 Procedure.** Requests for Reasonable Accommodation.
- a) The employee will inform his or her supervisor of the need for an accommodation either orally or in writing.
- b) The supervisor shall immediately notify the Department Head and the Human Resources Department of the request for accommodation.
- 1) To enable County to keep accurate records regarding requests for accommodation, employees seeking a reasonable accommodation must follow up an oral request by documenting the request in writing and submitting it to the Human Resources Department.
- c) When a qualified individual with a disability has requested an accommodation, the Human Resources Department, will, in consultation with the individual:
- 1) Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
- 2) Determine the precise job-related limitation.
- 3) Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
- 4) Select and implement the accommodation that is the most appropriate for both the individual and the County. While an individual's preference will be given consideration, the County is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
- d) The Human Resources Department will work with the employee to obtain technical assistance, as needed.
- e) The Human Resource Department will provide a decision to the employee within a reasonable amount of time.
- f) If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the County, the employee and the Human

Resources Department will work together to determine whether reassignment may be an appropriate accommodation.

16.04 Medical Documentation. The Human Resources Department may request medical documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms, and in separate, locked files.

16.05 Appeals.

- a) Employees or applicants who are dissatisfied with the decision(s) pertaining to their accommodation request may file an appeal with the County Administrator, within ten (10) business days, for a final decision.
- b) If the individual believes the decision is based on discriminatory and/or retaliatory reasons, then he or she may file a complaint internally through the County Administrator.

SECTION 17 – VEHICLE USE POLICY

17.01 Permissible Uses. The County of Door ("County") permits authorized individuals to drive vehicles owned, leased, or rented by the County ("County Vehicle") for County business purposes or other authorized services. Personal use of a County Vehicle is not permitted. Employee use of a County Vehicle is encouraged for all County business purposes. Employee use of a personal vehicle for County business purposes when a County Vehicle was available may result in non-payment of a voucher for personal mileage.

17.02 Authorized Drivers and Passengers. Only authorized individuals can drive County Vehicles. Individuals are authorized to drive County vehicles by the Human Resources Department or a contracted entity as authorized by the County. Individuals permitted to drive County Vehicles must have a valid driver's license with appropriate endorsement. In the event that an authorized individual's driver's license is suspended or revoked, that individual must notify Human Resources as soon as possible. In addition, consistent with relevant background check laws, the County reserves the right to evaluate the driving record of all authorized individuals and revoke driving privileges as necessary. The County may revoke an individual's privilege to operate a County Vehicle at any time, with or without cause, and without prior notice.

Transportation of passengers in County Vehicles is authorized for County business purposes and authorized services, but the number of passengers cannot exceed the number of passenger seats available. To the extent that a child will be traveling in a County Vehicle, child safety seats must be installed and used as required by applicable law.

17.03 County Vehicle Reservations. Reservations are to be made by the intended user(s) through the County Clerk's Office.

- a) The County intends to honor original reservations, but reserves the right to cancel a reservation in its discretion.
- b) Out-of-County travel takes precedence over in-County travel (a requestor of a vehicle for in-County travel may get bumped for an out-of-County request)
- c) Vehicle keys are to be obtained from, and returned to, the County Clerk's Office.

17.04 Safety Standards. Individuals operating any vehicle (County or personal) for County related business or authorized services are expected to operate the vehicle in a safe and lawful manner. Safe driving standards include but are not limited to:

- a) Maintaining a reasonable rate of speed as appropriate for existing road conditions. Drivers should not exceed posted speed limits.
- b) Abiding by traffic signals and signs.
- c) Wearing seat belts.
- d) Avoiding aggressive and reckless driving.
- e) Never driving in unsafe conditions.

- f) Never driving when impaired by alcohol, drugs, or fatigue.
- g) Never texting or emailing while driving. This safe driving standard does not apply to the operator of an authorized emergency vehicle if texting or emailing is necessary for emergency purposes. In the case of such an exception, the driver shall exercise due care in the safe operation of the vehicle and due regard under the circumstances for the safety of all persons.
- h) Talking on a cell phone while driving for County related business or authorized services without the use of a hands-free device or feature is prohibited. If a call comes in while traveling that cannot be taken hands-free, the caller will need to leave a voicemail for the driver and the driver can return the call at the next stop. Both hands should be on the steering wheel as much as possible. If an authorized passenger is riding along, they may answer calls while the vehicle is in operation if they are able to do so safely. Exceptions to this safe driving standard are limited to 911 emergency communication or the operator of an authorized emergency vehicle if necessary for emergency purposes. If possible, in the case of an exception, a passenger, and not the driver, shall make or take the phone call. In the case of an exception, the driver shall exercise due care in the safe operation of the vehicle and due regard under the circumstances for the safety of all persons.

Safety standards include the need to be vigilant about County Vehicle maintenance. Inspect the County Vehicle for concerns (damage, repairs needed, cleaning, etc.) pre-trip and post-trip. If at any time, a County Vehicle seems to be unsafe or in need of maintenance, County Vehicle drivers must bring the issue to the attention of the County Clerk's Office as soon as possible. In addition, County Vehicle drivers must respect the vehicle as County property and take steps to avoid damage to it and its contents, including:

- i) Keeping property secure, such as by locking doors, closing windows, and properly maintaining valuables (including confidential information). Personal items may not be stored in a County Vehicle and personal losses generally will not be reimbursed.
- j) Never transport items for third parties other than those associated with a legitimate County business purpose.
- k) Eating or drinking in County vehicles is strongly discouraged.
- l) Tobacco use and vaping in County vehicles is prohibited.
- m) Service animals, as defined by applicable law, are permitted in County Vehicles when accompanying the individual they assist. Other animals may be allowed in County Vehicles only when their presence is necessary for conducting official County business. Except as noted above, animals are not permitted in County Vehicles.

17.05 Accidents. Accidents, incidents, injury, or damage involving a County Vehicle must be reported to Law Enforcement and the County Clerk's Office immediately. An Incident Report Form must be completed as soon as possible and submitted to the County Clerk's Office. This includes incidents involving pedestrians, passengers, vehicles, or other property.

After an accident involving a County Vehicle, only move the vehicle if required for safety reasons or instructed to do so by emergency personnel. Under no circumstances shall the driver leave the scene of an accident unless directed to by the County Clerk's Office, emergency personnel, or if necessary for medical purpose.

The following procedure is generally followed in the event of an accident:

- a) Stop, or pull the vehicle over to a safe location, and immediately turn on hazard lights.
- b) As soon as possible, call 911 to report the accident if it resulted in damage to any property, including the vehicle, or injury to any person.
- c) Protect riders and yourself from hazards created by the accident.
- d) Check for fire or other dangerous elements that may cause harm, if such inspection can be performed safely.
- e) Evacuate the vehicle if necessary for safety. Be sure to direct passengers to a safe area.
- f) Call the County Clerk's Office: (920) 746-2200.

- g) Once the vehicle is safely pulled over, secured, and passengers attended to, all occupants must begin documenting the accident. Photos of the accident shall be taken if possible.
- h) Begin post-accident investigation procedures (as listed below).
- i) The County Clerk's Office will notify applicable County personnel.
- j) Cooperate with the emergency personnel at the scene and get/give all necessary information for the accident report.

NOTE: Unless requested by law enforcement or otherwise required by law, drivers and passengers of County Vehicles shall not complete or sign documents pertaining to an incident, accident, property damage, or injury which took place while on duty, that have not been approved by the Door County Corporation Counsel Office. Unless requested by law enforcement, County Vehicle drivers and passengers shall not participate in an interview via phone or in person pertaining to an incident, accident, property damage, or injury, unless prior approval has been given by the Door County Corporation Counsel Office.

Post-Accident Investigation Procedures:

- a) The County Vehicle driver must complete and turn in their Incident Report Form, any pictures they may have, and other information prior to the end of their shift.
- b) Submit all paperwork to the County Clerk's Office and discuss details of the accident as needed.
- c) The County Clerk's Office will report to the County Administrator, Corporation Counsel, Finance, and Human Resources.

17.06 Fueling County Vehicles. County Vehicles should be full at time of pick up. Upon return to Door County, the driver must fill the vehicle with the proper fuel before parking it at the location in which it was picked up from. The Driver will fill up the vehicle using a County pump and the vehicle gas key.

County fuel pump locations:

916 14th Avenue, Sturgeon Bay (behind ADRC)

1001 S Duluth Avenue, Sturgeon Bay (County S Hwy Dept)

1737 County Road DK, Brussels (between Southern Door School and Brussels)

Electric County Vehicles

Upon returning to Door County, electric County Vehicles shall be properly plugged in after parking at the location in which the vehicle was picked up.

17.07 Evidence of Insurance

Employees and volunteers who operate a personal vehicle for County business purposes must furnish evidence of automobile insurance coverage at the start of employment/volunteer service and annually thereafter to their Department Head. Certificates of Insurance will be kept on file by the Department Head. Required minimum coverage limits are as follows:

\$100,000 per person

\$300,000 per accident Bodily Injury

\$50,000 per accident Property Damage, or

\$300,000 Combined Single Limit

Employees and volunteers must promptly notify their Department Head should the employee's/volunteer's automobile insurance coverage limits fall below the minimum coverage limits listed above.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Three – Hours & Schedules

SECTION 1 – WORK SCHEDULES

1.01 Public Accountability Exception for Governmental Employers. The foundation of the County's administrative practices is derived from the desires of taxpayers that their government be accountable to them for expenditures from the public treasuries. It includes the notion that the use of public funds should always be in the public interest and not for private gain, including the view that public employees should not be paid for time they do not work that is not otherwise guaranteed to them under a pertinent employment policy or agreement (such as PTO, personal, or sick leave). The public expects government workers to be available during normal business operating hours and the County's scheduling and payroll practices shall meet that expectation.

1.02 Work Schedules. Work schedules for employees vary throughout the organization, and scheduled hours of work are established by the County. Employees are to report to work at the established work site at the established starting time as scheduled by the Department Head or his/her designee. Employees will only be compensated for hours actually worked. 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.

1.03 Alternative Work Schedules. The County recognizes the importance of its employees having a proper work-life balance. It is understood that allowing employees to have a degree of control over their work schedules may make it easier for them to manage non-job-related responsibilities and to be more efficient and productive at work.

The County supports alternative work schedules for employees; provided, that schedules are mutually beneficial to the County and employee, and continue to satisfy the needs and objectives of the County.

1.04 Eligibility/Criteria for Alternative Work Schedules.

- a) An alternative work schedule 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 Employee's alternative work schedule at any time.
- c) Only employees who have maintained a satisfactory performance record, in the sole discretion of their Department Head, will be eligible to start or continue an alternative work schedule.
- d) Some employees, by the very nature of their work or staffing levels of their department, will not be eligible for an alternative work schedule.
- e) An alternative work schedule shall not result in a change in the County's or a department's regular hours of operation.
- f) Each pay period shall contain the same amount of hours an employee was normally scheduled to work.

1.05 Types of Schedules.

- a) Alternative Work Schedule (AWS). AWS allows employees to modify their daily work hours while still maintaining a 40-hour workweek, with no change to the total hours worked or eligibility for overtime. The purpose of AWS is to provide flexibility for employees without compromising productivity, operational efficiency, or the quality of service delivered to the public and county departments. The schedule must be a consistent, approved daily schedule for an individual employee.

Approved AWS options include:

- Alternative start / end times – Monday through Friday with varied start and end times
 - 4/10 Work Schedule – Four 10-hour days (Monday to Friday, between 6:00 a.m. and 7:00 p.m.)
 - 9/80 Work Schedule – Nine 9-hour days and one 8-hour day over two weeks (Monday to Friday, between 6:00 a.m. and 7:00 p.m.)
- b) Flexible Workday ("Flexing Time") Door County supports occasional workday flexibility by allowing employees to take a brief period of time off during the workday, typically not exceeding two (2) hours, for personal matters, provided the time is made up within the same workweek. This is referred to as "flexing time."

Key Conditions for Flexing Time:

- **Infrequency:** Flexing time is not intended to be routine or a substitute for paid time off (PTO). It is designed for infrequent use to accommodate short-term personal needs. It is not to be used as a recurring or regular modification of an employee's work schedule.
 - **Advance Approval Required:** Employees must request and receive prior approval from their supervisor before flexing time. Approval is at the discretion of the County and may be denied based on operational needs, staffing levels, workload demands, or other considerations.
 - **Supervisor Oversight:** Supervisors are expected to ensure that the use of flexing time remains infrequent. Regular or repeated approvals may constitute misuse.
 - **Make-Up Within Same Workweek:** Any flexed time must be made up within the same workweek. Failure to do so may result in the time being unpaid and considered unapproved leave.
 - **Revocation or Suspension:** Door County reserves the right to suspend, limit, or revoke this Flexible Workday policy at any time, particularly in response to misuse or abuse. Examples of misuse or abuse may include, but are not limited to:
 - Excessive or routine use of flexing time;
 - Failure to make up flexed time within the same workweek;
 - Inconsistent, excessive, or inequitable approval practices by supervisors.
- c) 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 plan to alter their schedule, if necessary.
- d) 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.

1.06 Process.

- a) Employees requesting an alternative work schedule shall submit a completed, signed, and dated Work Schedule Request Form to their Department Head for approval. Requests by Department Heads are to be submitted to the County Administrator.
- b) Approval or denial by the Department Head (or County Administrator) of such requests must be in writing, signed by the Department Head (or County Administrator), and provided to the Human Resources Department for approval/denial.
- c) Approvals and denials by the Human Resources Department must be in writing, signed by the Human Resources Department, and provided to the employee and Department Head (or County Administrator).
- d) Once an alternative work schedule is approved, it cannot change without the prior written permission of the Department Head (or County Administrator) and the Human Resources Department.
- e) All completed requests, along with their approval or denial, will be placed in the employee's personnel file by the Human Resources Department.

- f) Any request for an alternative work schedule option outside the parameters defined in this policy must be reviewed and approved by the Human Resources Department and County Administrator.

SECTION 2 – WORKING HOURS

- 2.01 Working Hours.** While the County attempts to provide employees the work hours for which they were hired, it is not to be construed to be a guarantee of work and employees may be released prior to the completion of their normal workday and those hours shall constitute their workday.
- 2.02 Employee Hours.** Employee hours may vary based on Departmental operations, hours of operations and scheduling.
- a) **Lunch Break. Other than general highway employees,** employees on an eight (8) hour or greater workday, normally will be provided a one-half (½) hour unpaid lunch break at times to be determined by the Department. Employees are not to perform any work during their unpaid lunch break.
 - b) **Breaks.** One ten (10) minute rest break is allowed for each four (4) hours worked. Scheduled breaks will be in mutual agreement with the Department Head or his/her designee and may be adjusted to meet the County's needs.
 - c) **Staff Required to Remain on Premises.** Staff expected to provide continuous service, or required to remain on premises for immediate call, (e.g. Dispatch) have no set break times, but breaks will be permitted at the discretion of the Supervisor.
- 2.03 Department Specific Work Hours.**
- a) **Government Center Employees.**
Government Center hours of operation are Monday through Thursday 7:00 a.m. to 4:30 p.m. with a 30-minute unpaid lunch and Friday, 7:00 a.m. to 11:00 a.m. The Government Center is to remain open during the noon hour; each Department should plan accordingly.
 - b) **Facilities & Parks Employees.**
Monday through Friday: 6:00 a.m. to 5:00 p.m. Each shift of eight (8) hours or greater will have a 30-minute unpaid lunch.
Parks Division Seasonal staff will be scheduled to meet the demand(s) of the Park(s) activities as required by the Department Head or their designee.
 - c) **Emergency Services Clerical Staff.**
7:00 a.m. to 4:30 p.m. Monday through Thursday with a thirty (30) minute unpaid lunch and 7:00 a.m. to 11:00 a.m. on Fridays.
 - d) **Highway Department Employees (Hourly General Employees, Non-Office).**
 - 1) **Work Schedule.**
Work schedules, including starting and ending time, may vary and are at the discretion of 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. Employees must report to work on time and ready to start their daily tasks.
 - 2) **Hours of Work.**
Non-exempt Highway Department employees' normal work week is forty (40) hours and has two (2) defined seasons.
 - i) **Construction Season:**
The construction season anticipated scheduled work week is Monday through Thursday, 6:00 a.m. to 4:00 p.m. Times may be modified based on Departmental needs. This is a straight ten (10) hour day with two (2) paid breaks:
 - Ten (10) minute break at 9:00 a.m.

- Up to fifteen (15) minute lunch break at noon
- ii) **Winter Season:**

The winter season anticipated scheduled work week is Monday through Friday, 7:00 a.m. to 3:00 p.m. Times may be modified based on Departmental needs. This is a straight eight (8) hour day with two (2) paid breaks:

 - Ten (10) minute break at 9:00 a.m.
 - Up to fifteen (15) minute lunch break at noon
 - iii) Breaks cannot be stacked to create a longer break time without supervisor approval. Due to the nature of work, deviation from employee(s)' schedule or work hours may occur.
 - iv) The beginning and end of each of the above seasons is subject to change at the discretion of the Highway Commissioner depending on workload and weather conditions.
- 3) **Overtime.**
Non-exempt employees will be paid for overtime pay at one and one half (1.5) times their regular hourly rate of pay for all hours worked outside of the designated scheduled work hours each day, including Saturdays, Sundays and paid holidays. If a non-exempt employee is called in to work during a period of previously approved PTO, such employee will receive pay at one and one half (1.5) times their regular hourly rate of pay for time actually worked during such period of previously approved PTO. All overtime must meet the approval of management prior to any overtime worked.
- 4) **Call In.**
Non-exempt employees travel from home to work and work to home is not work time.
- i) **Outside Scheduled Hours:** Non-exempt employees called in to work outside of their scheduled work hours will receive a minimum of three (3) hours pay at one and one half (1.5) times their regular rate of pay when the hours worked do not abut a scheduled work shift.
 - ii) **When called in on a scheduled shift:** If non-exempt employees are called in and the hours worked during their call in abut with their scheduled work shift, said employees will receive one and one half (1.5) times their regular rate of pay for actual hours worked before their scheduled shift and their regular rate of pay for hours worked during their scheduled work shift.
 - iii) **Send Home:** If a non-exempt employee is called into work before his/her scheduled shift, the Highway Department, in its sole discretion, may send the employee home for the day after eight (8) hours have been worked.
- 5) **Unavailability.**
An essential function/job requirement of the Highway Department during the winter season is to be available to work when snow and ice events occur. Minimum staffing must be maintained during the winter season twenty-four (24) hours a day, seven (7) days a week as this is an essential function/basic job requirement.
- i) **Being Available Means:** The employee is physically capable (fit for duty) and will report to work within a reasonable time after being called in to work during a snow/ice event. Exceptions may be made on a case-by-case basis, at the sole discretion of the Highway Commissioner, for employees to be excused for not reporting based on extenuating circumstances. Extenuating circumstances include situations that are beyond the employee's control such as an accident or medical emergency.
 - ii) Management maintains the right to determine the minimum staffing requirements during a snow/ice event and throughout the year for various projects. If an employee is aware that they may be unavailable during a potential snow/ice event or call-in, they must seek approval from the supervisor, that is scheduled to be on call.

- iii) Excessive unavailability requests will not be allowed. Excessive requests may include, but are not limited to, the following examples:
 - An extended period of time beyond an applicable vacation request
 - Multiple weekends (such as every other weekend)
 - Multiple holidays
 - iv) The Highway Commissioner reserves the right to override the requests off and unavailability rules based on extraordinary circumstances.
 - v) If an employee is not approved to be unavailable and does not report to work when called for a snow/ice event, disciplinary action may be taken to address the failure to report to work including suspension and/or termination.
- e) **Highway Department Employees (Airport).**
7:00 a.m. to 3:30 p.m. Monday through Friday with a thirty (30) minute unpaid lunch
- f) **Highway Department Employees (Bridgetenders).**
The Bridgetenders will work on a schedule governed by the bridge operation agreement between the Wisconsin Department of Transportation and Door County. Bridgetenders work on a rotating shift that can include any day of the week, with a normal work week of forty (40) hours per week. The normal work shifts are as follows: First Shift: 7:00 a.m. to 3:00 p.m.; Second Shift: 3:00 p.m. to 11:00 p.m.; and Third Shift: 11:00 p.m. to 7:00 a.m. Bridgetenders are typically laid off from January through mid-March.
- g) **Aging & Disability Resource Center (ADRC) & Senior Resource Center.**
7:30 a.m. – 4:30 p.m. Monday thru Thursday with a thirty (30) minute unpaid lunch and Fridays 7:30 a.m. – 1:30 p.m.
Cooks: Monday through Friday, 5:30 a.m. through 2:00 p.m.; or 6:00 a.m. through 2:30 p.m.
- h) **Justice Center.**
Administrative Staff: Monday through Friday, 8:00 a.m. to 4:30 p.m., with a thirty (30) minute unpaid lunch.
911 Dispatchers in Communications Department: Employees work eight (8) hour shifts. This schedule consists of one thousand nine hundred forty-seven (1,947) hours annually, six (6) days on and three (3) days off in a rotation. Hours per pay period consist of a thirty-two (32), forty (40), or forty-eight (48) hours per work week, depending on scheduled rotation.

2.04 Shift Vacancies. Shift vacancies occurring without notice are to be covered in whole or in part as determined by management. Management, in its sole discretion, can determine minimum staffing requirements. Shift vacancies created by the use of PTO will be covered as determined by management.

SECTION 3 – BUILDING HOURS OF OPERATION

- 3.01 Building.** Building hours vary by location. Where possible, offices shall remain open during the lunch hour.
- a) **Aging & Disability Resource Center (ADRC) & Senior Resource Center.**
Monday through Thursday 7:30 a.m. to 4:30 p.m., Friday 7:30 a.m. to 1:30 p.m.
 - b) **Cherryland Airport.**
Monday through Friday 8:00 a.m. to 4:00 p.m.
 - c) **Emergency Services.**
Monday through Thursday 7:00 a.m. to 4:30 p.m., Friday 7:00 a.m. to 11:00 a.m..
 - d) **Government Center.**
Monday through Thursday 7:00 a.m. to 4:30 p.m., Friday 7:00 a.m. to 11:00 a.m.
 - e) **Highway Shop.**

Winter Season (tentatively November- April): Monday through Friday 7:00 a.m. to 3:00 p.m.

Construction Season (tentatively May – October): Monday through Thursday 6:00 a.m. to 4:00 p.m.

- f) **Justice Center.**
Monday through Friday 8:00 a.m. to 4:30 p.m.
- g) **Door County Library (Central Branch).**
Monday through Thursday 9:00 a.m. to 7:00 p.m., Friday and Saturday 9:00 a.m. to 5:00 p.m.

