

PAYROLL / EMPLOYEE INFORMATION

HOURS OF OPERATION

Marquette County's normal hours of operation for its office buildings are from 8:00 a.m. to 4:30 p.m., Monday through Friday. If an office, to include elected offices, has two (2) personnel or less due to vacation, illness, training or other situations that office may close for a thirty (30) minute period around the lunch hour provided the office obtains prior approval of the Administrative Coordinator or the County Board Chair.

Work hours may be established for individual departments according to departmental operational needs. Non Exempt Employees must receive specific authorization from their respective department head prior to performing any work after scheduled hours.

WORK SCHEDULES

The normal work schedule for all categories of employees will be determined by the department head or supervisor. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Marquette County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, employees will be provided with advance notification of these mandatory assignments. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Unless an applicable law enforcement partial exemption applies, Non-Exempt employees shall receive time and one-half (1 ½) for all hours worked in excess of forty (40) hours per week.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of

employment. Supervisors and Department Heads may also be subject to disciplinary action, up to and including possible termination of employment, for abuse in approving overtime for employees.

COMPENSATORY TIME

At the discretion of the County, an employee may receive compensatory time off equal to time and one-half (1 ½) the number of hours worked in lieu of cash payment for overtime. The County will manage compensatory time in accordance with the Fair Labor Standards Act (FLSA). Under the FLSA, law enforcement, emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of compensatory time and other public sector employees may accrue up to 240 hours of compensatory time. On the first pay period in April, non-exempt employees shall be paid for all compensatory time accumulated and not taken off at one and one-half (1½) times the employee's wage rate at the time payment is made.

PAYDAYS

All employees are paid biweekly on every other Friday. All employees are required to have their checks direct deposited. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

ADMINISTRATIVE PAY CORRECTIONS

Marquette County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the office of the Administrative Coordinator so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck. Overpayments will also be corrected as quickly as possible unless this presents a burden to the employee (*where there is a substantial amount owed*). In that case, the employer will attempt to arrange a schedule of payments to minimize the inconvenience to all involved.

PAY DEDUCTIONS AND GARNISHMENTS

The law requires that Marquette County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Marquette County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Marquette County offers programs and benefits beyond those required by law and are defined in the *Employee Benefits Section*. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Garnishments are pay deductions taken by Marquette County, usually to help pay off a debt or obligation to Marquette County or others. The law requires Marquette County to make deductions for such garnishment as child support payments, bankruptcy

payments, etc. Therefore, Marquette County reserves the right to deduct any garnishment processing fees from the employee's paycheck. The county is not required to inform employees before deducting such garnishments.

If you have questions concerning why deductions were made from your pay check or how they were calculated, the Administrative Coordinator's office can assist in having your questions answered.

PAYROLL DEDUCTIONS - PART-TIME EMPLOYEES

When an employee elects to join in an employer sponsored benefit, such as deferred compensation, health insurance, or the Section 125 Plan, there is very little flexibility with regards to the amounts of the deductions. The County must pay what is billed by the company. Additionally, employees that choose to have extra federal or state tax withheld from their paychecks should be cautious as well.

When payroll is calculated and an employee does not have enough hours to cover their deductions, the payroll program will flag that employee with a negative net pay. Obviously this is impossible so the County must somehow correct that problem. The County will correct this by one of the following methods:

- If the employee was off on sick leave Marquette County will take hours from the sick leave bank to bring the paycheck to a positive net pay.
- If the employee was off on vacation Marquette County will take hours from the vacation bank to bring the paycheck to a positive net pay.
- If the employee's check is short due to reduced work hours Marquette County will take hours from the vacation bank to bring the paycheck to a positive net pay.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Marquette County of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Administrative Coordinator's office.

ACCESS TO PERSONNEL FILES

Marquette County maintains personnel files and employee medical records in the County Administrator's Office for individual employees. Employee medical records are maintained separately from the employee's personnel file. Personnel files and employee medical records are confidential and remain the property of the County. All employee personnel and medical records will be maintained and retained in accordance with County record retention policies and existing state and federal laws.

