



**AGENDA**  
Committees on Human Resources  
Friday, September 12, 2025, at 9:00 a.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Join from the meeting link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m968f672a2da30c931aa0b6c3fac16ad3>

Join by meeting number:

Meeting number: 2534 577 0359 Password: YNvJDw5fg57

Join by phone:

Dial in: 415-655-0001 Access Code: 2534 577 0359

*For those wishing to make public comment, you can submit your request to speak and/or written comment to Samantha Kraegenbrink at [samantha.kraegenbrink@eauclairecounty.gov](mailto:samantha.kraegenbrink@eauclairecounty.gov) at least 60 minutes prior to the start of the meeting.*

1. Call to Order and Confirmation of Meeting Notice
2. Roll call
3. Public Comment
4. Review and approval of meeting minutes – **Discussion/Action**
  - a. August 15, 2025
5. Policy 803: Outside Employment Policy Revision – **Discussion/Action**
6. Policy 715: Workplace Injury & Illness Policy Revision – **Discussion/Action**
7. Policy 713: Smoking Policy Revision – **Discussion/Action**
8. Policy 805: Parking Regulations Policy Revision – **Discussion/Action**
9. Q2 Financial Report – **Discussion**
10. 2026 Proposed Budget Request – **Discussion/Action**
11. Vacancy Report – **Discussion**
12. Director's Report – **Discussion**
  - Health Insurance Progress
  - Employee Recognition Ceremony
  - Position Holds
13. Future Agenda Items
14. Announcements
15. Adjourn

Prepared by: Samantha Kraegenbrink – Executive Office Administrator

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance at (715) 839-5106. For additional information on ADA requests, contact the County ADA Coordinator at (715) 839-7335, (FAX) (715) 839-1669, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



**MINUTES**  
Committees on Human Resources  
Friday, August 15, 2025  
at 9:30 a.m.  
Location: 721 Oxford Ave, Eau Claire, WI • Room 3312

Present: Supervisors Heather DeLuka, Larry Hoekstra, Jim Schumacher  
Absent: Supervisors Allen Myren, Cory Sisk

Others Present: Sharon McIlquham, Angela Eckman, Dawn Edlin (remote), Heidi Syvinski, Bethany Bremer, Brittany Buhrow (remote), Janet Quinn (remote), Angela Weideman, Jon Johnson, Sue McDonald-Clerk

**Call to Order and Confirmation of Meeting Notice**

Vice Chair Hoekstra called the meeting to order at 9:30 a.m. and confirmed meeting notice.

**Roll call** Quorum present

**Public Comment** There was no public comment.

**Review and approval of meeting minutes from July 11, 2025**

Motion by Supervisor Schumacher to approve minutes from July 11, 2025. No deletions, corrections, or additions. Minutes approved.

**Vacancy Report** Human Resources Director Angela Eckman gave an update on vacancies.

**RESOLUTION File No. 25-26/045 - Creating a full-time limited-term juvenile detention worker position to support the 180 Program in the Eau Claire County Human Services department**

Motion by Supervisor DeLuka to approve. On a roll call vote; 3 Aye, 0 No, 2 Absent. Motion passes.

**RESOLUTION File No. 25-26/046 - Abolishing (1.0) FTE, Resource Specialist- Operations Records position and creating (2)- 0.5 part-time FTE positions for (0.5) Resource Specialist- Operations Records and (0.5) Resource Specialist Operations Reception in the Eau Claire County Human Services department**

Motion by Supervisor Schumacher to approve. On a roll call vote; 3 Aye, 0 No, 2 Absent. Motion passes.

**Human Resources Director Update:**

Health Insurance pilot- Human Resources Director Angela Eckman gave an update on progress.

**Future Agenda Items** None

The meeting was adjourned at 10:10 a.m.

Respectfully submitted by,  
Sue McDonald, County Clerk



# HUMAN RESOURCES DEPARTMENT

---

---

ANGELA ECKMAN  
HUMAN RESOURCES DIRECTOR

September 12<sup>th</sup>, 2025

HR Committee Members,

This summary pertains to the 4 proposed policy revisions.

## POLICY REVISIONS

#1- **Outside Employment Policy #803-** Over the last couple of years, ECC has noticed an increase in the number of outside employment situations and requests from employees and supervisors. The primary purpose of the policy is to protect the County from potential conflict of interest violations. The intent of the revision is to not only recognize that outside employment is an increasing interest of employees but recognize the need to establish a dedicated process that protects both the employee and the County from any increased liability.

#2- **Workplace Injury & Illness #715-** The current policy previously titled, "Injury & Illness" was reported as being confusing since it covered both workplace and non-workplace injuries and illnesses. After further review with Risk Management, it was determined that the purpose of the policy was to describe the process and procedure related to any injuries or illness that were sustained during working hours that could potentially influence the County's liability exposure. There was also not any information included within policy that further described our worker's compensation rules. All other non-work related injuries or illnesses are believed to be captured in the other leave policies for Eau Claire County.

#3- **Smoking- #713-** The policy on smoking references County code 9.6 under the "Eau Claire County Smoke Free Act" where the full definitions, prohibited conduct, reasonable distance, notification to the public and enforcement for any violation are located. For your convenience, I've included inserts of that particular policy. It is HR's recommendation that this policy be condensed to include a purpose only and then refer to the applicable County Code in order to avoid confusion, duplication or possible inconsistencies.