SECTION 4 – TELECOMMUTING

- 4.01 Purpose.** Door County is committed to fostering a work environment that supports both organizational effectiveness and employee well-being. Telecommuting is a work arrangement in which eligible employees perform approved job duties at an alternate location during regularly scheduled work hours. This arrangement may be mutually beneficial when both the employee and the position are suited to such a structure. Occasional off-site work or travel for County business does not constitute telecommuting.
- 4.02 Nature of the Arrangement.** Telecommuting is not a right or entitlement; it is a privilege granted at the discretion of Door County. An agreement between the employee, the Department Head, and Human Resources (HR) is required and may be discontinued at any time by the Department Head, HR, or the County Administrator, with or without cause. A minimum of two (2) weeks' notice should be provided when possible.
- 4.03 Eligibility Criteria.** Eligibility is determined on a case-by-case basis at the department level with final approval by the Department Head and Human Resources. Considerations include:
 - a) Suitability of job duties for remote work.
 - b) Ability to maintain or improve departmental productivity and client service.
 - c) Whether the employee has completed their introductory period.
 - d) Demonstrated sustained high performance and independent work capability.
 - e) No recent documented attendance or performance concerns.
 - f) Generally, telecommuting is not appropriate for positions requiring frequent on-site collaboration, supervision, or use of on-site resources.
- 4.04 Request and Approval Process.** Employees requesting a telecommuting arrangement must:
 - a) Complete a Remote Work Site Certification Checklist and the Door County Remote Work Arrangement Form.
 - b) Obtain review and written approval from their supervisor and Department Head.
 - c) Submit all approved/denied requests to Human Resources for approval and placement in the personnel file.
 - d) Telecommuting agreements are valid for up to one (1) year and must be reviewed annually, typically during the performance evaluation cycle.
- 4.05 Work Schedule and Performance Expectations.**
 - a) Telecommuting employees are expected to maintain regularly scheduled hours and must be accessible and responsive during those hours.
 - b) Telecommuting does not reduce expected work hours or alter performance expectations.
 - c) A telecommuting employee may be required to report to the central worksite on a scheduled remote day based on department needs.
 - d) Employees must notify their supervisor of any technical issues that prevent work; if unresolved within one hour, the employee may be required to report onsite or use PTO, with supervisor approval.

- 4.06 Prohibited Uses of Telecommuting Time.** Telecommuting time may not be used to:
- a) Provide dependent care.
 - b) Operate a personal business.
 - c) Work a second job.
 - d) Perform activities unrelated to County work during scheduled hours.
- 4.07 Work Location Requirements.**
- a) Employees must designate a specific, secure, distraction-free workspace in their home.
 - b) The workspace must support uninterrupted, productive work and allow for the secure handling of confidential information.
 - c) An ergonomic self-evaluation is encouraged.
 - d) Employees must not meet with clients or conduct County business with visitors at their remote location.
- 4.08 Equipment, Internet, and Technology Use.**
- a) All County equipment remains the property of Door County and is subject to County use policies.
 - b) Departments and Technology Services will assess equipment needs on a case-by-case basis.
 - c) Employees must sign an equipment inventory and return all County property upon separation.
 - d) Employees are responsible for high-speed internet access at their own expense.
 - e) Employees may not use County-issued phones as personal hotspots.
 - f) Only the assigned employee may use County equipment; no family or non-County users are permitted.
- 4.09 Security, Privacy, and HIPAA Compliance.**
- a) Employees must comply with all County policies, including HIPAA and data privacy regulations.
 - b) Protected Health Information (PHI) may not be downloaded, printed, or stored on personal or non-County equipment.
 - c) Devices with speech recognition (e.g., Alexa, Google Home) must be disabled during work.
 - d) All remote access to County systems requires Multi-Factor Authentication (MFA) and may be monitored by Technology Services.
 - e) Employees shall have no expectation of privacy when using County-provided equipment or networks.
- 4.10 Timekeeping and Overtime.** Non-exempt (hourly) employees must:
- a) Receive approval for the telecommuting arrangement from HR and their Department Head.
 - b) Accurately record all hours worked using the County timekeeping system.
 - c) Request and record paid time off according to County policy.
 - d) Not work beyond scheduled hours without written supervisor approval.
- 4.11 Liability and Insurance.**
- a) Door County is not liable for damage to the employee's personal property resulting from telecommuting.
 - b) The employee is responsible for maintaining a safe home workspace.
 - c) Work-related injuries sustained while telecommuting must be reported to HR within 24 hours and will be evaluated on a case-by-case basis for Workers' Compensation.
 - d) The employee is liable for injuries to visitors in the remote work location and agrees to hold the County harmless for any such claims.

4.12 County Inspections.

- a) The County may inspect the telecommuting location with reasonable notice to:
 - 1. Confer with the employee.
 - 2. Maintain or retrieve equipment.
 - 3. Conduct ergonomic or safety assessments.
- b) The County may also inspect the site following a reported injury.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Four – Employee Compensation

SECTION 1 – PAY CHECKS

- 1.01 Pay Schedule.** 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 Direct Deposit.** All employees shall participate in direct deposit for all of their pay through up to three (3) banking institutions of their choosing. Initial Direct Deposit, and any changes, must be setup through the County's payroll system.

SECTION 2 – TIME AND PAY

- 2.01 Accuracy.** Each employee is responsible for and required to accurately record their own work time and use of paid time off each workday.
- 2.02 Errors.** Employees are responsible for verifying the accuracy of their pay time. Errors on work time or paychecks must be immediately reported by the employee to their Supervisor or Department Head.
- 2.03 Daylight Savings Time.** Employees who are required to work during the change of Daylight Savings Time shall be paid for the hours actually worked.

SECTION 3 – PAY-OUT UPON TERMINATION

- 3.01** Employees who resign, retire, or are discharged will be paid in full for all hours worked by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due will be paid to the employee's estate. Employees who are involuntarily terminated or who resign their employment without providing the required notice shall not receive a payout of accrued paid leave.

SECTION 4 – SALARIES AND WAGES

- 4.01 Non-Represented Employees.** The wages of non-represented employees will be as set forth in the Compensation Plan established by the County.
- 4.02 Represented Employees.** The wages of represented public safety employees are as set forth in any applicable collective bargaining agreement.
- 4.03 Classification.** Door County accurately classifies and compensates employees in compliance with all applicable state and federal laws. Generally, the Fair Labor Standards Act ("FLSA") and Ch. DWD 274, Wis. Adm. Code, will govern overtime and compensatory time. Each position of employment is designated as "non-exempt" or "exempt" from the FLSA. Non-exempt employees are eligible for overtime pay, and exempt employees are not.
- a) **Non-Exempt Employees.**
- 1) Most non-exempt employees who work over 40 hours in a work week are entitled to 1.5 times their regular hourly rate for the hours actually worked over 40. Employees may not work overtime without the prior permission of their supervisor except in cases of emergency.
 - 2) In lieu of cash overtime pay, non-exempt employees may be credited with compensatory time off. Compensatory time off:

- must be agreed to, by the employee and Department Head or designee, prior to the work being performed;
 - accrues at the rate of 1.5 hours of paid time off for every hour of overtime actually worked;
 - cannot be accrued over a (non-replenishable) maximum of 40 hours per year; and
 - will be paid at the earlier of the end of each payroll year or upon separation from employment.
 - An employee who has accrued compensatory time off and requests use of the time will be permitted to use the time off within a reasonable period after making the request as long as it does not unduly disrupt the operations of the County (i.e., place an unreasonable burden on providing public services).
- 3) Non-exempt employees must maintain a record of the total hours worked each day. This record must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures, and unpaid meal breaks.
 - 4) Non-exempt employees must not engage in off-the-clock or unrecorded work. "Off-the-clock" or "unrecorded" work means work performed but not accurately reported on the employee's timecard.
 - 5) Department Heads or Supervisors may determine whether work will be performed on an overtime basis and allocation of overtime.
- b) **Exempt Employees.** The salary paid by the County to exempt employees is specifically intended to compensate for their service to the County. By law, the predetermined amount cannot be reduced because of variations in the quality or quantity of the salaried employees' work.
- 1) Exempt employees do not receive overtime pay or compensatory time off. However, the County Administrator may, in her or his discretion, grant additional paid time off to exempt employees who have worked unusual amounts of time in excess of the normal schedule, but no exempt employee has a right to such additional paid time off and there is no payment for such additional paid time off upon separation from employment.
 - 2) Exempt employees, to ensure that they are paid properly and that no improper deductions are made, must accurately record all paid time off and unpaid leaves of absences.
 - 3) Exempt employees are expected to work a normal full-time workweek and to be available for work requirements, meetings and events outside of normal hours.

4.04 Compliance with the Fair Labor Standards Act – Payroll Deductions and Practices

It is the policy of the County to fully comply with the Fair Labor Standards Act ("FLSA") and applicable state wage and hour law relating to deductions from salaries of exempt employees. In keeping with this commitment, the County will pay exempt employees their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law.

It is further the policy of the County to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the FLSA. If an employee believes that an improper payroll practice — such as an improper deduction from an exempt salary — has occurred, he or she may make a complaint to the Human Resources Department. The Human Resources Department will ensure the matter is appropriately reviewed and investigated; and the employee will be reimbursed for the amount of any inappropriate deduction taken.

4.05 Other Forms of Compensation.

- a) **Cost-of-Living-Adjustment ("COLA").** The County strives to maintain a competitive wage scale. In establishing an annual budget, the County will determine the need for and feasibility of implementing a COLA for the succeeding calendar year.
- b) **Merit Pay.** Merit pay gives the County the flexibility to reward eligible employees for extra merit, special projects, and/or the achievement of strategic objectives by allowing lump sum awards outside of base pay. Merit pay eligibility, criteria, and awards are at the sole discretion of the County and not the result of any agreement or promise to employees.
- c) **On-Call Time (Pay for Nonworking Time).** On-call pay has been established to ensure employees in specific classifications are available at any time to respond to emergency situations as they arise outside of regular working hours.
 - 1) **Authorized Classifications.** Any requests for a formal on-call system for individual departments or classifications must be approved by the Human Resources Department and by the County Administrator.
 - 2) **Department Procedures.** The development of, assignment to, duties during, and adjustments to a department's on-call system/rotation will be at the sole discretion of the Department Head. Each department with an on-call system shall submit written on-call procedures to the Human Resources Department outlining their on-call system, including method of compensation allowed within the provisions of this policy.
 - 3) **Restrictions.** Employees assigned to on-call are prohibited from responding to any on-call situation while under the influence of alcohol or other substance, which deems them unable to work. It is the employee's responsibility to ensure they are able to respond during an on-call situation. Individual department procedures may outline how an employee may request prior arrangements to switch on-call with another employee, if necessary.
 - 4) **Response Times.** Response times to an on-call situation are dependent upon the department and must be reviewed by Corporation Counsel prior to implementation. Response time expectations are to be clearly communicated to employees assigned to on-call within the individual department's on-call procedures.
- d) **Shift Differential.** Non-exempt employees may be eligible for a shift differential. Typically shift differential pay will be considered for hours worked between 5:00 p.m. and 7:00 a.m., and on Saturdays and Sundays.
- e) **Stand-By Time.** Employees required to "stand by their posts ready for duty" generally should be paid for this time. This is because the employee is controlled by the employer during these periods, and is not able to use the time for her or his own purposes. Not applicable to FLSA exempt employees.

4.06 Special Pay.

- a) **Crisis Premium Health & Human Services.** FLSA exempt employees within the Health & Human Services Department will receive one hundred fifty dollars (\$150.00) per day for non-holidays, or two hundred dollars (\$200.00) per holiday (for both observed and actual holiday) when designated to be on call for crisis and required to carry a pager or a cellular phone for a full (24 hour) day. Only two (2) employees shall be on call per day.

Two full time after hours/weekend crisis staff will receive two hundred dollars (\$200.00) premium pay per holiday worked (both observed and actual holiday). In addition, these two positions receive 24 hours of administrative leave annually.
- b) **Holiday Premium.** FLSA non-exempt employees (except Library employees, Bridgetenders, and as otherwise required by applicable Collective Bargaining Agreements) required to work

a scheduled holiday will receive time and one-half for actual hours worked on the scheduled holiday.

c) **Call-Out Premium.**

Non-exempt employees (except as otherwise required by applicable Collective Bargaining Agreements) will receive a minimum of two (2) hours pay (at their straight-time or overtime rate, as applicable) if the employee is called to work outside of their regular work schedule. Employees may be required to work the full two (2) hours.

An employee shall not receive additional pay for call-outs received or made concerning the same or unrelated matters within two (2) hours of the time that the employee received the first call. The call-out premium shall not apply if extending a shift or starting a shift early and extending into the employee's scheduled shift.

Home to work and work to home travel is not work time.

See the Employee Policy Handbook of Highway Operations for the call-in pay policy applicable to employees of the Door County Highway and Airport Department.

d) **911 Dispatchers.** Shift Differential: One dollar (\$1.00) per hour for the 2:00 p.m. - 10:00 p.m. shift; and Two dollars (\$2.00) per hour for the 10:00 p.m. - 6:00 a.m. shift.

e) **Anti-Stacking.** Stacking of special pay is prohibited. Special pay and on-call compensation are mutually exclusive.

See Highway Employee Handbook for Special Pay.

SECTION 5 – TRAVEL TIME

5.01 Federal law applies to compensation for travel time required of non-exempt employees. For same day out of town travel, the time spent traveling to and returning from the out-of-town location is work time, except that the County may deduct/not count that time the employee would normally spend commuting between their residence and regular work site.

Time spent traveling that keeps an employee away from home overnight is work time when it cuts across the employee's workday, only if the employee is the driver of an automobile to the out-of-town location. It will not be considered hours worked for time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus or automobile.

SECTION 6 – WORK PERFORMED OUTSIDE THE COUNTY WORKPLACE

6.01 Generally speaking, employees shall perform their duties only at a County worksite, or approved work from home location. (Examples of an obvious exception to this are those positions which require employees to travel to clients' homes and other similarly situated positions.) Employees must receive advanced approval from their Department Head, or designee, for any work performed outside the County workplace. Non-exempt (hourly) employees approved for work outside the County workplace must document and submit their hours, including but not limited to, any and all time spent accessing work related emails and other programs and files, according to the pay practices and payroll processing timelines of Door County.

SECTION 7 – CONFERENCES, SEMINARS, TRAINING, TOURS - REIMBURSEMENT

7.01 Approval. Elected Officials, Department Heads and staff may attend conferences, seminars, training and tours, provided it is related to the employee's job, and approved in their Department's budget. If funds are not available, advance approval must be obtained from the

County Administrator. If the travel will overdraw the budget, advance approval must also be obtained from the Administrative Committee. All employee travel out of state shall be approved in advance by the County Administrator and reported to the Administrative Committee. Such requests shall be made in writing to include the reason, duration, and specifics of the trip.

7.02 Reimbursement for Expenses. Door County will reimburse employees for expenses incurred for approved travel, conferences, seminars, training and tours. In order to receive reimbursement, employees must submit a Reimbursable Expense Voucher Request Form to the Finance Department.

a) Lodging. Approved lodging should be reserved in the name of Door County by the use of credit card or purchase order. The use of the County credit card shall be through the Finance Department only. If a request for a registration check is not submitted timely to the Finance Department, the employee shall pay the cost of the registration and include that cost in the monthly statement of expenses. Employees shall pay the difference between single and double rates if lodging is shared with a non-County employee.

b) Mileage. Employees are obligated to use a County vehicle whenever possible. If an employee chooses to drive their own vehicle, and a County vehicle is available for use, mileage reimbursement is not available. Employees authorized to drive for County business shall possess a valid driver's license and shall observe all traffic laws and vehicle safety rules. Authorized use of an employee's automobile for County business shall be reimbursed at the rate set by the Internal Revenue Service. The employee shall use the most direct route possible. Distance shall be computed from the employee's primary residence or work location, as circumstances warrant

Failure to comply may result in the employee forfeiting any claim for reimbursement, not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

- 1) Mileage computation for all County business travel shall use the employee's workplace or point of origin, whichever is less.
- 2) If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.
- 3) Employees who travel for County business are required to carpool whenever possible and practical. Only the driver is eligible to be reimbursed for mileage.

c) Meals. Employees will be reimbursed for meals when:

- 1) The employee is attending an approved, conference, seminar, training, or tour.
- 2) Meal reimbursement shall be as follows:
 - i) **In-County.** Meal expenses in Door County, excluding Washington Island, shall not be reimbursed unless provided by the conference, meeting registration or if the County is hosting a district meeting or similar event in the County.
 - ii) **Out-of-County Same Day.** Employees are eligible for reimbursed meals within a day, excluding meals covered by the event. This reimbursement is considered a fringe benefit, so taxable income. Example: Meeting in Appleton from 10 a.m.-2 p.m. Employee can claim lunch rate as taxable income on expense voucher.
 - iii) **Out-of-County Overnight.** Employees are eligible for reimbursed meals during the travel period, excluding meals covered by the event. This reimbursement is considered non-taxable income.
 - iv) Meal expenses incurred by an employee while on official County business shall be reimbursed on a per diem basis in accordance with the U.S. General Services

Administration's Wisconsin Standard rate, not to include incidental expenses. Current rates can be found by visiting the GSA website at www.gsa.gov.

- v) Meal receipts are not required; however, the employee must complete the Reimbursable Expense Voucher Request Form and attach a copy of the full conference agenda in order to be considered for reimbursement.
 - vi) If meals are included in the registration fee, the County will pay the entire cost. Meals included in the registration fee are not reimbursable.
 - vii) No reimbursement shall be made for the cost of alcoholic beverages and tips.
- d) Parking. Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.
- e) Registration. The County will pay in advance for registration if attendance is approved as provided in this Section. If a request for a registration check is not submitted timely to the Finance Department, the employee shall pay the cost of the registration and include that cost in the monthly statement of expenses.
- f) Approval. Department Heads, or designee, shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Finance Department. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.
- g) Transportation -
- 1) *Air Travel* -The most economical means of transportation shall be used in all cases unless travel time is a factor. In that case, special consideration will be given to approval of airfare. Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If a fare requires additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. An itemized receipt shall accompany the request for payment.
 - 2) *Auto Rental* -The most economical means of transportation shall be used in all cases unless travel time is a factor. Auto rental shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time and use perspective. Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the County Administrator. An itemized receipt shall accompany the request for payment.

7.03 Conditions. Expenses not actually incurred shall not be payable. All reimbursements shall be by itemized statement which shall have been approved by the Department Head involved. The Department Head and/or the Finance Department may make such adjustment in expense vouchers as it deems reasonable.

Any employee who shall initially seek reimbursement for expenses not actually incurred or shall otherwise fraudulently apply for reimbursement of expenses shall be subject to discharge.

7.04 Procedure. All conferences, seminars, training, tours, and out of county meetings and travel should be recorded by the Department Head in the County annual travel log. The Department Head is responsible for approval of the related conferences, seminars, training, tours, and out of county meetings and travel.

- a) Reimbursement for conferences, seminars, training, tours, and out of county meetings and travel must be requested on a County expense voucher.
- b) Signed voucher is submitted to Department Head for approval (signature).
- c) Submit voucher and required paperwork to the Finance Department.

- d) Retain a copy of your voucher for income tax purposes. IRS requires that employees report reimbursement for mileage and meal expenses not involving overnight travel.

SECTION 8 – MEMBERSHIP IN STATE OR NATIONAL ORGANIZATIONS

- 8.01** Memberships to local, state or national organizations may be reimbursed by the County provided it is relevant to the employee’s position, approved by the Department Head, and is budgeted.

SECTION 9 – PROFESSIONAL LICENSURE AND CERTIFICATION FEES

- 9.01** Fees for Professional Licensure may be reimbursed by the County provided it is required for the employee’s position, excluding casual employees, and is budgeted.
- 9.02** Fees for Professional Certification may be reimbursed by the County provided it is relevant to the employee’s position, approved by the Department Head, and is budgeted.

SECTION 10 – EMPLOYEE RECOGNITION

- 10.01** Employer believes it is important that employees be valued and appreciated for their work. Toward that end Employer has the following program that recognizes significant contributions by employees to the overall objectives and efficient operation of County Government.

- a) Years of Service. Years of Service award is issued at the end of every fiscal year.

Years	Award
Completion of Introductory Period	pin
1	\$25.00 gift certificate
5	\$50.00 gift certificate
10	\$100.00 gift certificate
15	\$150.00 gift certificate
20	\$200.00 gift certificate
25	\$250.00 gift certificate
30	\$300.00 gift certificate
35	\$350.00 gift certificate
40	\$400.00 gift certificate
45	\$450.00 gift certificate
50	\$500.00 gift certificate

- b) Retirement. Employees who retire from the County who have been employed 20 years or more (or 15 years or more if a protective employee) have an option to select a \$100 dollar gift certificate or a recognition plaque. The plaque would be presented to the employee at a County Board meeting.

SECTION 11 – GIFTS AND GRATUITIES

- 11.01** Employees may not solicit or accept (for the performance of any service or duty, or otherwise) anything of value. The disposition of door prizes or raffle items is governed by Resolution No. 2008-44, as follows:

Door County officials and employees routinely participate in conferences [e.g., Wisconsin Counties Association Conferences, Wisconsin County Highway Association Conferences, Wisconsin Register of Deeds Association Conferences, Governmental Information Processing Association of Wisconsin Conferences, Wisconsin County Treasurers' Association Conferences, Wisconsin Land & Water Conservation Association, Inc. Conferences, etc.] for county purposes; *and*

These conferences may include: a business meeting; meals to recognize members and/or celebrate achievements; educational workshop opportunities; a “vendor marketplace” where vendors and suppliers rent booth space and exhibit products and services; and/or door prizes and/or raffles, where conference attendees are provided an opportunity to enter a random drawing to win prizes); *and*

Door County officials and employees may have occasion to participate in and win a door prize or raffle item at such conferences; *and*

By law, because the Door County officials and employees attend these conferences as representatives of Door County, any door prizes awarded or raffle items won by a Door County official or employee are the property of Door County.

That when a Door County official or employee wins a door prize or raffle item under the circumstances described above, the employee or official must submit the following information to the Door County Clerk within 10 days of the door prize being awarded:

- (1) the official or employee’s name and position;
- (2) a description of the door prize or raffle item;
- (3) a copy of any documentation related to the random drawing;
- (4) the name of the person or entity that sponsored the random drawing;
- (5) the estimated value, if known, of the door prize or raffle item.

Following submission of the foregoing information to the County Clerk, the Administrative Committee shall determine, at its next scheduled meeting, whether the County should retain the door prize or raffle item; *and*

In the event the Administrative Committee determines that the County should not retain the door prize or raffle item, the Administrative Committee shall provide for the delivery of the prize or item to an employee or official of Door County. In making such determination, the Administrative Committee may, but is not required to, deliver the door prize to the County official or employee that entered his/her name in the random drawing.

Door prizes or raffle items of token or inconsequential value [i.e., not more than two hundred and fifty dollars (\$250.00)] are excepted from the foregoing and may be retained by the official or employee.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Five – TIME OFF / LEAVES OF ABSENCE

SECTION 1 – ATTENDANCE

- 1.01** The County places great emphasis on good attendance. Regular attendance is expected of every employee. Although there are justifiable reasons to take time off from work, each employee's employment assumes their availability for work. Employees are expected to arrive at work and return from breaks on time.

SECTION 2 – UNSCHEDULED ABSENCES

- 2.01** **Scheduled Absence.** Employees shall be allowed to use Paid Time Off (PTO) as requested provided that supervisory approval is received.
- 2.02** **Unscheduled Absence.** When an employee is calling in for an unscheduled absence, the employee must report the need for same at least one (1) hour before the start of the workday or shift, in a manner approved by their Department Head, except in cases of emergency or development of an illness during work hours.

Excessive unscheduled absences, patterns of tardiness or absenteeism, chronic absenteeism or tardiness may lead to discipline, including discharge, and may also be taken into consideration when the County reviews each employee for wage changes or promotion.

SECTION 3 – HOLIDAYS

- 3.01** The following are the official holidays for County employees:

- | | | |
|---|--|---|
| <input type="radio"/> New Year's Day | <input type="radio"/> Labor Day | <input type="radio"/> Christmas Eve |
| <input type="radio"/> Memorial Day | <input type="radio"/> Thanksgiving Day | <input type="radio"/> Christmas Day |
| <input type="radio"/> Independence Day
(4 th of July) | <input type="radio"/> Day after Thanksgiving * | <input type="radio"/> One Personal Holiday* |

** Library employees only will have a second personal holiday in lieu of the Day after Thanksgiving.*

Communications staff will receive three personal holidays.