The County allows viewing of personnel and medical records by employees and their designated representatives in accordance with the provisions of section 103.13 of the Wisconsin Statutes. The right of the employee or the employee's representative to inspect personnel and medical records includes the right to copy or receive a copy of the records. The County may charge a reasonable fee for providing copies of records. The

right of inspection of an employee or the employee's designated representative is subject to the limitations and exceptions set forth in section 103.13.

Marquette County will not tolerate any mishandling of employee information by any County employee or representative. Such occurrences will subject the party to discipline up to and including discharge.

BREAST FEEDING POLICY

Marquette County provides "reasonable" unpaid breaks to nursing mothers to express milk for their infants in a private location, other than a bathroom for up to one year after their child's birth as long as providing such break time does not unduly disrupt operations. Employees will not be retaliated against for exercising their rights under this policy.

BENEFITS

EMPLOYEE BENEFITS

Regular full-time and regular part-time employees are eligible for a wide range of benefits in addition to those required by law. Human Service employees working less than 50% time, who received benefits prior to January 1, 2012 will continue to receive those benefits. Regular part-time and human service employees will receive benefits on a pro-rata basis calculated on the budgeted number of hours for the employee. The pro-rata percentage is the budgeted number of hours for the employee in relation to a full time equivalent of 2080 hours.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook or through contacting the Administrative Coordinator.

The benefit programs available to eligible employees include, but are not limited to, the following:

- Auto Mileage
- Pension Plan
- Medical Insurance
- Vacation Benefits
- Family Leave
- Rest and Meal Periods
- Severance Pay*
- Meal Allowances
- Longevity Pay
- Section 125
- Paid Holidays
- Jury Duty Leave
- Military Leave
- Unemployment Compensation
- Travel Allowances
- Deferred Compensation
- Life Insurance
- Sick Leave Benefits
- Medical Leave
- Bereavement Leave
- Dental Insurance

* See Severance Pay policy in the SEVERANCE section.

Some benefit programs require contributions from the employee.

BUSINESS TRAVEL EXPENSES

Marquette County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's Department Head.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Marquette County, to the extent such expenses would be deductible by the employee according to current IRS regulations. Employees are expected to limit expenses to reasonable amounts.

Expenses that generally will be reimbursed include the following:

- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of meals, *eaten outside of Marquette County*, associated with conventions or overnight travel will be reimbursed (up to maximum daily rate of \$22.50 when accompanied by an original detailed receipt). The cost of alcoholic beverages and tips will not be reimbursed.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings. (The County's Tax Exempt Certificate shall be used to avoid payment of Wisconsin tax.)

Expenses that will not be reimbursed include the following:

- Any meal without an attached detailed vendor receipt.
- Credit card receipts that are not itemized.
- Handwritten receipts.
- Alcoholic beverages.
- Tips and gratuities.
- Any expense report submitted for reimbursement after sixty (60) days from when it was incurred.
- Any mileage for meetings held within the city of Montello.
- Any expense not documented as to date, place and purpose.

Mileage Reimbursement - Authorized use of an employee's vehicle for County business shall be reimbursed at the rate of two and ½ (2.5) cents below the IRS business mile rate.

1. Mileage computation for all business travel during normal business hours (8:00 a.m. - 4:30 p.m. Monday through Friday) shall use mileage from the employee's workplace or the point of origin whichever is less
2. No employee may claim mileage to their workplace if it is the first (1st) stop of the day or from their workplace if it is the last stop of the day.

3. For business travel during non-business hours, the actual point of origin shall be used to compute mileage.
4. If traveling by other means of transportation, the appropriate fare will be reimbursed by the County.
5. When work for Marquette County entails home visits to clients, the policy for calculating mileage shall be determined by the individual department's committee and Department Head.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Marquette County may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of County business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

PENSION PLAN

As a public employer, Marquette County participates in the Wisconsin Retirement System (WRS). The County will make employer required WRS contributions as required by law. Employees should direct all questions involving WRS eligibility or contribution levels to the Administrative Coordinator or the Department of Employee Trust Funds at 1-877-533-5020.