#4- **Parking Regulations- #805-** The policy on parking references County code 10.81.030 under "Restricted Parking" and includes exact language from the code, however, lists a different and/or potentially conflicting designating authority. It is HR's recommendation that this policy be condensed to include a purpose only and then refer to the applicable County Code in order to avoid confusion, duplication or possible inconsistencies.

## EAU CLAIRE COUNTY SMOKE FREE AIR ACT

### Sections:

<a href="#"><u>9.60.010</u></a>	Purpose.
<a href="#"><u>9.60.020</u></a>	Definitions.
<a href="#"><u>9.60.030</u></a>	Prohibited conduct.
<a href="#"><u>9.60.050</u></a>	Reasonable distance.
<a href="#"><u>9.60.060</u></a>	Notification to the public.
<a href="#"><u>9.60.070</u></a>	Violation—Penalty—Enforcement.

9.60.010 Purpose. The purpose of this chapter is to protect the environment and public health and comfort by prohibiting smoking in county facilities and vehicles. Numerous studies have found that tobacco smoke is a major contributor of indoor air pollution, and that breathing secondhand smoke (also known as environmental tobacco smoke) is a cause of disease in healthy non-smokers, including heart disease, stroke, respiratory disease and lung cancer. (148-29, Sec. 1, 2004; 152-08, Sec. 1, 2008)

9.60.020 Definitions. In this Chapter:

- A. “County facility” means any building or enclosed indoor area owned or leased by the county. “County facility” includes space leased or rented to the county in a building that has other tenants but the regulations set forth in this ordinance shall apply to that part of the leased or rented space that is partitioned off from the remaining space, including common areas, by floor-to-ceiling walls.
- B. “County vehicle” is all self-propelled vehicles owned or leased by the county.
- C. “Person in charge” means the county administrator or designee.
- D. “Smoking” means to burn tobacco, to burn a tobacco substitute, to use or inhale smoke produced by a tobacco product, or to use or inhale any substance produced by a tobacco substitute such as a nicotine containing inhalant, whether by means of a cigar, cigarette, electronic cigarette, water pipe, or any other instrumentality. (148-29, Sec. 1, 2004; Ord. 158-004, Sec. 1, 2014)

9.60.030 Prohibited conduct.

- A. It is unlawful for any person to smoke in any county facility or county vehicle.
- B. It is unlawful for any person to remove, deface, or destroy any legally required “No Smoking” sign, or to smoke in any place where any such sign is posted. (148-29, Sec. 1, 2004)

9.60.050 Reasonable distance. Smoking is prohibited within a reasonable distance of 25 feet outside a county facility. Smoking is prohibited, so as to insure that tobacco smoke does not enter the facility through entrances, windows, ventilation systems or other means and to protect those entering facilities from exposure to secondhand smoke. (148-29, Sec. 1, 2004)

9.60.060 Notification to the public. All county facilities and vehicles shall be posted in accordance with this chapter and Wis. Stat. §101.123. The posting shall be at the entryway to all county facilities and such other locations that shall be deemed necessary by the person in charge of the facility or vehicle to appropriately notify any person of the fact that no smoking is allowed in the facility or vehicle. (148-29, Sec. 1, 2004)

9.60.070 Violation—Penalty—Enforcement. Any person who violates any provision of this chapter shall forfeit not less than \$10.00 and not more than \$50.00 for each violation. The Sheriff’s Department shall be the enforcement agency or such other agencies or individuals as may be so designated by the Sheriff. (Ord. 148-29, 2004)

---

10.81.030 Restricted parking areas.

- A. Posted parking spaces shall be restricted as designated.
- B. Lot B, except for one designated space, shall be reserved exclusively for handicapped parking.
- C. The easternmost two rows and southernmost row of Lot A shall be restricted solely to visitor parking. Visitors may also park in any parking space that is not specifically designated otherwise, consistent with any other restrictions designated herein.
- D. The facilities director is authorized to designate parking spaces and lots for special events or any temporary use.
- E. Huber prisoners shall be restricted to the northeast rows of Lot D.
- F. Parking outside of marked parking spaces is prohibited.
- G. From November 1<sup>st</sup> through March 31<sup>st</sup>, parking between 11:00 p.m. and 6:00 a.m. shall be restricted solely to the northernmost parking row that runs east and west in Lot A as posted.

- H. Visitor overnight parking in Lots A, B, C, D, E and F is prohibited.
- I. The county administrator shall have the authority to restrict parking to ensure visitor access to the county courthouse regardless of the restrictions in this section. (Ord.Ord. 161-36, Sec. 1, 2018; Ord. 157-25, Sec. 2, 2013; Ord. 155-6, Sec. 1 & 2, 2011; Ord. 148-33, 2004; Ord. 147-103, Sec. 5, 2004; Ord. 145, Sec. 2, 3, and 4, 2001; Ord.143-35 Sec.9, 1999; Ord.140-119, 1997; Ord.140-80, Sec.2, 1996; Ord.139-27, Sec. 2, 1995; Ord.138-55, Sec. 2, 1994; Ord.135-58, Sec. 3, 1991; Ord.127-87, Sec.1, 1984).

## POLICY 803 OUTSIDE EMPLOYMENT

1. **Purpose.** To ensure employees are not engaging in outside employment that may create or appear to create a conflict of interest with the policies and programs of the County. In no event should the outside employment diminish the effectiveness, productivity, and/or performance of the employee with respect to their with or affects performance of County duties.

2. **Policy.**

~~2.1 Employees may hold outside employment as long as they continue to meet performance standards of their county position, and provided the outside employment does not create a conflict of interest with the county position or affects the performance of county duties.~~

~~2.2.1~~ Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.

