

FORWARD

This Employee Handbook presents general policies and procedures of the Wisconsin State Fair Park. It is not intended as a comprehensive resource for all policies and their interpretations. However, this handbook does direct the reader to appropriate resources when additional information might be useful.

These policies and practices apply to all department employees except where otherwise noted. If any conflicts develop with statutes, administrative codes, or negotiated agreements, the latter take precedence over these policies and procedures as presented in this handbook.

In this handbook, readers are often referred to the ALL SHARED FILES on the H Drive. The Human Resources Office is also a valuable source of information.

This handbook will be in the ALL SHARED FILES on the H Drive and will be made available in alternative formats upon request.

TABLE OF CONTENTS

WELCOME

FORWARD

EMPLOYEE RESPONSIBILITIES - PERSONAL CONDUCT

SECTION 1

CODE OF ETHICS	1
<i>Definition of Terms</i>	1
<i>Conflicts of Interest</i>	2
<i>Standards of Conduct (Prohibited Activities)</i>	2
<i>Standards of Conduct (Competitive Events)</i>	3
POLITICAL ACTIVITIES	5
<i>Allowable Political Activities</i>	6
<i>Prohibited Political Activities</i>	7
WORK RULES	8
<i>Work Performance</i>	8
<i>Attendance and Punctuality</i>	8
<i>Personal Actions and Appearance</i>	9
<i>Outside Activities and Employment</i>	11
<i>Other Work Rule Provisions</i>	11
FAIR LABOR STANDARDS ACT (FLSA)	12
DRUGS AND ALCOHOL	12
<i>Drug Free Work Place</i>	12
GAMBLING	12
INTERNET/E-MAIL POLICY	13

EQUAL OPPORTUNITY

SECTION 2

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT	14
<i>Prohibitions of Discrimination and Harassment</i>	15
<i>Accommodating Disabilities and Religious Practices</i>	17
<i>Equal Employment Opportunity/Affirmative Action Efforts in Contracting</i>	17
<i>Attached Boards and Commissions</i>	17
<i>Equal Employment Opportunity/Affirmative Action Accountability</i>	18
<i>Monitoring and Evaluating the EEO/AA Plan</i>	18
REASONABLE ACCOMMODATION	18

PAYROLL AND BENEFITS

SECTION 3

ORIENTATION	19
COMPENSATION	19
NIGHT/WEEKEND DIFFERENTIAL	19
OVERTIME/COMPENSATORY TIME	19
PAY PERIODS, PAYDAYS AND PAYCHECKS	20
ELECTRONIC DEPOSIT	20
EARNINGS/LEAVE ACCOUNTING STATEMENT(EXAMPLE)	21
VOLUNTARY DEDUCTIONS	22
REPORTING TIME WORKED AND ABSENCES	22
<i>PTA Web System – (Payroll Time and Attendance System)</i>	22
WORKING HOURS	22
ALTERNATIVE WORK PATTERNS (AWP)	22
LEGAL HOLIDAYS	24

VACATION.....	24
<i>Vacation Scheduling</i>	25
<i>Vacation Deferral</i>	25
PERSONAL HOLIDAYS	26
SICK LEAVE	26
CATASTROPHIC LEAVE (LEAVE DONATION PROGRAM)	27
EXAM/INTERVIEW TIME.....	27
INCLEMENT WEATHER	27
JURY DUTY/COURT APPEARANCES.....	28
OTHER PAID LEAVE	28
<i>Voting Time</i>	28
<i>Military Leave</i>	28
GENERAL LEAVES OF ABSENCE	28
<i>Leave for Union Activities</i>	28
<i>Maternity Leave</i>	29
<i>Paternity Leave</i>	29
<i>Medical Leave of Absence</i>	29
<i>Leave of Absence to Participate as Bone Marrow or Human Organ Donor</i>	29
<i>Record Keeping for Leaves Without Pay</i>	29
INSURANCE AND FRINGE BENEFIT PROGRAMS	31
<i>Health Insurance</i>	31
<i>Life Insurance</i>	32
<i>Catastrophic, Accidental Death/Dismemberment Insurance</i>	32
<i>Short-Term and Long-Term Care Insurance</i>	32
<i>Income Continuation Insurance (Wage Insurance)</i>	32
<i>Employee Reimbursement Account (ERA)</i>	33
<i>Worker's Compensation</i>	33
<i>Unemployment Compensation</i>	33
<i>Social Security</i>	33
<i>Deferred Compensation</i>	33
<i>Wisconsin Retirement System Information</i>	34

HUMAN RESOURCES

SECTION 4

DEFINITION OF TERMS	35
<i>Civil Service</i>	35
<i>Unclassified Employees</i>	35
<i>Classified Employees</i>	35
<i>Employment Eligibility</i>	35
<i>WiscJobs</i>	35
<i>Job Description</i>	35
<i>Probationary Period</i>	36
<i>Limited Term Employee (LTE)</i>	36
<i>Project Position</i>	36
<i>Reclassification</i>	36
<i>Reallocation</i>	36
<i>Reinstatement</i>	36
<i>Transfer</i>	36
<i>Demotion</i>	37
PERFORMANCE EVALUATION	37
BACKGROUNDS INVESTIGATIONS	37
TRAINING.....	37
PERSONNEL FILE	38
EMPLOYEE ASSISTANCE PROGRAM.....	38
FEDERAL FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)	38

LEAVING THE DEPARTMENT	SECTION 5
VOLUNTARY SEPARATION	41
DISCHARGE.....	41
JOB ABANDONMENT	42
LAYOFF (NON-REPRESENTED EMPLOYEES)	42
<i>Layoff Recall</i>	42
<i>Benefit Status During Layoff</i>	43
FURLOUGH	43

FACILITIES AND GENERAL SERVICES	SECTION 6
ACCESS CARDS, KEYS AND ID CARDS.....	44
TELEPHONE USAGE.....	44
COPY MACHINES	44
MAIL SERVICES	44
PARKING INFORMATION	45
CREDIT CARD (P-CARD).....	45
STATE PURCHASING	45
TRAVEL	45
RECYCLING.....	45
FORMS MANAGEMENT PROGRAM.....	46
RECORDS MANAGEMENT PROGRAM.....	46

ADMINISTRATION	SECTION 7
MEETINGS AND RECORDS	48
<i>Open Meetings Law</i>	48
<i>Public Records Law (Open Records)</i>	48

SAFETY	SECTION 8
SECURITY PROCEDURES	50
EMERGENCY INFORMATION	50
<i>Contact Information</i>	50
<i>Emergency Information</i>	51
<i>Fire, Medical, Weather</i>	51
<i>Bomb Threat</i>	51
<i>Suspicious Mail</i>	51
<i>Violence or Critical Incident</i>	52
<i>Power Outage</i>	52
EVACUATION PROCEDURES	53
ACCIDENT AND INJURY REPORTING	53
WORKER’S COMPENSATION	53

WEB SITES FOR USEFUL INFORMATION 55

INDEX 56

EMPLOYEE RESPONSIBILITIES - PERSONAL CONDUCT

CODE OF ETHICS

There are two state ethics codes applicable to Wisconsin State Fair Park employees: the Code of Ethics for Public Officials, found in Chapter 19 of the Wisconsin Statutes, and the State Employees' Ethics Code, found in Chapter ER-MRS 24 of the Wisconsin Administrative Code. The Code of Ethics for Public Officials applies primarily to elected and appointed officials, such as the department secretary, deputy secretary, executive assistant, and division administrators. This code requires appointed and elected persons to provide detailed financial information to the State Ethics Board. The State Employees' Ethics Code applies primarily to classified employees, including FTE, LTE, and project employees. It does not require any personal financial reporting.

Both ethics codes are similar in scope. Both seek to prevent conflicts of interest from arising between the employee's personal interests and his or her public duties and responsibilities, and to accomplish this goal by establishing standards of conduct that, if followed, should prevent conflicts of interest from occurring.

Wisconsin State Fair Park Board provides additional guidance on employee behavior in Board Resolution Number 014-07. These rules ensure proper implementation of ethics and conflict of interest policies as they relate to avoiding situations and actions that could create doubt on the fairness of competitive events. Participants in competitions and the public must have confidence that State Fair competitions remain above reproach.

DEFINITION OF TERMS

Additional Employment: Any self-employment activity or paid position other than the one that the employee holds at State Fair Park
Anything of Value: A gift, favor, service, money, loan or promise of future employment or hospitality extended for a purpose related to state business. Hospitality includes meals, beverages or lodging. Hospitality is unrelated to state business, if a reasonable person would conclude that the hospitality would be extended if the guests were not state employees or members of their immediate family.

Organization: Any corporation, partnership, or other legal entity that engages in either nonprofit or profit making activities.

Confidential Information: Information obtained under government authority, which has not become part of the body of public information, obtained in expectation that it will not be made public.

Immediate Family: The employee's spouse or any persons who receive more than one-half of their support (directly or indirectly) from the employee, or from whom the employee receives more than one-half of the employee's support.

Personal Gain: An increase or improvement in the financial condition, status, pay, position or other desirable conditions for an employee, the employee's immediate family, or business in which the employee has a significant fiduciary interest.

Associated: As applied to organizations, includes any organization in which the employee or a member of the employee's immediate family is a director, officer, trustee, or owns or controls (directly or indirectly) at least 10% of the outstanding equity.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

State Property: Includes leased or owned facilities, vehicles, supplies, equipment, stenographic assistance and duplicating services of any kind where a direct cost to the state may be identified.

ETHICS AND CONFLICTS OF INTEREST

The Legislature recognizes that state employees have the same rights to personal and economic interests as other citizens. Personal relationships and outside employment are allowed as long as no conflict occurs between a person's private interests and his or her public duties. Accordingly, employees may accept outside employment that does not conflict with the faithful discharge of his or her duties.

A conflict of interest exists when:

1. The employee's action or failure to act propitiously could be reasonably construed to produce, or assist in producing, a private benefit for the employee, or the employee's immediate family, or an associated organization.
2. The matter at issue is one in which the employee, the employee's immediate family or associated organization has a substantial interest.

STANDARDS OF CONDUCT (PROHIBITED ACTIVITIES)

In an attempt to prevent conflicts from arising in the first place, the law provides standards of conduct that prohibit certain activity. Thus, an employee may not do any of the following:

1. Use his or her public position or state property (including leased property), or the influence and prestige of their position, to influence or gain financial or other benefits or privileges--directly or indirectly--for the employee, the employee's immediate family or an associated organization.
2. Solicit or accept money or anything of value from any person or organization if it could reasonably be expected to influence the employee's official actions or judgment, or be considered as a reward.
 - This includes fees, honoraria, or reimbursement of expenses when acting in an official capacity when presenting papers, talks, or other personal appearances.
 - This does not include fees, honoraria, or reimbursement of expenses when on employee's own time and not directly part of the employee's official duties.
 - An employee may accept unsolicited awards or rewards for an exceptional accomplishment or outstanding performance not related to an employee's official duties, if the situation presents no conflict of interest. Employees must notify their appointing authority before accepting such an award/reward.
3. Intentionally use or disclose confidential information gained in the course of, or by reason of, official employment that could result in a benefit for the employee, the employee's immediate family, or an associated organization.

This does not apply to whistleblower-type situations.

4. Enter into any contract/lease with payments derived from state funds of more than \$3,000 in a 12-month period, without first disclosing it in writing to the appointing authority and obtaining approval. Approval is based on whether the contract/lease will "conflict substantially and materially" with the employee's duties.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- This provision could include contracts for employment or other services, as well as for goods and commodities.
 - This provision applies to a member of an employee's immediate family, as well as any organization in which the employee or an employee's immediate family member owns or controls at least 10% of the outstanding equity/voting rights/outstanding indebtedness.
5. Recommend or make a limited term or project appointment when the person to be hired is a member of the employee's immediate family.
 - You can make recommendations for hire, or hire an immediate family member for an FTE position if the civil service certification process was utilized.
 6. Give preferential or favored treatment when supervising or managing another employee who is a member of his or her immediate family.

STANDARDS OF CONDUCT (COMPETITIVE EVENTS)

State Fair Park Board has set for procedures and guidelines in Board Resolution 014-07 for State Fair Park employees, including but not limited to those involved in determining the eligibility for and the outcome of competitive events. Additional positions covered include those involved with processing entry forms, selecting judges, judges, and in the appeals process for competitive events. These procedures are to provide practical guidance to employees on the appropriate implementation of statutes, rules and procedures.

1. Reporting Requirements

- Employees working positions noted above and other positions that may be identified from time to time shall complete one or more reports including an Outside Activities Report(s) and/or a Potential Conflict of Interest Report(s). Outside Activity Report forms are available from WSFP Human Resources Manager and Potential Conflict of Interest Report forms are available from and/or will be provided to part time applicants by managers of competitions.
- WSFP permanent full time employees and part time employees working more than 1,200 hours per year shall complete an Outside Activities Report(s) as a means of identifying and avoiding any and all types of ethics and conflict of interest issues.
- Permanent employees and part time employees applying for and involved in processing entry forms, determining eligibility, selecting judges, judging, or the appeals processes for any competitive event shall complete a Potential Conflict of Interest Report.

2. Outside Activity Report Review

- Outside Activity Reports are reviewed by the Executive Director. The only exception is the Executive Director's Outside Activity Report, which is reviewed by the WSFP Board's Administrative and Finance Committee.
- If an employee request to participate in an outside activity is denied because of a potential conflict, the reasons for denial shall be explained in a memorandum to the employee and a copy of the memorandum shall be attached to and filed with the report.
- If a determination of approval or denial cannot be easily made, the issue shall be submitted to the State of Wisconsin Ethics Board for an opinion.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- The Executive Director shall provide an annual report summarizing employee outside activities, including information on approvals and denials.
- Potential Conflict of Interest Reports shall be reviewed by the WSFP program manager responsible for hiring part time employees for those positions where ethics and conflict of interest issues may arise. The manager shall obtain the Executive Director's approval where a potential conflict could occur and compensating controls are required.