- a) **Introductory Period.** Employees in their respective introductory period are eligible for holiday pay.
- b) **Eligibility.** To be eligible for holiday pay, an employee must have worked the scheduled hours, or use paid leave for all hours not worked, on the last workday prior to the holiday and the workday following the holiday in order to receive holiday pay. Any unpaid time on the scheduled day before or after the holiday disqualifies holiday pay. No payment shall be made for employees out on worker's compensation or unpaid medical leave.
- c) **Holiday Pay.** When a holiday falls or is observed Monday -Thursday, employees are paid 8 hours (pro-rated for part time employees) for the holiday. Employees working an alternate work schedule will be allowed to make up the difference in that time in the same work week to keep their weekly hours the same by using PTO, personal holiday, or compensatory time, or take that time unpaid (an exception to the voluntary unpaid leave program). Exempt employees are still expected to have at least 40 hours per work week, unless otherwise agreed.

When a holiday falls or is observed on a Friday, the hours of operation will shorten by the difference of paid holiday time and the hours normally worked on Fridays. For example, the office hours of the Government Center Building on Friday are 7 AM to 11 AM. If the 4th of July falls on a Friday, the building hours are 4 hours but employees are due 8 hours of holiday pay. To compensate, the Government Center Building would close 4 hours (the difference between the hours of operation and holiday pay) earlier the day prior to the

holiday, which is July 3rd. See the current holiday schedule found on Beacon for more details.

Employees working an alternative work schedule should work with their supervisor to flex their hours during holiday weeks to ensure compliance with the requirements for exempt or non-exempt employees, as appropriate.

- d) **Holiday on Weekend:** When a holiday falls on a Sunday, the following Monday shall be observed as the holiday. When a holiday falls on a Saturday, the preceding Friday shall be the observed holiday.
- e) **Personal Holiday.** An employee eligible to use a personal holiday shall obtain prior approval (no less than two days) from their Department Head. The actual day of the holiday may be designated by the employee provided approval has been obtained.
- f) **Part-Time Employees.** Part-time employees shall be granted pro-rated holiday time, using the same ratio as other benefit calculations.
- g) Limited term employees (LTEs) and seasonal employees are not eligible for holiday pay.
- h) Communication employees who are scheduled to work on a holiday and need the day off will be required to use PTO for the holiday. If the employee only works a portion of a holiday, they will be required to use the amount of PTO to equal a full workday.
- i) It is the responsibility of the Department Head to properly review and approve employee time.

SECTION 4 – PAID TIME OFF (PTO) & EARNED UNUSED SICK LEAVE (EUSL) POLICIES

4.01 Purpose. The purpose of the PTO plan is to provide employees a flexible means of accruing and utilizing paid leave. PTO can be utilized for any purpose, subject only to necessary request and approval procedures consistent with County policies.

4.02 Calculation. PTO is earned on an employment year basis and is accrued, if employee is in paid status, on the following schedule:

- a) Full Time General Municipal Employees: 2080 annual hours = 40 hours per week

Completed Years of Service	Bi-Weekly Accrual	Maximum Annual Accrual Limit		Maximum Annual Use			
		Days	Weeks	Hours	Days	Weeks	Hours
0 – 4.99	5.85	19	3.8	152	28.5	5.7	228
5 – 10.99	7.38	24	4.8	192	36	7.2	288
11 – 16.99	8.92	29	5.8	232	43.5	10.2	348
17 or More	10.46	34	6.8	272	51	10.2	408

- b) 911 Dispatchers: 1947 annual hours considered full time = 37 1/2 hours per week.

Completed Years of Service	Bi-Weekly Accrual	Maximum Annual Accrual Limit		Maximum Annual Use			
		Days	Weeks	Hours	Days	Weeks	Hours
0 – 4.99	5.48	18	3.6	142	26.7	5.3	213
5 – 10.99	6.91	22	4.5	180	33.7	6.7	270
11 – 16.99	8.35	27	5.4	217	40.7	8.1	326
17 or More	9.79	32	6.4	255	47.7	9.5	382

- c) Part-Time Employees (PT). PTO for part-time employees (working 24 hours or more per week) will be prorated based on the table below.

Completed Years of Service	PT 30 to 39 HRs / Week Bi-Weekly Accrual Hours	PT 24 to 29 HRs / Week Bi-Weekly Accrual Hours
0 – 4.99	4.1	3.22
5 – 10.99	5.17	4.06
11 – 16.99	6.24	4.91
17 or More	7.32	5.75

- d) **Approval.** The use of PTO must be approved by the employee’s Department Head or supervisor before it is taken.
- e) **Newly Hired Employees.** Newly hired full time employees will be credited with 40 hours of PTO immediately upon hire. Newly hired part-time employees will be credited with the pro-rated portion of PTO based on their expected percentage of full-time employment.
- f) **Total PTO Accrual.** PTO used in any calendar year shall not exceed one and one-half (1½) times the maximum annual accrual.
- g) **Transfer.** Transfer of PTO or EUSL by or between employees is not allowed.

4.03 Earned Unused Sick Leave (EUSL). The Earned Unused Sick Leave was created during the transition from Vacation/Sick time to Paid Time Off. EUSL is available for use after three (3) consecutive workdays off of work for medical reasons or, provided the necessity for leave continues (i.e., is medically demonstrable). EUSL is the first bank that must be used. EUSL may also be used for bereavement leave.

Any remaining EUSL (i.e., that which was deposited into the employee’s EUSL upon PTO plan implementation) will be paid out at fifty percent (50%) upon separation from employment if employee completes twenty (20) years of County employment.

4.04 Administrative Leave. Administrative leave, paid or unpaid, may be granted at the County’s sole discretion when it serves the County’s interests. Unused administrative leave does not carry over to the following year (“use it or lose it”) and will not be paid out upon separation or termination of employment.

The County may grant an annual allotment of administrative leave to employees whose positions require significant work time outside the regular hours of work. This annual allotment must be reviewed and approved by the Administrative Committee and is not a guaranteed year to year benefit.

4.05 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. The use of unpaid leave must be approved by the employee’s Department Head or supervisor before it is taken. At no point will an employee’s PTO 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 or supervisor, the employee may be subject to disciplinary action.

4.06 Exempt Employee Absences. Exempt employees shall use PTO or another approved leave for authorized absences from work during normal working hours. An exempt employee’s absence from work during normal working hours that was not approved in advance, will result in the County applying the employee’s PTO or other applicable leave, in the County’s discretion, to the extent available. Outside of emergency circumstances, unapproved leave is prohibited and may be subject to discipline.

4.07 Bereavement Leave. Employees may use PTO banks for bereavement (funeral). Employees who have Earned Unused Sick Leave (EUSL) banks may use this bank for bereavement (funeral) leave

in case of death of a family member. Family is defined as, and limited to: the parents, step-parents, grandparents, foster parents, children, stepchildren, son-in-law, daughter-in-law, grandchildren, foster children, brothers (and their spouses) and sisters (and their spouses), aunts, uncles, nieces, nephews, and first cousins of the employee or spouse, the spouse or domestic partner of the employee, and relatives of the employee or spouse residing in the household of the employee.

Except as provided in the following sentence, the use of EUSL days for a death in the family is limited to three (3) workdays, however, extensions may be granted by the department head if mitigating circumstances warrant such extension. Employees may use one (1) day of EUSL to attend the funeral of nieces, nephews or first cousins of the employee or spouse.

4.08 Separation from Employment.

- a) **Retirement & Voluntary Separation.** Upon retirement or voluntary separation from employment, assuming the requisite notice is provided, employees will be paid their earned but unused PTO up to the maximum annual use. Any remaining earned and unused PTO has no cash value and will not be paid out upon employee's separation from employment. Newly hired employees will not be paid out any unused PTO if the employee is separated during the introductory period.
- b) **Involuntary Termination.** An employee involuntarily terminated from employment shall have no leave banks paid out other than a permitted EUSL payout.
- c) **Death.** The death of an employee shall be treated as a voluntary separation for purposes of PTO payout.
- d) **Disability.** Employees leaving County employment due to disability (as defined in Social Security regulations) will be considered a voluntary separation for purposes of PTO payout.

SECTION 5 – LEAVES OF ABSENCE

5.01 Absence Due to Illness

- a) Medical/Dental Appointments. Employees should give the Department Head five (5) working days' advance notice of medical/dental appointments except when emergency conditions prevail.
- b) Physician's Statements/Certification. Notwithstanding any requirements under the FMLA policies, if an employee is absent from work due to an unscheduled absence, extended leave, or is claiming leave due to illness leave, the County may require a physician's statement/certification to verify the employee's illness.
- c) Return to Work. The County Fitness for Duty Certificate form, or Attending Providers Return to Work Recommendations Records may be required prior to returning to work if the employee is absent from work due to medical reasons for more than three (3) consecutive workdays.
- d) Unpaid Status. Employees, if in an unpaid status, desiring to continue health insurance coverage during the leave shall pay the employee's portion of the premiums.
- e) Notice. When an employee is calling in for an unscheduled absence, the employee must report the need at least one (1) hour before the start of the workday or shift, in a manner approved by their Department Head, except in cases of emergency or development of an illness during work hours. Failure to make a diligent effort to give such notice may result in disciplinary action, payroll deduction for the time taken, or both.
- f) Excessive Unscheduled Absences / Abuse of Sick Leave. Excessive unscheduled absences, extended leaves, or claiming sick leave when physically fit or when not otherwise eligible for sick leave, within the provisions of policy or collective bargaining agreement may be cause for disciplinary action including cancellation of leave benefits, suspension, demotion or

termination. If unscheduled absences, extended leaves, or sick leave are deemed excessive by the Department Head and Human Resources Department, or if at any time management has reason to question whether an employee has a serious health condition or other qualifying event for sick or family leave absence, the County reserves the right to require medical documentation including, but not limited to, Fitness for Duty Certificate form, or Attending Providers Return to Work Recommendations Records

For purposes of this paragraph, sick leave includes other forms of leave for medical reasons

- g) Work time during which the employee is a full-time or a qualifying part-time employee is the only time, which will count toward leave eligibility and benefits. In no case will payment be made for accrued sick leave time as a vested right except as used while an employee and for a bona fide sick leave purpose.

5.02 Benefits While on Leave. There is no accrual of benefits during approved leaves of absence, unless leave is paid by substitution of accrued leave benefits.

5.03 Funerals/Holidays While on Unpaid Leave. When an employee is on an unpaid leave and a funeral or holiday occurs during the leave, it will be unpaid.

SECTION 6 – FAMILY MEDICAL LEAVE ACT (FMLA)

6.01 Policy Statement. Door County will comply with and administer the Family and Medical Leave Act (FMLA) according to state and federal laws.

6.02 Purpose. The Family and Medical Leave Act (FMLA) provides eligible employees the opportunity to take unpaid, job-protected leave for specified family, medical, and military-related reasons. This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws. Should this Policy Manual conflict in any way with the applicable federal and state laws and regulations, the laws and regulations will control. This policy is meant to provide an overview of federal and state FMLA, but should not be considered to be a complete statement on the matter. Applicable law should be consulted.

6.03 Eligible Employees.

a) Federal

Employees are eligible for Federal FMLA if the employee has been employed by Door County for at least 12 months and has worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. The 12 months of service do not need to be consecutive, however only employment within the prior 7 years is counted.

b) State

Employees are eligible for State FMLA if the employee has been employed by Door County for at least 52 consecutive weeks and has worked for at least 1,000 hours during the 52 weeks prior to the start of the leave.

6.04 Qualifying Event.

The County provides leaves of absence to eligible employees for the following reasons:

- The birth of the employee's child.
- The placement of a child with the employee for adoption or foster care.
- To care for an employee's spouse, child, or parent with a serious health condition.
- To care (for up to two work weeks) for an employee's domestic partner with a serious health condition or for the parent of an employee's spouse or domestic partner with a serious health condition.
- An employee's own serious health condition that renders the employee unable to perform their job.

- For military exigencies, which are various short-term matters requiring an employee's attention when their spouse, son, daughter, or parent has been called to active duty or is on active duty in the armed forces (including the National Guard or Reserves) in a foreign country. Qualifying exigencies include matters such as:
 - childcare and a child's school activities;
 - financial or legal arrangements;
 - attending certain counseling sessions;
 - attending certain military events such as post-deployment re-integration briefings; and
 - any matters arising out of a short-term deployment (a deployment for which an employee's spouse, son, daughter, or parent receives seven or fewer calendar days of notice).
- For care of a spouse, son, daughter, parent, or next of kin (a covered service member), who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness that was incurred in or aggravated by service in the line of duty while on active duty in the armed forces (including the National Guard or Reserves), and who either:
 - is currently in the armed forces; or
 - was in the armed forces and was discharged under other than dishonorable conditions within five years of the date of receiving medical treatment, recuperation, or therapy.

6.05 Maximum Duration of Leaves.

a) Federal FMLA

Federal FMLA allows eligible employees to take up to a total of 12 work weeks of leave during a 12-month period for any FMLA-qualifying reason other than military caregiver leave. Eligible employees may take up to 26 work weeks of military caregiver leave during a 12-month period. The maximum amount of FMLA leave that can be taken for any reason during a 12-month period is 26 work weeks.

b) Wisconsin FMLA

Under the Wisconsin FMLA, eligible employees are entitled to:

- Up to 2 work weeks of leave in a calendar year for the employee's own serious health condition;
- Up to 2 work weeks of leave in a calendar year for the serious health condition of an employee's spouse, domestic partner, dependent child, parent, parent-in-law or domestic partner's parent; and
- Up to 6 work weeks of leave in a calendar year for the birth or adoption of the employee's child, providing leave begins within 16 weeks of the birth or placement of the child.

c) Spouses Employed

Under the Federal FMLA, spouses employed by the County are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

d) Federal and State FMLA Run Concurrent

Leave qualifying as both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently. When the reason(s) for qualified leave differ, the leave may not run concurrently under federal and state law, and an employee may be entitled to more than 12 weeks of leave in a calendar year. This type of leave occurrence will be evaluated and reviewed with the employee at the time of leave.

e) Worker's Compensation Leave Runs Concurrent

FMLA leave will run concurrent with worker's compensation absences provided that the injury meets the criteria for a "serious health condition", as defined by law.

f) Non-Continuous or Intermittent Leave

Employees are permitted to take leave on an intermittent or reduced work schedule when medically necessary. Federal FMLA leave for the birth or placement of a child for adoption or foster may not be taken in non-continuous increments unless approved by the County. Under federal FMLA, all leave for the birth of a child or placement of a foster child must be taken within 12 months of the birth or placement. Under Wisconsin FMLA, the leave for the birth or placement of a child for adoption must begin within 16 weeks of the birth or placement.

Medical or family caretaking leave should be planned so as not to unduly disrupt the County's operations. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The County allows for intermittent leave to be taken in no less than 15-minute increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

6.06 Procedure

a) Applying for FMLA Leave

- 1) Employees must submit a FMLA Information Checkoff List to the Human Resources Department at least 30 days, or as soon as practicable, in advance of taking leave. If circumstances do not permit an employee to give notice in advance of taking leave, the employee must submit the FMLA Information Checkoff List as soon as possible. Failure to give timely notice may result in the delay or denial of FMLA leave and may be subject to disciplinary action.
- 2) Leave related to planned medical treatment of an employee or their family member should be scheduled so as not to unduly disrupt County operations.
- 3) If the leave is for a family member or the employee's own serious health condition, upon notification by the County, the employee must submit a Medical Certification from the employee's or the family member's health care provider within 15 days of said notice. If an employee does not provide the required certification by the designated deadline, or if the County determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under the County's attendance policies unless he or she uses accrued paid leave.
- 4) Second or third certifications at the County's expense and periodic re-certification at the employee's expense may be required under certain circumstances. The County requires periodic reports during FMLA leave regarding the employee's status and intent to return to work.
- 5) All forms are available through the Human Resources Department.
- 6) The County will inform employees requesting leave whether they are eligible under FMLA. The notice will specify any additional information required as well as the employee's rights and responsibilities. If the FMLA request is not eligible for leave, a reason for the ineligibility will be provided.
- 7) If a leave is approved by the County, the employee must make clear that their absence is because of the specific approved reason when they call in for any absence related to that reason. Absent unusual circumstances, failure to do so will result in a delay or in the denial of the following absences as FMLA leave.

b) Substitution of Paid Leave for the Unpaid FMLA Period.

In general, both Wisconsin and Federal FMLA leaves are unpaid with the following exceptions:

- 1) The County provides for substituting available accrued benefits. Available accrued benefits include PTO, vacation, sick leave, personal holidays, EUSL, and FLSA/compensatory time. Any such substituted accrued benefit will run concurrently with FMLA Leave.
- 2) Under Wisconsin FMLA, an employee may choose to substitute available accrued leave (including use of sick leave for other than their own serious health condition), take the leave as unpaid, or use any combination of paid (substituting accrued benefits) or unpaid leave.

c) Continuation of Benefits

- 1) Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay their regular portion of the health insurance premium payments on a schedule established by the County.
 - i) If paid time from which the employee's portion of the insurance premiums can be deducted is exhausted (PTO, vacation, sick leave, EUSL, personal holidays and FLSA/compensatory time) the employee will be responsible for paying the employee portion of the monthly insurance premium to the County.
 - ii) The County may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.
 - iii) It is the responsibility of the employee to ensure timely payment of other elected payroll premium deductions for various elected benefits such as supplemental insurances, vision insurance, etc. during periods of unpaid FMLA leave. Please contact the Human Resources Department regarding payment of premiums.

d) Accrual of Benefits. Benefits (vacation, PTO, sick leave, personal holiday) will accrue during periods of FMLA with the usage of paid time from the employee's banks.**e) Return to Work.**

- 1) Eligible employees are expected to return to work at the planned expiration date of their leave, or if they are able to return earlier, when they are able to return. Notification of availability to return to work before the planned expiration of leave should be made to the Door County Human Resources Department before the employee's return. No employee may return to work before expiration of leave unless specifically authorized by the Door County Human Resources Department.
- 2) Except in extraordinary circumstances, if employees do not either report back to work or receive an extension of the leave by the first workday after their approved leave ends, they will be considered to have voluntarily terminated employment.
- 3) The County reserves the right to require eligible employees on leave to report periodically their status and intent to return to work.
- 4) An employee returning from FMLA leave for their own serious health condition may provide a Medical Certification from their treating physician that they are eligible to return to work and able to perform the essential functions of the job. The certification must include any work restrictions the employee may have at the time of return to work. Upon return from FMLA leave, an employee shall be restored to his/her original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.
- 5) Employees will not be restored to their original or equivalent position if they are unable to perform the essential functions of their job because of a mental or physical condition.

6.07 Miscellaneous

a) **Secondary Employment During Leave**

Work for any other employer during a period in which employees are on family or medical leave from the County may be cause for discipline, up to and including discharge for the first offense.

6.08 Definitions

- a) **Child:** Biological, adopted, or foster child, stepchild, legal ward or, under the Federal FMLA, a child of a person standing “in loco parentis,” who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA is to commence.
- b) **Covered Service Member (Federal FMLA):** Active members of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, AND veterans who were members of the Armed Forces (including National Guard or Reserves) at any point in time within 5 years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.
- c) **Domestic Partner (Wisconsin FMLA):** Same-sex couples who register in their county of residence and same-sex and opposite-sex couples who are not required to register.
- 1) To qualify as a registered domestic partner, two individuals must meet the following criteria:
 - i) At least 18 years of age and capable of consenting to the relationship.
 - ii) Not married to, or in a domestic partnership with another individual, not more closely related than second cousins (whether of the whole or half blood or by adoptions).
 - iii) Must share a common residence, and be members of the same sex.
 - 2) To qualify as domestic partners without registration, two individuals must meet the following criteria:
 - i) At least 18 years of age and capable of consenting to the relationship.
 - ii) Not married to, or in a domestic partnership with another individual.
 - iii) Must share a common residence.
 - iv) Not be related by blood in a way that would prohibit marriage under Wis. Stat. 763.03.
 - v) Must consider themselves to be members of each other’s immediate family.
 - vi) Agree to be responsible for each other’s basic living expenses.
- d) **Incapable of Self-Care:** The individual requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living (i.e. grooming, hygiene, bathing, dressing, and eating) or instrumental activities of daily living (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).
- e) **Next of Kin (Federal FMLA):** The nearest blood relative other than the covered service member’s spouse, parent, son or daughter, in the following order of priority:
- 1) Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions,
 - 2) Brothers and sisters, grandparents, aunts and uncles and first cousin, unless the covered service member has specifically designated in writing another blood relative as his/her nearest blood relative for purposes of military caregiver leave under the FMLA

- 3) When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
- f) **Parent:** Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee or, under the Wisconsin FMLA, parent-in-law or domestic partners' parent. Under the Federal FMLA "parent" includes an individual who provides day-to-day care to the employee when the employee was a child.
- g) **Serious Health Condition:** An illness, injury, impairment, or physical or mental condition that involves:
 - 1) Inpatient care in a hospital, hospice, or residential medical care facility.
 - 2) A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either:
 - i) treatment by or under the orders of a health care provider on at least two occasions within the first 30 days of incapacity, with the first treatment occurring within the first seven days of the incapacity; or
 - ii) treatment by a health care provider on at least one occasion within the first seven days of incapacity that results in a regimen of continuing treatment under the supervision of a health care provider.
 - 3) Outpatient care, under the Wisconsin FMLA, if it requires continuing treatment or supervision by a health care provider (generally defined as requiring two direct, continuous, and first-hand contacts by a health care provider).
 - 4) Any period of incapacity due to pregnancy or for prenatal care.
 - 5) Chronic conditions requiring periodic visits (defined as at least twice per year) by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (for example, asthma, diabetes, or epilepsy).
 - 6) Permanent or long-term conditions requiring supervision for which treatment may not be effective (for example, Alzheimer's Disease, a severe stroke, or the terminal stages of a disease).
 - 7) Multiple treatments by or under the supervision of a health care provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, including cancer (chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).
- h) **Spouse:** As defined under the FMLA, spouse means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law for purposes of marriage in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex or common law marriage that either (1) was entered into in a State that recognizes such marriages or, (2) if entered into outside of any State, is valid in the place where entered into and could have been entered into in at least one State. Under the Wisconsin FMLA, spouse means an employee's legal husband or wife.

SECTION 7 PERSONAL LEAVE

- 7.01** Regular full time and regular part time general municipal employees may be eligible to take up to eight (8) weeks of unpaid personal leave if necessitated by a personal medical reason or up to

six (6) weeks of unpaid personal leave to address other unforeseen circumstances or fulfill personal obligations, that are not covered by the other types of leave that Door County offers (hereafter “personal leave”) (in most cases, personal leave may be consecutive to, but may not be used to extend leaves of absence taken under other sections of this policy or other Door County policies).

Personal leave is provided at Door County’s discretion and is not an entitlement. As a result, Door County may not be willing to grant every personal leave request, and will evaluate each request on a case-by-case basis. In doing so, Door County will consider a variety of factors, including, but not limited to, input from the requesting employee’s Department Head, current workloads, staffing levels, and the requesting employee’s disciplinary status.

Although personal leave is unpaid, Door County will require that employees use all available paid time off during any leave. Note that paid time off is taken as part of the possible period of personal leave available, not in addition to it.

Use of authorized personal leave results in a temporary suspension of paid time off accrual until active employment resumes.

7.02 Procedure

A general municipal employee wishing to take personal leave shall submit a written request including the duration of the absence, the purpose, and other information explaining the reason for the personal leave, to the Human Resources Department at least thirty (30) days in advance of the proposed start of such leave.

The Human Resources Department will discuss the requested personal leave with the requesting employee’s Department Head.