~~2.3 Permission must be sought for outside employment by submitting a written request to the Department Head (department heads must submit their request to the County Administrator) for approval.~~

2.2 Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the employer.

2.3 Any County-assigned equipment or resources will be used solely for Eau Claire County business and any unauthorized use is prohibited.

2.4 Engaging in outside employment during regular working hours is prohibited unless approved by the employee's immediate supervisor or department head.

3. **Procedure.**

3.1 The employee must request permission for outside employment by filling out appendix 803A.

3.2 The form should be submitted to the employee's supervisor and must be completed in full. The supervisor will provide their recommendation and will forward on to the respective department head.

Formatted: Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Aligned at: 0.5" + Indent at: 1"

Formatted: Normal

## POLICY 803 OUTSIDE EMPLOYMENT

Effective Date: January 1, 2012

Revised Date: September 2025

*Eau Claire County*  
Employee Policy Manual

~~3.3~~ The department head should review this request for any potential conflict that may exist and provide their recommendation to the HR Director, who will work with Corporation Counsel, for final approval.

~~3.4~~ HR Director will inform the employee, supervisor, and department head of a final determination by email. A copy of the final determination will be placed in the employee's personnel file.

~~2.4~~

~~3. Prohibited Conduct.~~

~~3.1~~ Use of county assigned work number for any business purpose other than Eau Claire County business.

~~3.2~~ Use of county assigned telephones for incoming or outgoing telephone calls for outside employment purposes.

~~3.3~~ Storage of personal business records on county computers or use of any county equipment or property in conducting an outside business or outside employment.

~~3.4~~ Engaging in outside employment during regular working hours unless approved by the employee's immediate supervisor or department head.

~~3.5~~ Use of paid time off or extended leave bank benefits when an injury or illness is due to or incurred while in the employ of others or course of self employment.

Formatted: No bullets or numbering

Formatted: Heading 2, Indent: Left: 0.5", Hanging: 0.5"

**POLICY 803 OUTSIDE EMPLOYMENT**

Effective Date: January 1, 2012

Revised Date: September 2025

*Eau Claire County*  
Employee Policy Manual

**POLICY 803 OUTSIDE EMPLOYMENT**  
Effective Date: January 1, 2012  
Revised Date: September 2025

*Eau Claire County*  
Employee Policy Manual

## **POLICY 803 OUTSIDE EMPLOYMENT**

1. **Purpose.** To ensure employees are not engaging in outside employment that may create or appear to create a conflict of interest with the policies and programs of the County. In no event should the outside employment diminish the effectiveness, productivity, and/or performance of the employee with respect to their County duties.
2. Policy.
  - 2.1 Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.
  - 2.2 Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the employer.
  - 2.3 Any County assigned equipment, or resources will be used solely for Eau Claire County business and any unauthorized use is prohibited.
  - 2.4 Engaging in outside employment during regular working hours is prohibited unless approved by the employee's immediate supervisor or department head.
3. Procedure
  - 3.1 The employee must request permission for outside employment by filling out appendix XXX.
  - 3.2 The form should be submitted to the employee's supervisor and must be completed in full. The supervisor will provide their recommendation and will forward on the respective department head.
  - 3.3 The department head should review this request for any potential conflict that may exist and provide their recommendation to the HR director, who will work with Corporation Counsel, for final approval.
  - 3.4 HR Director will inform the employee, supervisor, and department head of a final determination by email. A copy of the final determination will be placed in the employee's personnel file.

## **POLICY 803 OUTSIDE EMPLOYMENT**

Effective Date: January 1, 2012

Revised Date: September 2025

*Eau Claire County*  
Employee Policy Manual



# APPENDIX 803A: OUTSIDE EMPLOYMENT REQUEST FORM

## EMPLOYEE SECTION

Employee Name	Click or tap here to enter text.
Employee Title	Click or tap here to enter text.
Department	Click or tap here to enter text.
Position/Title	Click or tap here to enter text.
Supervisor Name	Click or tap here to enter text.
Normal Daily Work Schedule	Click or tap here to enter text.
Outside Employer	Click or tap here to enter text.
Address (Optional)	Click or tap here to enter text.
Position/Title	Click or tap here to enter text.
Brief Description of the type of work/activity you will be engaged in	Click or tap here to enter text.
Approx Hours per Day/Week/Month	Click or tap here to enter text.

Click or tap here to enter text.

Click or tap to enter a date.

Employee Signature

Date

## SUPERVISOR SECTION (If Applicable)

Any concerns with this outside employment request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explain (Required if yes)	Click or tap here to enter text.	

Click or tap here to enter text.

Click or tap to enter a date.

Supervisor/Manager Signature

Date



# APPENDIX 803A: OUTSIDE EMPLOYMENT REQUEST FORM

## DEPARTMENT HEAD SECTION

Any concerns with this outside employment request?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explain (Required if yes)	Click or tap here to enter text.	
Any potential conflicts of interest?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explain (Required if yes)	Click or tap here to enter text.	

Click or tap here to enter text.

Click or tap to enter a date.

Department Head Signature

Date

## HR/CORP COUNSEL FINAL DETERMINATION

APPROVED	Yes <input type="checkbox"/>	No <input type="checkbox"/>
----------	------------------------------	-----------------------------

Click or tap here to enter text.

Click or tap to enter a date.

Human Resources Signature

Date

\*\*Any outside employment cannot interfere with your availability to perform your duties for Eau Claire County or create a conflict-of-interest situation with your present position.