3. Compensating for Potential Conflicts of Interest

Because of the need for industry expertise to operate animal shows and other competitions, WSFP will need to hire part-time employees with potential conflicts of interests. Strategies that shall be applied by managers to minimize concerns include:

- When given a choice of applicants with similar experience and skills, hire the one with no potential conflicts.
- Where a potential conflict of interest could occur and choices are limited, place the individual in a competition other than the one applied for where similar skills are needed but no potential conflict could occur.
- Where there is no choice but to hire someone with specific expertise for a competition and the potential of a conflict could occur, create checks and balances in program management so participants in the show and the public have reasonable assurance that an actual conflict of interest could not occur. While not meant to be all inclusive, examples of appropriate compensating controls follow:
 - questions of eligibility shall be reviewed by the show superintendent and at least two others who have appropriate industry knowledge but are not employed by WSFP; and
 - questions as to judging decisions shall be reviewed by the show superintendent or program manager and at least two others who have appropriate industry knowledge but are not employed by WSFP.
- In all cases, WSFP managers should discuss the review of the Potential Conflict of Interest report with applicants to ensure their understanding of issues and agreement as to a change in job placement to a different competition than applied for or compensating controls needed to protect the integrity of a competition.
- The report, including manager comments and necessary controls, shall be signed by the applicant, the manager and the Executive Director with copies provided to employee, the employee's supervisor and human resources.
- To ensure participants understand actions taken to control the potential of any ethics or conflicts of interest issues, information on WSFP control procedures shall be included in the rules and regulations publications for each competitive program of the WSF, including:

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- livestock competitions;
- horticulture, crafts & culinary competitions; and
- 4-H and other youth competitions in which Wisconsin State Fair Park employees are involved.

Note: Requests for a copy of the Decision Review Procedures for competitive events and questions regarding this part of the Code of Ethics should be directed to the Executive Director's Office.

WHAT TO DO WHEN FACING A POSSIBLE CONFLICT

The employee must notify in writing his or her supervisor, or if unable to do so, a higher supervisor of the nature of the conflict. The employee will be relieved of the assignment, which will be assigned to another qualified employee who does not have a conflict of interest. The supervisor or other representative of the appointing authority will then prepare a memorandum for the Office of State Employment Relations or Ethics Board (as the case may be) of the particulars of the situation and request advice.

Violations of the applicable code of ethics may also constitute a violation of the department work rules, subjecting the employee to disciplinary action. In addition, state statutes proscribe penalties for such violations, including fines ranging between \$100 and \$5000, and/or serving up to one year in the county jail.

Note: When in doubt about a potential ethical situation, ask the Executive Director or Deputy Director for advice.

POLITICAL ACTIVITIES

The extent to which state employees may engage in political activities is explained in ss. 11.36 and 230.40, Wis. Stats., and in the federal Hatch Act. (Section 230.40, Wis. Stats., does not apply to unclassified employees.) The federal Hatch Act applies to state and local employees, both classified and unclassified, who work in federally funded programs. According to the U.S. Civil Service Commission, "*a state or local officer or employee is covered by the Federal Hatch Act if his or her principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a federal agency.*"

One significant difference exists between the provisions of the state statutes and the Hatch Act:

State employees covered by the Hatch Act are prohibited from running for partisan political office (i.e., an election in which any candidate represents a major political party) regardless of whether the employees are using annual leave, are receiving pay for work status, or are serving leaves of absence without pay. (There are some exceptions to this general rule. Please inquire with Director or the Deputy Director regarding these exceptions.)

State employees subject only to the state statutes may run for partisan political office, providing a leave of absence is taken for the period during which they are candidates. If elected, the employee must resign concurrent with the appointment to office. Violations of the Hatch Act may result in a federal agency withholding federal funds and the subsequent ending of positions for the program.

An employee who becomes a candidate for an elective partisan office must request a formal leave of absence, schedule vacation leave, or resign no later than the date on which nomination papers are filed. In most cases, the employee must request this leave well before the filing date.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

Section 230.40, Wis. Stats., provides that an employee who requests leave to run for a partisan political position must receive a leave of absence for the duration of the campaign. If elected, the employee must resign the Department of Administration position when assuming the duties and responsibilities of the elected office.

All *classified* employees, including those covered by the Hatch Act, should be aware of both permissible and prohibited political activities set forth in ss. 11.36 and 230.40, Wis. Stats., and the federal Hatch Act, as summarized below. (*Unclassified* employees are not specifically subject to the prohibitions of s. 230.40, Stats., but are subject to the other state and federal prohibitions. If you have any questions regarding this disparate treatment, please consult with department legal counsel.)

ALLOWABLE POLITICAL ACTIVITIES

In general, the following political activities are *permissible* for all department employees subject to either the state statutes or the Federal Hatch Act:

1. Making voluntary contributions for political purposes.
2. Participating as a candidate for a nonpartisan part-time office (e.g., City Alderperson, County Board, School Board, etc.), provided service in the office will not conflict or interfere with the employee's performance of state duties.
3. Expressing opinions as an individual, either privately or publicly, on political subjects and candidates.
4. Participating as a candidate for a partisan political office providing a leave of absence is taken at the time a person declares his or her intention to run, except for employees in federally funded programs, who are not permitted to run for partisan political office at all.
5. Becoming a member of a political party and participating in party affairs. The following are some of the political activities in which an employee may participate, providing the employee is *off duty and not on state property*:
 - a. Soliciting votes in support of, or in opposition to, a partisan candidate for public office or political party office.
 - b. Serving as an officer of a political party; a member of a national, state or local committee of a political party; an officer or member of a committee of a partisan political club; or being a candidate for any of these positions.
 - c. Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions or other funds for a partisan political purpose.
 - d. Taking an active part in managing the political campaign of a partisan candidate for public office or political party office.
 - e. Acting as recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or partisan candidate.
 - f. Organizing, selling tickets to, promoting or actively participating in a fund-raising activity of a partisan candidate, political party or political club.
 - g. Driving voters to polls on behalf of a political party or partisan candidate.
 - h. Serving as a delegate, alternate or proxy to a political convention.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- i. Addressing a convention, caucus, rally or similar gathering of a political party in support of or in opposition to a partisan candidate for public office or political party office.
 - j. Initiating or circulating a partisan nominating petition.
 - k. Endorsing or opposing a partisan candidate for public office or political party office in a political advertisement, a broadcast, campaign literature or similar material.
 - l. Organizing or reorganizing a partisan political party organization or political club.
6. Parking an automobile bearing partisan political signs and/or stickers in a state parking area while on duty at a state work station.

PROHIBITED POLITICAL ACTIVITIES

In general, the following political activities are *prohibited*:

1. Using governmental authority to interfere with or effect nomination or election for any public office or position within any political party.
2. Using governmental authority or influence to intimidate, threaten or coerce any person to vote contrary to his or her own voluntary choosing.
3. Using governmental authority to directly or indirectly intimidate, threaten or coerce any person to pay, lend or contribute anything of value, including services, to any party, organization, group or individual for political purposes.
4. Using any official authority or influence to coerce any individual or group for political action, or to confer benefits or effect reprisals to secure desired political action or inaction.
5. Offering to pay or accept benefits in return for desired political action or inaction.
6. Engaging in political activity in or on state-owned property including, but not limited to, wearing political identification while on duty, or posting signs in the work unit where it could impair the effectiveness of the department's operation.
7. Engaging in any political activity when off duty to such an extent that efficiency during working hours is impaired or the employee is tardy or absent from work.
8. Becoming a candidate for partisan public office when in work status.
9. Directly or indirectly soliciting or receiving subscriptions or contributions for any partisan political purpose while on state time or engaged in official duties or while in a building, office or room occupied for any purpose by the state.
10. While on state time or engaged in official state duties, soliciting--or in any manner being involved in soliciting--any assistance, subscription, or support for a partisan political party or purpose, from any person holding any position in the classified service while on state time or engaged in official state duties.
11. During the hours when on official duty, engaging in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold partisan political office.
12. Using state-owned property, materials, supplies or equipment in connection with partisan political activity.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

Note: Questions regarding the federal Hatch Act or state laws on political activities should be directed to the department legal counsel through the Executive or Deputy Director.

WORK RULES

The State Fair Park workforce should work and behave in a manner that advances the agency objectives. All employees are expected to regularly work as scheduled, put forth a good faith effort toward their work, treat others with dignity and respect, and utilize state time, equipment and facilities responsibly. To advance these objectives in an orderly manner, State Fair Park has developed the following work rules. Failure to comply with these work rules may result in progressive disciplinary actions ranging from a reprimand to termination of employment.

WORK PERFORMANCE

Employees are expected to put forth a good faith effort toward their work. Employees of State Fair Park are prohibited from committing any of the following acts:

PROHIBITIONS

- Neglecting job duties and responsibilities.
- Acting in an insubordinate manner toward, or failing or refusing to follow the written or oral instructions of, supervisory authorities in carrying out work assignments.
- Dealing with fellow employees, employees in other agencies or the public in a discourteous or disrespectful manner which adversely affects the image of the agency, employee or interferes with the proper conduct of business.
- Loitering, sleeping or engaging in unauthorized personal business or visiting during work hours.
- Disclosing confidential information or records to unauthorized personnel.
- Falsifying government records providing inaccurate, or giving false information to other government agencies, private citizens or organizations.
- Failing to observe all safety rules and practices including, but not limited to, the use of protective equipment and clothing, the operation of vehicles and equipment, and the immediate reporting of any accident or injury which occurs during working hours or while performing state business.
- Failing to report damaged equipment or potentially dangerous situations
- Failing to provide accurate and complete information when requested by management.

ATTENDANCE AND PUNCTUALITY

Employees have a public funded accountability to work as scheduled and to observe time limits for breaks, lunch or wash-up. Employees of State Fair Park are prohibited from committing any of the following acts:

PROHIBITIONS

- Failing to give proper notice, without good cause, when unable to report for, or to continue, work as scheduled.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- Unexcused or excessive absenteeism or tardiness.
- Abusing sick leave privileges.
- Leaving place of duty during a work shift without permission
- Failing to observe the time limits of lunch, rest or wash-up periods.
- Use of Property

State Fair Park employees are provided with the necessary resources to perform their duties. State property and facilities should be used for their intended purpose. Employees of State Fair Park are prohibited from committing any of the following acts:

PROHIBITIONS

- Abusing, misusing, or neglect government or private property, materials or equipment.
- Stealing, possessing or using government or private property, equipment or materials without authorization.
- Defacing government property or posting or removing notices, signs, posters or similar materials without authorization.
- Unauthorized distribution of written material.
- Using state property or equipment including, but not limited to, vehicles, telephones, telefax machines, copy machines, mail service, or computer resources without authorization.
- Accessing the Internet from a state provided computer resource through state provided gateways in order to conduct an unauthorized personal business enterprise, or for any purpose prohibited by state or federal law or regulation, or the department's Internet access policy.
- Installing or using unauthorized software on state-provided computer resources and equipment.
- Entering or exiting from state property or restricted areas other than during assigned without authorization.
- Admitting unauthorized personnel into state buildings or restricted areas when the buildings are closed to the public or when paid admission to an event is required.

PERSONAL ACTIONS AND APPEARANCE

Employees have an obligation to treat others with dignity and respect. Their appearance and actions should present a favorable representation of the agency. Employees of State Fair Park are prohibited from committing any of the following acts:

PROHIBITIONS

- Threatening, attempting, or inflicting bodily harm to another person.
- Threatening, intimidating, or harassing another person in any manner, including but not limited to, using abusive or profane language; or engaging in other behavior unbecoming a state employee

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- Harassing a person by committing any verbal or physical act of a sexist, racist, or demeaning nature that substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.
- Failing to observe smoking regulations.
- Using a cell phone, i-pod or other personal communications device while on duty without authorization.
- Possessing weapons on state property without authorization.
- Making false or malicious statements concerning other employees, supervisors or the department.
- Possessing or using alcoholic beverages or controlled substances during work hours, while on state time or property, or while engaging in state business.
- Reporting to work in a condition unsafe to the employee, to others, or to physical property; or when unable to perform job responsibilities due to the influence of alcohol, controlled substances, medicine or sickness. Reporting to work manifesting any evidence of alcohol or drug use while at work or when such evidence affects the performance of job functions.
- Performing job functions without a license where one is required—such as driving a state vehicle without a valid driver's license.
- Unauthorized use of a personal vehicle on State Fair Park grounds while on duty.
- Violating health and sanitation procedures, directions and requirements prescribed by either Federal, State or local governments.—including littering or creating unsanitary conditions.
- Selling commercial or private products or services on state time or premises, or using state equipment or resources without authorization.
- Soliciting for any purpose without authorization.
- Distributing printed matter on state premises without authorization.
- Possessing, lending, borrowing or duplicating keys, building access cards, or government credit cards without authorization; carelessly or improperly using keys, building access cards or credit cards; failing to promptly report the loss of keys, building access cards, or credit cards; or disclosure of lock combinations.
- Dressing or grooming in an inappropriate or unsanitary manner in relation to the employee's specific assignment.
- Using a uniform improperly or without authorization, or failing to wear a uniform properly.
- Using a badge or identification in an unauthorized or improper manner.
- Failing to submit to inspection of any personal packages taken from or into the employee's work area upon the request of a supervisor or security person.
- Gambling in any form while on state time or premises
- Participating in prohibited political activities on state property while on duty.
- Unauthorized solicitation of funds or donations for any purpose while on duty or on state property.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

- Engaging in union activities on state time which are not specifically authorized in respective collective bargaining agreements.

OUTSIDE ACTIVITIES AND EMPLOYMENT

Employees are encouraged to participate in community activities and may, with supervisory approval, engage in outside employment. However, there can be no appearance of conflict of interest or any interference with performance of their state employment responsibilities. See also the Code of Ethics. Employees of State Fair Park are prohibited from committing any of the following acts:

PROHIBITIONS

- Soliciting or accepting unauthorized compensation reward, gratuity or a gift of any kind or value when acting as an official representative of the state in the presentation of papers, talks, or demonstrations, or for any matter related to the employee's job as an employee of the state.
- Engaging in unauthorized political activities prescribed by ss. 11.36 and 230.40 Wis. Stats. and the federal Hatch Act.
- Transacting business as a state employee with any business entity in which the employee has an interest, except as authorized by law.
- Engaging in any additional paid employment without prior approval of the department.
- Engaging in any outside activities or employment which may impair the employee's independence of judgment or ability to perform his or her duties as a state employee.