Each personal leave request shall receive a written response within five (5) working days of such request. If approved, a report which will include the date(s), the number of hours requested, and approval will be sent to the Finance Department for payroll processing.

The approved/denied request for personal leave will be retained in the employee’s personnel file.

Benefits that accumulate based upon hours worked shall not accumulate during the period of personal leave. Other Door County benefits, e.g., life insurance coverage, may be continued during periods of personal leave, and arrangements should be made for payment of the employee’s portion of the premium to be made with the Human Resources Department.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Door County cannot guarantee reinstatement in all cases. If the employee fails to report to work promptly at the expiration of the approved leave period or fails to communicate with Door County about the employee’s possible need for additional leave, Door County will consider the employee to have voluntarily resigned their employment.

A personal leave will be terminated:

- If the employee is employed outside of employment with Door County, while on personal leave granted by Door County.
- If the employee fails to report to work on the agreed upon date.
- When the employee is reinstated as an active employee with Door County.

SECTION 8 – MILITARY LEAVE

8.01 In the event an employee is drafted or volunteers for the Armed Services, they shall be granted full leave without pay provided they return to work within ninety (90) days of the date of separation from active duty. In the event an employee is drafted or volunteers for a national or

state emergency, they shall be granted full leave without pay provided they return to work within thirty (30) days of the date of separation from active duty. In all instances, the County will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

SECTION 9 – JURY DUTY LEAVE

- 9.01** During any period of jury service, a nonexempt employee will receive pay at their regular rate for hours of jury service that fall within their scheduled working hours. An exempt employee will receive their regular pay. All compensation fees received by the employee shall be given to the County Treasurer, who will cash the check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check. An employee is expected to return to their regular job if released early. Overtime pay will not be allowed for such leave. Employees, at their option, may use paid time off for a day of jury duty and thereby retain the jury pay as well as full pay for the day(s).

SECTION 10 – SUBPOENA LEAVE

- 10.01** If subpoenaed for County business reasons, a nonexempt employee will receive pay for their regular hours of work and any other hours for which they may be required to testify outside their normal working hours. An exempt employee will receive their regular pay. All compensation fees received by the employee shall be given to the County Treasurer. An employee is expected to return to their regular job if released early.

If subpoenaed for reasons unrelated to County business, the conditions stated above for nonexempt employees do not apply. Nonexempt employees must make arrangements to attend to subpoenas unrelated to County business on the employee's own time or use paid time off.

SECTION 11 – BONE MARROW AND ORGAN DONATION

- 11.01 Purpose.** Bone marrow and organ donation leave is available to employees as specified below. The intent of this Policy is to comply with the Wisconsin Bone Marrow and Organ Donor Leave Law (WDLA). Should this Policy conflict in any way with the applicable federal and state statutes or regulations, the statutes or regulations will control.
- 11.02 Eligibility.** Employees who have been employed by the County for fifty-two (52) consecutive weeks and who have worked one thousand (1,000) hours during the preceding fifty-two (52) weeks are eligible for the leave provided under Wisconsin law. WDLA leave is separate from and does not run concurrently with Wisconsin or Federal Family and Medical Care Act leave.
- 11.03 Length of Leave.** The WDLA provides up to six (6) weeks of unpaid leave to serve as a bone marrow or organ (e.g., kidneys, partial livers, partial lungs, partial pancreas, partial intestine) donor in a calendar year. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from it. If more than six (6) weeks are necessary, refer to the County's FMLA Policy.
- 11.04 Employee Requirements.** An employee requesting WDLA leave must provide the County with Medical Certification by the health care provider of the bone marrow/organ donee or of the employee (whichever is applicable) that a transplant or donation is to occur and the amount of time expected for recovery.
- Employees must make reasonable effort to schedule the procedure so that it does not unduly disrupt the employer's operations, and give advance notice in a reasonable and practical manner.
- 11.05 Using Paid Leave While on Unpaid WDLA Leave.** The substitution of paid time for unpaid WDLA leave time does not extend the length of WDLA leave – the paid time runs concurrently with an employee's WDLA entitlement.
- 11.06 Payment of Premiums.** While an employee is on WDLA leave, the County will maintain group health insurance coverage under the conditions that applied before the leave began. If prior to

the leave, the employee was required to participate in the premium payments, the employee is required to continue with payment of his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage.

- a) Unless the County notifies employees of other arrangements, whenever employees are receiving pay from the County during WDLA leave, the County will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If leave is unpaid, employees must pay their portion of the group health premium through a method determined by the County.

11.07 Termination of Benefits. The County's obligation to maintain health benefits will stop if and when (1) an employee informs the County of their intent not to return to work at the end of the leave period; (2) the employee fails to return to work when the leave entitlement is used up; or (3) the employee fails to make any required payment while on leave after appropriate waiting periods and time periods as specified by law. The County's obligation to maintain health coverage ceases if an employee's premium payment is more than thirty (30) days late. If an employee's premium is more than fifteen (15) days late, the County will send a letter notifying the employee that coverage will be dropped on a specific date unless the premium payment is received before that date.

11.08 Recovery of Premium Payments. If the County chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the County does so and an employee does not immediately repay the County upon the employee's return to work, the County will deduct the amount of the payments from the employee's paycheck.

- a) The County has the right to collect from an employee the health insurance premiums that County paid during the period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work.

11.09 Return from Leave. Prior to an employee returning to work, the Human Resources Department must receive a completed Fitness for Duty Certificate form, or Attending Providers Return to Work Recommendations Records.

- a) An employee returning from WDLA leave will return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
 - 1) The determination as to how an employee is to be restored to "an equivalent position" upon return from WDLA leave is made on the basis of established policies and practices, and provisions of the WDLA.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Six – Employee Benefits

SECTION 1 – BENEFITS ELIGIBILITY

- 1.01** Employee Benefits or benefits in which there is some County cost participation are generally available to regular employees working at least twenty-four (24) hours or more weekly.

SECTION 2 – BENEFIT PLAN DOCUMENT CONTROL

- 2.01** Any description of employee benefits in this Manual only summarizes the provisions of a formal benefit Plan document and does not attempt to cover all of the details contained in the Plan document. The operation of the Plan, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this Manual, a summary plan description, or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases.

SECTION 3 –INSURANCE

- 3.01 Health Insurance.** The County offers a group health insurance program for regular full-time and qualifying part-time employees. More information on the health insurance program is available on the employee page of the County intranet site (BEACON).
- 3.02 Married Couples Employed by the County.** If both spouses are employed by the County, the County will pay for only one (1) family plan. When an employee leaves employment with the County, insurance coverage will cease on the last day of the month in which the employee actually worked (i.e., last day employee is on duty and physically present at prescribed place of work). In the event that employee should terminate his/her employment with the County for whatever reason, the remaining employee shall be entitled to convert to the family plan.
- 3.03 Employee Wellness Program.** The County Employee Wellness Program's primary purpose is to promote healthy lifestyles, increase awareness of the linkage between employee health and health costs, promote consumer behaviors, and provide long-term stability to the County's health related costs. Employees who complete the criteria of the Program may be eligible to receive an incentive as determined by the County.
- a) **Employer/Employee Health Insurance Premium Contributions.** Unless an employee qualifies for the reduction in premium as described above, the County pays eighty five percent (85.0%) of the monthly premium for either family or single coverage, and the employee shall pay the difference.
 - b) **Reduction in the Required Employee Health Insurance Premium Contribution.** If the requirements above are satisfied, the employee may receive a reduction in the required employee contribution as determined annually by the County Board.
- 3.04 Health Insurance Enrollment.** Those employees not enrolling in the health insurance during their initial enrollment period are not eligible for enrollment unless the County is required by law to hold an open enrollment, chooses to hold an open enrollment or unless they have a qualifying event. The initial enrollment period is thirty (30) days from date of hire.
- a) **Qualifying Period.** Employees shall be eligible for coverage on the first of the month after beginning employment. It is the employee's responsibility to submit the enrollment in a timely manner.
 - b) Single or family coverage is provided to new employees. Employees shall contribute a percentage of the monthly premium for either a single or a family plan; or if covered by a bargaining agreement, comply with the terms of the agreement.

- c) Bridgetenders will be eligible for health insurance as other full-time general municipal employees. Allocation of premium, between the employee and employer, will be the same as other full-time general municipal employees. Employees' annual premium will be paid over nine (9) months of the year versus twelve (12) months.
- 3.05 Status Changes.** It shall be the employee's responsibility to notify the Human Resources Department of any change in family status for any medical insurance with the County. This shall include, but not be limited to, changing from family to single coverage or marriage, divorce, death or change in the number of dependent children for health insurance coverage. Such notification shall take place within thirty (30) days of the change in family status, or sixty (60) days after the birth of a child. Failure to notify the Human Resources Department shall result in the employee assuming responsibility for the additional cost until proper notice is given.
- 3.06 Dental Insurance.** Employees who are working at least twenty-four (24) hours or more weekly are eligible to participate in a dental plan. Coverage shall begin on the first of the month after beginning employment. Those employees not enrolling during their initial enrollment period are not eligible for enrollment unless the County holds an open enrollment or unless they have a qualifying event. The County pays at an established rate towards the monthly dental premiums for either family or single coverage.
- 3.07 Supplemental Insurance.** There are several supplemental plans available to employees, which include, but are not limited to, short term disability, accident and critical illness. Employees shall pay one hundred percent (100%) of the premium.
- 3.08 Vision Insurance.** Employees may participate in a vision plan with the employee paying the full premium, subject to the rules established by the carrier. Those employees not enrolling during the initial enrollment period are not eligible, unless the County holds an open enrollment or unless they have a qualifying event.
- 3.09 Life Insurance.** All regular full-time and part-time employees who work in a covered position are eligible for life insurance through the Wisconsin Group Life Insurance Program.
- Coverage is based on annual earnings of the employee rounded up to the next higher thousand dollars. A portion of the life insurance premium shall be deducted from the regular salary of the employee as their contribution to the life insurance plan.
- Employees covered by the Basic Life Insurance Coverage may elect additional insurance coverage which includes additional amounts equal to the employee's yearly earnings along with Accidental Death and Dismemberment Coverage. Employees electing to participate in this program will have the premium deducted from his/her paycheck each pay period.
- Employees who desire not to participate in the life insurance program must file a waiver with the Human Resources Department.
- Employees who are covered by life insurance through the Wisconsin Retirement Fund are eligible for Spouse and Dependent Coverage. This plan provides term life insurance coverage for the employee's spouse and for each dependent child, up to the age of twenty-six (26). The premium payment is deducted from the employee's paycheck each pay period.
- Those employees on an approved leave of absence may continue life insurance coverage. Payment of the full premium is the responsibility of the employee while on leave without pay.
- Employees who do not elect this benefit during the first thirty (30) days of employment can enroll at a later time by completing Evidence of Insurability.
- 3.10 Income Continuation Insurance (ICI).** All regular full-time and part-time employees who work in a covered position are eligible for income continuation insurance through the Wisconsin Retirement System.

ICI benefits provide up to 75% of an employee's average monthly earnings based on the previous calendar year's earnings rounded to the next highest \$1,000 and divided by 12.

Employees who desire not to participate in the income continuation program must file a waiver with the Human Resources Department.

Those employees on an approved leave of absence may continue coverage. Payment of the full premium is the responsibility of the employee while on leave without pay.

Employees who do not elect this benefit during the first thirty (30) days of employment can enroll at a later time by completing Evidence of Insurability.

- 3.11 Consolidated Omnibus Reconciliation Act (COBRA).** Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to COBRA, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours.

The employee or the employee's dependents may have a right to temporarily continue group health insurance coverage after the employee's termination. If an employee or an employee's dependent have any questions regarding this matter, please contact the Human Resources Department. Unless otherwise agreed, continued participation is solely at the participant's expense.

SECTION 4 – Reserved

SECTION 5 – WISCONSIN RETIREMENT SYSTEM (WRS)

- 5.01** The County contributes to the Wisconsin Retirement System for eligible employees in accordance with Wisconsin Statutes and WRS rules.

SECTION 6 – DEFERRED COMPENSATION

- 6.01** The Deferred Compensation Program is a supplemental retirement savings program, through payroll deduction, authorized under Section 457 of the Internal Revenue Code (IRC). Eligible employees may participate in the Deferred Compensation Program by contacting the Human Resource Department.
- a) Before-tax Contributions. Under this option, taxes on the money and earnings are deferred until they are withdrawn, usually at retirement or termination of employment.
 - b) After-tax Contributions through the Roth Option. Under this option, the employee pays the taxes on the money when they contribute it to the account. As long as the employee meets certain requirements, when they retire all distributions from the Roth account are tax free.

SECTION 7 – FLEXIBLE SPENDING ACCOUNT

- 7.01 Flexible Spending Account (FSA).** Door County offers employees the opportunity to participate in a Flexible Spending Plan ("Plan"). This optional Plan allows employees to set aside a pre-determined and limited amount of money from their gross pay (i.e., pre-tax) in a flexible spending account to cover eligible health care and dependent care expenses not reimbursed by any other insurance or reimbursement program. Detailed information, including enrollment information and eligibility criteria, is available from the Human Resources Department.
- a) Medical Reimbursement Account. The contributions can be used to pay for predictable non-reimbursed health care expenses incurred by the employee or the employee's dependents during the Plan year.
 - b) Dependent Care Expenses. The pre-tax contributions made to the FSA can be used to pay for work-related eligible child and dependent care expenses incurred by the employee during the Plan year. In addition to children, other eligible dependents include a spouse or elderly parent residing in the home, who is physically or mentally unable to care for themselves.

SECTION 8 – TUITION ASSISTANCE PROGRAM

- 8.01 Tuition Assistance Program.** The County’s Tuition Assistance Program is designed to provide financial assistance to employees who voluntarily enroll in job-related, educational courses that are of benefit to the County as an employer. The County reserves the exclusive right to prioritize participation and/or curtail the program to meet its budgetary constraints and needs.
- a) Eligibility for Tuition Assistance. Regular full-time and part-time employees, who are not eligible for other County-sponsored programs which provide reimbursement or compensation for attending or having attended school, are eligible for tuition assistance under this program.
 - b) Acceptable Course Work. Tuition assistance benefits are available for:
 - 1) Courses which are directly related to the employee’s current job, would improve their skills on the job, and would allow the employee to be considered for promotional opportunities within the County.
 - 2) Courses within relevant technical college, undergraduate, or graduate level programs. Acceptable degree programs are those that relate to County functions or services. In order to be eligible under this program, the school or course must be accredited by one of the following agencies:
 - i) North Central Association of Colleges and Schools
 - ii) American Council on Education
 - iii) Wisconsin Technical College System Board
 - c) Reimbursement of Tuition Expenses. Expenses which may be reimbursed under this program include tuition, books, course-required materials, and lab fees. The County will pay 66% of these educational costs up to \$500 per semester, with a maximum reimbursement of \$1,000 per calendar year.
 - 1) Reimbursement will be made only after satisfactory completion of the course(s). This is interpreted as at least a grade of “C” or better for an undergraduate course or a grade of “B” or better for a graduate level course. Courses taken on a “pass/fail” basis may be allowed, but only if approved in advance by the Department Head and the Human Resources Department.
 - d) Minimum Employment after Reimbursement. Employees are required to maintain employment with the County for one (1) year following course completion. If an employee voluntarily separates from employment or is involuntarily terminated for cause within one (1) year following course completion, they must repay 100% of the tuition expenses provided to them during the previous twelve (12) months. In the case of involuntary termination without cause, no repayment of tuition expenses will be required. The determination of whether cause exists for the termination shall be at the sole discretion of the County.
 - e) Participation Goals. To the greatest extent possible, all regular employees who meet the Tuition Assistance Program qualifications will be afforded access to the program. However, participation in the Tuition Assistance Program is not an employee right and is subject to the sole discretion of the County. An employee’s participation in the program may be curtailed or discontinued at any time as a result of budgetary limitations, an employee’s work record, or other related factors. If requests for participation exceed budgetary limitations, individuals may be selected for participation and/or the amount subject to reimbursement may be reduced, in the sole discretion of the County, based on County needs/benefit and any other factor(s) deemed relevant by the County. Curtailment of the program will not affect payment for a course that has been previously approved.

f) Program Limitations.

- 1) Employees eligible for other forms of educational assistance (e.g., Veteran's Educational Program, scholarships, etc.) must first exhaust that financial aid before applying for benefits under the County's Tuition Assistance Program.
- 2) All courses must be taken outside an employee's regular work hours. Vacation, PTO, floating holiday, compensatory time, or an adjusted work schedule may be used if Department Head approval has been given. Adjusted work schedules may be authorized only when they are not in violation of any Federal overtime laws or collective bargaining agreements.
- 3) Reimbursement of educational expenses will not be made to an employee who terminates employment with the County before completion of the course(s).
- 4) Reimbursement will not be made to an employee who withdraws from the course(s) for any reason.
- 5) Workshops, seminars, conferences and in-service training are not part of the Tuition Assistance Program.
- 6) This program does not include training required by the County or training mandated by State or Federal regulations for employees to maintain their qualifications, proper certification, or licensure.

g) Procedure to Receive Reimbursement.

- 1) Employees should obtain Tuition Assistance Program application materials from the Human Resource Department.
- 2) Employees should discuss with their Department Head and/or immediate supervisor any class they wish to take and the reasons for taking it. They should then submit the application form to their Department Head and/or supervisor for a recommendation to approve or deny.
- 3) The application form should be received by the Human Resource Department no sooner than ninety (90) days prior to the start of the class, but at least ten (10) days prior to the start of the class. Requests made for a following budget year (e.g. starting in January) are subject to the program being approved in the following year's budget.
- 4) The Human Resources Department will make the final determination on all requests, and will notify the Department Head and/or supervisor and employee of the final decision by sending them a copy of the original request form marked "approved" or "denied".
- 5) Once the approved class has been completed, the employee should complete and sign the Tuition Assistance Program Payment Authorization form. They should then submit the form to the Human Resource Department along with a copy of their grade report and original paid receipts for tuition, books, materials, and lab fees. These materials must be submitted no later than thirty (30) days after class completion.
- 6) Employees will be reimbursed up to the maximum allowed.
- 7) The Human Resource Department will keep a record of all disbursements and classes taken by employees.

SECTION 9 – WELLNESS ROOM

- 9.01** The County provides a wellness room, located on the first floor of the Government Center located in Public Health. The wellness room is an accessible secure private sensory calming space where employees may go to handle daily or occasional medical and wellness needs. For example, employees transitioning back into the workplace after a medical leave of absence,

lactation, managing chronic or acute medical conditions, self-administration of medication, and respite for managing daily stresses of work, life, and more. The wellness room serves as the County’s lactation room, as required by state law, and is a private, secure location for nursing mothers to express milk at work. The wellness room may be used during paid breaks, lunch breaks or otherwise as allowed by law.

SECTION 10 – EMPLOYEE ASSISTANCE PROGRAM

10.01 Employee Assistance Program (EAP). The County offers an Employee Assistance Program to help employees cope with a wide range of personal and professional issues that may adversely affect their work performance.

- a) Employees may seek help on their own initiative, or the County may refer an employee to the Employee Assistance Program because of job performance or conduct problems.

SECTION 11 – UNEMPLOYMENT INSURANCE

11.01 Unemployment Insurance Benefits are generally regulated by Ch. 108, Wis. Stats., and are administered by the Wisconsin Department of Workforce Development ("DWD") - Unemployment Insurance Division. Employees may contact the Human Resources Department or DWD for information on Unemployment Insurance.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Seven – Employment Safety

SECTION 1 – SAFETY AND SECURITY

- 1.01 Employee Responsibility.** Employees must conduct themselves in a safe manner at all times, adhere strictly to all safety requirements, and immediately report any accidents, hazards or potentially unsafe conditions. If, without risk of injury, the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.
- 1.02 Safety Contact.** An employee's Department Head shall be the contact for unsafe conditions in the workplace. The Human Resources Department shall be responsible for safety training of County employees, and for the administration of the safety programs as required by governmental entities and/or insurance companies. The Human Resources Department collaborates closely with Department Heads on these matters.
- 1.03 Safe Working Conditions.** Suggestions regarding safety will be welcomed from all employees. Employees are expected to immediately report unsafe conditions to their Department Head.

SECTION 2 – NOTICE OF INJURY

- 2.01 Employee Injury.** An employee shall immediately report to their Department Head or Supervisor any injury incurred while in the course of their employment. The employee shall complete the Worker's Compensation Claim Kit and forward it to their Supervisor, who will fill out their section and forward to the Human Resource Department within twenty-four (24) hours, or if not possible within twenty-four (24) hours, as soon as possible. Under no circumstances should these forms be filed later than thirty (30) days following the date of said injury/accident.
- Injuries/accidents must also be phoned in to the County Mutual Care Line, as listed on the Worker's Compensation Claim Kit and on Beacon, within 24 hours.
- If an employee requires medical attention or if accommodations need to be made due to temporary work restrictions, a Fitness for Duty Certificate form, or Attending Providers Return to Work Recommendations Records must be obtained and returned to the Human Resources Department prior to returning to work. No employee who seeks medical attention for a work-related injury will be allowed to return to duty without clearance from a health care provider.
- 2.02 Non-Employee Injury.** Any injury to the public arising from an incident on County property or resulting from County Worker Business, should be reported immediately to the Finance Director and Corporation Counsel.

SECTION 3 – WORKER'S COMPENSATION

- 3.01 Worker's Compensation**
- Door County will provide Worker's Compensation Benefits for employees injured while in the performance of job-related duties in accordance with Wisconsin State Statute 102. Fringe benefits will continue to accrue while an employee is out on Worker's Compensation Benefits. The County portion of Health, Dental, and Life Insurance will continue as long as an employee is receiving Worker's Compensation Benefits. The employee will still be liable for payment of the employee share of the health, vision, WRS and life insurance premiums while on Worker's Compensation Benefits.

3.02 Return to Work

All employees returning to work after being on Worker's Compensation must have a release from his/her doctor stating that the employee is capable of performing his/her work duties.

3.03 Medical expense and wage loss are covered by provisions of the State Worker's Compensation Act.

- a) The worker's compensation insurance carrier will make a determination of a worker's compensation claim.
- b) There is a three (3) day waiting period. The first three (3) days following an injury are not compensable unless the employee misses work beyond the 7th calendar day following the injury or sustains permanent disability.

3.04 Light Duty. Some departments or divisions are able to offer employees injured in work related incidents continued active employment that is within their medical restrictions. This program is called "Light Duty" and is intended to keep the employee gainfully employed while recovering from a work-related injury. Employees are expected to participate in the Light Duty Program as long as the duties to be performed are within their medical restrictions. Employees who refuse Light Duty Program assignments may be risking disciplinary action and/or termination of Worker's Compensation benefits.**SECTION 4 – BUILDING SECURITY****4.01** No employee shall let anyone in any building before 7:00 a.m. or after 4:30 p.m., or during times that the building is closed for business, unless they know the person and are doing business with them.**SECTION 5 – MOTORCYCLE/MOPED****5.01** Employees shall not use a motorcycle, moped, powered bicycle, or similar vehicle in the course of County business.**SECTION 6 – DRUG, ALCOHOL, TOBACCO, VAPING, AND SMOKE FREE WORKPLACE****6.01** The County declares any location at which the County conducts its business to be a smoke, alcohol, tobacco, vaping, and drug-free workplace.**6.02 Smoke & Tobacco Use.** Employees are required to comply with County Ordinance Chapter 8 – Door County Smoking Regulations. No person may smoke, use tobacco, or vape, in or on any public property under the jurisdiction of Door County except signed designated areas. Public property under the jurisdiction of Door County includes County owned or leased real property and structures thereon, and County owned or leased vehicles.