**POLICY 715 WORKPLACE INJURIES/ILLNESSES**

**1. Purpose.** To ensure a safe workplace and outline procedures for reporting, documenting, and responding to employee injuries and/or occupational illnesses in accordance with the WI Workers' Compensation Act (Chapter 102, Wis Stats.) and OSHA.

To promote and ensure the safe return of injured/ill employees back into the work environment.

Formatted: Indent: Left: 0.5", No bullets or numbering

**2. Employees Responsibilities.**

Formatted: Normal

**2.1** Report any workplace injury, illness or near-miss no later than 24 hours to their supervisor or Risk Manager.

Formatted: Normal

**2.2** Immediately seek first aid, or emergency medical attention, if necessary.

Formatted: Normal

**2.3** Complete the Employee Incident Report Form (Appendix 715 A) within 24 hours.

Formatted: Normal

**2.4** Cooperate with medical providers and follow any work restrictions.

Formatted: Normal

**2.5** Participate in any incident review or investigation if requested.

**3. Supervisors Responsibilities.**

Formatted: Normal

**3.1** Ensure injured employee receives appropriate first aid or emergency care.

Formatted: Normal

**3.2** Immediately complete incident report and submit it to Risk Manager and Benefits Manager within 24 hours.

Formatted: Normal

**3.3** Preserve the scene, if applicable for potential investigation.

Formatted: Normal

**3.4** Collaborate with Risk Manager for follow-up.

Formatted: Normal

**4. General Safety Tips.**

**4.1** Report any hazards or concern about workplace safety as soon as possible to the Risk Manager or supervisor.

**4.2** Attempt to remedy immediately (For example spilled water, pencil, or piece of paper on the floor that is not picked up could cause a serious fall for someone that doesn't see it and steps on it).

~~1.1~~

Formatted: Heading 1, Indent: Left: 0", Hanging: 0.5", No bullets or numbering

**POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

~~2. Non-Work Related Injuries/Illnesses~~

~~2.1 Medical slips obtained from the medical practitioner who treated the employee meet the requirements for situations discussed below.~~

~~2.2 A supervisor/department head may require verification of illness.~~

~~2.3 A doctor's statement is required when:~~

~~2.3.1 An employee is absent five or more days due to illness~~

~~2.3.2 The absence is due to an injury, surgery, a serious illness, or medical condition.~~

~~2.3.3 The employee returns with a cast, sling, crutches, or other restrictions, such as lifting or walking.~~

~~2.3.4 Work restrictions must receive prior approval from the director before returning to work.~~

~~2.4 Eau Claire County does not have a "company doctor" and does not require employees to be cleared by a particular health care facility. However, the County does reserve the right to refer an employee to a management selected facility or practitioner to make a fitness for duty evaluation when the department head and director determine that such an evaluation is appropriate.~~

5. Types of Work-Related Injuries. Work-Related Injuries/Illness

5.1 Minor Injury. Might require band aid (Ex: Papercut). Treat on your own and notify Risk Manager if injury changes (looks infected/hot/swollen).

5.2 "First Aid Only". Knife cut, sliver, sprain, strain: all self-treated using medicine or first aid cabinet.

5.2.1 Procedure for minor injury or "First Aid Only".

5.2.1.1 Report to supervisor and Risk Manager using the Employee Incident Form. It must be emailed within 24 hours to the Risk Manager. If treating on your own no follow up is needed.

5.3 Injuries needing medical attention. For example, laceration requiring stitches, significant strain, sprain, eye injury, etc.

**POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

Formatted: Heading 3

Formatted: Heading 4, Indent: Left: 2.25"

5.4 Injuries resulting in medical attention and restrictions. For example, ankle sprain, knee sprain, shoulder strain, back strain, injury requiring assistance device (ex: crutches, cast, walker, etc.) or a laceration with stitches.

5.5 Injuries resulting in medical attention (possible surgery) and time off. For example, fracture, torn rotator cuff, hernia, etc.

5.6 Procedure for injuries requiring medical attention.

5.6.1 Seek medical care immediately after determining the need. Employees have the right to choose their treating physician. If at work, stay on the clock. If no longer at work, time is not paid. Notify supervisor of status and send medical/discharge note immediately and clock out (if working). A Worker's Compensation Adjuster will be in contact with the employee within 2 business days. Employees are responsible for notifying their supervisor and Worker's Compensation Adjuster within 24 hours of each update and any follow-up that is needed or scheduled. If unable to work the employee is responsible for notifying their supervisor and Work Comp within 24 hours.

5.6.2 The supervisor must notify Risk Manager and Benefits Manager immediately and send any medical/discharge/notes. Medical notes may not be backdated.

5.6.3 Restrictions. The employee is responsible for notifying the supervisor and Workers Compensation Adjuster within 24 hours of any restrictions. The supervisor and the Risk Manager will make a determination if the restrictions can be accommodated and will notify the Benefits Manager of the determination.

5.6.4 Medications. Any prescribed medications should be evaluated to determine if they are safe to perform work while taking. The employee should consult with their physician and the Risk Manager to make this determination.

5.6.5 End of Healing. Once at the end of healing the claim will end and the WC claim will be closed per state statutes (Chapter 102, Wis. Stat). If further treatment is needed the employee will work with their WC Adjuster directly.

Formatted: Normal

**POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

6. Worker's Compensation.

6.1 There is a 3-day waiting period for all Worker's Compensation claims and any medical notes taking the employee off work will not be back-dated.