OTHER WORK RULE PROVISIONS

These work rules do not constitute all of the reasons for which an employee may be disciplined. Additional unit work rules may be established which concern only individual positions and/or work units where such rules are required by the nature of the work performed. Where necessary, these additional work rules are available in writing for the affected employees.

Supervisors will instruct employees on procedures to implement work rules, when necessary, i.e., procedures for wash-up, call-in for absences or the way in which work is accomplished. Employees are expected to use reasonable judgment in the performance of their duties.

<p>Note: Violations of work rules as well as violations of statutes, administrative codes, or the code of ethics may result in appropriate disciplinary actions.</p>

APPLICATION, DEFINITION AND INTERPRETATION

Employees who want clarification of specific issues relating to work rules should discuss them with their immediate supervisors.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

FAIR LABOR STANDARDS ACT (FLSA)

The federal Fair Labor Standards Act requires employers to pay their employees at least the federal minimum wage, and overtime premium pay of time-and-one-half the regular rate of pay for all hours worked over 40 in a work week. FLSA exempt employees (those in professional and management positions) are paid on a salary basis and are not eligible for overtime pay.

DRUGS AND ALCOHOL

DRUG FREE WORK PLACE

The U.S. Congress passed the Drug Free Workplace Act in 1988 mandating that the department, because it is a recipient of federal funds, maintain a drug free workplace. This act prohibits the unlawful manufacturing, distributing, dispensing, possessing, or use of controlled substances in the workplace.

The federal Drug Free Workplace Act also mandates that any employee convicted of a criminal drug-related charge must notify his/her immediate supervisor of such conviction, no later than five (5) days following conviction, if the violation occurred at the workplace. Failure to report this may result in disciplinary action.

An employee convicted of a criminal drug-related violation occurring in the workplace will be subject to discipline and may be required to participate in a rehabilitation program in compliance with the federal act. State Fair Park is required to report all such convictions to the federal government.

Reporting to work under the influence of alcohol and controlled substances, as well as the unauthorized use and possession, are prohibited by the department work rules.

The State Fair Park is supportive of employees' efforts to become drug free and encourages them to voluntarily seek counseling and treatment for such problems. Employees may contact the Employee Assistance Program resource coordinator (Human Resources Office) for referral assistance.

GAMBLING

Gambling in any form while on state premises or on state time including, but not limited to; sport pools, card games, bets, dice, illegal lotteries, etc. is prohibited.

NOTE: Wisconsin law, ch. 945, Wis. Stats., prohibits all forms of gambling other than the State Lottery and associated games (ch. 565 Wis. Stats.), licensed raffles and bingo events (ch. 563 Wis. Stats.), on-track pari-mutuel racing, wagering and simulcasting (ch. 562 Wis. Stats.) and games of chance offered at Wisconsin Tribal gaming facilities as agreed upon in the State/Tribal Gaming Compacts. All other forms of gambling in the State of Wisconsin are illegal and subject to prosecution. Additional gambling restrictions exist for employees of the Department of Administration, Division of Gaming.

EMPLOYEE RESPONSIBILITIES AND PERSONAL CONDUCT

INTERNET/E-MAIL POLICY

Employees may use the department's Internet and e-mail facilities for non-business research or browsing during their designated lunch time or other breaks, or outside work hours, provided that permission of the employee's supervisor is obtained and that consumable supplies such as paper are replaced.

While limited personal use of Internet and e-mail facilities is allowable, excessive access to non-business related sites (e.g. those that feature sports, stock or other financial data, vacation and travel planning, consumer products, and entertainment) is not allowed. Access to harassing or hurtful material is not allowed.

The display of any sexually explicit image or document on any department system, including related "chatroom" conversations, is prohibited by department work rules and may constitute a violation of the policy on sexual harassment. In addition, such explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

The full Internet and E-mail Usage Policy is available on the H://AALL SFP SHARED FILES/Computer policies.

EQUAL OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

The agency director, deputy director, supervisors, and managers of State Fair Park support the development and implementation of policies and practices that ensure equal employment opportunity (EEO) for all persons employed by or seeking employment at State Fair Park. Our support guarantees that we will create a work environment that ensures non-discrimination for all persons as required by federal, state, and departmental laws, policies, rules, and regulations. In addition, we will take affirmative action (AA) efforts on behalf of women, selected racial-ethnic groups, and persons with disabilities to ensure equal opportunity and to overcome the present effects of past discrimination. This will also more fully utilize their talents and abilities in the work force. In carrying out our responsibilities, we will follow the provisions of the:

- Equal Pay Act of 1963
- Title VII of the Civil Rights Act of 1964 -- as amended
- The Civil Rights Act of 1991
- Age Discrimination and Employment Act of 1967
- Vocational Rehabilitation Act of 1973, Sections 503/504 -- as amended
- Federal Executive Order 11246
- The Americans with Disabilities Act of 1990
- Wisconsin Civil Service Law (ch. 230, Wis. Stats.)
- Wisconsin Fair Employment Law (s. 111.32-.39, Wis. Stats.)

SFP actions and policies will assure equal employment opportunity and non-discrimination for all persons regardless of age, disability, national origin or ancestry, race, color, religion, creed, gender, sexual orientation, marital status, political affiliation (except for unclassified positions specified in ss. 230.08(2)(c) and 20.923(8)(9), Wis. Stats.), arrest or conviction record (except for those positions held by peace officers as defined in s. 939.22(22), Wis. Stats.) and membership in the national guard, state defense force or any other reserve component of the military of the United States or this state.

SFP's commitment applies in all matters of employment and includes, but is not limited to: recruiting, testing, and certifying of candidates; interviewing; training of employees; assigning work; career advancement opportunities; layoffs and terminations; compensation and benefits; work environment; discipline; retention; committee appointments; transfer opportunities; hiring and promoting.

SFP's managers and supervisors are required to identify and eliminate discrimination in the workplace. They must also strive to achieve, in as many classifications as possible, a work force that includes a representation of qualified AA group members in proportion to the qualified and available target group work force in Wisconsin.

To accomplish this, the Office of State Employment Relations will identify job groupings of classified, unclassified, and project positions that are not utilizing qualified, selected racial-ethnic groups and women in proportion to the qualified and available target group members in Wisconsin. SFP will set goals and implement programs to correct this underutilization in these positions and

consider our AA objectives when hiring limited-term employees. In addition, SFP will maintain a work environment which both supports and nurtures employees so they can be productive and effective in their jobs. This means that SFP will take all necessary steps to ensure that the workplace is free of discriminating and harassing behavior.

SFP recognizes that providing equal employment opportunity is an ethical, legal, social, and economic necessity to maintain a work force of the highest quality and productivity.

PROHIBITIONS OF DISCRIMINATION AND HARASSMENT

All forms of discrimination or harassment by supervisors or co-workers on the basis of age, disability, national origin or ancestry, race, color, religion, creed, gender, sexual orientation, marital status, political affiliation, arrest or conviction record and membership in the national guard, state defense force or any other reserve component of the military of the United States or this state are unlawful employment practices prohibited by state and federal law and this agency. State Fair Park seeks to eliminate and prevent discrimination and harassment through the implementation of departmental policies. Managers and supervisors will take appropriate disciplinary action against those who engage in discriminatory or harassing behaviors. Retaliation against an employee who files a discrimination complaint is also a form of discrimination that is against the law and is prohibited.

Harassment is any unwelcome verbal abuse or physical contact which interferes with an individual's work performance or which creates an intimidating, hostile, or offensive work environment. This includes unwanted sexual advances, the use of demeaning language, and sexist or racial slurs or jokes.

Complaints of discrimination or harassment must be reported to the human resources coordinator or the department attorney for investigation and follow-up. All permanent and year round LTE employees receive access to State Fair Park's Employee Handbook which describes how to file a discrimination complaint. An employee is not required to file harassment complaints through his or her supervisor.

Harassment on the basis of any protected status in service delivery is also prohibited by the department.

These procedures outlined in this directive are designed to encourage internal, informal resolution of discrimination and sexual harassment complaints prior to an employee seeking alternative avenues of relief. If an employee decides to use one of the formal complaint or grievance routes available, then this informal complaint procedure ceases.

To protect the right of an employee to use formal complaint/grievance processes, all actions taken on a complaint filed under this informal procedure shall be completed within 20 working days from the date when the complaint was filed. NOTE: FORMAL complaints filed through the Department's grievance procedure "must be presented not more than 30 calendar days from the date that the grievant first became aware of or should have become aware of the cause of the grievance," but employees have 300 days to file discrimination complaints with the State Personnel Commission or with the Federal Equal Employment Opportunity Commission.

Formal

An employee who does not wish to utilize the informal complaint procedure may file a formal complaint with the Wisconsin Personnel Commission if the alleged *discrimination* is based on:

- Age (40 and over)
- Race
- Creed
- Color
- Handicap
- Marital Status
- Political Affiliation
- Sex
- National Origin
- Ancestry
- Arrest Record
- Conviction Record
- Sexual Orientation

This formal complaint must be filed with the Equal Rights Division (ERD) of the Department of Workforce Development within **300 days** after the alleged discrimination took place.

Correspondence and questions relating to Complaints should be directed to :

ERD

201 East Washington Avenue, GEF1, Room A-300

PO Box 8928

Madison, Wisconsin 53708

608/266-6860

<http://www.dwd.state.wi.us/er/>

Correspondence and questions relating to Appeals should be directed to :

WERC

18 South Thorton Avenue

PO Box 7870

Madison, WI 53707-7870

608/266-1381

<http://badger.state.wi.us/agencies/werc/index.htm>

This formal complaint also must be filed with **300 days** after the alleged discrimination took place. Write to the Commission for their complaint form or call:

Equal Employment Opportunity Commission

343 N Water Street

Milwaukee, Wisconsin 53202

414/291-1111

WHISTLEBLOWER PROTECTION

The State of Wisconsin protects state employees against retaliatory action when an employee lawfully discloses information. The employee must take specific steps to obtain that protection (see s. 230.81 Wis. Stats.).

ACCOMMODATING DISABILITIES AND RELIGIOUS PRACTICES

SFP will provide reasonable accommodations for persons with disabilities whenever the person's disability presents a documented barrier to employment opportunities or restricts ability to perform a job. Accommodations will be provided to ensure equal access to employment and all benefits associated with employment. Reasonable accommodations may include, but are not limited to, making the work site physically accessible, adopting part-time or other appropriate alternative work patterns, job restructuring and accessible job interviews.

SFP will attempt to accommodate an employee's religious observances and practices. These accommodations may include, but are not limited to, voluntary employee schedule changes (with supervisory approval) or alternative work schedules. For represented employees, religious accommodations are made in accordance with applicable labor agreements.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EFFORTS IN CONTRACTING

SFP will evaluate and monitor the policies and practices of contracted individuals and organizations to ensure their compliance with federal, state, and departmental Equal Employment Opportunity/Affirmative Action (EEO/AA) laws, requirements, and regulations. In solicitation of bids for leases, purchases, and construction projects, SFP will continue to seek out and promote the use of minority-owned businesses.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION ACCOUNTABILITY

The Director is responsible and accountable for the successful implementation of this policy within the agency. Each department manager is responsible for demonstrating positive affirmative action results in employment and, where appropriate, in contracting for supplies, services, capital goods, and construction projects.

For EEO/AA purposes, the Human Resources Office reports directly to the director of the agency. The human resources coordinator is accountable for the overall planning, coordination, monitoring, and evaluation of our EEO/AA program. The work performance of the director, deputy director, department managers, supervisors, and other staff with EEO/AA responsibilities, including the human resources specialist, will be evaluated annually on their effectiveness in achieving the department's EEO/AA objectives.

MONITORING AND EVALUATING THE EEO/AA PLAN

The human resources specialist will monitor and evaluate the plan. The resource specialist will report on the department's EEO/AA plan bi-annually to the Department of Administration Advisory Committee. Upon the request of the Secretary of the Office of State Employment Relations, the Department of Administration Advisory Committee will submit progress reports on the implementation of the plan.

REASONABLE ACCOMMODATION

State and federal laws prohibit discrimination against job applicants and employees who have disabling conditions. These laws seek to guarantee that otherwise qualified individuals are not denied employment and other opportunities because they have a disability, and to protect disabled persons from stereotyped assumptions concerning ability and experience. They are not designed to protect disabled employees from the positive or negative consequences of job performance once a reasonable and appropriate accommodation for a disability has been made.

State and federal laws, including Section 504, the ADA Act of 1990, and the U.S. Rehabilitation Act of 1974, as amended, require employers to provide reasonable accommodations for disabled job applicants and employees.

State Fair Park encourages and supports the provision of reasonable and appropriate accommodations for employees or applicants who have disabling conditions that may impair their ability to perform their job.

Note: Consult the Human Resources Office for a more detailed outline of this policy and guidance on responding to and completing a request for reasonable accommodations.

PAYROLL AND BENEFITS

ORIENTATION

State Fair Park's Human Resources Office is the source for information on benefits and programs available to the employee. Within 2-4 days after start of employment, the new employee will meet with a human resources specialist to receive benefit information and be given the opportunity to complete necessary forms.

COMPENSATION

Compensation (pay) for non-represented employees is based on the State of Wisconsin Compensation Plan. Compensation for employees represented by a bargaining unit is based on contracts negotiated by the unions. The Compensation Plan and contracts are updated biennially to be effective on the first pay period in July of odd numbered years. The Compensation Plan and current contracts for unions are available on the Internet. A number of bargaining units represent various groups of represented employees at State Fair Park. A number of bargaining units have voted to require represented employees pay union dues to cover the cost of collective bargaining even if employees choose not to join the union (referred to as a Fair Share or Maintenance of Membership); however, membership for a State Fair Park employee to a respective bargaining units is voluntary at this time.

NIGHT/WEEKEND DIFFERENTIAL

Based on the pay plan or relevant collective bargaining agreement, employees who work between 6:00 p.m. and 12:00 midnight on a regularly scheduled shift may receive a night differential for each hour worked during this period. Employees receive a shift differential for all hours worked between 12:00 midnight and 6:00 a.m. Employees who are scheduled by their supervisors to work on weekends are eligible to be paid a weekend differential. This rate applies to all hours worked between 12:01 a.m. Saturday through 11:59 p.m. Sunday. The Human Resources Office has more information on differential pay.