Person(s) in charge of Door County's "court facility" (as that term is defined in Wis. SCR 68.02(1)(b) or as hereafter amended or revised) may designate outside areas that are a reasonable distance (not less than 25 feet) from any entrance where jurors may smoke.

6.03 Intoxicating Substance Free Workplace. Intoxicating substances are not allowed in any building or vehicle owned, leased or rented by Door County at any time with the exception of the storage of alcohol as evidence in the Sheriff's Office. All employees are prohibited from being under the influence of, or consuming intoxicating substances during the employee's work hours.**6.04 Drug Free Workplace.** All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, being under the influence of, or using a controlled substance in the workplace.

- a) Use of Prescription Medication. This Policy, however, does not prohibit an employee from possessing or ingesting as prescribed a legally obtained prescription drug that was legally

issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify their immediate supervisor if they are taking legal prescription drugs that may affect performance or ability to perform the position duties.

- b) Drug-Related Convictions. Any employee convicted of violating a Wisconsin or Federal Criminal Drug Statute must inform the County of such conviction (including a plea of guilty and no contest) within five (5) days of the conviction occurring. When the federal government requires a County to notify the federal contracting office of an employee's drug conviction in a workplace, the County will provide such notification to the federal contracting office within ten (10) days of receiving such notice of conviction from an employee or otherwise receiving notice of such conviction.

6.05 Drug and/or Alcohol Testing.

- a) New Employees. As a condition of employment, new employees may be required to successfully complete a pre-employment drug test. In certain circumstances, as authorized by the Human Resources Department, applicants may be required to submit to a drug test.
- b) Current Employees. As a condition of employment, as authorized by the Human Resources Department, the County may conduct reasonable suspicion and/or post-accident drug or alcohol testing as it deems appropriate.
- c) DOT Drug Testing. As a condition of employment, employees required to possess a Commercial Driver's License (CDL) as part of their job duties are required to comply with, and submit to, drug and alcohol testing in accordance with County policy and all applicable state and federal regulations.

SECTION 7 – BULLYING AND WORKPLACE VIOLENCE POLICY

7.01 Policy Statement. It shall be the policy of the County to provide a workplace that is free from violence, intimidation and other disruptive behavior. The County does not tolerate acts of bullying or workplace violence committed by or against employees and strictly prohibits employees from making threats, possession, use, or threat of use of any weapon in the workplace, or engaging in violent acts and intimidation. This is a zero-tolerance policy, meaning that the County will discipline or terminate any employee found to have violated this policy. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

- a) Exceptions to Weapons Prohibition. The weapons prohibition policy does not apply to an individual who, within the normal scope of the individual's employment, is required to use a device that is, or would be considered, a weapon and who is authorized to use such a device by the employee's Department Head.

7.02 Employee Responsibilities. Employees will treat all other employees with dignity and respect.

7.03 Restraining Orders. Employees who are seeking or have obtained restraining orders or injunctions against persons should notify their supervisor. When an injunction or restraining order lists County facilities as being protected areas, employees must provide their supervisor with a copy of any injunction or restraining order which is granted.

7.04 Reporting.

- a) Notification of Supervisor. All employees shall notify their supervisor whenever they have witnessed, experienced, or become aware of any act or threat, physical or verbal, of any violent, bullying, abusive, disruptive or intimidating behavior from any individual. As an alternative means of reporting acts or threats of violence, an employee is authorized to bypass the chain of command and may report such incidents of workplace violence and bullying to their Department Head, a supervisory employee in any other County department (including the Sheriff's Office), or to the Human Resource Department. Employees shall cooperate with any subsequent investigation of their complaints.
- b) Supervisor Responsibility. Supervisors receiving employee reports of any act or threat, physical or verbal, of any violent, bullying, abusive, disruptive or intimidating behavior, or workplace violence, or who have knowledge of a situation which may affect the security of Door County and its assets shall report such information to their Department Head. The Department Head shall verbally inform the Human Resources Department, complete a memorandum, and submit the memorandum to the Human Resources Department. The memorandum should include:
 - 1) Detailed description of what happened, where it happened, and when it happened.
 - 2) Identity of persons reporting or witnessing the incident.
 - 3) How the matter was resolved.
 - 4) Suggestions for minimizing the reoccurrence of this incident.

7.05 Investigation of Reports

- a) The Human Resources Department will receive, evaluate, intervene, and respond to reports of any act or threat, physical or verbal, of any violent, bullying, abusive, disruptive or intimidating behavior, and workplace violence with the assistance of the appropriate parties, including but not limited to the County Administrator.

SECTION 8 – EMERGENCY LEAVE / INCLEMENT WEATHER POLICY

- 8.01 The County is open for business, regardless of weather conditions or other emergency events including, but not limited to, natural or man-made disasters that may jeopardize the health and safety of both County employees and the public, unless otherwise determined by the County Administrator or their designee.
- 8.02 **Emergency Leave.** The County Administrator shall designate what shall constitute an inclement weather or an emergency event condition when employees shall be released from work. The closing may affect all or a portion of the County's facilities and employees. This policy shall not apply to any Departments in the County where lack of proper personnel would affect patient care, protection of the public or required services to improve driving conditions.

Departments may also be required to maintain minimum level of staff needed to provide customer services. Designated employees may be required to report to work when other County employees are excused. Any County employee may be required to report for work in the event of an emergency and, if contacted, must report regardless of weather conditions or emergency events. Any County employee may fulfill duties as assigned outside the scope of their regular job duties.
- 8.03 **Inclement Weather.** Employees are expected to make every reasonable effort to report to work during inclement weather. However, in the event of inclement weather such as snow, fog, or ice which creates hazardous traveling conditions to and from an employee's home, an employee may arrive late or leave work early, upon permission from his supervisor. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's

supervisor before the start of their shift if they are unable to report to work on time. This policy shall not apply to any Departments in the County where lack of proper personnel would affect patient care, protection of the public or required services to improve driving conditions. Employees in those positions are expected, as a condition of their employment, to adjust their arrival and departure in accordance with predicted conditions.

- a) An employee may receive pay for the time away from work because of inclement weather conditions subject to the supervisor’s approval by using accumulated compensatory time, vacation or PTO.

SECTION 9 – OTHER EMERGENCIES

9.01 Other Emergencies. In cases of other emergencies, employees are encouraged to comply with the County’s Emergency Action Plan.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Eight – Employee Conduct / Grievance

SECTION 1 – PERFORMANCE MANAGEMENT

- 1.01 Purpose.** To foster employee engagement, improve performance, strengthen supervisor-employee relationships, and recognize employee accomplishments and good work. Performance management at Door County is a framework to establish and ensure periodic meaningful coaching conversations are taking place between managers and employees.
- 1.02 Employee Evaluations.** Employee evaluations are to be completed once a year. Nothing contained in this policy prohibits a Department from conducting more frequent evaluations (e.g. Field Training, etc.).
- 1.03 New Employee Evaluations.** All hired employees will be evaluated throughout their introductory period to ensure performance expectations are being met.
- 1.04 Promoted/Transferred Employee Evaluations.** Employees who are promoted or transferred into a new position will have a new anniversary date established and follow the introductory period evaluations.
- 1.05 Merit Increase.** Merit increases are not guaranteed and are based upon overall performance review, Department Head recommendation(s), and County financials related to Pay for Performance program.

SECTION 2 – GENERAL

- 2.01 Public Relations.** It is the duty of every employee to deal courteously with the public. Favorable impressions created by courteous public relations develop citizen goodwill and support for the employee, their Department and the County as a whole.

SECTION 3 – ETHICAL PRINCIPLES

- 3.01** These ethical principles apply to any county (appointed or elected) public official, candidate for county public office and county employee.

The ethical county official, employee and candidate should:

- Properly administer the affairs of the county.
- Exhibit honesty and trustworthiness.
- Promote decisions which only benefit the public interest.
- Actively promote public confidence in county government.
- Keep safe all funds and other properties of the county.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the county.
- Maintain a positive image to pass constant public scrutiny.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Inject the prestige of the office into everyday dealings with the public employees and associates.
- Maintain a respectful attitude toward employees, other public officials, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the county.
- Faithfully comply with all laws and regulations applicable to the county and impartially apply them to everyone.

The ethical county official, employee and candidate should not:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence other officials to act in his or her own benefit.
- Accept anything of value from any source which is offered to influence his or her action as a public official or County employee.

The ethical county official, employee and candidate accepts the responsibility that his or her mission is that of servant and steward to the public.

A county official, employee and candidate may be subject to censure or reprimand by the County Board or its designee, for violation of these ethical principles.

SECTION 4 – PERSONAL APPEARANCE

4.01 Purpose. Employees must be well groomed and are expected to dress in a professional manner befitting their jobs with due consideration to the needs of the County and the perceptions of the public, clients, customers, vendors, and fellow employees and leaders while conducting County business.

4.02 Guidelines. All County employees are expected to use good judgement and maintain appropriate standards of dress, grooming and hygiene. Employees will wear appropriate attire for their workday and anticipated interactions with the public. In general, the more interaction an employee has with external customers, the more professionally dressed the employee should be. For example, a high public contact day may call for professional clothing (e.g., a suit or dress slacks with nice shirt and/or a blazer). For a low-key day, nice jeans and a polo might be the answer.

- a) Because we take pride in representing the County and our citizens, please avoid:
- 1) Sweatshirts or sweatpants.
 - 2) Overly casual/distressed or worn-out clothing.
 - 3) Shorts.
 - 4) Exercise/workout wear (e.g., yoga pants).
 - 5) Revealing clothing (e.g., low cut, short, and tight clothing, sleeveless tops such as tank tops, spaghetti straps, and strapless tops).
 - 6) Clothes and footwear with holes or frays.
 - 7) Caps/hats indoors (unless required for your position).
 - 8) Leggings with short tops or wild patterns.
 - 9) Rubber soled flip-flops or other beachwear and Crocs
 - 10) Hiking boots (unless you are in a position that benefits from hiking boots for safety reasons).
 - 11) Unkempt hair.
- b) Department Heads may develop more restrictive guidelines as they deem appropriate.
- c) Employees must keep in mind that we all share in the responsibility to portray a positive image for the County. Managers and supervisors are responsible for fairly and consistently administering these guidelines. Employee rule of thumb: if in doubt whether something is appropriate, err on the side of caution and do not wear it.
- d) Employees who fail to maintain appropriate standards of dress, grooming, and hygiene will be expected to immediately change their appearance, and which may include returning home to change clothing or groom and which shall be without compensation.

- e) If an employee has a health or safety reason that they feel will not allow them to meet the expectations set forth, they should discuss their concerns with their supervisor and/or Department Head.

4.03 Protective Clothing. All protective clothing must be worn during required activities and at designated locations.

SECTION 5 – USE OF COUNTY PROPERTY

5.01 General Guidelines. The County provides employees with equipment, tools, and resources necessary to perform their job duties. All employees are expected to limit use of County property for its intended purpose and to exercise care, responsibility, and respect when using County property and resources.

5.02 Prohibited Use of County Equipment: Employees are prohibited from using County equipment for personal purposes. County property is to be used solely for work-related tasks and official County business.

SECTION 6 – CONFIDENTIALITY

6.01 Confidential Information. Because of an employee's responsibilities, an employee may have access to confidential client, personnel or other sensitive information. This may include, but is not limited to, information concerning a client's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the County Administrator or applicable Department Head(s). All employees are responsible for protecting the confidentiality of this information.

- a) Custodian of Records. The Department's custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless authorized by the Department's custodian of records, employees shall not act as the Department's custodian of records or disseminate information in response to a public record request.
- b) Release of Information. Specific questions regarding the release of information should be referred to the Department Head. Consultation with the Corporation Counsel is urged if there are any questions regarding the confidentiality of the release of information.

6.02 Confidentiality of Criminal History Record Information (CHRI). CHRI obtained by the County shall be confidential and shall not be disclosed unless required or expressly permitted by federal or state law or court order.

SECTION 7 – EMPLOYEE CONDUCT, DISCIPLINE, AND DISCHARGE

7.01 Door County expects its employees to deliver high quality services that represent the efficient and effective use of resources. The expectation is that all employees perform their jobs at a high-quality level that exceeds the expectations of our citizens. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the County and the public.

7.02 Employee Conduct. The County expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public;

- a) Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives.

- b) Insubordination. The Employer has a reasonable expectation that most directives or orders, even if they appear pointless or unreasonable to the employee, will be obeyed. While an employee might, in good faith and respectfully, disagree and ardently try to change a supervisor's mind, at some point a reasonable employee accedes to a supervisor's directive or order. Sole exceptions are if the directive or order is illegal, unethical, or unsafe.
- c) Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

7.03 Examples of Behaviors or Actions. Listed below are examples of behaviors or actions, which may result in discipline or discharge. No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the County. While it is impossible to list all types of unacceptable conduct, the County believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- a) Circumventing the chain of command or undermining the authority of a supervisor;
- b) Failing to cooperate with others;
- c) Incompetence or inefficiency in the performance of duties, substandard quality or quantity of work, including deliberate reduction of output, or failure to complete assignments promptly and accurately;
- d) Possession, use, or being under the influence of drugs, alcohol, or other intoxicating substances while on duty;
- e) Violation of drug, alcohol, tobacco, vaping, and smoke free workplace policies or regulations;
- f) Conviction of a felony or misdemeanor, or other violation of a law, regulation, or ordinance, directly related to the employee's duties;
- g) Insubordination or failure to perform duties or directives as instructed; arguing, verbal abuse or assault of others;
- h) Unauthorized possession of weapons or firearms during work time or on County premises or property;
- i) Fighting, disturbing or violent behavior, threatening, humiliating, intimidation or harassment of others;
- j) Retaliation and/or reprisal against a coworker;
- k) Use of offensive, profane or abusive language, disrespectful, discourteous, insulting, abusive or inflammatory conduct toward others;
- l) Unauthorized or inappropriate use of identification cards or keys, or unauthorized access to data, e-mails, records, or restricted areas;
- m) Failing to completely and accurately document relevant information, including falsification of a timecard or other records;
- n) Theft or misappropriation of County property or the property of others, including theft of work time, excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time;
- o) Failure to work scheduled overtime, or overtime worked without prior authorization from the supervisor.
- p) Misuse, carelessness, negligence, or unauthorized use in the handling, use, or control of County property;
- q) Careless or sloppy work resulting in poor quality, or concealing defective work;
- r) Damage or defacing of County or employee property;
- s) Unjustifiable absence of work without notice;
- t) Pattern of absenteeism or tardiness;
- u) Failing to promptly report absence or tardiness;
- v) Working another job while absent due to an unscheduled or unexcused absence;

- w) Engaging in illegal conduct;
- x) Unauthorized solicitations or distributions;
- y) Dishonest, misleading, or deceptive conduct;
- z) Horseplay, violating of safety rules, or engaging in conduct that creates an unsafe work environment;
- aa) Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury;
- bb) Failure to promptly report defective equipment, safety hazards, or any injury or accident;
- cc) Inappropriate use of personal property or technology during working hours;
- dd) Loafing or sleeping during working hours;
- ee) Leaving the job without permission;
- ff) Engaging in discrimination or harassing conduct;
- gg) Unauthorized release or disclosure of confidential information;
- hh) Where applicable, violation of state or federal laws pertaining to duties as a caregiver;
- ii) Making intimidating, threatening, hostile, false or malicious statements, including rumor-mongering, gossiping, and false reports of harassment or violence;
- jj) Conducting personal business on County time or property;
- kk) Failing to comply with, or violation of, expectations of conduct, County or Departmental policies, regulations, or procedures.

The above list is not an all-inclusive list, the County may determine whether any other conduct is contrary to the interests of the County and warranting of disciplinary action up to and including discharge.

- 7.04 Disciplinary Procedure.** Discipline may be applied to County employees for violation of this Manual, or other reasonable work standards not specifically defined herein. As part of the disciplinary process, the County may investigate the allegations and conduct any necessary interviews. The action chosen by the County may involve varying degrees of disciplinary action up to and including immediate termination. Repeated infractions of even minor offenses can result in increasingly severe disciplinary actions. The County reserves the right to take any such disciplinary action it considers appropriate.
- 7.05 Demotion, Suspension or Termination.** Department Heads including Elected Officials shall discuss all demotion, suspension or termination actions with the Human Resources Department, who will then make a recommendation and obtain approval of the County Administrator before taking any such action. Any administrative leave pending the outcome of an investigation may be with or without pay at the discretion of the County Administrator.
- 7.06 Reporting Requirements.** Pursuant to Wis. Stat. §457.25(1), any public or private mental health or health care agency, institution or facility, or any other person or entity that employs or contracts for services with a credential holder, that terminates, suspends, or restricts the employment or contract of the credential holder as a result of adverse or disciplinary action against the credential holder relating to his or her practice of social work shall submit a written report of the action to the appropriate section of the examining board within thirty (30) days after the dates on which the action is taken or, if grounds for such an action exist and the credential holder terminates his or her employment before the action is taken, within thirty (30) days after the dates on which the credential holder terminates his or her employment. This notification will be drafted by the Director of Health and Human Services, or his or her designee, and reviewed by the Human Resources Department prior to submission to the examining board.
- 7.07 Indemnification.**
- a) A county may be obligated to defend and indemnify an employee if the employee is proceeded against in an official capacity, for acts committed while carrying out duties as an employee and acting within the scope of employment consistent with § 895.46, Wis. Stats.
 - b) Any such obligation only arises at the point that the Employer is given notice by the employee of the claim, lawsuit, or other proceeding.

SECTION 8 – EMPLOYEE GRIEVANCE PROCEDURE

8.01 Statement of Policy. Pursuant to Wis. Stat. §66.0509(1m), Door County has established this Grievance Procedure (“Procedure”) for an employee to utilize for matters defined by this Procedure. This Procedure provides an employee (aka “Grievant”) with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Door County Board of Supervisors (“Board”) for final and binding review.

- a) Informal Resolution. The County expects an employee and management to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing this Procedure. Prior to filing a written grievance, the employee is expected to discuss the dispute with the supervisor who made the decision or is responsible for workplace safety in an attempt to informally resolve the dispute.
- b) Modification of Procedure. This Procedure may be modified or eliminated by the County at any time, with or without prior notice.

8.02 Limitations of the Scope of the Grievance Procedures

- a) Contractual Procedures. An employee subject to a contractual grievance procedure shall follow the contractual grievance procedure to the extent those procedures address matters covered by this Procedure.
- b) Statutory Procedures. An employee subject to statutory dispute resolution procedures, or to the jurisdiction of a governmental body, shall be subject to those procedures to the extent those procedures address matters covered by this Procedure.
- c) Grievance Procedure Not a Contract. This Procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind, and does not constitute a contract of employment, express or implied.
- d) At-Will Employment. Unless specifically required by another statute or code, employees of the County are employed at-will and may resign with or without reason. The County may terminate the employment relationship at any time with or without reason and without violation of applicable law.

8.03 Definitions.

- a) Business Days. Days during which the Door County Government Center is open for business with the public. Any action occurring after 4:30 p.m. on a business day shall be deemed to have occurred on the following business day.
- b) Employee. For purposes of a grievance of Employee Discipline and Termination (as defined in this Procedure), an Employee is defined as a regular, non- introductory, full-time employee. “Employees” do not include employees subject to a collective bargaining agreement, other part-time employees, limited term employees, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, Elected Officials, and independent contractors or their respective employees.
- c) Employee Discipline. An employment action that results in disciplinary suspension, with or without pay, or disciplinary demotion. Employee Discipline does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of Employee acts or omissions, administrative leave or suspension with or without pay, non-disciplinary wage, benefit or salary adjustments, non-disciplinary demotions, changes in assignment, action taken

pursuant to an ordinance created under Wis. Stat. § 19.59(1m), or other non-material employment actions.

- d) Fivolous Grievance. Any grievance that is false or misleading, factually baseless, in bad faith, or filed solely for purposes of intimidation, annoyance or harassment.
- e) Grievant. The individual filing the grievance or appeal personally affected by the Employee Discipline, Termination or workplace safety matters. A Grievant is the only person who may file a grievance.
- f) Human Resources. Human Resources is designated by the County to represent the interests of management in this Procedure. The County may designate another individual to handle matters related to this Procedure. Further, the County retains the exclusive right to be represented at any stage of this Procedure by someone other than Human Resources.
- g) Termination. The separation from employment by the County for disciplinary or quality of performance reasons.
- h) Workplace Safety. Any standard established or adopted under Wis. Admin. Code Chapter SPS 332 that applies to the Grievant.

8.04 Pre-Grievance Procedure – Workplace Safety

- a) Report of an Unsafe Condition. An Employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the Employee has first reported the condition to Human Resources in writing.
- b) County Response. Upon receiving notice of an alleged Workplace Safety violation from an Employee, the County shall have ten (10) Business Days in which to investigate the condition and advise the Employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; (b) is taking corrective action in accordance with law to address the condition; or (c) is referring the condition to a County Committee for further review and discussion.
- c) Grievance Filing Limitation. If the County advises the Employee in writing within ten (10) Business Days that it is taking corrective action in accordance with law and has commenced corrective action within this period, or that the matter is being referred to a County Committee, an Employee may not initiate a Workplace Safety grievance.

8.05 Timelines and Grievance Format.

- a) Grievance Submission – Discipline and Termination. Provided that any preliminary steps contained herein have been satisfied, an Employee may initiate a grievance by filing a written grievance with Human Resources within ten (10) Business Days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance.
- b) Grievance Submission – Workplace Safety.
 - 1) Individual Claim. Any grievance filed regarding Workplace Safety shall show how the Grievant has been personally affected by the alleged Workplace Safety violation, and may not relate to, without limitation by enumeration, safety of property or third parties.
 - 2) Initiating a Grievance. An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance, on the grievance form provided by the County, to Human Resources within ten (10) Business Days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action relative to a Workplace Safety violation within ten (10) Business Days as provided in section 8.04 b) above; or (c) the failure of the County to respond to a report of a Workplace Safety violation within ten (10) Business Days.

- c) General Grievance Submission Requirements
- 1) A grievance must be submitted on the appropriate grievance form.
 - 2) A grievance will not be considered filed until the Employee signs and dates the grievance form, and the grievance form is received by Human Resources.
 - 3) Employee Declaration. By signing the grievance form, the Employee is declaring under penalty of law that the statements contained in a grievance form are true and correct to the Employee's belief. Any Employee who files a Frivolous Grievance is subject to disciplinary action.
- d) Incomplete Grievances. If a timely filed grievance form is missing information or is incomplete, Human Resources shall issue a written request to the Employee identifying the information needed to complete the grievance form and proceed with this Procedure. The Employee shall have five (5) Business Days from receipt of the written request to provide Human Resources with the missing information.
- 1) If the Employee timely responds to this request, and Human Resources finds that the information provided by the Employee is complete, the grievance shall move forward in this Procedure.
 - 2) Failure of the Employee to timely provide the requested information, or a failure to provide sufficient information to allow the grievance to move forward in this Procedure, shall constitute a waiver of the right to use this Procedure and an abandonment of the grievance.
- e) Importance of Timelines and Process. A grievance will be processed pursuant to the established timelines.
- 1) A Grievant may advance a grievance to the next step if a response is not provided to the Grievant within the designated timeframes. A Grievant may not file or advance a grievance outside of the designated timeframes.
 - 2) The County may advance a grievance to the next step at the written request of either the Grievant or the County.
 - 3) The failure of the Grievant to follow the requirements in this Procedure shall result in the Impartial Hearing Officer not having jurisdiction over this matter and shall terminate this Procedure for that grievance. The Impartial Hearing Officer shall have the sole authority to determine whether the Impartial Hearing Officer has jurisdiction, which may be subject to review by the governmental body.
- f) Impact of Untimely Filing. Failure to file a grievance or appeal a decision within the established timelines, or any period of extension granted by Human Resources, shall constitute a waiver of the right to use this Procedure and an abandonment of the grievance.
- g) Extensions of Time. Human Resources may, in their sole and absolute discretion, agree to extend the time for filing a grievance up to an additional five (5) Business Days based upon a written request for an extension received from the Employee prior to the expiration of the ten (10) Business Day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the Employee cannot meet the grievance filing deadline.
- h) Scheduling. To the extent allowed by law, time spent in grievance meetings and hearings will not be considered as compensable work time.
- i) Review of Timeliness or Completeness. Any denial based solely on the timeliness or completeness of a grievance will be referred by Human Resources to the County Administrator for verification and confirmation. The County Administrator's decision as to the timeliness or completeness of a grievance shall be final. The County Administrator will provide a written response within five (5) Business Days of the referral.