DEFERRED COMPENSATION PLAN

Employees have the option of participating in a Deferred Compensation Plan administered through the Nationwide Retirement Solutions, and Wisconsin Deferred Compensation. Deferred Compensation is defined under Section 457 of the Internal Revenue Service Code which allows state and federal taxes on deferred wages to be deferred until a later date.

No Deferred Compensation will be deducted from an employee's check while the employee is on Worker's Compensation or unpaid Leave of Absence.

SECTION 125

Employees have the option of participating in a Section 125 Program. Section 125 of the Internal Revenue Service Code allows certain payroll deductions to be deducted from the employee's paycheck on a pre-tax basis. Examples of these deductions include, but are not limited to, dental insurance, health insurance premiums, health

insurance deductibles, medical expenses not covered by health insurance, child-care, and other qualified deductions.

Voluntary deductions through the Section 125 Program may have an impact on future social security benefits.

HEALTH INSURANCE PLAN

Marquette County offers both single and family health insurance plans for County employees through the State Insurance plan. Insurance becomes effective on the first day of the month following thirty (30) days from the date of hire. Employee premium contributions will be determined by the Executive and Finance Committee, but will be in amounts no less than what is required under State Law.

LIFE INSURANCE PLAN

All employees under the Wisconsin Retirement System are eligible for group term life insurance coverage through the Wisconsin Public Employers Group Life Insurance Plan. Insurance becomes effective on the first day of the month following thirty (30) days from the date of hire. The County will pay that portion of the employee's share of the premium as authorized by union contract or County Board Resolution.

HOLIDAYS

Marquette County will grant paid holiday time off to regular full-time and regular part-time employees on the holidays listed below.

- New Year's Day (January 1st)
- Good Friday (Friday before Easter)
- Independence Day (July 4th)
- Thanksgiving (fourth Thursday in November)
- The Day after Thanksgiving
- Christmas (December 25th)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Christmas Eve
- New Year's Eve (afternoon of December 31st)

Highway employees will have two (2) floating holidays in lieu of President's Day and the Day after Thanksgiving. Buildings and Grounds employees will have two (2) floating holidays in lieu of Presidents' Day and Veterans' Day.

Marquette County will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (*as of the date of the holiday*) times the number of hours the employee would otherwise have worked on that day. Regular part-time employees shall be paid holiday pay on a pro-rata basis.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (*such as vacation or sick leave*), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages or comp time at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining whether overtime pay is owed.

SICK LEAVE BENEFITS

Marquette County provides paid sick leave benefits to regular full-time, regular part-time and eligible part-time human service employees for periods of temporary absence due to illnesses or injuries. Employees are not eligible to earn or accrue sick leave until completion of six (6) months of employment with the County. Sick leave days will be added to employee's sick leave bank on the second payroll of the month but are not fully earned or available for use until the end of the month.

Full Time employees shall accrue one (1) day (8 hours) of sick leave per month. The day or days off on sick leave will be deducted from the employee's accumulated total. Regular part-time and eligible part-time human service employees shall accrue sick leave on a pro rata basis. For employees hired prior to January 1, 2012, unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 107 work days. Employees hired after January 1, 2012 shall be allowed to accrue a total of 60 work days (480 hours) worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Paid sick leave can be used in minimum increments of one quarter (1/4) hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household.

An employee may be required to furnish a physician's certificate to the County as proof of illness after two (2) days off in any one (1) month.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor as soon as possible but no later than the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence.

Abuse of sick leave and/or excessive absenteeism shall result in discipline, up to and including discharge, at the discretion of the County.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

VACATION BENEFITS

Regular full-time, regular part-time and eligible human service workers are eligible to earn and use vacation time as described in this policy. Vacation benefits for regular part-time and eligible human service workers are paid on a pro-rata basis. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

After six (6) months	-	1 week
After one (1) year	-	1 week
After two (2) years	-	2 weeks
After seven (7) years	-	3 weeks
After twelve (12) years	-	4 weeks

After twenty (20) years	-	5 weeks
After twenty-six (26) years	-	1 day a year to max of six (6) weeks

A "week" of earned vacation is equal to forty (40) hours. A "day" of earned vacation is equal to eight (8) hours.