OVERTIME/COMPENSATORY TIME

Overtime is held to a minimum, consistent with the needs of the department's programs and must be pre-authorized by the supervisor. Supervisors are responsible for exploring other alternatives before assigning overtime work. When no alternative exists, the Fair Labor Standards Act and relevant collective bargaining agreements apply to the payment of overtime and/or compensatory time. Consult with the department manager regarding the specifics.

A. Classified, non-exempt unclassified, and limited term employees receive overtime compensation for hours worked in excess of 40 hours in a work week, which runs from Sunday through Saturday. Overtime is calculated at 1.5 hours for each hour in excess of 40 in a work week. **Managers are responsible for scheduling, pre-approving, and verifying that use does not exceed permitted hours. A copy of documentation must be supplied to Human Resources. The form is available in the H://AALL SHARED FILES/Forms/Overtime Summary Report.**

Under state rules, classified and non-exempt unclassified permanent employees receive overtime hours as compensatory time. **Managers must get approval from the deputy director to pay any portion in cash.**

B. Exempt unclassified employees have no statutory or contractual right to overtime compensation. Additional pay and benefits such as vacation time are expected to compensate for expected hours in excess of 40 per work. Overtime compensation may be granted for extraordinary circumstances. Because the State Fair is the reason most positions exist, it is not considered an extraordinary circumstance in and of itself. Anyone who accepts an unclassified State Fair Park position should realize the extreme time commitment necessary during the annual State Fair.

Each year, State Fair Park will consider providing some compensatory time to unclassified staff for the two pay periods in which the State Fair occurs. The amount granted will be a function of expected time and effort, balanced by pay level. The time provided this year should not necessarily be expected next year. Whether or not any additional time off is provided will be decided annually based on circumstances at that time.

For questions regarding this policy, contact the Deputy Director.

PAY PERIODS, PAYDAYS AND PAYCHECKS

Alternate Thursdays are paydays for all State Fair Park employees. The two-week pay periods start on a Sunday and end on a Saturday. Checks are distributed on the Thursday, 12 days after the end of the pay period. New employees generally receive their first check between 18 and 25 days after their first workday.

Electronic deposit statements or paychecks are distributed routinely in the office by a designated employee in each department. If an employee is absent on a payday, a designated employee in each department will hold the electronic deposit statement or paycheck until the employee returns to work, unless the employee makes alternate arrangements. Checks cannot be distributed earlier than the date that the check bears. Mailed checks are posted no earlier than required for arrival on that date. When payday falls on a legal holiday, paychecks are dated and distributed on the preceding day.

ELECTRONIC DEPOSIT

Employees may have their paycheck electronically deposited into a checking or savings account provided the financial institution is connected to the Automated Clearing House (ACH). An Electronic Deposit Authorization form is available from the Human Resources Office. It takes a minimum of three pay periods for the first electronic deposit to take effect. It is important to notify the Human Resources Office if there is a change of financial institution or if the account is closed. Employees with a tax levy or garnishment are not eligible for this service.

EARNINGS/LEAVE ACCOUNTING STATEMENT

Employees receive earnings statements with each paycheck. The earnings statement also provides balances in various leave accounts along with the last day any leave was used. Should an error appear on the earnings statement or leave accounting record, the employee should discuss it without delay with his direct supervisor.

PAYROLL AND BENEFITS

The top line of the earning statement indicates the dates for which the pay is calculated and a numerical/alphabetic label for the pay period. The letter in the pay period label indicates the voluntary deductions that are taken from the check. "A" pay period deductions include health, long term care, accidental death and dismemberment, catastrophic, dental and income continuation insurance deductions. Life insurance is deducted from "B" pay period checks. No voluntary deductions are made in "C" pay period checks.

<p>Pay</p> <p>Base pay</p> <p>Biweekly pay rate</p> <p>Regular hours worked</p> <p>Overtime hours worked</p> <p>Differential hours worked</p> <p>Gross wages</p> <p>Any special salary adjustments</p> <p>Mandatory Deductions</p> <p>State and federal taxes withheld</p> <p>Social Security</p> <p>Wisconsin Retirement System</p> <p>Leave Accounting</p> <p>Leave usage this pay period</p> <p>Leave balances</p>	<table border="1"> <tr> <td>Agency</td> <td>Sec. Level</td> <td>Check Sort</td> </tr> <tr> <td>Pay Period Begin Date</td> <td>Pay Period</td> <td>Check Date</td> </tr> <tr> <td>Pay Period End Date</td> <td></td> <td>Advice #</td> </tr> <tr> <td colspan="2">Employee Information</td> <td>Tax Data</td> </tr> <tr> <td colspan="2">Federal</td> <td>State</td> </tr> <tr> <td colspan="2">Seniority Date</td> <td>Marital Status</td> </tr> <tr> <td colspan="2">Base Pay Rate</td> <td>Exemptions</td> </tr> <tr> <td colspan="2">Supp. Pay Rate</td> <td>Additional Amnt. Withheld</td> </tr> <tr> <td>Schedule/Range</td> <td colspan="2"></td> </tr> <tr> <td>Job Title</td> <td colspan="2"></td> </tr> <tr> <td colspan="2">Hours and Earnings</td> <td>Travel Reimbursement</td> </tr> <tr> <td>Description</td> <td>Appt.#</td> <td>Rate</td> </tr> <tr> <td></td> <td>Hours</td> <td>Earnings</td> </tr> <tr> <td></td> <td></td> <td>Description</td> </tr> <tr> <td></td> <td></td> <td>Current</td> </tr> <tr> <td></td> <td></td> <td>YTD</td> </tr> <tr> <td colspan="2">Payroll Gross</td> <td>Travel Gross</td> </tr> <tr> <td colspan="2">Pre-Tax Deductions</td> <td>Post-Tax Deductions</td> </tr> <tr> <td>Description</td> <td>Current</td> <td>YTD</td> </tr> <tr> <td></td> <td>Description</td> <td>Amount</td> </tr> <tr> <td></td> <td>Description</td> <td>Amount</td> </tr> <tr> <td>Total</td> <td>Total</td> <td></td> </tr> <tr> <td colspan="2">Tax Withholding</td> <td>Pay Summary</td> </tr> <tr> <td>Description</td> <td>Current</td> <td>YTD</td> </tr> <tr> <td>Fed Withholding</td> <td></td> <td></td> </tr> <tr> <td>WI Withholding</td> <td></td> <td></td> </tr> <tr> <td>Social Security</td> <td></td> <td></td> </tr> <tr> <td>Medicare</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> <tr> <td colspan="2">YTD Grosses</td> <td>Leave Activity</td> </tr> <tr> <td>Description</td> <td>Current</td> <td>YTD</td> </tr> <tr> <td></td> <td>Description</td> <td>Bal. Beginnig of P/P</td> </tr> <tr> <td>Plenary Gross</td> <td></td> <td>Earned P/P</td> </tr> <tr> <td>State Taxable Gross*</td> <td></td> <td>Used P/P</td> </tr> <tr> <td>Federal Taxable Gross*</td> <td></td> <td>Bal. End of P/P</td> </tr> <tr> <td>State Sec. Gross*</td> <td></td> <td></td> </tr> <tr> <td>Medicare Gross*</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Sick Leave</td> </tr> <tr> <td></td> <td></td> <td>Vacation</td> </tr> <tr> <td></td> <td></td> <td>Personal Holiday</td> </tr> <tr> <td></td> <td></td> <td>Sat./Legal</td> </tr> <tr> <td></td> <td></td> <td>Comp. Time</td> </tr> <tr> <td></td> <td></td> <td>Term./Sabb.</td> </tr> <tr> <td colspan="2">* Imputed Taxable Lim. (Life Cov. Over 50,000)</td> <td>Date of last leave transaction processed</td> </tr> <tr> <td colspan="2">** Subject to State Sec./Medicare Tax</td> <td>**** State Says All</td> </tr> </table>	Agency	Sec. Level	Check Sort	Pay Period Begin Date	Pay Period	Check Date	Pay Period End Date		Advice #	Employee Information		Tax Data	Federal		State	Seniority Date		Marital Status	Base Pay Rate		Exemptions	Supp. Pay Rate		Additional Amnt. Withheld	Schedule/Range			Job Title			Hours and Earnings		Travel Reimbursement	Description	Appt.#	Rate		Hours	Earnings			Description			Current			YTD	Payroll Gross		Travel Gross	Pre-Tax Deductions		Post-Tax Deductions	Description	Current	YTD		Description	Amount		Description	Amount	Total	Total		Tax Withholding		Pay Summary	Description	Current	YTD	Fed Withholding			WI Withholding			Social Security			Medicare			Total			YTD Grosses		Leave Activity	Description	Current	YTD		Description	Bal. Beginnig of P/P	Plenary Gross		Earned P/P	State Taxable Gross*		Used P/P	Federal Taxable Gross*		Bal. End of P/P	State Sec. Gross*			Medicare Gross*					Sick Leave			Vacation			Personal Holiday			Sat./Legal			Comp. Time			Term./Sabb.	* Imputed Taxable Lim. (Life Cov. Over 50,000)		Date of last leave transaction processed	** Subject to State Sec./Medicare Tax		**** State Says All	<p>Optional Deductions</p> <p>Health</p> <p>Life (individual and family)</p> <p>Catastrophic insurance</p> <p>Deferred Compensation</p> <p>Employee Reimbursement Account</p> <p>Parking</p> <p>Commuter Benefits Program</p> <p>Income continuation</p> <p>Accidental death and dismemberment insurance</p> <p>Charitable contributions</p> <p>US Savings Bonds</p> <p>Financial institution loans/savings</p> <p>Union dues</p> <p>Fair share</p> <p>Maintenance of membership</p>
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VOLUNTARY DEDUCTIONS

EdVest is Wisconsin's state-sponsored college savings program administered by the Office of the State Treasurer. Program information is available in the Human Resources Office.

United States Savings Bonds are government-issued and government-backed. They are debt instruments that make periodic interest payments. These payments are added (accrue) to the value of the bond, rather than being paid in cash. Program information is available in the Human Resources Office.

REPORTING TIME WORKED AND ABSENCES

PTA WEB SYSTEM – (PAYROLL TIME AND ATTENDANCE SYSTEM)

Some parts of the department utilize an online web-based system to report all time and leave called the PTA Web. In this system most employees are positive time reporters, which means virtually all employees are required to enter their work and leave times every day of the two-week pay period in order to be paid. This may be done on a daily basis or at the end of each workweek.

This system has real-time leave balance information available and allows employees to report future leave time, although this system does not replace the need for employees to communicate with the supervisor and follow proper work unit procedures for requesting leave time in advance.

The PTA Web system is accessed through the Internet.

Supervisors or the Human Resources Office will assist employees in using the system.

WORKING HOURS

State Fair Park is officially open for business from 7:45 a.m. to 4:30 p.m. daily with a 45-minute period for lunch. Employees may take two 15-minute breaks daily, one in the morning and one in the afternoon. Break times are set by supervisors to accommodate workloads. Break time does not accumulate and may not be used instead of paid leave when coming in late or leaving early. Lunch breaks should be at least 30 minutes.

ALTERNATIVE WORK PATTERNS (AWP)

State Fair Park recognizes the need for and value of creating flexible work schedule options to its employees when such schedules are consistent with effective and efficient operations of the Department.

Upon approval by the immediate supervisor and the Director of State Fair Park, an employee may participate in an Alternative/Flex/Four-Day work schedule unless the employee's position is specifically excluded on a permanent basis because it is necessary to ensure that Department program and work load requirements are met.

Flex Time Schedule allows an employee to set his or her own arrival and departure times. If a flex time schedule adversely affects the operation of a work unit or customer service, the schedule will be re-evaluated and adjusted to correct the adverse affects. Supervisors will ensure that all employees eligible to use flex schedules are informed of all requirements.

Alternative Work Schedule allows an employee to work less than the standard 5-day schedule. Examples would include: four 10-hour days; four 9-hour days and one 4-hour day, etc. These options may be limited to off-season months – primarily December through March.

This policy is supported by Alternate Work Patterns s. 230.215, Wis. Stats., and the Rules of the Office of State Employment Relations, ch. ER 42, Wis. Admin. Code.

Procedures

Before initiating or reviewing a request for a flexible time schedule, employees and their supervisor within a work unit would review:

- The level of a service to the customer
- Impact of morale in the work unit
- Level of employee efficiency and effectiveness
- Conflicts surrounding the flex time schedule
- Employee attendance or absenteeism

Guidelines

Criteria that must be met to accommodate individual flex time requests:

- Service to the customer and productivity will not be adversely affected. A sufficient number of supervisory, and/or advisory staff will be present from 7:45 a.m. to 4:30 p.m., Monday through Friday to accommodate public needs
- Working relationships among State Fair Park program areas will not be adversely impacted
- Deadlines and program responsibilities will be met
- Overtime or additional staff will not be generated as a result of implementing flex time scheduling
- Scheduling conflicts will be resolved by the supervisor of the position involved

Timekeeping

- Standard time reporting forms will be used to report actual hours worked
- Absences resulting from vacation, sick leave, personal holiday or compensatory time off will require charging a like number of hours as if the employee was scheduled to work on the days of the absence

LEGAL HOLIDAYS/SATURDAY HOLIDAYS

All State of Wisconsin employees are eligible for 9 paid legal holidays a year (prorated if part-time). If a legal holiday falls on a Sunday, the following Monday is considered a holiday. If a legal holiday falls on a Saturday, leave time is granted as Saturday/Legal Holiday and may be taken at any approved time during the calendar year.

Legal holidays are:

- January 1
- Martin Luther King, Jr., Birthday (3rd Monday in January)
- Memorial Day (last Monday in May)
- July 4
- Labor Day (1st Monday in September)
- Thanksgiving Day (4th Thursday in November)
- December 24
- December 25
- December 31

VACATION

Classified employees new to state service start earning paid vacation on their first day, but are eligible to use it only after completing their original six months of employment in a permanent or each successive project position. Vacation is prorated for part-time employees and for terminating employees who work less than a full calendar year.