6.2 Worker's compensation starts on day 4 and does not cover any of the 3-day waiting period.

6.3 Employee initiated time off is their own choice and should follow the time off policy.

6.4 Worker's Compensation determinations that are approved are paid at 66 2/3% of the employee's previous 52 weeks prior earnings. Payment is included in the employee's Eau Claire County biweekly paycheck, normal payroll deductions occur, and benefit accrual eligibility will be followed. This applies to employees that are fully removed from work or are working restricted hours.

6.4.1 Supplementing the remaining 33 1/3% is allowed and is up to the employee's discretion during their length of time off using their available time balances.

7. Denials. If the claim is investigated and/or medical documentation does not support work-relatedness, the claim will be denied, and medical bills will need to be submitted to the employee's personal health insurance. Any lost time may be covered by accrued time balances.

3-8. Non-retaliation. Employees will not be penalized or retaliated against for reporting injuries, illnesses, or unsafe conditions.

3.1 Report any accident information, hazard, or concern about workplace safety as soon as possible to the Safety Coordinator, Safety Committee, or Human Resources staff.

3.2 Employees who suffer injuries or are involved in an accident on the job must immediately report the accident or injury verbally to their supervisor as soon as is physically possible after the occurrence.

3.2.1 Within one working day of the accident or injury, employees must complete and submit the Employee Report of Injury Incident Form.

3.2.2 Injured employees must keep their supervisor and the Workers Compensation Coordinator informed of the injury status.

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Aligned at: 0" + Indent at: 0.5"

**POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

~~3.2.2.1~~—The injured employee must make contact with the supervisor and Workers Compensation coordinator at least once every seven (7) lost workdays.

~~3.2.2.2~~—The injured employee must inform their supervisor and the Workers Compensation Coordinator of future medical appointments within 24 hours of the injured employee learning of the appointment(s).

~~3.2.2.3~~—The injured employee must inform their supervisor or the Workers Compensation Coordinator of the results of the medical appointments, such as the return to work form, within 24 hours after the appointment.

~~3.39.~~ Inappropriate or fraudulent claims. Employees must submit only Workers Compensation claims pertaining to employment at Eau Claire County.

Formatted: Heading 1

9.1 Inappropriate and fraudulent claims will be denied. Information related to fraudulent claims will be forwarded to the District Attorney for appropriate action and Human Resources for appropriate discipline, which may lead to termination.

~~3.3.110.~~ Training. Employees will receive training on this policy during onboarding as part of safety training and periodically thereafter.

Formatted: Heading 1, No bullets or numbering

~~3.4~~—In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

#### ~~4.~~ Prescribed Medications

~~4.1~~—Employees are required to inform their supervisors about any prescribed medications, which may affect ability to perform job duties safely **before** beginning work.

#### ~~5.~~ Family Medical Leave

~~5.1~~—Contact Human Resources to determine whether an absence due to injury or illness is covered by the Family Medical Leave Act (FMLA).

### **POLICY 715** WORKPLACE INJURIES/ILLNESS

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

~~5.1.1—An approved leave of absence is required for all periods of absence exceeding seven consecutive calendar days.~~

~~6.—Appendices.~~

~~6.1—Employee Report of Injury Incident Form (Appendix 715 A)~~

**POLICY 715** **WORKPLACE INJURIES/ILLNESS**  
Effective Date: January 1, 2012  
Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

## **POLICY 715 WORKPLACE INJURIES/ILLNESSES**

1. **Purpose.** To ensure a safe workplace and outline procedures for reporting, documenting, and responding to employee injuries and/or occupational illnesses in accordance with the WI Workers' Compensation Act (Chapter 102, Wis Stats.) and OSHA.
2. **Employees Responsibilities.**
  - 2.1 Report any workplace injury, illness or near-miss no later than 24 hours to their supervisor or Risk Manager.
  - 2.2 Immediately seek first aid, or emergency medical attention, if necessary.
  - 2.3 Complete the Employee Incident Report Form (Appendix 715 A) within 24 hours.
  - 2.4 Cooperate with medical providers and follow any work restrictions.
  - 2.5 Participate in any incident review or investigation if requested.
3. **Supervisors Responsibilities.**
  - 3.1 Ensure injured employee receives appropriate first aid or emergency care.
  - 3.2 Immediately complete incident report and submit it to Risk Manager and Benefits Manager within 24 hours.
  - 3.3 Preserve the scene, if applicable for potential investigation.
  - 3.4 Collaborate with Risk Manager for follow-up.
4. **General Safety Tips.**
  - 4.1 Report any hazards or concern about workplace safety as soon as possible to the Risk Manager or supervisor.
  - 4.2 Attempt to remedy immediately (For example spilled water, pencil, or piece of paper on the floor that is not picked up could cause a serious fall for someone that doesn't see it and steps on it).