- 8.06 Administrative Review and Response.** Human Resources, or designee, shall meet with the Grievant within ten (10) Business Days of receipt of a written grievance to discuss the issues associated with the grievance and to determine if voluntary resolution of the grievance is feasible.
- a) If those discussions do not resolve the grievance, Human Resources will provide a written administrative response to the grievance within five (5) Business Days of the meeting. The written administrative response shall contain: a statement of the date the meeting between the County and the Grievant occurred; the decision to sustain or deny the grievance; and the deadline for the Grievant to appeal the grievance to an Impartial Hearing Officer.
 - 1) In the event that Human Resources fails to provide a written administrative response within five (5) Business Days or any period of extension, the grievance shall be deemed denied and the Grievant may file a written appeal requesting a hearing before an Impartial Hearing Officer.
 - b) The decision of Human Resources shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with Human Resources within ten (10) Business Days of the written administrative response.

8.07 Hearing Procedures

- a) Selection of Impartial Hearing Officer. Following receipt of an appeal requesting a hearing before an Impartial Hearing Officer, the County shall appoint an Impartial Hearing Officer and provide the Grievant with the name of the individual appointed.
 - 1) The selection of the Impartial Hearing Officer shall be at the sole discretion of the County.
 - 2) The County shall pay any cost associated with the service of the Impartial Hearing Officer, unless the Impartial Hearing Officer deems that the Grievant filed a Frivolous Grievance as provided herein.
- b) Hearing Date. Within ten (10) Business Days of the date of the appointment of the Impartial Hearing Officer, if feasible, the Impartial Hearing Officer shall conduct a pre-hearing conference with Human Resources and the Grievant to determine a suitable date for the hearing and address any preliminary matters that may arise prior to the hearing.
 - 1) Following said conference, the Impartial Hearing Officer shall generally schedule a hearing within a period of not less than ten (10) Business Days nor greater than thirty (30) Business Days from the date of the conference.
 - 2) Once a hearing date is scheduled, it may be adjourned only upon written request by the Grievant or the County to the Impartial Hearing Officer and a finding by the Impartial Hearing Officer that there is "good cause" for an adjournment. The decision of the Impartial Hearing Officer regarding a request for adjournment shall be final, binding and not subject to appeal.
- c) Discovery. There shall be no formal pre-hearing discovery. However, the Grievant and the County shall exchange a list of witnesses they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than seven (7) Business Days before the hearing with a copy provided to the Impartial Hearing Officer.
 - 1) No witness, exhibit or document which was not identified or exchanged by a party may be introduced in the hearing absent a written finding by the Impartial Hearing Officer that there was good cause for the failure of the party to timely identify a witness or produce a document.
- d) Grievance Amendment. Any amendments to the grievance by the Grievant shall be made at or before the time the witness list, documents, and exhibits are exchanged.

- 1) A material or substantial amendment to the grievance shall be cause for the County to request adjournment. The adjournment shall be granted unless the Impartial Hearing Officer determines the grievance has not been materially or substantially amended. The decision of the Impartial Hearing Officer regarding whether a grievance has been materially or substantially amended shall be final, binding and not subject to appeal.
- e) Pre-Hearing Statement. Each party may file a pre-hearing statement of no more than one thousand words outlining their position relative to any issues related to the grievance. Said statement shall be exchanged between the parties no less than seven (7) Business Days before the hearing with a copy provided to the Impartial Hearing Officer.
- f) Conciliation. Prior to the hearing, the parties may, by mutual agreement, engage in conciliation meetings to resolve the dispute.
 - 1) It shall be at the Impartial Hearing Officer's sole discretion whether or not to participate in any conciliation meetings.
 - 2) The Impartial Hearing Officer's involvement in any conciliation process shall not disqualify the Impartial Hearing Officer from hearing the merits of any grievance unless all parties agree to replace the Impartial Hearing Officer.
- g) Closed Hearing. Unless otherwise required by law, the hearing shall be closed to the public.
- h) Recording. The hearing before the Impartial Hearing Officer may be digitally recorded at the County's option. The County shall maintain any digital recording for the period required by law. A copy of the recording shall be provided at no cost to the Grievant, the County and the Impartial Hearing Officer.
- i) Representation. The Grievant shall have the right to representation by an attorney during this Procedure provided the representative is not a material witness to the dispute.
- j) Hearing Fees and Costs. Excepting Frivolous Grievances, neither party shall be responsible for the costs of representation, attorneys' fees, witness fees or any other costs of the other.
- k) Witnesses/Order of Case. The Grievant shall call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the Grievant's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance.
 - 1) The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless extended by the Impartial Hearing Officer.
 - 2) The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements not to exceed ten (10) minutes in length.
 - 3) Right of Impartial Hearing Officer to Question. During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary. The time taken by the Impartial Hearing Officer to ask questions shall not be counted against the time allocated to the parties for presenting their case or cross-examining witnesses.
- l) Evidence. The Impartial Hearing Officer is not bound by rules of evidence and may admit all evidence that the Impartial Hearing Officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence.
 - 1) The Impartial Hearing Officer shall recognize the rules of privilege.
 - 2) The Impartial Hearing Officer may not base any finding or conclusion based solely on hearsay evidence.
- m) Close of the Hearing. After the Grievant and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing. Prior to the close of the hearing, the

County may request the Impartial Hearing Officer for a determination that the grievance constitutes a Frivolous Grievance. The parties shall have no right to file briefs or position statements following the hearing.

8.08 Impartial Hearing Officer's Decision: Discipline and Termination.

- a) Burden of Proof. Unless specifically required by another statute or code, the Grievant bears the burden of proof to persuade the Impartial Hearing Officer by a preponderance of the evidence that the County's decision to impose Employee Discipline/ Terminate the Grievant did not have a rational basis. If the Grievant does not meet their burden of proof, the Impartial Hearing Officer shall deny the grievance.
- 1) In determining whether a Grievant has proved by a preponderance of the evidence that the County's decision to impose Employee Discipline/Terminate did not have a rational basis, the Impartial Hearing Officer may only consider the evidence introduced at the hearing and the weight of that evidence. The Impartial Hearing Officer may not overturn the County's decision to impose Employee Discipline/ Terminate based upon their own personal judgment or opinion regarding the matter.
 - 2) The Impartial Hearing Officer may only consider evidence and facts relating to the Grievant's personal situation and shall not consider, without limitation by enumeration, matters related to other parties or conditions such as discipline, leniency, or consideration given to other employees; differences in standards between Departments; consistency of enforcement of past actions; prior versions of policies; past practices; etc.
 - i) Moreover, the Impartial Hearing Officer may not determine that a decision to impose Employee Discipline/Terminate did not have a rational basis based on the County's failure to implement or follow concepts of progressive discipline or just cause, in whole or in part, in making the decision to impose Employee Discipline/Terminate the Grievant.
 - 3) Finally, the Impartial Hearing Officer must recognize all County policies, rules, procedures and regulations and may not modify or disregard the same in determining whether the County's decision to impose Employee Discipline/Terminate has a rational basis.
- b) Written Decision. The Impartial Hearing Officer shall issue a written decision within twenty (20) Business Days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings, and a remedy for the Grievant if appropriate. Further, the Impartial Hearing Officer must answer the following question: *"Based on the preponderance of the evidence presented, has the Grievant proven the decision of the County lacked a rational basis?"*
- 1) If the Impartial Hearing Officer sustains the grievance, in whole or in part, the Impartial Hearing Officer's decision must include a detailed explanation as to why the County's decision to impose Employee Discipline/Terminate has no rational basis as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying the Employee Discipline/Termination imposed by the County.
 - 2) If the County has requested the Impartial Hearing Officer for a determination that the grievance was frivolous, the Impartial Hearing Officer's decision must include a ruling on the request and the reasons for granting or denying the same. If the Impartial Hearing Officer determines that the grievance was a Frivolous Grievance, the Impartial Hearing Officer shall require the Grievant to pay for all of the costs associated with the hearing, if any, including but not limited to the costs of the Impartial Hearing Officer.

- c) Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to sustain or deny the grievance.
- 1) If the grievance is sustained, the Impartial Hearing Officer may award the Grievant one or more of the following remedies: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following Termination, reimbursement of the County's applicable percentage of any payments made by the Grievant for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
 - i) If reinstatement is awarded, the Impartial Hearing Officer may award back pay to the Grievant reduced by any unpaid suspension imposed by the Impartial Hearing Officer, any wages or salary earned during the period of suspension or Termination, and any unemployment compensation paid to the Grievant. The Impartial Hearing Officer shall not award back pay greater than the equivalent of seventy-five (75) working days.

8.09 Impartial Hearing Officer's Decision: Workplace Safety.

- a) Burden Of Proof. The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Grievant does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the Impartial Hearing Officer shall grant the grievance.
- b) Written Decision. The Impartial Hearing Officer shall issue a written decision within twenty (20) Business Days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular provisions of Wisconsin Administrative Code, Chapter SPS 332 that are implicated by the Workplace Safety grievance; (c) the Impartial Hearing Officer's findings as to whether a Workplace Safety violation exists; and (d) a remedy, if any.
- c) Remedies. If the grievance is sustained, the Impartial Hearing Officer may order the County to take corrective action in accordance with law to address the Workplace Safety violation.
 - 1) The Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

8.10 Appeals to Governmental Body. An appeal of the Impartial Hearing Officer's decision may be filed by either the Grievant or the County.

- a) Written Appeal. An appeal may be initiated to the County Board of Supervisors ("County Board") by filing a written request to Human Resources within ten (10) Business Days of the date of the Impartial Hearing Officer's decision.
 - 1) The written request shall be filed with Human Resources with a copy to the prevailing party.
 - i) When Human Resources receives a timely request for appeal, Human Resources shall forward the appeal to the County Board Chair along with a copy of hearing record inclusive of the digitally recorded hearing and any exhibits introduced at the grievance hearing.
 - 2) The written request of appeal shall contain a statement explaining the reasons for the appeal and a copy of the grievance, the County's response to the grievance, and the Impartial Hearing Officer's response.

- 3) The written request of appeal may not include information that was not presented at the hearing.
- b) County Board Appeal. The County Board Chair shall schedule the appeal during the next regular meeting of the County Board or within sixty (60) Business Days, at the Chair's discretion, for purposes of reviewing the hearing record and the Impartial Hearing Officer's decision.
- 1) The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.
 - 2) The County Board may review the written decision of the Impartial Hearing Officer.
 - 3) The County Board may listen to any portion of the audio recording of the hearing before the Impartial Hearing Officer.
 - 4) The County Board may confer with the Impartial Hearing Officer regarding the hearing record and the basis of the Impartial Hearing Officer's decision.
- c) Closed Session. To the extent allowable by law, the portion of the meeting that the appeal is heard shall be held in closed session.
- d) Review. The County Board shall not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision of the Impartial Hearing Officer is found to be arbitrary, capricious, oppressive or unreasonable or represented the Impartial Hearing Officer's will and not judgment.
- 1) The County Board shall review the record and determine whether to uphold the Impartial Hearing Officer's decision.
 - 2) In the event the County Board overturns the Impartial Hearing Officer's decision, then the County Board may (a) render a new decision and remedy, (b) request the Impartial Hearing Officer to take further evidence, or (c) assign an Impartial Hearing Officer to create a recommendation for the County Board's review.
 - 3) The manner and process of review is the sole choice of the County Board.
- e) Remedies on Appeal
- 1) Discipline and Termination. The County Board may award the following remedies to the Grievant on appeal in a matter involving Employee Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Grievant for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
 - i) If reinstatement is awarded, the County Board may award back pay to the Grievant reduced by any unpaid suspension imposed by the Board, any wages or salary earned during the period of suspension or termination, and any unemployment compensation paid to the employee. The County Board shall not award back pay greater than the equivalent of seventy-five (75) working days.
 - 2) Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.
- f) Decision. All decisions of the County Board involving the grievance shall be by simple majority vote, in writing, and filed with the County Clerk within twenty (20) Business Days of the date of the final decision, unless the County Board extends this timeframe.

- 1) The written decision shall contain: (1) a statement of the issues; (2) findings of fact, along with an explanation as to why the findings differ from the Impartial Hearing Officer; (3) conclusions of law, along with an explanation as to why the conclusions differ from the Impartial Hearing Officer; and (4) a remedy along with an explanation as to why the remedy differs from the remedy granted by the Impartial Hearing Officer.
- 2) A copy of the final decision shall be delivered to the Grievant and Human Resources.
- 3) The decision of the County Board shall be final.
- 4) Any judicial review of the County Board decision shall be only as provided by law.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Nine – Budgeting / Purchasing

This chapter provides a general overview of major policies which department heads and employees should be aware of when conducting County business or understand County operations. It does not include all of the County financial policies and controls. If a department head or employee has a question regarding the proper way to handle a financial matter, please contact the Finance Department for guidance.

SECTION 1 – PURCHASING POLICY

1.01 Definitions. Solicitations fall into one of four process types:

- a) Direct Purchases. Direct purchasing may include many types of procurements that do not require a separate bid process. Low dollar value purchases, certain professional services where Request for Proposal (RFP) is not cost effective, sole source purchases and purchasing off other public entity contracts are typical direct purchase procurements for the County. In making direct purchases, it is the responsibility of the Department Head to negotiate price, terms and conditions with suppliers to achieve the most beneficial deal for the County.
 - 1) Low dollar value purchases are those procurements that have an estimated cost of less than \$10,000. When feasible, quotes should be obtained for all purchases. These purchases are typically standardized goods or services available from many sources. Such purchases do not require competitive bidding or detailed documentation.
 - 2) Professional services may also be purchased direct as allowed by this County policy and may be acquired through an RFP process if deemed advantageous to County.
- b) Request for Quotations (RFQ). Informal method for procurement used when purchases have an estimated cost of between \$10,000 and \$24,999, and where obtaining quotes is advantageous and cost effective to the County, and involve obtaining pricing from supplier(s) for specific commodities/services. Each purchase request must be assessed on an individual basis to determine the most appropriate solicitation method. The County strives to receive at least three quotes per RFQ.
- c) Request for Bids (RFB). Formal method for procurement used for purchases that have an estimated cost of \$25,000 or more. An RFB may be used for purchases that have an estimated cost of less than \$25,000 when advantageous to the County.
 - 1) Request for Bids are used for Public Works projects, and may be used when exact specifications can be used to describe the product or service required. Bids received in this manner are received as a sealed bid and remain sealed until the bid due date and time of the request has passed. Sealed bids are opened and read aloud as provided in the bid solicitation.
 - 2) The County strives to receive at least three sealed bids per RFB by advertising in accordance with §59.52(29), Wis. Stats., the solicitation in local, regional or state journals, newspapers and posting the solicitation on the County's website. Request for Bids does not allow for negotiations. Award is made to the lowest responsive, responsible bidder. However, the County reserves the right to reject all bids.
- d) Request for Proposal (RFP). Request for Proposals is another formal method for procurement used when specifications are not easily written to describe the product or service and are generally received as a sealed response to a request. An RFP is used for purchases that have an estimated cost of \$25,000 or more. An RFP may be used for purchases that have an estimated cost of less than \$25,000 when advantageous to the County.
 - 1) With an RFP, vendors are asked to submit proposals addressing a solution or solutions to the request and the price for each option. Request for Proposals include a Scope of

Work section that details what is required from the successful bidder to meet the needs of the County.

- 2) Request for Proposals may also allow for negotiations and normally do not include a public bid opening as the responses are evaluated on more than just price. It is the County's policy not to disclose any information about the proposals submitted until a contract has been approved by the County Administrator or approving Committee. Final evaluation and award of request are available for public review.
- 3) Responses to RFPs are scored based on predetermined criteria established by the department. Cost of the products or services is not the sole factor in determining successful responder. Proposal awards are made to the highest scoring firm through the evaluation process.
- 4) To the extent permitted by law, confidentiality of the information contained in the proposals shall be maintained until the award.

1.02 Conflict of Interest. Door County procurement activities shall be conducted in a manner that is impartial, above reproach, and without preferential treatment. County employees shall perform their duties in a manner that avoids even the appearance of a conflict of interest.

a) No County employee shall:

- 1) In their private capacity, negotiate, bid, or enter into a contract in which the employee has a direct or indirect private pecuniary interest, if at the same time the employee is authorized or required by law to participate in their capacity as an employee of the County in the making of the contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. (See §946.13(1)(a), Wis. Stats.) Contracts in which any single public officer or employee is privately interested that do not involve receipts and disbursements aggregating more than \$15,000 in any year may be allowed.
- 2) Participate in the making of a contract in their official capacity or perform some function requiring the exercise of discretion in regard to a contract, when the employee has a direct or indirect private pecuniary interest in the contract. (See §946.13(1)(b), Wis. Stats.) Contracts in which any single public officer or employee is privately interested that do not involve receipts and disbursements aggregating more than \$15,000 in any year may be allowed.
- 3) Release information regarding any procurement that would give an unfair competitive advantage to any individual, prospective contractor, vendor, supplier or business entity.
- 4) Participate in the selection, award, or administration of any procurement if a conflict of interest exists or could be perceived to exist or participate in any actions that might result in favored treatment of an individual, prospective contractor, vendor or supplier.

b) The County may not enter into a contract for public works, goods or services for which compensation is paid to a former employee of the County or a business/company in which the former employee has a financial interest for a period of 75 days following the date of the former employee's retirement, dismissal, or separation from service.

1.03 Contracts. All contracts are subject to review by the Corporation Counsel and County Administrator. Any contract with a term in excess of three (3) years is subject to review and approval by the County Board, except Non-Commercial Hangar Site Lease Agreements, not to exceed 10 years, may be approved by the oversight committee. A majority vote of the total County Board membership is required for approval. Any Invitation to Bid, Request for Proposal or Solicitation of Contract (rental, lease, agreements, services) and related processes or

procedures shall be reviewed and approved by the Corporation Counsel prior to any award by Committee, Board or Commission.

1.04 Purchasing Agent. The Finance Department in conjunction with the Department of Administration shall be responsible for the enforcement and administration of this policy.

1.05 Purchase Approval Process. Department Heads shall screen all bills and invoices and prepare vouchers.

Department Heads, by approving a voucher, are attesting that there are sufficient budget dollars available; that the purchase requisition is being charged against the proper account; and that, when applicable, oversight Committee and Board approval have been granted.

Vouchers (along with the bill or invoice) shall be submitted to the Finance Department by 4:30 p.m. on each pay date of each month for payment. Payment may then be made by the Finance Director bi-weekly.

The Finance Director will, on a monthly basis, prepare a listing of all payments to be made. This listing is intended as, and will be deemed, as order for payment per Sec.'s 59.23(2)(c) & 59.25(3)(b) Wis. Stats. and will be signed by the County Clerk and counter-signed by the County Board Chairperson, and then filed with the County Clerk.

a) Budgeted Items.

- 1) *Purchases up to Ten Thousand Dollars (\$10,000).* Department Heads may approve purchase requisitions providing the item is budgeted and does not exceed ten thousand dollars (\$10,000).
- 2) *Purchases Over Ten Thousand Dollars (\$10,000).* Department Heads may approve purchase requisitions over ten thousand dollars (\$10,000), provided the item is budgeted.
- 3) *Operating Supplies and Expenses, and Contracts for Services for Day-to-Day Operations.* Department Heads or designee(s) may approve purchase requisitions for all budgeted County operating supplies and expenses, and contracts for services needed for day-to-day operations.

b) Unbudgeted Items.

- 1) Any action involving any sum other than the amount provided for in the budget, or approved by the Finance Committee under a Budget Intra-Transfer, shall be required to have a two-thirds (2/3) vote of the entire membership of the County Board.
- 2) All resolutions seeking approval of an action listed in subsection 1) above, shall be submitted by the Finance Committee to the County Board. Said resolution (or addendum) shall provide members sufficient detailed information on fiscal impact, project revenue, expense effect on tax rate and other relevant information, when available.

1.06 Stock Requisitions for Supplies. Office / Printing Supplies. Each department is responsible for the acquisition of office and printing supplies; however, each department should be aware of purchasing programs established by the Finance Department.

1.07 Waiver. The County Administrator may waive any of the provisions concerning purchasing, unless prohibited by law, if such waiver is deemed to be in the best interest of the County.

1.08 Emergency Purchases. These purchases involve conditions adversely affecting the health, safety or welfare of any person, causing substantial damage to property, or affecting the efficient operation of County government. The Department Head shall contact the County Administrator concerning the need for the purchase, who may authorize the purchase if necessary.

- a) *Purchases up to Twenty Thousand Dollars (\$20,000) needs approval of the County Administrator.*
- b) *Purchases Over Twenty Thousand Dollars (\$20,000) and under Fifty Thousand Dollars (\$50,000) needs approval of the County Administrator and Finance Director.*
- c) *Purchases Over Fifty Thousand Dollars (\$50,000) needs approval of the County Administrator, Finance Director and the Finance Committee Chair or County Board Chair.*
- d) *After the proper approval has been granted for the purchase of an unbudgeted item, the purchase requisition is generated at the Department level.*

After purchase of an unbudgeted emergency purchase, the procedure detailed in Section 1.05 (b) [Unbudgeted Items] shall be followed.

1.09 Sole Source Purchases. Sole source procurement is a noncompetitive exception to the norm when, after a good faith review of all possible sources, it is determined there is only one viable source for material, supply, or service. It is accomplished by soliciting a quote from only one source under conditions that normally require the use of competitive procurement methods.

1.10 Sale of Obsolete Equipment. Departments with equipment or supplies which have become unsuitable, unnecessary to their needs, or are part of a planned replacement program, and which will not be traded in or applied on any purchase, shall notify the Finance Department with a description of such equipment or supplies. The Finance Department shall advise other County Departments to determine if they can use the equipment or supplies. If equipment or supplies are transferred from one Department to another Department, it shall be noted on the inventory. The Finance Department is responsible for the final approval and sale, and the proceeds from the sale of any equipment or supplies shall be paid to the County Treasurer and deposited in the appropriate accounts.

SECTION 2 – PUBLIC WORK

2.01 Purpose. Pursuant to Wis. Stats. §59.52(29), all public work projects, including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind, where the estimated cost of such project in total exceeds \$25,000, must follow the guidelines below:

- a) Over \$25,000. Except as provided below and as otherwise authorized by law, a formal bidding process shall occur for any public work project with a total estimated cost exceeding \$25,000. See the Bid Procedures policy.
- b) Exceed \$25,000 and Done by County. If any public work project exceeds \$25,000 in total estimated cost, the County Board may approve, by three-fourths (3/4) vote of its entire membership, the County to directly perform the work, or a part thereof, without submitting the work to be performed by the County for bids.
- c) Exception. This Section 2.01 is not mandatory for:
 - 1) The repair or reconstruction of public facilities when damage or threatened damage creates an emergency. Corporation Counsel should be contacted if this situation is applicable as a resolution by the County Board is required.
 - 2) Public construction if the materials for such project are donated or if the labor for such project is provided by volunteers.
 - 3) Highway contracts which the Highway Department oversight committee or the highway commissioner is authorized by law to let or make.