Vacation Earned on a Calendar Basis:

Years of State Service	Employees who are subject to the minimum wage and overtime requirements under the federal Fair Labor Standards (non-exempt)	Employees who are not subject to the minimum wage and overtime requirements under the federal Fair Labor Standards (exempt)
1-5 Years	104 Hours	120 Hours
5-10 Years	144 Hours	160 Hours
10-15 Years	160 Hours	176 Hours
15-20 Years	184 Hours	200 Hours
20-25 Years	200 Hours	216 Hours
25+ Years	216 Hours	216 Hours

Each January, vacation for the calendar year is entered into the employee's leave account. During the 5th, 10th, 15th, 20th and sometimes 25th years of employment, vacation hours are prorated. If the employee leaves state service, any vacation time taken but not earned will be deducted from the final paycheck, or personal payment will be required.

Sabbatical leave accumulates from year to year. It may be used at a later date, used to extend the termination date (not lay-off) or retirement date, or paid off in a lump sum upon termination.

VACATION SCHEDULING

Some work units, especially those with represented employees, follow a *vacation scheduling* agreement between the department and the local union so that vacations are taken at times most desired by employees, in seniority order, in a manner that allows supervisors to meet operational needs. In other work units, vacation normally is authorized on a first-come basis, provided that the absences allow the unit to satisfy its work responsibilities.

VACATION DEFERRAL/CARRYOVER

Vacation is earned every pay period worked and is intended to be used during the year earned. Employees need time to recharge away from work. State Fair Park prefers employees use this time by the end of the calendar year, although exceptions will be allowed.

Supervisors may approve up to 40 hours if employee has a definite plan to use the hours before June 30th of the following year and the planned timing of the use would not negatively effect preparation for the State Fair or the completion of responsibilities in a timely manner. If not used, the hours go away on July 1st.

COMPENSATORY TIME DEFERRAL/CARRYOVER

Compensatory time is intended to give time off for extraordinary work. It should be used as close to the time earned as possible. Many agencies require a plan for its use before it is granted. State Fair Park prefers employees use this time by the end of the calendar year. Few exceptions to this practice will be permitted.

Supervisor and Deputy Director may approve carryover if employee has a definite plan to use the hours before March 31st of the following year and the planned timing of use would not negatively effect preparation for the State Fair or the completion of other responsibilities in a timely manner. If not used, hours go away on April 1st.

Approval of the request should not be assumed.

Some work units, especially those with represented employees, follow a *vacation scheduling* agreement between the department and the local union so that vacations are taken at times most desired by employees, in seniority order, in a manner that allows supervisors to meet operational needs. In other work units, vacation normally is authorized on a first-come basis, provided that the absences allow the unit to satisfy its work responsibilities. If not used, hours go away on April 1st.

TIME DEFFERAL/CARRYOVER APPROVAL PROCESS

Employees should submit a request for approval of carryover hours to their supervisor no later than October 31st. The request needs to note planned use of the leave through the end of the year, expected year-end balances, why these hours cannot be used by year-end and when they would be used. Supervisors may need to help employees complete the request. The request should address each carryover approval category separately:

- Carryover of up to 40 hours of vacation, (supervisor’s approval)
- Carryover of more than 40 hours of vacation, (supervisor and deputy director’s approval);
and

- Carryover of compensatory time, (supervisor and deputy director's approval).

Supervisors will act on requests immediately but no later and November 8th

- Up to 40 hours request –Hours will be reviewed. If the timing presents no issues, send an e-mail to the employee with the supervisor's approval and a copy to Human Resources. In the case of employees with no e-mail access, a hard copy of the approval will be given to the employee and e-mail a copy to Human Resources.

If Human Resources does not receive a copy of the approval, no carryover will be granted and the hours lost.

- More than 40 hours of vacation request – Hours will be reviewed. If the timing presents no issues, it will be noted on the request and forwarded to the deputy director for his approval.
- Compensatory time requested – Hours will be reviewed. If the timing presents no issues, it will be noted on the request and forwarded to the deputy director for his approval.

Deputy Director will act on requests immediately and complete all actions by November 15th.

- If approved, deputy director will send an e-mail notification to the supervisor who should immediately inform the employee. Human Resources will also be copied. If Human Resources does not receive a copy of the approval, no carryover will be granted and the hours lost.
- If there is a concern, the deputy director will consider all factors and either approve, modify, and approve, or deny the request.
- If approved at this point, an e-mail notification shall be sent to the supervisor who will immediately inform the employee. Human Resources will also be copied. If Human Resources does not receive a copy of the approval, no carryover will be granted and the hours lost.
- If denied or modified, the deputy director will meet with the employee to discuss the decision. Then, the supervisor and Human Resources shall receive an e-mail notification. If Human Resources does not receive a copy of the approval, no carryover will be granted and the hours lost.

PERSONAL HOLIDAYS

Each employee receives 4.5 personal holidays (36 hours if full-time, prorated if part-time) each calendar year, provided the employee is in pay status for at least one day in the year. Personal holidays must be used in the year earned. No carryover is allowed.

SICK LEAVE

Full-time employees accumulate 5 hours of sick leave each biweekly pay period or 16.25 days per year. Part-time employees earn a proration of sick leave based on the percentage of full-time worked. When an employee can anticipate a need to use sick leave, the employee must give the supervisor advance notice and enter the leave in the Payroll Time and Attendance (PTA Web) System. When illness prevents an employee from reporting to work, the supervisor must receive notice within one

hour of the start of the shift unless the supervisor advises the employee of other contact procedures. The employee then must report the absence in the PTA Web System upon returning to work.

Sick leave may be used for employee illness; a medical or dental appointment for the employee or an immediate family member where the appointment cannot be scheduled at a time other than during working hours; bodily injury; maternity; or exposure to contagious disease. Sick leave may be used for up to twelve weeks within a calendar year to care for a family member who has a serious health condition. Family member means parent, spouse or child. For specifics see "The Federal Family and Medical Leave Act of 1993" section of this handbook.

Also, sick leave may be used for temporary emergency care of ill or injured members of the immediate family for a limited time, usually not more than five working days, and for a death in the immediate family. This leave is not in addition to the family leave referenced above. "Immediate family" includes the employee's spouse and the following relatives of the employee and spouse:

children	parents	brothers	aunts
stepchildren	step-parents	sisters	uncles
grandchildren	grandparents	sons-in-law	
foster children	foster parents	daughters-in-law	

and any other relatives to the employee or spouse provided they reside in the same household as the employee.

Unused sick leave accumulates from year to year. Accumulated sick leave reduces the premiums paid for income continuation (wage) insurance for employees who participate in this benefit program. Also, an employee may convert sick leave to credits to pay for health insurance during a period of layoff or after retirement.

The supervisor may require a medical statement or other documentation to justify granting sick leave.

CATASTROPHIC LEAVE (LEAVE DONATION PROGRAM)

Certain classified employees are able to voluntarily donate (transfer) annual leave, Saturday legal holiday, personal holiday and sabbatical leave to employees in state civil service who have been granted unpaid leaves of absence due to catastrophic need for which no eligible paid leave benefits or replacement income are available. Consult with the payroll office for specifics.

EXAM/INTERVIEW TIME

Employees are eligible to take time off their jobs for up to 16 hours per calendar year to participate in two promotional examinations and the resulting job interviews for other positions in the classified state service. Since supervisors must approve time off prior to examinations or interviews, employees must provide supervisors with advance notice. Supervisors have the option of approving additional time for examinations and job interviews. Such time is taken without loss of pay.

INCLEMENT WEATHER

The need to use leave for inclement weather arises infrequently. Employees are expected to make reasonable attempts to get to work and to work the entire shift in all weather conditions. Employees who cannot get to work or request to leave work early because of inclement weather (blizzard, icing, tornado) may use vacation, holiday time, or accumulated compensatory time for their absences. In

some situations, employees may arrange with supervisors to make up the time on an hour-for-hour basis within the pay period so long as no overtime payment occurs. The time also may be granted as leave without pay.

JURY DUTY/COURT APPEARANCES

Employees called for jury duty serve without loss of time or pay and may accept jury fees. However, when not impaneled for actual jury service and only "on call," the employee must report back to work. If the employee works other than during the day, the employee need not report to work when serving on jury duty for the same number of hours in a day that the employee is impaneled.

An employee called as a witness regarding departmental business is entitled to leave without loss of time or pay, but the employee must refuse all court fees or submit them to the agency's Business Office. An employee called as a witness in a case unrelated to assigned duties may accept court fees but the employee must use paid leave (compensatory time, vacation) or must take leave without pay to attend court.

OTHER PAID LEAVE

VOTING TIME

Employees who cannot get to the polls to vote before reporting to work or after leaving work may use up to three consecutive work hours to vote. The employee needs to provide the supervisor with a written note to explain precisely why the employee has to vote during working hours. If approved, time off will be granted without loss of pay.

MILITARY LEAVE

Permanent employees who serve on the National Guard, state guard, or as a reserve for the US armed forces are eligible for a paid leave of absence under certain circumstances. Contact the Human Resources Office for more information.

GENERAL LEAVES OF ABSENCE

In addition to medical or maternity/paternity leaves, an employee may receive an unpaid leave of absence for personal reasons. The appointing authority will consider each request on a case-by-case basis. Such leaves may be granted for up to one year and renewed on a year-by-year basis not to exceed three years in total.

Every leave of absence without pay needs to have a designated "return to work" date. An employee may return to work from a leave of absence earlier.

LEAVE FOR UNION ACTIVITIES

Represented employees have the right to time off to participate in selected union activities in accordance with the provisions of their specific agreements. Normally, a represented employee may have a reasonable amount of time off with pay to function as:

- a grievance representative, or
- a union representative to a local labor-management meeting.

Time off without pay is available to represented employees who are union officials to attend selected union meetings, hearings or other union activities as specified in the agreements. This time away from the job in either paid or unpaid status:

- must be entered into the leave accounting system (PTA Web System), and
- requires prior notice to the employee's supervisor in accordance with the agreement. For questions concerning union activities on state time or specific leave provisions, the employee should consult the appropriate labor agreements.

MATERNITY LEAVE

An employee may use up to 12 weeks of sick leave which includes medical and family leave for paid maternity leave, if the employee has accrued sufficient sick leave, and may receive a leave of absence without pay for up to a total of six months. If the employee's doctor produces medical information that the employee needs additional sick leave for reasons relating to the employee's recovery and the employee has the sick leave available, use of additional paid sick leave may be approved by the employee's supervisor. For further information see the FMLA section or contact the Human Resources Office.

PATERNITY LEAVE

An employee may use up to 12 weeks of sick leave for paid paternity family leave, if the employee has accrued sufficient sick leave, and may receive a leave of absence without pay for up to a total of six months. For further information see the FMLA section or contact the Human Resources Office.

MEDICAL LEAVE OF ABSENCE

Leave without pay for an extended medical-related absence may be granted through the usual procedure for requesting leave of absence. The employee will provide a doctor's statement regarding both the need and duration for a medical leave of absence. Medical leaves of absence may be granted for up to one year and renewed on an annual basis.

LEAVE OF ABSENCE TO PARTICIPATE AS BONE MARROW OR HUMAN ORGAN DONOR

Per Wis. Stat. sec. 230.35 (2d), appointing authorities shall grant a leave of absence to a state employee to donate bone marrow or a human organ. Such a leave of absence may not exceed 5 workdays for a bone marrow donation or 30 workdays for a human organ donation. Written verification must be provided to the appointing authority. While on the leave of absence, an employee will remain in pay status. Therefore, an employee will receive pay, benefits, seniority credit, etc. without interruption. Contact the Human Resources Office for more information.

RECORD KEEPING FOR LEAVES WITHOUT PAY

When an employee wants a leave of absence without pay for more than five consecutive workdays, the employee must complete a "Leave Without Pay Request/Authorization" (Form DER-DCLR-20). The Deputy Director's approval is needed for all leaves of absence for more than five consecutive working days.

When a leave of absence is granted for a reason other than to serve in the unclassified service or for involuntary military service, the employee must enter all leave time in advance in the PTA Web system to ensure accurate record keeping. To allow a supervisor to adjust workloads, employees must request any leave of absence as far in advance as possible.

PAYROLL AND BENEFITS

While on a leave of absence without pay, an employee does not earn vacation or sick leave; or, after the third month of the leave, retain state contributions to insurance programs. Exceptions exist in selected situations for leaves related to worker's compensation claims, union activities or to craft employees when craft workers take unpaid vacation in accord with their agreement. An employee may pay his or her own premiums to continue life, health, income continuation and catastrophic insurance policies while on leave of absence. An employee needs to prepay any insurance premiums and submit them to the payroll office at least 30 days prior to the month of coverage. An employee contemplating a leave of absence should contact the payroll office to make arrangements for maintaining insurance coverage.

An individual's seniority date adjustment for time off the payroll is determined by the employee's status: non-represented employee's seniority date is not adjusted; represented employee's seniority date may or may not be adjusted, depending upon their contract language.

<p>Note: Further information on benefits is available from the Human Resources Office. Represented employees should also review their contracts.</p>

INSURANCE AND FRINGE BENEFIT PROGRAMS

HEALTH INSURANCE

State of Wisconsin employees are eligible to participate in one of several health insurance plans providing hospital, surgical/medical and major medical benefits. Following two months of state employment, the state contributes to the monthly premium. Employees wanting to participate earlier may obtain coverage effective on the first of the month following appointment by prepaying the full monthly premium. Participation starting after two months of service requires enrollment prior to the completion of the second month. Participation may begin other times during an employee's career with a 180-day waiting period for preexisting conditions and is limited to the Standard Plan.

Craft workers are exempted from state paid health insurance. They may participate in the state-sponsored programs by paying the total cost through payroll deductions.

Each health insurance program has its own variables. Information booklets are available from the Human Resources Office.

HEALTH INSURANCE ANNUAL "IT'S YOUR CHOICE" ENROLLMENT

Employees with health insurance are given an annual opportunity to select a different health insurance provider during the "It's Your Choice" enrollment period which takes place each October. The plan selected in October becomes effective the following January. This process is optional and employees who do not select a different plan will continue to be insured by their current carrier, if it is still available. Always check the "It's Your Choice" booklet for plan availability and premiums.