### **POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

## 5. **Types of Work-Related Injuries.**

- 5.1 **Minor Injury.** Might require band aid (Ex: Papercut). Treat on your own and notify Risk Manager if injury changes (looks infected/hot/swollen).
- 5.2 **“First Aid Only”.** Knife cut, sliver, sprain, strain: all self-treated using medicine or first aid cabinet.
  - 5.2.1 Procedure for minor injury or “First Aid Only”.
    - 5.2.1.1** Report to supervisor and Risk Manager using the Employee Incident Form. It must be emailed within 24 hours to the Risk Manager. If treating on your own no follow up is needed.
- 5.3 **Injuries needing medical attention.** For example laceration requiring stitches, significant strain, sprain, eye injury, etc.
- 5.4 **Injuries resulting in medical attention and restrictions.** For example ankle sprain, knee sprain, shoulder strain, back strain, injury requiring assistance device (ex: crutches, cast, walker, etc.) or a laceration with stitches.
- 5.5 **Injuries resulting in medical attention (possible surgery) and time off.** For example fracture, torn rotator cuff, hernia, etc.
- 5.6 Procedure for injuries requiring medical attention.
  - 5.6.1 Seek medical care immediately after determining the need. Employees have the right to choose their treating physician. If at work, stay on the clock. If no longer at work, time is not paid. Notify supervisor of status and send medical/discharge note immediately and clock out (if working). A Worker’s Compensation Adjuster will be in contact with the employee within 2 business days. Employees are responsible for notifying their supervisor and Worker’s Compensation Adjuster within 24 hours of each update and any follow-up that is needed or scheduled. If unable to work the employee is responsible for notifying their supervisor and Work Comp within 24 hours.
  - 5.6.2 The supervisor must notify Risk Manager and Benefits Manager immediately and send any medical/discharge/notes. Medical notes may not be backdated.

### **POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

- 5.6.3 **Restrictions.** The employee is responsible for notifying the supervisor and Workers Compensation Adjuster within 24 hours of any restrictions. The supervisor and the Risk Manager will make a determination if the restrictions can be accommodated and will notify the Benefits Manager of the determination.
- 5.6.4 **Medications.** Any prescribed medications should be evaluated to determine if they are safe to perform work while taking. The employee should consult with their physician and the Risk Manager to make this determination.
- 5.6.5 **End of Healing.** Once at the end of healing the claim will end and the WC claim will be closed per state statutes (Chapter 102, Wis. Stat). If further treatment is needed the employee will work with their WC Adjuster directly.

**6. Worker's Compensation.**

- 6.1 There is a 3-day waiting period for all Worker's Compensation claims and any medical notes taking the employee off work will not be back-dated.
  - 6.2 Worker's compensation starts on day 4 and does not cover any of the 3-day waiting period.
  - 6.3 Employee initiated time off is their own choice and should follow the time off policy.
  - 6.4 Worker's Compensation determinations that are approved are paid at 66 2/3% of the employee's previous 52 weeks prior earnings. Payment is included in the employee's Eau Claire County biweekly paycheck, normal payroll deductions occur, and benefit accrual eligibility will be followed. This applies to employees that are fully removed from work or are working restricted hours.
    - 6.4.1 Supplementing the remaining 33 1/3% is allowed and is up to the employee's discretion during their length of time off using their available time balances.
7. **Denials.** If the claim is investigated and/or medical documentation does not support work-relatedness, the claim will be denied, and medical bills will need to be submitted to the employee's personal health insurance. Any lost time may be covered by accrued time balances.

**POLICY 715 WORKPLACE INJURIES/ILLNESS**

Effective Date: January 1, 2012

Revised Date: April 13, 2018, September 2025

*Eau Claire County*  
Employee Policy Manual

8. **Non-retaliation.** Employees will not be penalized or retaliated against for reporting injuries, illnesses, or unsafe conditions.
9. **Inappropriate or fraudulent claims.** Employees must only submit Worker's Compensation claims pertaining to employment at Eau Claire County.
  - 9.1 Inappropriate and fraudulent claims will be denied. Information related to fraudulent claims will be forwarded to the District Attorney for appropriate action and Human Resources for appropriate discipline, which may lead to termination.
10. **Training.** Employees will receive training on this policy during onboarding as part of safety training and periodically thereafter.

## POLICY 713 SMOKING

**1. Purpose.** To protect the environment and public health and comfort by prohibiting smoking in County facilities and vehicles. Numerous studies have found that tobacco smoke is a major contributor of indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy non-smokers, including heart disease, stroke, respiratory disease, and lung cancer.

### ~~2. Definitions.~~

~~2.1 "Smoking" means to burn tobacco, to burn a tobacco substitute, to use or inhale smoke produced by a tobacco product, or to use or inhale any substance produced by a tobacco substitute, whether by means of a cigar, cigarette, electronic cigarette, water pipe, or any other instrumentality.~~

### ~~3. Prohibited Conduct.~~

~~3.1 Smoking is prohibited within a reasonable distance of 25 feet outside a County facility to ensure that tobacco smoke does not enter the facility through entrances, windows, ventilation systems or other means and to protect those entering facilities from exposure to secondhand smoke.~~

~~3.2 Smoking is prohibited in any County facility or County vehicle.~~

~~3.3 It is unlawful to remove, deface, or destroy any legally required "No Smoking" sign, or to smoke in any place where such sign is posted.~~

### ~~4. Penalty/Enforcement.~~

~~4.1 This policy applies equally to all employees, customers, and visitors.~~

~~4.2 Violations of this policy will result in disciplinary action and a monetary penalty as outlined in the County Code.~~

### 5.2. County Code.

5.2.1 Refer to County Code Chapter 9.60, Eau Claire County Indoor Clean Air Act, ~~also applies.~~

## POLICY 713 SMOKING

Effective Date: January 1, 2012

Revised Date: March 2014

*Eau Claire County*  
Employee Policy Manual

**POLICY 713 SMOKING**  
Effective Date: January 1, 2012  
Revised Date: March 2014

*Eau Claire County*  
Employee Policy Manual

## **POLICY 805 PARKING REGULATIONS**

1. **Purpose.** To assist in the business of the County by providing parking facilities in support of this function within the limits of available space.