After one (1) year vacation will be added to the employee's vacation bank on the first of each year but is not truly earned until the employee's anniversary date.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Once employees complete six (6) months in an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned. Paid vacation time can be used in minimum increments of one quarter (1/4) hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward for up to six months into the next calendar year. Any unused vacation at the end of the eighteen months will be lost.

VOLUNTARY VACATION DONATION PROGRAM

PROGRAM BENEFIT

The Voluntary Vacation Transfer Program allows County Employees to voluntarily donate earned vacation leave or accumulated sick leave to another County Employee with a qualifying medical emergency.

DEFINITIONS

"Medical Emergency" is a medical condition of an employee or an employee's family member that meets the requirements of the Federal Family and Medical Leave Act (FMLA) for "Serious Health Condition"

"Family Member" includes:

- Employee's spouse and spouse's parents
- Employee's children, including adopted, step, and
- Foster Children
- Employee's Parents

RECIPIENT ELIGIBILITY

To be eligible as a recipient in this program, it must be determined that:

- The Recipient has submitted the County's Family Medical Leave (FML) form which shows FMLA "Serious Health Condition".
- The medical emergency is that of the employee or family member (as defined above).
- The Recipient has no remaining sick leave, vacation or other paid leave to apply to the absence from work.
- The leave donated will be used to preserve in-pay status for the Recipient employee during the period of medical emergency.
- The potential Recipient has signed a Request for Assistance, authorizing minimum disclosure of the need for assistance under this program.
- Leave received is limited to a maximum of forty (40) days of leave per serious health condition. Donations will be accepted on a first-in, first taken basis as determined by receipt of the authorization form by the Administration Office. Forms received after the maximum donation limit has been reached will be returned to the donor with explanation.

DONOR ELIGIBILITY

To be eligible as a Donor in this program, it must be determined that:

- The Donor has earned vacation or sick leave available in their bank.
- The Donor cannot decrease their sick leave bank to less than ten (10) days of accrued leave.
- The Donor is in pay status.
- The Donor has signed a Voluntary Vacation Transfer form

WHAT IS DONATED

When a Voluntary Vacation Transfer form is signed Vacation or sick leave may only be donated in increments of hours. Regardless of the hourly rate of the Donor or Recipient, donations in increments of hours of vacation will be credited to the earned vacation bank of the Recipient, and deleted from the bank of the Donor. Because of time lags, vacation under this program may be used to cover Recipient's pay retroactively.

CONFIDENTIALITY

When a potential Recipient signs a Request for Assistance, they authorize the communication of the Recipient's need County-wide, according to the authorization statement. Donor's names and the amount of leave they donated will be confidential and not communicated to the Recipient. Only the total amount of all donations will be released to the Recipient by the County.

NOT ALLOWED

- No donation is allowed for a medical emergency not meeting the definition of "Serious Health Condition" under the Federal FMLA.
- A Donor may not withdraw a voluntary transfer once it has been signed, nor may a Donor request return of leave donated.
- No donation is allowed for purposes of a Recipient's vacation, however, once donated, the value donated becomes the exclusive property of the Recipient and may be used according to the regular rules governing the taking of vacation in effect for the Recipient.

All necessary forms are available at the Administration office.

JURY DUTY

Marquette County encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Regular full-time, regular part-time and eligible human service employees are eligible for jury duty pay. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Regular part-time and human service employees will be paid jury duty pay on a pro rata basis.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees shall report to work if released from jury duty when at least two (2) hours remain in the scheduled work day.

Either Marquette County or the employee may request an excuse from jury duty if, in Marquette County's judgment, the employee's absence would create serious operational difficulties.

Marquette County will continue to provide health insurance benefits for the full term of the jury duty absence.

Employees who are required to serve on jury duty shall be paid their normal pay as jury duty pay and shall be required to reimburse the County for amounts received for serving on the jury less reimbursed expenses.

Vacation, sick leave, and holiday benefits, will continue to accrue during jury duty leave.