HEALTH INSURANCE AFTER RETIREMENT

Unused sick leave is converted to credits at the time of retirement to pay for the retired employee's health insurance. The amount of credit is determined by the number of sick leave hours multiplied by the employee's current hourly rate of pay. A provision for employees with more than 15 years seniority allows the state to enhance their accrued sick leave account. Specific information is available from the Human Resources Office. The accrued sick leave account pays the entire premium for single, family or integrated Medicare coverage until the account has been depleted. If a retired employee dies before the account is exhausted, the remaining conversion credits are used to pay premiums for the surviving dependents.

LIFE INSURANCE

Term Life Insurance Options Under WRS (Wisconsin Retirement System)				
Insurance Available	Employee Coverage			Dependent Coverage
	Basic	Supplemental	Additional	Covers Spouse and children
Amount of Insurance	1 Unit*	1 Unit	Up to 3 Units	Spouse \$10,000, each child \$5,000 or Spouse \$20,000, each child \$10,000
* Unit = gross annual salary rounded to the next highest thousand.				

Enrollment without evidence of insurability	Application within 30 days of hire for coverage after 6 months under retirement system	Application within 30 days of completing first 6 months under the retirement system
Enrollment with evidence of insurability	Until age 55	

CATASTROPHIC INSURANCE

The EPIC Life Insurance Company offers an additional major medical insurance program. This company provides excess major-medical insurance for an individual lifetime maximum of \$250,000. Accidental death and dismemberment and some dental coverage are other benefits of this plan. The employee pays the premium, which may be made through payroll deductions on a pre-tax basis. Employees enroll in this program either in the first 31 days of employment or within 31 days of completing the first six months. Open enrollments occasionally occur for this insurance.

SHORT-TERM AND LONG-TERM CARE INSURANCE

This plan allows employees to purchase home health care, assisted living, community-based care, and nursing home care for themselves and their spouse, parents and spouse's parents. Information on plan choices is available from the Human Resources Office.

INCOME CONTINUATION INSURANCE (WAGE INSURANCE)

Income Continuation Insurance provides an employee with substantial salary replacement if the employee becomes partially or totally disabled. Benefits begin after 30 calendar days of disability or after accumulated sick leave (up to 1040 hours) is exhausted, whichever is longer.

The premiums are based on monthly pay and accumulated sick leave. As more sick leave is accumulated, the premiums are reduced. Employees eligible for employer contribution for the first time can enroll in the program from January 1 to January 30, (effective the following April 1) without undergoing a medical examination. Each February, premiums are adjusted to reflect any significant change in the employee's accrual of sick leave.

EMPLOYEE REIMBURSEMENT ACCOUNT (ERA)

The Employee Reimbursement Account is an optional benefit plan, authorized under Section 125 of the Internal Revenue Code. It exempts employees from paying taxes on money used to pay certain IRS-approved expenses. These expenses include state group life, catastrophic and health premiums, dependent care expenses, most un-reimbursed medical costs, and commuter benefits (van pools, bus passes and parking). By setting aside part of the employee's pre-tax salary to pay these expenses, participants effectively reduce their taxable gross income. The Wisconsin ERA program is administered by Fringe Benefits Management Company (FBMC). See the Department of Employee Trust Funds web site for further information or contact the Human Resources Office..

WORKER'S COMPENSATION

All State of Wisconsin employees are covered by the Worker's Compensation Act which pays for medical expenses and lost work time for job-related accidents.

All job-related injuries or mishaps, especially those involving potential physical problems, should be reported by the employee to his or her supervisor within 24 hours of the accident. An accident form must be completed by both the supervisor and employee. If three or more days of work are missed, a claim for wages lost should be filed by the employee with the payroll office. An injured employee may remain in pay status during the investigation period by using earned leave and may buy back the leave used when the claim is approved. The employee must buy back any sick leave used while processing a Worker's Compensation claim. When an employee buys back leave, it affects the employee's total gross earnings and deductions. No adjustment to retirement earnings or creditable service is required. If an employee files for benefits and the claim is denied, the absence can be charged to sick leave or vacation.

UNEMPLOYMENT COMPENSATION

Employees who are laid off may be eligible for unemployment compensation. Former permanent and some temporary employees may be eligible for these benefits. The amount and duration of benefits is dependent upon the length of employment and rate of pay.

The maximum amount of time to draw benefits is fifty two weeks, though this may be extended during periods of high unemployment.

SOCIAL SECURITY

As authorized by the United States Congress, certain earnings are covered under the social security program. In some cases, employees or their families may become eligible for disability or survivor benefits. For further information, employees may directly contact the local Social Security Administration Office.

DEFERRED COMPENSATION

Employees may participate in a state-sponsored voluntary Deferred Compensation Plan that allows them to defer, for income tax purposes, a portion of their salary. Numerous investment choices are available. An employee may assign earnings in multiple investment options. If an employee chooses to participate in this program, there is no minimum biweekly deferral amount required at this time. The program is administered by the Wisconsin Deferred Compensation Program. For further information, contact the Human Resources Office.

WISCONSIN RETIREMENT SYSTEM INFORMATION

Contributions for Wisconsin Retirement System (WRS) coverage begin on the first day of employment for permanent employees who work at least one third of full-time. For detailed current information on contribution rates, basic retirement annuity computations, separation benefits, service buy-back options and veterans service credits, please visit the Department of Employee Trust Funds web site. Program information is available from Human Resources



Note: While this benefit information pertains to unclassified employees, represented employees have comparable benefits and should review the applicable union agreements for specific information.

HUMAN RESOURCES

The Human Resources Office provides internal management services in the areas of personnel, payroll, employee development and affirmative action.

DEFINITION OF TERMS

CIVIL SERVICE

"Civil Service" means all offices and positions of trust or employment in the service of the state. The civil service is divided into the unclassified service and the classified service positions.

UNCLASSIFIED EMPLOYEES

All state officers elected by the people, officers and employees appointed by the Governor, the faculty and academic staff in the University of Wisconsin System, most division administrators, and justices of the Wisconsin Supreme Court are unclassified.

CLASSIFIED EMPLOYEES

All employees in positions not included in the unclassified service, are considered classified. Based on duties and responsibilities, jobs are grouped under titles or classifications. Classifications with equivalent authority, responsibility and nature of work are assigned to a comparable pay range.

EMPLOYMENT ELIGIBILITY

The United States Immigration and Naturalization Service requires new state employees to verify employment eligibility by completing the federal form I-9 and producing proper identification within the first three (3) days of employment.

WISCJOBS

All classified state government vacancies and some local government vacancies are listed online. This list was formerly known as the Current Employment Opportunities Bulletin (COB). The internet site provides information about the agency that is recruiting, the salary of the position, a summary of the job duties and requirements as well as instructions on how to apply. Contact the Human Resources Office if you have questions about this service.



JOB DESCRIPTION

The job description or position description, often referred to as the PD, is a summary of the most important features of a job, including the general nature of the work performed (duties and responsibilities) and level (i.e., skill, effort, responsibility and working conditions) of the work performed. It typically includes job specifications that include employee characteristics and behaviors required for competent performance of the job. A job description describes and focuses on the job and not on any specific individual who might hold the position.

PROBATIONARY PERIOD

Certain represented positions require a time of evaluation known as a probationary period to provide the appointing authority assurance that the employee can competently perform the required tasks of the position. Performance evaluations are done every three months during the probationary period.

LIMITED TERM EMPLOYEE (LTE)

The nature and conditions of LTE positions do not permit attainment of permanent status in class. Procedures for recruitment and selection may be streamlined. An LTE can work up to 1044 hours in a year in the same position.

PROJECT POSITION

A project position is normally funded for six or more consecutive months for a temporary workload increase or for a planned undertaking which is not a regular function of the employing agency. A project position may not exceed four years.

RECLASSIFICATION

Reclassification is the assignment of a filled position to a different class based upon logical and gradual change to the duties or responsibilities of a position or the attainment of specified education or experience by the incumbent such that the duties performed are better described by a new classification title. Reclassification can result in upward and lateral, as well as downward movement for the position.

REALLOCATION

An employee's position may be assigned to a new classification or pay level. This may result from a change in the classification specifications, the creation of a new class, abolishment of a class, or other statewide change in the classification structure. Most reallocations occur as the result of a personnel management survey of an entire occupational area conducted by the Office of State Employment Relations.

REINSTATEMENT

Reinstatement is the eligibility for an employee to be rehired, on a permissive basis, without formal competition. Employees who leave state service are eligible to be reinstated into any classification for which they are qualified at the same pay-range (or lower) for five years following separation. This benefit is not available to someone who is dismissed for cause (misconduct).

When an employee is reinstated, the employee's pay normally equals the last rate paid plus intervening adjustments or up to the appointment maximum if in a broadbanded classification.

TRANSFER

A transfer is the permanent appointment of an employee to a different position assigned to a class having the same or counterpart pay rate or pay range as a class to which any of the employee's current position is assigned.

DEMOTION

A demotion generally is the permanent appointment of an employee with permanent status in one class to a position in a lower class than the highest position currently held in which the employee has permanent status in class. A demotion can be voluntary or involuntary.

PERFORMANCE EVALUATION

Employees annually receive a formal evaluation of their work performance based upon pre-established work standards reflecting their position description. These standards serve as the basis for on-going communication between a supervisor and the employee throughout the year. Evaluations will be performed in November and December of each year.

BACKGROUND INVESTIGATIONS

In accordance with Wisconsin Statutes, a background investigation will be conducted prior to the selection of candidates intending to work within specific programs of Wisconsin State Fair Park. These may be subject to periodic updates and may occur occasionally after employment. There may be conviction restrictions for employment or continued employment with these specific divisions. For more information regarding these background investigations, contact the manager within your department.

JOB-RELATED DEVELOPMENT AND TRAINING

Job development includes activities assigned to an employee to obtain, improve, or update knowledge, and skills. The training is required to meet performance standards based upon the employee's position description. The employee and the employee's supervisor may identify education and training programs that meet the job-related training definition.

Time: An employee attends job-related education and training programs on state time. If the program is not offered during the employee's normal work hours, the supervisor, with the approval of the Director, may arrange for compensatory time off in accordance with department policies, union contracts, and the federal Fair Labor Standards Act.

Cost: The supervisor arranges for payment of costs associated with the training assigned to the employee; the employee receives reimbursement for travel costs (if any) according to state travel guidelines.

Registration: The employee and supervisor complete and submit a "Training Request and Authorization" form to the Director. The Director approves or denies the training request and forwards a copy to the employee and human resources coordinator.

The employee and department head complete a "Training Request and Authorization" form and submit it to the Director. Forms are available on the H://AALL SHARED FILES/Forms/Travel Request and Training Expense Authorization .

All job related development and training must be approved in advance by the Director.

PERSONNEL FILE (P-FILE)

An employee's official personnel record, commonly called a "P-file," is maintained by the department's Human Resources Office. This file contains performance evaluations; letters of appointment, promotion, reclassification, transfer or demotion; payroll documents; insurance applications; withholding forms; letters of commendation and discipline; and any official communication concerning the employee.

The employee, the employee's supervisor, and the personnel staff (who are custodians of the file) have access to the P-file. The employee or the employee's supervisor may contact the Human Resources Office to make arrangements to review a P-file, preferably at least one day in advance.

If an employee resigns from the department and accepts a job with another state agency, the P-file transfers to the other agency's personnel office.

When an employee leaves state service, the entire P-file is retained by the department for one year before it is sent to the State Records Center for seven years. Basic information on the employee's last position and status is retained for an additional 25 years.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) provides information on community resources to employees seeking help in resolving a personal problem especially when the personal problem may be adversely affecting job performance. The personal problems may include: caring for an elderly parent, alcohol or drug abuse, financial difficulties, work-related stress, marital conflicts, teenager conflicts, or a host of other issues that can affect the person's interpersonal relationships or work performance.

Employees use EAP voluntarily; they cannot be forced by their supervisors or others to use the program. In addition, all employee contacts with the program are confidential. Unless a crime has been committed or there is a potential threat to life or property, no one other than the resource coordinator will know of the contact.

Employees may use up to one hour of paid time to meet with a resource coordinator. After the initial contact, the employee must arrange to use vacation time, leave without pay, or other forms of leave. Individuals entering counseling or treatment programs to resolve personal problems are required to use appropriate leave. Although efforts are made to identify free or low-cost resources for employees contacting the program, some community agencies may charge a fee to access their services.

Contact the Human Resources Office or any EAP resource coordinator for more information about the program.

FEDERAL FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

The federal Family and Medical Leave Act of 1993 (FMLA) requires that eligible employees be granted unpaid, job protected leave for child birth; adoption; care of a child, spouse or parent with a serious health condition; and personal health conditions. The department must administer this law in conjunction with the state Family and Medical Leave Act, administrative rules, and applicable labor contracts. Therefore, employee leaves of absences, whatever their length, which meet the eligibility criteria listed in the federal FMLA, the Wisconsin Family and Medical Leave Act (WFMLA), labor contract provisions, or administrative rule will automatically be designated as leave under these laws.

and labor contracts unless determined otherwise by the division administrator. Any leave, paid or unpaid, that is designated as leave under the federal FMLA, the Wisconsin FMLA or the appropriate labor contracts or administrative rules will be counted against the employee's entitlement where they qualify.