2.02 Notice, i.e. Publication, when work or materials total over \$25,000. When the estimated total cost of any public work project is over \$25,000, a Class 2 Notice is required seeking sealed bids for the work or materials.

- a) Notice Must Include:
 - 1) A general description of work or materials needed;
 - 2) A specific description of the work or materials, or in the alternative, the County website address which will indicate the specific information; or a meeting date and time to discuss the specific requirements;
 - 3) The date the Notice is to be posted;
 - 4) The date no more bids will be accepted.
- b) Proof Document. Be sure to proof your Notice and specific description prior to forwarding to the appropriate parties.
- c) Posting on County Website. If you choose to have the specifics identified at the County website, create a Word document with all the specifics for the project, equipment, or supplies. Forward the document to Administration or Facilities & Parks Department to post the document in the Bids/For Sale section of the website. Please be sure to include in your email when the information should be posted and when it should be taken off the website.
- d) Publishing in Newspaper. Once the Notice is created, it will be published by Administration or Facilities & Parks.

2.03 Notice, i.e. Publication, when work or materials total between \$5,000 and \$25,000. When the estimated total cost of any public work project is between \$5,000 and \$25,000, the County Board shall give a Class 1 Notice before the County contracts for the work or the County shall contract with a person qualified as a bidder under § 66.0901 (2), Wis. Stats.

SECTION 3 – BID PROCEDURES

3.01 Building, Remodeling, etc. on County Property.

- a) Capital Improvement Projects shall be the responsibility of the Highway and Facilities Committee, with input from the respective oversight committee.
- b) The Facilities and Parks Director shall oversee all public work projects, with the exception of County highways.
- c) The Finance Committee shall be responsible for the purchase and sale of all County land except for Highway right-of-way.
- d) All contracts and agreements shall be signed by the County Administrator, and filed with the Department Head overseeing the project.

3.02 Change Orders. After contracts or agreements are signed, all change orders must be processed through the Department overseeing the project.

3.03 Sealed Bids. Sealed Bids shall be handled by the Department Head overseeing the project.

3.04 Addendums/Additional Information. All addendums are to be issued by the Department Head overseeing the project. They will be sent to every bidder on the official bidder's list. All additional information supplied to one bidder will be forwarded to all other bidders.

3.05 Awarding of Bids. Bids for public works projects with an estimated total cost exceeding \$25,000 shall be awarded to the lowest responsible bidder. Bids for other projects shall be awarded to the bidder deemed to be most advantageous to the County. If there is any question about not taking the low bid, the Committee shall discuss it with the Corporation Counsel prior to awarding the bid.

3.06 Bid Documents. The Facilities and Parks Director shall retain the original bids and all documents pertaining to building remodeling, improvements or fixtures to County property and place the documents in the records storage area.

SECTION 4 – ACCOUNTS PAYABLE CHECKS

- 4.01** Accounts Payable checks will be every other week. All invoices must be submitted to the Finance Department immediately upon receipt and approval by the Department Head or designee. The Finance Department will determine due dates and pay invoices accordingly.

SECTION 5 – INVENTORY

- 5.01** In conjunction with the Finance Department, the Facility and Parks Department is charged with the care and custody of all buildings and grounds of the County, and is responsible for maintaining an accurate inventory of said property. In conjunction with the Finance Department, each applicable department is charged with the care and custody of property under its supervision, and is responsible for maintaining an accurate inventory of such property.

SECTION 6 – POLICY ON GIFTS, GRANTS AND DONATIONS

- 6.01** A Department may accept donations, gifts, or grants in amounts up to \$999.00. An oversight committee may accept donations, gifts, or grants in amounts up to \$4,999.00. With the exception of donations, gifts, or grants to the Door County Library, the County Board shall be provided notice of an approve any donation, gift, or grant equal to or in excess of \$5,000 prior to acceptance. Pursuant to § 43.58, Wis. Stats., the Library Board may accept donations, gifts, or grants to the Door County Library in any amount. An itemized report of all donations, gifts, or grants shall be submitted to the County Board on an annual basis.

SECTION 7 – POLICY ON BUDGETS

- 7.01 Purpose.** The purpose of a budget is to determine the activities and services to be provided to the citizens of the County and the costs of providing such activities and services. Budget adoption provides a mechanism for monitoring and controlling local spending and is in conformance with Wisconsin Statute 65.90.
- 7.02 Preparation and Approval.** Preparation and approval procedure is as follows:
- a) Each Department Head is responsible for the preparation of their budget(s) according to the timetable as established by the County Administrator. Each Department Head shall review the budget with the oversight Committee.
 - b) The County Administrator and the Finance Director shall review all budget requests in detail and present a proposed budget to the Finance Committee.
 - c) The Finance Committee shall review the budget and recommend changes, if any, to the proposed budget to the County Administrator.
 - d) The County Administrator presents the budget to the County Board by Resolution.
 - e) The County Board makes changes as necessary to the proposed budget and approves the budget.
- 7.03 Spending in Excess of Approved Budget.** Budget amendments may be approved throughout the year in accordance with the following procedures:
- a) Revisions by the County Administrator. Appropriation and revenue estimate revisions within a department which has no impact on fund balance (i.e. new grant award received).
 - b) Revisions Approved by the Finance Committee.
 - 1) Transfers from the Contingency Fund to cover unforeseen expenditures providing the request is no more than ten thousand dollars (\$10,000). The request shall be with the approval of the oversight Committee and Finance Committee.
 - 2) Transfers between Departments of the County's general fund, providing the request is no more than ten percent (10%) of the approved Department's annual budget and does not change total general fund appropriations.

- c) Revisions Approved by the County Board. The Finance Committee shall review and approve the following budget revisions and present to the County Board in the form of a Resolution. The budget revision shall have two-thirds (⅔) affirmative vote of the entire membership of the County Board before the transfer can be made.
- 1) Transfers from the Contingency Fund of more than ten thousand dollars (\$10,000).
 - 2) Transfers between Departments of the County's general fund of more than ten percent (10%) of the approved Department annual budget.
 - 3) New capital projects from new revenue sources or which require the use of fund balance.
 - 4) All appropriation and revenue estimate revisions between County funds.

SECTION 8 – SALE OF ITEMS ON INTERNET AUCTION SITE

8.01 Purpose. Items are offered for sale by Door County utilizing an Internet auction site. For each item that sells, there will be a fee for the sale of auctioned items, due and payable within 30 days after the County has received payment.

8.02 Procedure.

- a) All items offered for sale by auction by any department must first be approved by the Finance Director.
- b) Once approved, a completed listing must be provided to the Finance Director for the purposes of audit and payment of invoices.
- c) If the item doesn't sell, the Finance Director and the originating department will determine what will happen with the items(s), i.e. donate, scrap, etc.

SECTION 9 – EMPLOYEE CELEBRATIONS/EVENTS/DECORATIONS

9.01 The County recognizes there are many employee life events or occasions to celebrate including, but not limited to: birthdays, significant work-related accomplishments (i.e. retirement), welcoming a child, holidays, etc. Except with approval from the Human Resources Department, expenses for such celebrations shall not be paid with County funds. Expenses must be supported through employee donations.

- a) Employee celebrations and/or recognition must treat employees consistently when recognizing important life events. However, the manner of acknowledgment may vary according to the wishes of the individual employee, and these wishes should be taken into consideration when the event or recognition is planned (i.e. an employee may decline a celebration or recognition and wish to remain private).

9.02 County Sponsored Employee Events. This policy does not govern any County-wide sponsored events for all employees, such as Employee Appreciation Day; service awards; or other department level employee recognition events. These events will be established by the County Administrator and the expense may be reimbursed by the County, with approval from Human Resources.

- a) No reimbursement shall be made for the cost of alcoholic beverages.

Resolution or Approval	Description of Change

Chapter Ten – Technology & Equipment

SECTION 1 – PURPOSE

Door County provides employees with various information technology resources, such as computers, software, printers, scanners, electronic mail, and internet access, to allow them to be more productive and have the information necessary to do their jobs. Employees are responsible for the appropriate use of information technology resources in accordance with this policy or other more specific/restrictive policies.

Acronyms used in this chapter:

AI	Artificial Intelligence
Android RCS	Android Rich Communication Services
API	Advanced Programming Interface
BYOD	Bring Your Own Device
CJIS	Criminal Justice Information Systems
HIPAA	Health Insurance Portability and Accountability Act
IT	Information Technology
MFA	Multi-Factor Authentication
PCI	Payment Card Industry
PFI	Personal Financial Information – a subset of PII Personally Identifiable Information
PHI	Protected Health Information – a subset of PII Personally Identifiable Information
TS	Technology Services

- 1.01 Business Purpose.** All systems, including, but not limited to, e-mail and the internet, are business tools to be used in accordance with the County’s mission, ethical standards, and governmental functions.
- 1.02 Prohibitions and Restrictions on Use.**
- a) Technology used to create or transmit defamatory material, harass, make discriminatory remarks, or engage in other behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention, or other substantial discomfort.
 - b) To conduct personal business for monetary gain or engage in any “for profit” communications or activities.
 - c) For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
 - d) For any purpose that would be a violation of any County work rules, County ordinance, state or federal laws or regulations.
 - e) Attempt to evade, disable, or bypass any security provisions of systems or the network.
 - f) Obtaining unauthorized access to any computer system.
 - g) Any employee discovering inappropriate use of these resources shall immediately forward the information and any available documentation of the use in confidence to the offender’s supervisor.
- 1.03 Security.**
- a) Password(s) and account code(s) are not to be shared with others.
 - b) Passwords shall follow the requirements established by the Technology Services Department, and should not be used personally or on public sites.
 - c) Sessions or files should not be left unattended or unsupervised. Stations should be locked when unattended.
 - d) Employees may not use login IDs and passwords belonging to others.

- e) Attempting to gain unauthorized access to the system or network is against the law and is prohibited.
- f) Anyone receiving electronic communications in error shall notify the sender immediately. The communication may be privileged, confidential, and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.
- g) Access to County systems, especially those available remotely or sensitive in nature, will require Multi-Factor Authentication (MFA) and will be setup by the Technology Services Department. It is the employees' responsibility to be sure all MFA requests are generated by their sign on requests.
- h) Devices containing PHI, PFI, HIPAA, or other confidential materials need to be encrypted for compliance. The Technology Services Department will assist with setup.
- i) Third Party Remote access to County systems is prohibited unless an approved/trusted vendor/consultant authorized by the Technology Services Department. If permitted it is the employees' responsibility to monitor the session start to finish for any security related concerns.
- j) Any physical devices that access County internal resources need to be approved and installed by the Technology Services Department unless specific permission is granted by Technology Services staff.
- k) Any suspected security issues/breaches shall be immediately reported to the Technology Services Department.

1.04 Legal.

- a) The Technology Services Department will monitor the use of information technology resources. Employees have no expectation of privacy regarding their use of County IT Resources (for County business or personal pursuits).
- b) All data and data transmission shall remain the property of Door County and will not belong to the individual employee.
- c) The unauthorized installation, use, storage, or distribution of copyrighted software or material is against the law and is prohibited.
- d) Software licensed by and to the County may only be used in accordance with the applicable license.

SECTION 2 – SOFTWARE

- 2.01 Copying of Software.** The unauthorized duplication or use of copyrighted software is prohibited.
- 2.02 Software Installation.** The Technology Services Department will install all County-supported/ approved software unless specifically authorized by the Technology Services Department.
- 2.03 Downloading Software.** Unless specifically authorized by the Technology Services Department, employees shall not download software residing on the internet, bulletin boards, or personal software. This includes, but is not limited to, games, screen savers, utilities, demo software, and third-party software.
 - a) Software residing on County equipment may be audited to determine if it complies with the licensing agreements of the County.
- 2.04 Home Use of Software.** County software may be used on a home or portable computer only if the licensing agreement of the software vendor allows it, and only after a written request from the appropriate Department Head is approved by the Director of the Technology Services Department. Any files created using this method should be migrated to Door County network storage and permanently deleted from home-based PCs. Any record created on a home or portable device for County purposes is a County record and subject to retrieval by the County.

- 2.05 Training.** Training on County supplied software, hardware, or computer systems will normally be purchased from the source vendor or outside suppliers who are certified instructors of the product being implemented. The Technology Services Department will assist with negotiating special discounted price agreements with training suppliers. When this is not possible or becomes cost-prohibitive, the Technology Services Department may assist or lead training sessions as necessary.
- 2.06 Security.** All computers will have virus protection/security software installed. Even though this software will protect the computer, it is not foolproof. If it is suspected that a computer has had its security compromised, the user should immediately contact the Technology Services Helpdesk.

SECTION 3 – NETWORK / EMAIL / INTERNET

- 3.01 Network.** Door County reserves the right to prioritize uses and access to the network.
- a) All use of the network must conform with local, state, and federal law and County policies.
 - b) County employees and officials (appointed and elected) must not use non-County e-mail accounts or other non-County external resources to conduct business.
 - c) Use of the system and network to access, view, store, or distribute illegal, objectionable, or pornographic materials is prohibited.
 - d) No use of the network shall serve to disrupt the operation of the network for use by others.
 - e) System and network components, including hardware and software, shall not be destroyed, modified, abused, or tampered with in any way.
 - f) The County reserves the right to monitor all traffic on the network to maintain network integrity and to ensure that no illegal or improper activity is occurring.
 - g) Common folders will be established to promote the transfer of information and files between employees and Departments.
 - h) Unless necessary for program administration, no one shall review the computer files of another without prior authorization from the Department Head, County Administrator or Corporation Counsel.
- 3.02 E-mail.**
- a) E-mail may not be used for commercial solicitation or political activities.
 - b) Be aware that the internet is not secure and assume that others can read your e-mail.
 - c) Use caution when following links or downloading attached files or programs. These files may contain viruses or have other malicious intent.
 - d) No one shall review the e-mails of another without prior authorization from their Department Head, Human Resources, Corporation Counsel, or the County Administrator.
 - e) All e-mail transmissions sent/received using County technology are County property. Door County reserves the right to fully cooperate with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted from or received at any County facility.
 - f) E-mails and computer files may be considered public records for purposes of the Wisconsin Public Records Law.
 - g) E-mail shall be used appropriately and professionally at all times.
- 3.03 Internet.**
- a) Internet access should be related to County business. The use of personal devices on the wireless service provided for the public is preferred for authorized personal activity.
 - b) Any information obtained via the Internet may not be factual or correct. Users shall take appropriate steps to ascertain the accuracy of information before reliance or use.

- c) All files downloaded need to be virus-scanned to ensure the integrity of the network.
- d) Limitations may be placed on access time and specific sites may be restricted from access.
- e) Tools have been installed that log the destination and duration of internet access.

SECTION 4 – SECURITY AWARENESS PROGRAM

4.01 Purpose. The purpose of this policy is to educate users on their responsibilities in protecting the confidentiality, availability, and integrity of Door County’s information assets. It proactively addresses the human vulnerability which is the most common means of security breaches. It ensures that all Authorized Users receive measurable training on relevant regulations, rules, and best practices related to information security.

A successful security awareness and training program outlines and reinforces proper behavior when handling various types of devices and information. The effectiveness of such a program depends on integrating security practices into the organization’s culture.

4.02 Awareness and Training Strategy. At a minimum, all Authorized Users are required to complete general security awareness training quarterly. New users must complete their initial training within 30 days of gaining system access. This training is conducted through online campaigns but may also be conducted in person.

4.03 Testing. The Technology Services (TS) Department will conduct random phishing campaigns throughout the year targeting all Authorized Users. These campaigns aim to promote awareness and educate users on identifying and responding to phishing attempts.

- a) Users who fail to these campaigns will be enrolled in additional mandatory training.
- b) Both the user and, when applicable, their supervisor will be notified of non-compliance.
- c) Assigned training must be completed within 10 business days.
- d) Users who fail to complete the required training after reminders and the 10-day grace period will have their network credentials disabled and may face disciplinary action per Door County’s policy.
- e) Reinstatement of credentials requires a formal request from the user’s immediate supervisor and must include a deadline for training completion.

4.04 Repeated Failures. Users who repeatedly fail phishing simulations or neglect training requirements may face suspension or restricted access to their accounts pending disciplinary review. If these failures pose a threat to the security, integrity, or functionality of the County’s computing resources, the user will be subject to formal disciplinary action.

4.05 Exceptions. Exceptions to this policy may be granted only by the County Administrator or the Technology Services Director. All granted exceptions must be formally documented and reviewed at least annually.

SECTION 5 – MOBILE DEVICES

5.01 All mobile devices (tablets, laptops, and smartphones) provided by the County are the property of Door County. The use and possession of County-owned mobile devices is reserved for County employees, with the approval of their Department Head and the County Administrator.

- a) Unless specifically exempt, information stored, saved, or maintained on a County mobile device is considered public information and is therefore subject to public disclosure laws. The user of the mobile device will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information.
- b) Technology Services Department will provide predetermined settings and applications to mobile devices. These will include:
 - 1) Setup for Wi-Fi access using County network access points.

- 2) County e-mail access.
- 3) Other applications which are appropriate for County functionality and/or collecting and/or storing HIPAA, PCI or other sensitive information, may require additional controls above and beyond the default controls, procedures and policies.
- c) Each County mobile device shall be tracked to ensure that it is consistently provided to, and used by, the same user(s).
- d) All electronic data, communications, and information, including information transmitted or stored on a County mobile device or the electronic systems of the County, remain the property of Door County.
- e) Door County retains the right to access, inspect, monitor, and/or disclose any data stored on any mobile device owned by the County, whether transmitted or received via electronic information systems (including information downloaded from the internet or received or sent via e-mail), media of any kind, and/or any other means of data input. Users have no right or reasonable expectation of privacy in anything they create, store, send, or receive using a County mobile device.
- f) County mobile devices shall be used appropriately and professionally at all times.
- g) County reserves the right to disconnect or disable services without notification.
- h) County mobile devices may not be used in any way that:
 - 1) Is contrary to or damages the County's interest.
 - 2) Results in any incremental costs to the County.

5.02 Mobile Device Application. All applications running on County mobile devices must be properly licensed. The user will not add personal payment information that is tied to an app store account using the County ID. If it is found that a personal payment account has been tied to a County user ID:

- a) The County will not reimburse the user for any applications that the user has personally purchased.
- b) Any funds remaining when the mobile device is returned to the County that is attached to a County user ID will not be reimbursed.
- c) Any/all applications purchased using the County ID will become the property of the County when the mobile device is reacquired by the County.

5.03 Wireless Connections. Use of wireless connections should be used with caution and should not be considered secure, unless there is definitive proof that it is a secure network. Extreme caution should be practiced when sending or receiving confidential or sensitive material.

5.04 Mobile Device Security. Users will be expected to take reasonable precautions to protect any mobile device assigned to them from damage, destruction, or theft. This includes at a minimum screen lock passcodes. Any suspected breach of security, damage, destruction, or theft of any mobile device owned by the County should be reported to the Technology Services Department as soon as possible. The Technology Services Department will determine the extent of damage and provide an estimate of the cost to repair or replace.

5.05 Hourly Employee Usage. Hourly employee mobile devices used for business-related calls and activities outside of regular business hours must be recorded as compensable time unless such time is de minimis (i.e., brief, irregular, and administratively difficult to keep track of). Mobile device use incurring overtime is prohibited unless authorized by the employee's Supervisor/Department Head.

5.06 Mobile Device Safety.

- a) **Texting.** Using a mobile device to text while driving is prohibited by law under Wis. Stats., § 346.89 - Inattentive Driving. As noted in the statute, the operator of an emergency vehicle is exempt, provided they drive with due regard for safety at all times.

- b) **Phone Calls.** While operating a motor vehicle and placing or receiving a phone call, employees are required to drive with due regard. In general, a phone should not be used while operating a motor vehicle. Use of hands-free devices such as a Bluetooth device to place phone calls is permitted, if driving conditions permit.

SECTION 6 – SMARTPHONE/BRING YOUR OWN DEVICE (BYOD)

- 6.01** Employees may elect to use a personal smartphone for County business if authorized by their Department Head. Employees/elected officials are expected to exercise the same discretion and professionalism while using their smartphone for County business purposes as they would with a County-provided smartphone.

Employees/elected officials who use their smartphones for County business purposes must abide by this policy. Employees/elected officials who use their personal smartphones for County business purposes do so voluntarily with the understanding that Door County is not responsible for the purchase and/or overall costs associated with the use of personally owned devices.

6.02 County-Provided Smartphone.

- a) All County-provided smartphones will need to be enrolled in the Smarsh service with a carrier that is supported by their API method (i.e., U.S. Cellular, Verizon, AT&T, and Cellcom).
- b) End-to-end encrypted messages/chat features will need to be disabled. This includes, but is not limited to, Android RCS chat and Apple iMessage.

6.03 Personal Smartphone.

- a) County employees wishing to use a personal smartphone for County business must obtain written approval from their Department Head before use.
- b) Elected officials wishing to use a personal smartphone for County business must obtain written approval from the County Board Chair before use.
- c) Installation of the Smarsh application is required for the use of a personal smartphone for County business. All County business on a personal smartphone must be through the Smarsh application. With the exception of an emergency, the use of a personal smartphone for County business outside of the Smarsh application is prohibited.
 - 1) The personal device must meet the requirements to run the Smarsh application.
 - 2) Proper permissions to operate must be given to the Smarsh application.
 - 3) Smarsh utilizes data to operate; thus, an adequate data plan will need to be available.
 - 4) Proper data signal should be taken into consideration.
- d) Door County is not responsible for any expense related to an employee or elected official's use or operation of a personal smartphone, including, but not limited to, the cost to purchase, replace, or service the smartphone, insurance, accessories, or power to charge, as well as the cost of any service and data plan including any overages. Expenses related to the use or operation of a personal smartphone will be the responsibility of the employee/elected official. The County, in its sole discretion, may provide a monthly stipend to authorized employees/elected officials who utilize their smartphones for County business.
- e) **Stipend.** Authorized employees/elected officials who use personal smartphones for County business under this policy may receive an agreed-on monthly stipend as approved by the County Board. If an employee/elected official's cost to use or operate their smartphone exceeds the monthly stipend, the employee/elected official shall be responsible for any, and all, remaining amounts, and the County will not be liable for the cost difference. Under no circumstances shall the County be responsible for any late fees or like charges.

- 6.04 Public Records.** Retention of County records is required by County ordinance and state law. Employees and elected officials are required to comply with record retention requirements irrespective of where and how County records are stored.
- a) The only part of an employee/elected official's phone being captured and retained by the County when using Smarsh's BYOD method is what happens in the Smarsh app. No personal data outside the app is monitored.
 - b) Records related to County business created or stored on a personal smartphone outside the Smarsh application are County records that need to be turned over to the County and are subject to disclosure.
 - c) Proper utilization of the Smarsh application allows for proper record archiving/retention and separates personal activities and County business-related activities, making the need to search the employee/elected official's smartphone to acquire County records maintained on such device unlikely for open records requests.
 - d) Messages sent utilizing the API method with chat features disabled will automatically be archived in accordance with public records law requirements.
 - e) Questions regarding the applicability of public records law and record retention requirements to specific content, or a particular use case, should be referred to the Department Head and/or the Corporation Counsel.
- 6.05 Confidentiality.** Employees and elected officials are expected to know and follow applicable confidentiality laws. Employees and elected officials are responsible for compliance with such laws whether or not they use a personal or County-provided smartphone.
- 6.06 Support and Maintenance.**
- a) The Technology Services Department will neither install, configure, nor provide support for, any personal devices connected to County networks, with the exception of the creation of applicable accounts. Approved BYOD devices are still treated as personal devices and are not considered 'managed' with TS support.
 - b) Employees/elected officials are responsible for the maintenance and repair of their devices.
 - c) Employees/elected officials receiving a stipend shall immediately report any termination or lapse in personal smartphone operation to the Door County Human Resources Department. An adjustment to or suspension of such employees/elected official's stipend may be made by the County.
 - d) Neither the Technology Services Department nor the County shall be held responsible for any damage(s) related to the use of the Smarsh application or County business use of a personal smartphone.
 - e) Employees/elected officials are responsible for backing up personal information and data on their smartphones. The County disclaims all responsibility for lost personal information and data on a personal smartphone.
 - f) Door County Technology Services support is available for County-funded application issues only (i.e., DUO, Outlook, Smarsh, Jabber).