2. ~~Designated Parking.~~

2.1 ~~County employees only park in spaces designated by the County Administrator or County Board.~~

3. County Code.

3.1 County Code Chapter 10.81.030, Restricted Parking Areas, ~~also applies.~~

## **POLICY 805 PARKING REGULATIONS**

Effective Date: January 1, 2012

Revised Date:

*Eau Claire County*  
Employee Policy Manual

# Eau Claire County - Human Resources

## Quarterly Department Report - Summary

For Period Ending: Q2, 2025

Page: 1/1

Date Ran: 8/12/25

### 07 - Human Resources

Fund	Revenue:	Orig Budget 2025	Adj Budget 2025	Q1 2025	Q2 2025	Q3 2025	Q4 2025	YTD 2025	% of Budget
100	01-Tax Levy	674,336	674,336	168,584	168,584	0	0	337,168	50.00%
	09-Other Revenue	0	0	0	270	0	0	270	0.00%
	11-Fund Balance Applied	0	14,518	0	0	0	0	0	0.00%

<b>Total Revenue - Human Resources</b>		<b>\$674,336</b>	<b>\$688,854</b>	<b>\$168,584</b>	<b>\$168,854</b>	<b>\$0</b>	<b>\$0</b>	<b>\$337,438</b>	<b>48.99%</b>
--	--	------------------	------------------	------------------	------------------	------------	------------	------------------	---------------

Fund	Expenditures:	Orig Budget 2025	Adj Budget 2025	Q1 2025	Q2 2025	Q3 2025	Q4 2025	YTD 2025	% of Budget
100	01-Regular Wages	-451,745	-451,745	-88,111	-128,173	0	0	-216,284	47.88%
	02-OT Wages	0	0	0	-37	0	0	-37	0.00%
	03-Payroll Benefits	-143,217	-143,217	-34,923	-44,960	0	0	-79,883	55.78%
	04-Contracted Services	-32,478	-32,478	-8,251	-4,610	0	0	-12,860	39.60%
	05-Supplies & Expenses	-33,396	-47,914	-3,101	-7,122	0	0	-10,223	21.34%
	09-Equipment	-3,500	-3,500	-737	-737	0	0	-1,473	42.09%
	10-Grants, Contributions, Other	-10,000	-10,000	0	0	0	0	0	0.00%

<b>Total Expense - Human Resources</b>		<b>-\$674,336</b>	<b>-\$688,854</b>	<b>-\$135,123</b>	<b>-\$185,638</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$320,761</b>	<b>46.56%</b>
--	--	-------------------	-------------------	-------------------	-------------------	------------	------------	-------------------	---------------

<b>Net Surplus/(-Deficit) - Human Resources</b>		<b>\$0</b>	<b>\$0</b>	<b>\$33,461</b>	<b>-\$16,784</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,677</b>	
---	--	------------	------------	-----------------	------------------	------------	------------	-----------------	--

# Human Resources

## Overview of Revenues and Expenditures

Revenues	2024	2025	2025	2026	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-County Funding	\$662,626	\$674,336	\$674,336	\$683,645	1%
09-Other Revenue	-	-	\$270	-	
11-Use of Fund Balance	-	\$14,518	-	-	-100%
<b>Total Revenues:</b>	<b>\$662,626</b>	<b>\$688,854</b>	<b>\$674,606</b>	<b>\$683,645</b>	<b>-1%</b>

Expenditures	2024	2025	2025	2026	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$472,587	\$451,745	\$481,772	\$455,101	1%
02-OT Wages	-	-	\$100	-	
03-Payroll Benefits	\$190,874	\$143,217	\$161,893	\$152,458	6%
04-Contracted Services	\$31,519	\$32,478	\$23,974	\$25,974	-20%
05-Other Operating Expenses	\$33,692	\$47,914	\$29,096	\$35,450	-26%
09-Equipment	\$3,564	\$3,500	\$2,946	\$1,000	-71%
10-Grants, Contributions, Other	\$3,465	\$10,000	\$10,000	\$13,662	37%
<b>Total Expenditures:</b>	<b>\$735,701</b>	<b>\$688,854</b>	<b>\$709,781</b>	<b>\$683,645</b>	<b>-1%</b>

<b>Net Surplus/(Deficit)- Human Resources</b>	<b>(\$73,075)</b>	<b>\$0</b>	<b>(\$35,175)</b>	<b>\$0</b>	
---	-------------------	------------	-------------------	------------	--

# Human Resources

## Overview of Revenues and Expenditures

Revenues	2024	2025	2025	2026	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-County Funding	\$662,626	\$674,336	\$674,336	\$683,645	1%
09-Other Revenue	-	-	\$270	-	
11-Use of Fund Balance	-	\$14,518	-	-	-100%
<b>Total Revenues:</b>	<b>\$662,626</b>	<b>\$688,854</b>	<b>\$674,606</b>	<b>\$683,645</b>	<b>-1%</b>

Expenditures	2024	2025	2025	2026	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$472,587	\$451,745	\$481,772	\$455,101	1%
02-OT Wages	-	-	\$100	-	
03-Payroll Benefits	\$190,874	\$143,217	\$161,893	\$152,458	6%
04-Contracted Services	\$31,519	\$32,478	\$23,974	\$25,974	-20%
05-Other Operating Expenses	\$33,692	\$47,914	\$29,096	\$35,450	-26%
09-Equipment	\$3,564	\$3,500	\$2,946	\$1,000	-71%
10-Grants, Contributions, Other	\$3,465	\$10,000	\$10,000	\$13,662	37%
<b>Total Expenditures:</b>	<b>\$735,701</b>	<b>\$688,854</b>	<b>\$709,781</b>	<b>\$683,645</b>	<b>-1%</b>