1. Employee Eligibility. State employees (including limited term and project employees) are eligible for unpaid leave under FMLA if they:
 - a. Have been employed by the state for at least 52 weeks; and
 - b. Have worked for the state at least 1000 hours in the 52-week period immediately preceding the beginning of the requested leave under FMLA.
2. Reasons for Leave. Eligible employees are entitled to use unpaid leave under FMLA when taken for the following purposes:
 - a. For the birth of the employee's child and to care for the newborn child (leave must be concluded within 12 months following birth); or
 - b. For placement of a child with the employee for adoption or foster care (leave must be concluded within 12 months following placement); or
 - c. To care for the employee's child, spouse, parent or parent-in-law with a serious health condition; or
 - d. For the serious health condition of the employee that makes the employee unable to perform the functions of the employee's position.
3. Length of Leave. Eligible employees are entitled to use 12 work weeks of unpaid leave for FMLA-qualifying purposes during each calendar year. See the payroll office for specifics.
4. Notice of Need for Leave. Employees are required to provide their supervisors 30 calendar days advance notice of the need to take FMLA leave, or as much notice as feasible if leave is to begin in less than 30 days. Employees must request FMLA leave by completing a "Family and Medical Leave-Employee Request Form" that can be obtained from the payroll office. Failure to provide timely notice as required may result in an employee's request for leave being denied until at least 30 days after the date notice is provided.
5. Substitution of Paid Leave for Unpaid FMLA Leave. Employees may substitute unused accumulated paid leave, i.e., annual leave, personal holiday, or a combination thereof, for portions of unpaid FMLA leave for the birth of a child or for placement of a child for adoption or foster care. Employees may elect to substitute sick leave, in addition to leave noted previously, for unpaid FMLA leave to care for a family member with a serious health condition or for the employee's own serious health condition. Sick leave may only be substituted under those circumstances for which sick leave is otherwise provided under the applicable collective bargaining agreement or administrative rules. Under no circumstances will employees be entitled to FMLA leave in excess of the authorized 12 weeks as a result of the substitution of paid leave.

Any leave, with or without pay, that is designated as leave under FMLA will count against the employee's FMLA entitlement.
6. Intermittent Leave. Intermittent leave or leave on a reduced work schedule:
 - a. Must be given only when there is a medical need for such leave and the medical need can best be accommodated through an intermittent or reduced leave schedule; and the leave is being used (1) for the employee's own serious health condition, or (2) to care for a family member with a serious health condition;

- b. Must be allowed when taken for (1) the birth of the employee's child, or (2) placement of a child with the employee for adoption or foster care, provided it is taken within 16 weeks of birth or placement. Any request to take intermittent leave under these circumstances must be approved by the employee's division administrator. During intermittent leave, an employee and the division administrator may mutually agree for the employee to move to a different position.
7. Medical Certification. Employees must provide medical certification for leave under FMLA when taken for the serious health condition of the employee or the employee's family member. Failure to provide timely medical certification as requested may result in the denial of leave until required certification is provided.
8. Benefit Continuation.
- a. Group Health Insurance. For employees on leave without pay under FMLA, agencies must maintain the employee's group health insurance coverage on the same conditions and continuing agency contributions as would have been provided if the employee had been continuously employed.
- The agency will advise employees of their individual eligibility for continuation of group health insurance under the provisions of FMLA. Employees are required to pay the employee portion of health insurance premiums, if applicable, during unpaid leave under FMLA. The agency will advise employees as to the cost of coverage and when and where to send the premium payments, if any. Coverage will be terminated for employees who do not pay their portion of the cost of coverage.
- If the employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires, the agency will collect from the employee the employer portion of premiums paid during the leave unless the reason the employee does not return is due to:
- 1) The continuation, recurrence, or onset of a serious health condition which would qualify as leave under FMLA; or
 - 2) Other circumstances beyond the employee's control (e.g., an individual other than an immediate family member has a serious health condition and the employee is needed to provide care, or the employee is laid off while on leave).
- b. Benefits Accrued Prior to Leave. While employees will not accrue additional benefits during leave without pay under FMLA, benefits accrued prior to leave will be retained at the same levels upon return to work. For example, paid annual leave, sick leave, or personal holidays which are not substituted for FMLA leave will be available to the employee upon return from leave.
- c. Continuous Service.
- 1) State Seniority. Employees will continue to accrue continuous service for seniority purposes while on leave under FMLA.
 - 2) Retirement System. The time an employee is on FMLA leave (either paid or unpaid) will be treated as continuous service for purposes of vesting and eligibility to participate in the retirement plan. However, the time an employee is on unpaid FMLA leave will not be counted as creditable service.
9. Return from FMLA Leave. When returning from leave taken under FMLA, generally an employee will be returned to the same or equivalent position, including the same pay, benefits, and other terms and conditions of employment. However, the employee has no right under

FMLA to return to the same position. If state law or a collective bargaining agreement governs an employee's return to work, those provisions shall be applied.

Fitness-for-duty certification may be required prior to returning to work from FMLA leave taken for the employee's own serious health condition. The employee will be informed in writing by his or her division administrator or designee at the time the FMLA leave is approved whether a fitness-for-duty certificate will be required. Failure to provide fitness-for-duty certification as requested may result in denial of reinstatement until the required certification is provided.

10. **FMLA and Other Leave Benefit Provisions.** FMLA entitlement is to be coordinated with the provisions of the Wisconsin Family and Medical Leave Act, as well as leave benefits provided under administrative rules of the Secretary of DER, or the applicable collective bargaining agreements. Employees may not use benefits provided under FMLA in addition to benefits provided under the WFMLA, administrative rule, or applicable collective bargaining agreement. Leave qualifying under both laws will be counted against the employee's entitlement under both the federal and state laws, as well as towards the employee's entitlement under administrative rule or the applicable collective bargaining agreement.

11. **Dispute Resolution Process.** This process is designed to encourage resolution of FMLA entitlement complaints within the agency. If an employee decides to use another route, then this process ceases.

Employees who dispute decisions regarding the designation of leave under FMLA may, within 30 days after the decision is made or the employee should reasonably have known that the decision was made, file a request for reconsideration of the leave designation with the Human Resources Office. The request should be in writing, include the dates of the leave, a description of the problem, and the desired remedy.

Within 10 working days of receipt of the complaint, the supervisor will review and return a written decision to the employee.

If the employee does not receive a response in 10 working days, or is not satisfied with the supervisor's decision, the employee may submit a complaint to the agency's director.

The agency's director will issue a written decision concerning the complaint as soon as possible, but not later than 10 working days following its receipt.

For specific information relating to the federal Family and Medical Leave Act, contact the Human Resources Office (414) 266-7015.

LEAVING THE AGENCY

VOLUNTARY SEPARATION

When leaving the agency for another job in or out of state service, retirement or any other reason, the employee should submit a written notice to the supervisor as soon as possible but at least two weeks in advance.

DISCHARGE (TERMINATION)

Occasionally, an employee consistently fails to meet minimum performance standards and expectations or violates work rules. In these situations, supervisors make every effort to implement a

program of improvement with the employee. If this fails, depending upon the nature of the offense, discipline may include a written reprimand, suspension without pay, or termination. Termination, the most extreme form of discipline, occurs when other corrective measures have been unsuccessful, or when the infraction is severe enough to warrant immediate termination. Employees faced with disciplinary discharge receive written notice outlining the reason(s) for termination, along with information on the right to grieve or appeal the decision.

JOB ABANDONMENT

If an employee fails to report to work or to properly notify the supervisor of absences for five or more consecutive working days, the department may consider the employee's position abandoned. The supervisor will initiate disciplinary action which may include terminating the employee for cause or treating the employee as having resigned, depending on circumstances.

LAYOFF (NON-REPRESENTED EMPLOYEES)

Budget reductions or changes in program functions sometimes necessitate eliminating permanent positions through layoffs. Affected employees receive at least two weeks formal notice from the Director and may be designated "at risk" many months prior to a reduction. Employees receive written notice of the effective date and a summary of their rights based on s. 230.34 (2), Wis. Stats., and ch. 22, ER-MRS, Wis. Admin. Code.

Any layoff within the department occurs by seniority within classification on an employing unit basis. Seniority is determined by length of continuous state service. The least senior employees are laid off first. Limited term and project employees and persons serving an original probation are released prior to permanent employees in the same classification. The Director may exclude two persons or 20% of the layoff group for any reason.

Affected employees have the right to transfer to any vacancy in the same pay range or demote to a vacancy in a lower pay range within the department for which they are eligible and qualified. They are given an opportunity to be considered for transfer or voluntary demotion to other positions in other state agencies prior to those positions being announced on an open recruitment basis.

When a transfer or voluntary demotion is not a viable option, employees may be able to exercise "bumping" rights. "Bumping" is an employee's right to move and induce layoff of another employee in the same classification, lower classification in the same series, or in a classification in which the employee previously held permanent status. Non-represented employees cannot bump into represented classifications.

LAYOFF RECALL

Non-represented employees have mandatory restoration rights (recall) to any department vacancy in the pay range from which laid off, if they are eligible and qualified, for three years from the date of layoff. Laid off employees are recalled in inverse order of layoff with the most recently laid off person recalled first. Employees who have transferred are not recalled.

Recalled employees must respond within five workdays to an offer of reemployment. Failure to respond within the time limit may result in forfeiture of future recall rights. Pay upon recall is the last rate paid prior to layoff, plus intervening across-the-board increases. No probation is required. Layoff/recall provisions may vary for represented employees. Labor agreements should be consulted for specific information.

BENEFIT STATUS DURING LAYOFF

Laid off employees may convert sick leave to credits to pay for health insurance premiums while in layoff status, or may convert health and life insurance programs to private plans. Laid off employees are eligible for unemployment compensation benefits and should visit the Department of Workforce Development web site. The Human Resources Office will supply further information on layoff and benefits, and assist the employee in the search for employment.

REINSTATEMENT/RESTORATION

Reinstatement is the eligibility for an employee to be rehired, on a permissive basis, without formal competition. Employees who leave state service are eligible to be reinstated into any classification for which they are qualified at the same pay-range (or lower) for five years following separation. This benefit is not available to someone who is dismissed for cause (misconduct).

Restoration is mandatory reemployment within the department after a leave of absence, military leave, layoff or non-completion of a promotional probation within the department.

When an employee is reinstated or restored, the employee's pay normally equals the last rate paid plus intervening adjustments or up to the appointment maximum if in a broadbanded classification.

FURLOUGH

A furlough is a mandated temporary reduction of work hours or days. The State's right to furlough employees comes from several sources, including management rights, as outline in sections 111.90 and 111.91 of the Wisconsin Statutes; the Governor's authority under sec. 230.34(2), Wis. Stats., permitting layoff due to lack of funds, and 230.35(5), Wis. Stats, to change office or work hours in emergency situations; and provisions in the State's collective bargaining agreements and section ER-MRS 22.14, Wisconsin Administrative Code, allowing the State to reduce employees' hours. Any furlough time scheduled will be administered in accordance with the US Department of Labor Standards Act (FLSA).

FACILITIES AND GENERAL SERVICES

ACCESS CARDS, KEYS AND ID CARDS

All employees are issued a photo ID card. Employees should have their ID with them at all times. There may be times when an employee ID card will be required for access to a building or onto the grounds.

Employees receive keys and access cards to buildings offices and gates on an as-needed basis. Requests for keys must be approved by each employee's supervisor.

All keys, access cards, and, photo IDs must be returned to the employee's supervisor when the employee leaves his or her position. Failure to do so may result in the employee's paycheck being held pending return of these items.

An employee who receives any key or access card is expected to maintain its security. Duplicating is absolutely forbidden. Lost building access cards or keys should be reported immediately to the supervisor. There may be a charge for replacing lost or damaged photo ID cards, access cards or keys.

TELEPHONE USAGE

Employees generally are responsible for answering their own phones and placing their own calls. When answering calls, employees should identify themselves and their agency or department.

Employees may make only essential personal local calls on state phones. No personal long distance calls are permitted.

Instructions for using the state telephone system will be explained by the employee's supervisor or a person designated by the supervisor.

COPY AND FAX MACHINES

Copy and fax machines are for business use only. The reception desk attendant in the lower level of the Tommy G. Thompson Youth Center has a fee schedule for individuals such as event promoters, vendors or others who have to use the equipment in case of an emergency.

MAIL AND OTHER DELIVERY SERVICES

Mail delivery services for the United States Postal Service (USPS) post office box mail is provided to the Tommy G. Thompson Youth Center lower level mail room. Departmental mail boxes are located in this same area.

Information on postal service procedures, postage meter, UPS, and other delivery service procedures can be obtained from the reception desk attendant or the person responsible for mailing procedures in the employee's department. The most cost effective form of delivery and mail service should be used for each item sent.

Proper address format and ZIP code use enables the state to receive lower bulk mailing rates. Visit the USPS web site for format instructions and ZIP code + 4 numbers.

Personal letters should be posted at a public mail box and are not to be included with departmental outgoing mail. Personal packages should not be received through the Post Office Box address, necessitating handling by State Fair Park's mailroom staff. Use of State Fair Park's metered postage or delivery services for personal mail and packages is prohibited.

PARKING INFORMATION

Parking is currently provided at no cost to the employee, except during the annual State Fair. There are a few assigned parking stalls but most employees will be given a general area for parking which will be filled on a first come basis.

During the annual State Fair, parking is at a premium and all space available on site is assigned through the Admissions Department. An employee may have to find alternative parking at his own expense off site. Milwaukee County Transit System has several bus routes along the perimeter of the park that operate on a year round basis.

STATE PURCHASING AND P-CARDS

State purchasing is a highly controlled and accountable process that is governed by a myriad of laws, policies and procedures. Discuss buying needs with your office manager or the agency's purchasing agent to ensure purchases are handled in the easiest way possible.

Some department managers and selected employees will be issued state credit cards (P-card) to aid them in their purchasing responsibilities. There are strict rules and restrictions associated to the use of the cards, and it is critical that they be followed. Contact the agency's purchasing agent for information on the purchasing card program. Policies and procedures for purchasing are located on the H://AALL SHARED FILES/Instructions/Appendix F-Purchasing Policy.

TRAVEL

Employees are reimbursed within state guidelines and any contract provisions for represented employees for actual, necessary and reasonable expenses incurred while on authorized state business. Detailed information can be found on the State of Wisconsin Pocket Travel Guide published by the Office of State Employment Relations and available on the Internet. Check with the agency's travel coordinator, the Accounts Payable Specialist, for the proper procedures before scheduling any travel.

All travel requests must be pre-approved by the Director where reimbursement may be required.

RECYCLING

State Fair Park employees are expected to recycle paper and other recyclable products. Check with the Superintendent of Buildings and Grounds for building recycling procedures.