FMLA - FAMILY MEDICAL LEAVE ACT AND MILITARY CAREGIVER LEAVE

Marquette County's Family Medical Leave and Military Caregiver Leave policy is attached as Appendix C to this Handbook. If you have questions regarding the policy, please contact the Administrative Coordinator.

UNPAID LEAVES OF ABSENCE

An unpaid leave of absence of up to six months may be granted at the discretion of the Executive and Finance Committee. Prior to being allowed to take unpaid leave, all paid leave of any type must be exhausted. Requests shall be made in writing.

Unless required by law, paid benefits and any applicable service credits shall not continue during an unpaid leave of absence. The employee is responsible for paying the total of his or her monthly health insurance premium during the leave of absence. All leaves granted under this section which would qualify as leaves under the State or Federal Family and Medical Leave Act will be administered in accordance with, and counted as, leaves taken pursuant to those acts.

VOLUNTARY LEAVE WITHOUT PAY PROGRAM (adopted Jan. 21, 2013)

Purpose: The purpose of this program is for the County to reduce County expenses by providing an opportunity for employees to voluntarily take time off without pay.

Who is Eligible: All full-time and part-time regular employees of Marquette County.

Program Guidelines:

- Voluntary Leave Without Pay Program will begin on January 1st and end on December 31 of each calendar year.
- Participation in the Voluntary Leave Without Pay Program is subject to the approval of the Department Head.
- Maximum amount of leave is 40 hours in one year.
- Requests will be reviewed on a case-by-case basis and will be granted at such time as may be deemed in the public's interest, there is a cost savings and it is acceptable to the employee's department, office or division.
- Leave may be granted as a two-day continuous block of time or in eight-hour increments. Less than 8-hour increments may be allowed at the discretion of the Department Head.
- Leave that causes increased costs or that requires overtime will not be approved, at the discretion of the Department Head.
- Denial by the Department Head of a request for voluntary leave without pay will be final; such denial is may not be grieved under the County Grievance Procedure.
- If an employee's voluntary leave without pay coincides with any eligible leave under the Marquette County Personnel Rules and Regulations, the leaves will run concurrently.
- An employee's vacation balance does not have to be exhausted before she/he can request voluntary leave without pay.

- All personal leaves under this section will be without compensation; however, benefits (i.e.; vacation, and sick leave accrual, and County credits to benefits, etc.) will be maintained.
- Employees must submit the Voluntary Leave without Pay Program request form to their immediate supervisor to request time off under this program.
- The County reserves the right to rescind or modify the Voluntary Leave without Pay Program with or without notice, and at its sole discretion.
- Once the employee has requested the time off and it has been approved by the Department Head, the leave cannot be rescinded by the employee unless there is a qualifying event. Once the leave has been taken, there can be no rescission.

Employee request forms are available at the Administration Office.

MILITARY LEAVE

Employees entering military service shall be granted a leave of absence in compliance with state and federal statutes.

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

In the event an employee is drafted or volunteers for a national or state emergency, they shall be granted full leave without pay provided they return to work within thirty-one (31) days of the date of separation from active duty. There shall be no loss of seniority, sick leave, or vacation rights during such leaves, but benefits do not accrue during such leave.

BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to regular full-time, regular part-time and eligible part-time human service employees.

Bereavement leave pay is calculated based on the base pay rate at the time of absence. Eligible part-time employees receive bereavement leave pay on a pro rata basis.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

For purposes of this policy, Marquette County defines "immediate family" as the employee's spouse, parent, step-parent, child, step-child, sibling; the employee's spouse's parent, child, or sibling; the employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law, and/or any member of the employee's household.

In the event of the death of an employee's or employee's spouse's grandparent, aunt, uncle, niece, nephew, or grandchild, the employees mentioned in the above classifications shall be granted bereavement leave for one (1) day.

REST AND MEAL PERIODS

Employees shall be allowed a rest period not to exceed fifteen (15) minutes in the first half of their work day and fifteen (15) minutes in the second half of their work day. Rest periods not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the work day.

Regular full-time and regular part-time employees are generally provided with one half-hour meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.