SECTION 7 – GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

- 7.01** The intent of this policy is to promote the safe and responsible use of generative AI as part of the operations, business, and services of the County of Door, while also protecting the County and the privacy and security of our systems, employees, residents, and those we work with. The implementation and use of generative AI should always be subject to careful consideration and evaluation to ensure that it aligns with the law and the County's values, goals, best practices, and mission. The use of generative AI should be based on the premise that it does not take the place of a human being and the expectation is that the user must review, evaluate, amend, and supplement AI generated content.

- a) This policy applies to all use of generative AI technology as part of the operations, business, and services of the County of Door.
- b) This policy does NOT apply to other types of artificial intelligence, such as machine learning or data analysis, which is used for decision-making processes or identifying patterns in data.
- c) Individual departments may implement a supplemental policy on the use of generative AI within their department. Where conflict exists between this Policy and an individual department's policy, the more restrictive policy will take precedence.
 - 1) Department Heads/supervisors are responsible for determining how, if at all, generative AI should be utilized within their department and establishing supplemental generative AI policies, standards, procedures, or guidelines as needed for their department purpose, provided the supplemental generative AI policies, standards, procedures, or guidelines are not less restrictive than County policies.
 - 2) All supplemental generative AI policies shall be reviewed and approved by Corporation Counsel and the Technology Services Director prior to implementation.

7.02 Acceptable Uses. Individuals wishing to use generative AI for County operation, business, or service purposes must obtain approval from their Department Head/supervisor prior to use.

- a) All generative AI use should encourage and promote inclusive growth, human-centered values, transparency, safety, security, and accountability.
- b) Content created using generative AI is subject to the County's record retention policy, Wisconsin's Public Records Law, and other applicable laws and regulations.

7.03 Prohibited Uses.

- a) Generative AI shall not be used for decision-making processes, such as determining eligibility for employment, personnel decisions, purchase decisions, etc. without the express approval of the County Administrator.
- b) Credentials (username and password) used for County network access shall not be used to create an account with any AI technology platforms.
- c) Generative AI content shall not be shared when errors and/or inaccuracies in the content may exist, unless the content indicates it was created using generative AI and may contain errors and/or inaccuracies.
- d) Generative AI shall not be used to generate any content that violates any federal, state, or local law, regulation, or ordinance.
- e) Generative AI shall not be used to generate content that violates the County's policies, procedures, and ethics expectations/requirements.
- f) Computer code created by generative AI will not be utilized in the County's production environments as written without human review and validation.
- g) No confidential, HIPAA, PII, PHI, CJIS controlled or similarly regulated information may be shared with a generative AI platform.
- h) No information classified as intellectual property, proprietary, controlled, confidential, or regulatory-related may be shared with a generative AI platform.
- i) The use of AI transcription or other AI tools that have access to phone calls, video conferences, or other recorded conversations shall not be used without guidance from Corporation Counsel. Use of these tools may violate attorney-client privilege, or other regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) or Criminal Justice Information Systems (CJIS). Improper use of these services could result in legal violations.
- j) If any part of AI generated content is known to be, or later discovered to be, owned by others or used without permission, then immediately cease using the content and report the discovery to Corporation Counsel for review.

- k) Generative AI technology shall not be used for obtaining legal or other professional advice requiring licensure. AI technology shall not be used to create work product that requires a professional license or certificate (e.g., legal, medical, engineering, surveying, etc.) AI technology shall not be used as a replacement for required Corporation Counsel review, or any review and certification by any other licensed professionals. Improper use of AI may constitute unlicensed practice of professional trades (e.g., unlicensed practice of law, unlicensed surveying, etc.).

SECTION 8 – USE OF CAMERA ENABLED DEVICES

- 8.01 Use of Camera Enabled Devices.** The use of camera-enabled devices to take photographs or videos may violate the privacy rights of co-workers, vendors, customers, and their sensitive information or undermine the County’s operations. Use of a camera on a camera-enabled device to capture images or video is prohibited while performing work unless it is being used directly for work purposes, and prior approval is obtained from the user’s Department Head. If the user is authorized to capture visual images for work purposes, the user acknowledges that:
- a) Violating an individual’s privacy rights can invoke a number of state and federal criminal statutes as well as expose an individual to civil liabilities. Obtain permission from adults and children when taking photographs utilizing the County’s Marketing and Publications Release Form.
 - b) Usage must be in compliance with Door County’s Code of Ethics and Conduct, and respectful of client and staff privacy rights. Generally, photographs should not be taken contrary to a person’s wishes, or where client or personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work. Violations may result in confiscation of the device in addition to discipline up to and including termination.
 - c) Photos and videos for evidence collection, healthcare, and/or other official purposes are permitted by this policy or state statute. Regardless of authority to record, County system users must treat all images as confidential; supervisory staff has the authority to release them, if authorized by law.
 - d) The camera should not be used to take any photographs or video that may be of a confidential nature and stored on the device in an unencrypted manner.

SECTION 9– REMOTE ACCESS

- 9.01** Door County’s software and information is made available to employees outside of County facilities via the internet. Access to enterprise systems is available with appropriate sign-in credentials with proper Department Head authorization and the Technology Services Department’s approval. This method is preferred as it only requires an internet connection from a home-based PC. By default, files created using this method stay on Door County network storage and eliminates the need for the employee to migrate the data to the Door County network and remove it from home PC resources.

Remote Access must follow the policy as defined in Chapter 3, Section 4.

SECTION 10 – HELPDESK

- 10.01** All electronic systems (computers, servers, printers, phones, wireless devices, and network gear) installed at Door County by the Technology Services Department are supported through the Helpdesk system in conjunction with the personnel within the Department.
- a) Electronic systems installed by outside vendors, the state of Wisconsin, or the Federal Government may or may not be supported by the Helpdesk.

- 10.02** The Helpdesk is the central clearing house for all technical issues. The Helpdesk function is responsible for logging all technical support calls from initiation to closure.
- a) For password related issues including lockouts, the County has a password self-service (<https://dcpss.co.door.wi.gov>) available everywhere. This service allows an end user to reset a locked account or forgotten password. The employee shall keep their information within this service up to date.

10.03 Technical support during normal business hours: M-Thurs, 7:00 AM – 4:30 PM and Friday 7:00 AM – 11:00 AM.

- a) **Non-Critical Issues.** End users should contact the Technology Services Helpdesk via the ticketing system. This is available via the intranet site.
- b) **Critical Issues.** End users should contact the Technology Services Helpdesk phone at extension x2498 or, outside the organization, at 920-746-2498.
 - 1) End users need to be prepared to provide contact information, a brief description of the problem, and any other pertinent information. If the Helpdesk voicemail system is reached, please leave a detailed message with the appropriate information.
- c) End users should refrain from calling specific Technology Services personnel directly unless they have one of the following:
 - 1) A specific Helpdesk ticket number to reference that has already been assigned to specific Technology Services Personnel.
 - 2) A pre-existing or ongoing issue that is a “Work in Progress,” or have been directed by TS personnel that it is OK to call them directly.

10.04 After Hours.

- a) **Non-Critical Issues.** End users should contact the Technology Services Helpdesk via the ticketing system. This is available via the intranet site and the issue will be attended to on the next business day.
- b) **Critical Issues.** End users should contact the Technology Services Helpdesk phone at extension x2498 or, outside the organization, at 920-746-2498.
 - 1) End users need to be prepared to provide contact information, a brief description of the problem, and any other pertinent information. If the Helpdesk voicemail system is reached, please leave a detailed message with the appropriate information.

SECTION 11 – NEW EQUIPMENT OR SOFTWARE

11.01 Requests for new technology should be made via the normal capital outlay budget cycle and sent to the Technology Services Department. Requests should include the requestor’s name, Department, phone number, a description of the request, the request implementation date, and whether the request is mandated, critical, or important. All hardware/software needs to be approved and installed by the Technology Services Department unless specific permission is granted by the Technology Services Department’s staff.

Chapter Revisions

Resolution or Approval	Description of Change

Chapter Eleven –Anti-Harassment, Discrimination and Retaliation Policy

SECTION 1 – STATEMENT OF POLICY

1.01. Anti-Discrimination Policy Statement

Federal and state law prohibits employment discrimination on the basis of race, creed, religion, color, national origin or ancestry, sex, age, political belief, disability, arrest or conviction record, sexual orientation or marital status, as well as other protected characteristics.

It shall be the policy of Door County to provide equal opportunity in employment, training, and advancement for all individuals regardless of their membership in a protected classification. It shall also be the policy of Door County to provide equal opportunity in service delivery in that no otherwise qualified person shall be excluded from participation in or be denied the benefit of, or otherwise subjected to discrimination under any program or activity.

Door County shall not discriminate, nor shall it do business with any organization or person who discriminates in hiring practices or program participation against any individual or group because of race, creed, religion, color, national origin or ancestry, sex, age, political belief, disability, arrest or conviction record, sexual orientation or marital status or criteria non-relevant to job performance.

Door County shall recruit and select the most qualified persons for positions with the County. In accordance with State Law and the guidelines of the Equal Employment Opportunity Commission, recruitment and selection shall be conducted in a manner to ensure open competition and to provide equal employment opportunity to qualified individuals regardless of race, age, sex, religion, disability, national origin, political affiliation, or any other classification protected by state or federal law.

Discrimination on the basis of age or sex, or physical disability will be prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration.

1.02 Anti-Harassment Policy Statement

The County is committed to maintaining a work environment that is free of unlawful harassment. The County will not tolerate harassing conduct that affects tangible job benefits, which interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

This policy applies to all elected officials, and to all employees, including regular, limited term or contracted personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

Harassment is unlawful and is conduct that exposes both Door County and individuals engaging in harassment to significant liability under the law. Employees at all times should treat other employees respectfully, with dignity and in a manner so as not to offend the sensibilities of a co-worker. Accordingly, Door County is committed to vigorously enforcing this Harassment, Discrimination and Retaliation Policy at all levels within the County.

No employee should be subjected to behavior that is personally offensive, which lowers morale or interferes with productivity in the workplace. Each employee has a duty to help maintain a workplace free from harassment. This duty involves refraining from any insulting, degrading, demeaning or exploitative behavior toward other employees, including sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct

interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about harassment or discrimination against the individual raising the concern or against another individual.

Door County has an affirmative duty to investigate and eradicate all forms of harassment, discrimination and complaints about conduct in violation of this Policy. All employees should be advised that Door County will impose strict penalties for all confirmed violations of this Policy.

1.03 Statement of Prohibited Harassment and Retaliation

Door County considers the following conduct to represent the kind of acts that violate this Harassment Policy:

- a) Physical Contact of a Degrading, Demeaning or Sexual Nature. This includes:
 - 1) Any punching, hitting, slapping, rape, battery, molestation or attempts to commit any such assaults; and
 - 2) Intentional physical conduct that is offensive or sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- b) Unwanted Sexual Advances, Propositions, or Other Sexual Comments. This includes:
 - 1) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
 - 2) Preferential treatment or promises of preferential treatment to any employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and
 - 3) Subjecting or making threats of subjecting an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of that employee's sex.
- c) Sexual, Discriminatory or Otherwise Offensive Displays or Publications Anywhere in Workplace by Employees. This includes:
 - 1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are offensive to other employees, sexually suggestive, demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display, or view at work.

Materials will be presumed to be offensive to other employees if such materials depict persons, symbols, situations, objects, caricatures, language or any other thing known to be generally offensive to certain classes of persons or known to be offensive to a particular employee.

Materials will be presumed to be sexually suggestive if such materials depict through words, symbols, situations or in any other way a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work and who is posed for the obvious purpose of displaying or drawing attention to the private portions of his or her body.

- 2) Reading or otherwise publicizing in the workplace or during work-related activities materials that are in any way offensive to other employees, sexually suggestive, demeaning or pornographic; and
 - 3) Displaying signs or other materials purporting to segregate an employee by sex, race, creed, color, age, disability or sexual preference in any area of the workplace.
- d) Retaliation. Any retaliation against an employee who files a complaint or participates in an investigation under this Policy is prohibited. This includes:
- 1) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliation; and
 - 2) Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct, such as that described in any item above.
- e) Other Acts.

Any language or gesture depicting hostility toward any employee because of that employee's race, color, creed, sex, age, disability or sexual preference.

Please note that the prohibited conduct listed above is illustrative and not exhaustive of all acts prohibited under this Policy.

SECTION 2 – REPORTING AND COMPLAINT PROCEDURE

1.01 Reporting Expectations

- a) All employees will notify their supervisor whenever they have witnessed, experienced, or become aware of any act of discrimination, harassment or retaliation. As an alternative, an employee may report such incidents of harassment to their Department Head, a supervisory employee in any other County department (including the Sheriff's Office), or to the Human Resources Department.
- b) The purpose of having several persons to whom complaints may be made is to avoid situations where employees are faced with complaining to a person, or a close associate of a person, who might be the subject of a complaint. Anyone who has observed unlawful discrimination, harassment or retaliation should report it to designated personnel immediately. A complainant need not be the person who was the target of harassment or retaliation. All employees have an affirmative duty to report any harassment, discrimination or retaliation that they are aware of.
- c) Supervisors receiving employee reports of harassment, or who have knowledge of a situation, shall report such information to their Department Head. The Department Head shall verbally inform the Human Resources Department, complete a memorandum, and submit the memorandum to the Human Resources Department. The memorandum should include:
 - 1) Identity of persons engaging in workplace harassment.
 - 2) Detailed description of what happened, where it happened, and when it happened.
 - 3) Identity of persons reporting or witnessing the incident/harassment.
 - 4) How the matter was resolved, or if it is ongoing.
 - 5) Suggestions for minimizing the reoccurrence of this incident/harassment.

1.02 Filing a Complaint

- a) Any employee or applicant can file a complaint if the person feels that he or she was harassed or discriminated against in employment on the basis of race, creed, religion, color, national origin or ancestry, sex, age, political belief, disability, arrest or conviction record, sexual orientation or marital status, or any other protected classification under state or federal law.
- b) When to File a Complaint. A complaint should be filed as soon as possible after the alleged harassing or discriminatory act, but not later than thirty (30) days after the incident.
- c) How to File an Internal Complaint. An Equal Opportunity Complaint Form can be requested from the Human Resources Department during regular business hours. Assistance to complete the form may be arranged with a Human Resources representative. Complaints may be mailed or hand-delivered to the Human Resources Department.

1.03 Complaint Investigation Procedure

- a) Investigation. All complaints of discrimination will be promptly investigated and addressed, ensuring that the corrective action is sufficient to immediately stop any offending conduct. Although the complaint and investigation cannot be guaranteed to remain confidential, all reasonable efforts will be made to keep the complaint confidential. The investigator shall have appropriate knowledge, training and/or experience in harassment investigations. The investigator will produce a written report, which, together with the investigation file, will be shown to the complainant within a reasonable time upon request. The investigator is empowered to recommend remedial measures based upon the results of the investigation, and Door County will promptly consider and act upon any such recommendation. Door County will maintain a file on all harassment charges and the particulars of the investigation.
- b) Penalties for Violation of Policy. Discrimination, harassment and retaliation is unlawful and hurts other employees. Every incident of such conduct creates a negative work environment in which all employees suffer the consequences. Accordingly, any employee who engages in such conduct will be made to bear the full responsibility for such unlawful conduct, up to and including termination.
- c) Cooperation. An effective sexual harassment policy requires the support and example of Door County personnel in positions of authority. Door County agents or employees who engage in discrimination, harassment or retaliation or who fail to cooperate with Door County-sponsored investigations of discrimination, harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other Door County employees, and/or retaliate against complainants or witnesses may be immediately discharged.

1.04 External Complaints

An employee who has been subject to unlawful harassment, discrimination or retaliation, can also pursue a claim that can be directly filed with one of the following agencies:

Equal Rights Division Equal
Department of Workforce Development
219 East Washington Avenue
P.O. Box 8928
Madison, WI 53708

Employment Opportunity Commission
310 West Wisconsin Avenue
Milwaukee, WI 53203

Department of Health & Family Services
Affirmative Action/Civil Rights Compliance Office
P.O. Box 7850
Madison, WI 53702

Office for Civil Rights
U.S. Dept Of Health & Human Services
300 South Wacker Drive
Chicago, IL 60606

Chapter Revisions

Resolution or Approval	Description of Change

Door County Employee and Administrative Policy Manual

FORMS

Forms can be found on BEACON, or contact Human Resources

Chapter	Section(s)	Name of Form	
1	2.06	Acknowledgement Form	
2	11.02	Outside Employment Form	
2	17.05	Door County Fleet Vehicles Driver's Accident Report Form	
3	1.06	Work Schedule Report Form	
3	4.04	Remote Work Site Certification Checklist	
3	4.04	Door County Remote Work Arrangement Form	
3	4.08	Issue and Return of County Property	
4	6.01	Remote Work Site Certification Checklist Door County Remote Work Arrangement Form	
4	7.02	Reimbursable Expense Voucher Request Form	
5	5.01	"Fitness for Duty Certificate" form, or Attending Providers Return to Work Recommendations Records	
5	6.06	FMLA Information Checkoff List	
5	11.09	"Fitness for Duty Certificate" form, or Attending Providers Return to Work Recommendations Records	
6	8.01	Section g) 1) refers to 'Tuition Assistance Program Application Materials'	
6	8.01	Section g 2) and 3) refer to 'Application form'	
6	8.01	Section g) 5) Tuition Assistance Program Payment Authorization form	
7	2.01	Worker's Compensation Claim Kit	
7	2.01	"Fitness for Duty Certificate" form, or Attending Providers Return to Work Recommendations Records	
8	8.05	Sections b), c), and d). Grievance Form	
9		None	
10	8.01	Marketing and Publications Release Form	
11	1.02	Equal Opportunity Complaint Form	

16 February 2026 – Library Board Meeting

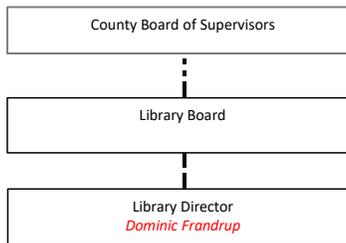


Agenda Notes

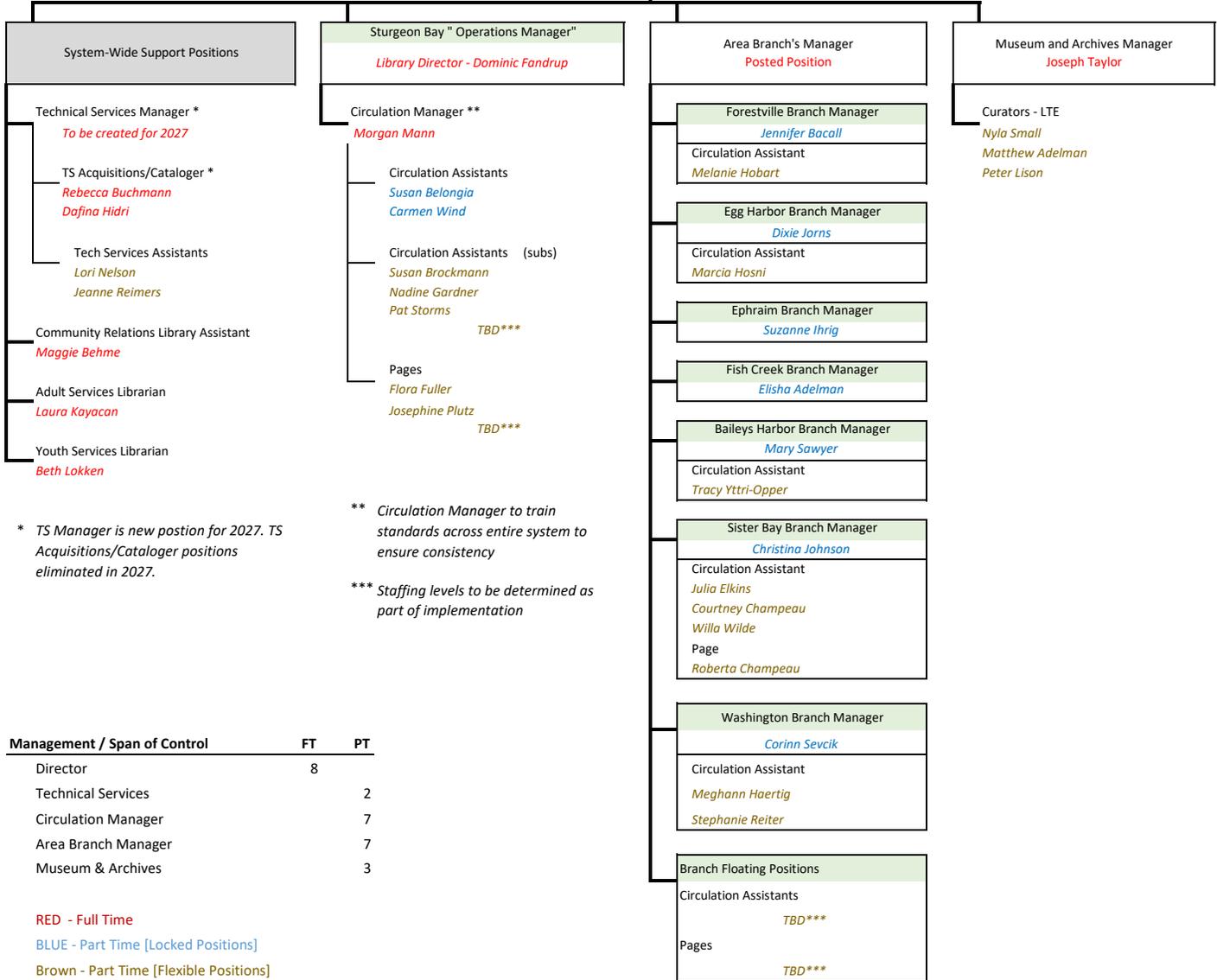
22. Review and Approve Library Hierarchy Proposal

Draft Door County Library hierarchy proposal. Discussion of roadmap towards possible implementation.

DRAFT



Administrative Assistant 2 - Library
Ashley Zahn



* *TS Manager is new position for 2027. TS Acquisitions/Cataloger positions eliminated in 2027.*

** *Circulation Manager to train standards across entire system to ensure consistency*

*** *Staffing levels to be determined as part of implementation*

Management / Span of Control	FT	PT
Director	8	
Technical Services		2
Circulation Manager		7
Area Branch Manager		7
Museum & Archives		3

RED - Full Time
 BLUE - Part Time [Locked Positions]
 Brown - Part Time [Flexible Positions]

16 February 2026 – Library Board Meeting



Agenda Notes

23. Review and Approve Area Branch Manager Job Description

Draft Door County Library Area Branch Manager Job Description.
Discussion of position and fit in the proposed hierarchy.

16 February 2026 – Library Board Meeting



Agenda Notes

22. Discuss Sturgeon Bay Circulation Staffing Pilot

Discussion of a possible pilot to adjust circulation desk staffing levels.