<b>Net Surplus/(Deficit)- Human Resources</b>	<b>(\$73,075)</b>	<b>\$0</b>	<b>(\$35,175)</b>	<b>\$0</b>	
---	-------------------	------------	-------------------	------------	--

## Vacancy Breakdown 9.9.25

### Sheriff Office

Total Vacancies: 16 (10 Full-time 1.0FTE, 4 on hold 2025 Budget)

#### Positions:

Correction officers: 7 vacancies (1 Full-time 1.0FTE) 2 on hold with 2025 Budget

Interviews: 9/24/25

Lieutenant: 2 vacancies, one on hold

Recruitment: waiting on approval from dept on requisition

Corporal: 2 vacancies- on hold 2025 Budget

Patrol Deputy: 4 vacancies (Full-time 1.0FTE)

Recruitment: post

Bailiff: 1 vacancy position (Full-time 1.0FTE)

Transfer Date Internal Candidate: TBD

### Airport:

Total Vacancies: 1 Vacancy On hold (Full-time 1.0FTE)

#### Positions:

Custodian: 1 vacancy (1 Full-time 1.0FTE)

### Clerk of Courts:

Total Vacancies: 3 vacancies (3 Full-time 1.0FTE)

#### Positions:

Deputy Clerks: 3 vacancies

Recruitment: Opened continuously until filled

Interviews: 9/24/25

### District Attorney:

Total Vacancies: 2 vacancies (1 Full-time 1.0FTE) (1 Full-time 1.0FTE on Hold)

#### Positions

Criminal Trial Prosecutor LTE- On hold due to grand funding

Legal Analyst: 1 vacancy (1 Full-time 1.0FTE)

Interview: 8/13

**Finance:**

Total Vacancies: 1 Vacancy (1 not backfilling)

**Positions**

Internal Control Specialist: 1 vacancy (1 Full-time 1.0FTE)

Recruitment: not backfilling currently per department

**Highway:**

Total Vacancies: 5 vacancies (1 Full-time 1.0 FTE, 3 on hold 2025 budget)

**Positions:**

Mechanic: 1 vacancy (Full-time 1.0FTE) 1 On Hold with 2025 Budget

Heavy Equipment Operator: 2 (Full-time 1.0FTE) On Hold with 2025 Budget

Highway Maintenance Supervisor: 1 vacancy on hold per department (Full-time 1.0FTE)

Engineering Technician: 1 vacancy (Full-time 1.0FTE)

Recruitment: opened continuously

**Parks & Forest**

Total Vacancies: 1 (1- 0.19FTE)

**Positions**

Forester: 1-0.19FTE

Recruitment: TBD

**Planning & Development**

Total Vacancies: 2 Vacancies (2 Full-time 1.0FTE, 1 Full-time 1.0FTE on hold with 2025 Budget)

**Positions**

Environmental Engineer: 1 vacancy (Full-time 1.0FTE) on hold with 2025 budget

Assistant County Surveyor: 1 vacancy (Full-time 1.0FTE)

Recruitment: not backfilling

**Human Services:**

Total Vacancies: 22 vacancies (15 Full-time 1.0FTE, 2 0.5FTE, 5 on hold 2025 Budget)

**Positions:**

Operations Supervisor: 1 vacancy (Full-time 1.0FTE), On hold 2025 budget

Crisis Social Worker: 2 Vacancy (Full-time 1.0FTE) On hold 2025 Budget

CPS Social Worker: 1 Vacancy (Full-time 1.0FTE) On hold 2025 Budget

Fiscal Associate: 1 vacancy (1 Full-time 1.0FTE), 1 On hold 2025 budget

CCS Mental Health Professionals: 2 vacancies (Full-time, 1.0FTE)

Recruitment: posted continuously until filled

CCS Supervisor: 1 vacancy (Full-time 1.0FTE)

Recruitment: TBD

Juvenile Detention Worker: 1 Vacancies (1 Part-time 0.5FTE)

Recruitment: posted continuously until filled

CLTS Supervisor: 1 vacancy (Full-time 1.0FTE)

Recruitment: posting closes 9/16

CLTS Support & Service Coordinator: 1 vacancies (Full-time 1.0FTE)

Recruitment: TBD

AODA Case Manager: 2 vacancies (Full-time 1.0FTE)

Recruitment: TBD

Case Manager- Birth to Three: 1 Vacancy (Part-time 0.5FTE)

Recruitment: on hold per the department

Peer Support Specialist: 1 vacancy (Full-time 1.0FTE)

Interviews: 9/9;9/10

Social Worker Initial Assessment CPS 1 vacancy (Full-time 1.0FTE)

Recruitment: on hold per department

Social Worker Youth Services 1 vacancy (Full-time 1.0FTE)

Recruitment: posting closes 9/11

Coordinated Services Team Social worker 1 vacancy (Full-time 1.0FTE)

Recruitment: posting closes 9/10

Resource Specialist 2 vacancy (Part-time 0.5FTE)

Recruitment: posted closes 9/22

Economic Support Specialist 1 vacancies (Full-time 1.0FTE)

Recruitment: TBD

LTE 180 Coordinator: 1 vacancies (Full-time 1.0FTE)

Recruitment: TBD