FORMS MANAGEMENT PROGRAM

All state agencies are required by ch. 15.04, Wis. Stats. to establish and maintain a records and forms management program. The department's forms management program is designed to foster and promote the production of efficient, effective and economical forms and publications. The bulk of all paperwork evolves from forms and their related program requirements. This underscores the importance of maintaining good forms/data management practices at all levels within the agency.

All agency forms and publications must be developed in compliance with agency and statutory standards including forms printed electronically or prepared online and sent electronically. For assistance on any forms related question or problem please contact the Business Office.

RECORDS MANAGEMENT PROGRAM

Record maintenance is an important obligation of state government. Effective government relies on accurate, complete data collection and sound record keeping practices. Management of records or information while performing duties is critical to decision making that affects Wisconsin citizens. Each time an employee creates a database, documents a job, sends an e-mail, photographs a job site, microfilms data, or faxes a message, a public record may be created. The medium doesn't matter, the informational content and purpose does. For information regarding the life cycle of a record, retention and disposition of documents, definition of public records and other aspects of records management, contact the Business Office.

ADMINISTRATION

OPEN MEETINGS LAW

The State of Wisconsin recognizes the importance of having a public informed about governmental affairs. Accordingly, the state's Open Meetings Law declares that it is "the policy of this state that the public is entitled to the fullest and most complete information regarding the affairs of government as is compatible with the conduct of governmental business." [s. 19.81(1), Wis. Stats.]

The Open Meetings Law requires all governmental bodies and "formally constituted sub-units" of governmental bodies, to hold their meetings in open session. Governmental bodies generally include all boards, commissions, councils and similar entities of state (and local) government. Formally constituted sub-units generally include a committee or other type of sub-unit constituted for the purpose of exercising some or all of the responsibilities, authority, and duties of the parent body. As a general rule, normal day-to-day meetings of a state agency, such as section, bureau or division staff meetings, and meetings among staff to conduct the daily administrative and ministerial agency duties are not subject to the Open Meetings Law.

Sufficient public notice 24 hours before a scheduled meeting must be given in order for the governmental meeting to be legal. In an emergency situation, notice may be given as little as two hours before the scheduled start. Sufficient notice includes emailing or faxing the agenda with the time, date and place of the meeting to local media and any known interested parties. Copies of the agenda are posted at the Administration Office reception desk in the lower level of the Tommy G. Thompson Youth Center and at the front desk of the first level of the Tommy G. Thompson Youth Center. The Open Meetings Law creates a presumption that meetings of governmental bodies must be held in open session. There are some situations when meetings can be closed to the public, but these are rare and can only be utilized where necessary to protect the public interest or when holding an open session would be incompatible with the conduct of governmental affairs. Any proposed closed session must be noted in the notice/meeting agenda, citing the specific, applicable statutory exception to the requirement for an open session. Immediately prior to convening in closed session, a roll call vote of the members must approve the measure.

If an employee either serves on or staffs a public body such as a board, commission or council, and has any questions regarding the Open Meetings Law, please contact the Deputy Director.

PUBLIC RECORDS LAW (OPEN RECORDS)

The Wisconsin Public Records Law is found in ch. 19, Wis. Stats. The Wisconsin Public Records Law is to be "construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied." (s. 19.31, Wis. Stats.)

Nearly every document maintained by a state agency in some way or another can be construed as a public record, subject to potential disclosure upon request for access. Some documents such as genuine drafts, personal papers, preliminary computations, and materials limited by copyright patent or published materials available for sale are not considered public records. However, most of the documents handled by employees including computer records and email, will be considered public records.

The Public Records Law places many requirements and restrictions upon the handling of public records. Determinations as to whether a document may be released upon request include many

different factors: statutory exemptions, common law exemptions, and a balancing test which must be conducted to determine whether release of the records to the public would do more harm to the public good than failing to release such records. Accordingly, the Deputy Director has been given the authority by the Executive Director to act as legal custodian for State Fair Park records.

If an employee is contacted by a member of the public requesting a record, they should be directed to make an oral or written request for the specific record sought to Craig Barkelar, Deputy Director, 640 S. 84th Street, West Allis, Wisconsin, 53214, by facsimile to Craig Barkelar at (414) 266-7007 or by phone at (414) 266-7011.

The public records of Wisconsin State Fair Park are available for inspection and copying during normal business hours. Except for legal holidays, those hours are:

Monday-Friday: 7:45-11:45 AM and 12:30-4:30 PM

Fees for providing copies of public record are \$0.15 per page for photocopies; actual and direct cost of any transcription, photographic work or postage; a location fee if the actual direct cost of locating information exceeds \$50.00. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay.

An employee other than a record custodian should never make a determination.

Safety

The policy of Wisconsin State Fair Park is to provide a safe and healthy workplace for each employee. The department will establish and maintain effective health and safety programs to safeguard employees and comply with all applicable state and federal safety and health standards and regulations. To be successful, this program must embody the proper attitudes toward injury and illness prevention on the part of managers, supervisors, and employees.

The agency solicits cooperation and participation in an effort to make the department free from all accidents and conditions hazardous to the employees.

The agency recognizes that the responsibilities for safety and health are shared:

- Management is responsible for the leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards and resources required to ensure a healthy and safe workplace.
- Supervisors and managers are responsible for developing proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved.
- Employees are responsible for participating in all aspects of the safety and health program, complying with all rules and regulations, and continuously practicing safety while performing their duties.

Refer to Work Rules for safety information related to employees' responsibilities. No job is so important or so urgent that sufficient time can not be taken to perform it safely.

SECURITY AND SUSPICIOUS ACTIVITY PROCEDURES

Report Suspicious Activity – report any suspicious persons, activity or vehicles and any unattended packages immediately to the State Fair Park Police emergency number 414-266-7030.

EMERGENCY INFORMATION

CONTACT INFORMATION

Emergency Number:..... 414-266-7030

Fire/Ambulance..... **9-911**

Non-Emergency Number: 414-266-7033

EMERGENCY INFORMATION

FIRE

In the event of a fire, an explosion, or smoke in the building, immediately pull the nearest fire alarm pull station located by the elevator and stairwell doors. Follow the proper procedures when evacuating the building. Do not use elevators during a fire emergency. If you need special assistance, contact your Building Coordinator.

MEDICAL EMERGENCY

Call 9-911. Employees are not required to provide first aid or CPR to other employees, visitors or guests unless they are hired as medical responders. Employees who voluntarily administer first aid or CPR should protect themselves from exposure or contact with blood or bodily fluids. Employees who are exposed to blood and/or body fluids should immediately go to the emergency room of the nearest hospital for determination and medical treatment.

THREATENING WEATHER

Each facility has established a system for notification of impending threatening weather. The Building Coordinator will make an announcement of impending threatening weather. Instructions will be given for taking shelter when appropriate.

BOMB THREAT

For Bomb threats received by mail - Call State Fair Park Police emergency number **414-266-7030**. Do not handle the communication any more than is absolutely necessary.

Bomb Threat Received by Telephone - If an employee receives a call that involves a bomb threat, remain calm and listen carefully to the caller, ask questions and take notes of the exact words. Call State Fair Park Police emergency number **414-266-7030**.

SUSPICIOUS MAIL OR PACKAGES

Employees that receive suspicious mail or packages should contact the State Fair Park Police emergency number **414-266-7030**. Do not handle the object. Refrain from using cellular phones or portable radios near a suspicious package.

Tips for identifying suspicious packages:

- Packages that have bulges, protruding wires, oil stains/leaks or emit a peculiar odor.
- Packages wrapped in twine or string.
- Return address and postmark are not the same area.
- No postage or non-canceled postage.
- Any foreign writing, addresses or postage.

- Improper spelling of common names, places or titles.
- Generic or incorrect titles.
- No return address or nonsensical return address.

VIOLENCE OR CRITICAL INCIDENT

If an employee sees a crime in progress or observes a violent confrontation, they should contact the State Fair Park Police emergency number **414-266-7030** immediately.

- Do not interfere and advise other staff not to approach or attempt to apprehend the persons involved.
- Monitor the situation from a safe distance.
- Employees should be concerned with their personal safety and act cautiously.

POWER OUTAGE

Employees should report any power failure to the staff electrician at 414-266-7087 and during fair time to 414-266-7085. If stranded in the elevator, use the elevator phone to call for assistance.

EVACUATION PROCEDURES

When the Fire Alarm is activated, employees and visitors must evacuate the building and go to the “Evacuation/Relocation Gathering Point” as directed by the Building Coordinator.

- Walk to the nearest exit. Direct building visitors to the exits and help those who need assistance. Persons unable to use the stairs should be assisted away from hazardous areas.
- Doors should be closed, NOT locked while exiting the building.
- Elevators should NOT be used. Stairwells should be used to evacuate the building.
- Persons unable to use the stairs should be assisted away from hazardous areas. In case of a bomb threat, mobility impaired people should use the elevators to evacuate the building.
- Follow the instructions of the Building Coordinator and emergency responders.
- At the “Evacuation Gathering Point,” the designated Group Captains will take a head count. Those missing will be noted and emergency personnel will be notified regarding absent staff members.
- Persons who need special assistance should contact the Building Coordinator.
- Wait for an all clear signal (e.g. air horn).

ACCIDENT AND INJURY REPORTING

Employees are required to report accidents immediately to their supervisor, even when there are no apparent injuries. Both the employee and supervisor must submit reports to the Human Resources Office in a timely manner. Your supervisor or department head will have access to the reporting forms.

WORKER’S COMPENSATION

State of Wisconsin employees are covered by the Worker’s Compensation Act under ch. 102, Wis. Stats., and ch. DWD 80, Wis. Admin. Code. This act discusses payment of medical expenses and wage portion for lost work time for job-related accidents and diseases.

INFORMATIONAL WEBSITES

Compensation Plan.....	http://oser.state.wi.us
Contractual Agreements	http://oser.state.wi.us
Current Employment Opportunities	http://wiscjobs.wisconsin.gov
Employee Reimbursement Account (ETF)	http://etf.wisconsin.gov
Employee Suggestion Program	http://suggest.wisconsin.gov
Employee Trust Funds (ETF).....	http://etf.wisconsin.gov
Office of State Employment Relations	http://oser.state.wi.us
Purchasing (Enterprise Operations)	http://doa.wisconsin.gov
Retirement	http://etf.wisconsin.gov/
Statutes	http://www.legis.wisconsin.gov/rsb/stats.html
Travel Guide.....	http://oser.state.wi.us
Unemployment Compensation	http://www.ucclaim-wi.org
United States Post Office.....	http://www.usps.com
Zip Code look-up.....	http://www.usps.com/zip4

INDEX

Access cards, [44](#)
Accidental death and dismemberment insurance, [21,32](#)
Affirmative Action, [14,17,18](#)
Alternative work patterns, [17,22](#)
Background investigations, [37](#)
Benefits, [19-34,40-41,43](#)
Bomb threat, [51, 53](#)
Building Coordinators, [51,53](#)
Code of ethics and conduct, [1-11](#)
Collective bargaining agreement, [19, 19a](#)
[19b,38,42,43](#)
Compensation, [11,19-21,33](#)
Compensatory time, [19-20,23,25-26](#)
Conflict of interest, [2-5, 11](#)
Copy machines, [9, 44](#)
Current Employment Opportunities, [35](#)
Differential pay, [19](#)
Discharge, [41](#)
Discrimination, [14-18](#)
Diversity, [14-18](#)
Earnings statement, [21](#)
Electronic deposit, [20](#)
E-mail, [13,46](#)
Employee Assistance Program, [12,38](#)
Employment eligibility, [35](#)
Equal Employment Opportunity, [14-18](#)
ERA(Employee Reimbursement Account), [33](#)
Ethics, [1-11](#)
Evaluations, [36,37](#)
Fair share, [19](#)
FLSA(Fair Labor Standards Act), [12,19,24,37](#)
FMLA(Family and Medical Leave Act), [29,38-41](#)
Forms management, [46](#)
Gambling, [10,12](#)
Harassment, [9-15](#)
Hatch Act, [5-6, 8,11](#)

Health insurance, [27,31,40,43](#)
Hiring, [4,14-15](#)
Holidays, [24,26,40](#)
Hours of work, [9, 22a,22b-23](#)
Injury, [8,27,33,50,53](#)
Insurance programs, [30-32](#)
Internet, [9,13,22,35,55](#)
Job description, [35](#)

Jury duty, [27](#)
Keys, [10, 44](#)
Layoff, [14,27,42-43](#)
Leave of absence, [5-6,27,28-31,38,43](#)
Legal holidays, [23](#)
Life insurance, [32,43](#)
Long distance calls, [9,44](#)
Long-Term Care Insurance, [32](#)
LTE, [19,36](#)
Mail, [9,44,51](#)
Maternity leave, [27,28,29, 38-41](#)
Medical leave of absence, [29, 38-41](#)
Military leave, [28, 43](#)
Outside employment, [2,11](#)
Overtime, [12,19-21,23,24,28](#)
Paid leave, [22, 23-28,39](#)
Parking, [45](#)
Paternity Leave, [29](#)
Personnel file, [38](#)
P-file, [38](#)
Photo ID, [10, 44](#)
Political activities, [5-7](#)
Probation, [36, 42, 43](#)
Project positions, [24, 36, 38, 42](#)
PTA Web, [22](#)
Quitting, [41, 42](#)
Reasonable Accommodation, [17, 18](#)
Recall(layoff), [42](#)
Records management, [46](#)
Retirement, [27, 31, 32, 33, 34, 40, 41, 55](#)
Safety, [8, 50-53](#)
Sick leave, [9, 23, 26-27, 29-30, 31, 32, 33, 39, 40, 43](#)
Smoking, [10](#)
State property, [7, 9](#)
Taxes, [21](#)
Telephones, [9, 44](#)
Termination, [8, 14, 25,42](#)
Training, [14, 37](#)
Travel, [3, 13, 45](#)
Union activities, [11,28-29, 30](#)
Union contracts, [19,25,34,37](#)
Vacation, [5,20,23, 24-25,26, 33,38](#)
Vacation Deferral, [25](#)
Vacation Scheduling, [25](#)
Weather, [27, 51](#)
WiscJobs, [35](#)
Work rules, [5, 8-13,41,50](#)
Worker's Compensation, [30,33,53](#)
Working hours, [10, 22-23, 37,43](#)