

BAYFIELD COUNTY

PERSONNEL POLICIES AND PROCEDURES MANUAL

Revised 04/05/2024

2.2 Harassment, Discrimination and Retaliation Policy

The County's harassment, discrimination and retaliation policy is set forth as Appendix A to this Manual. If you have questions regarding the policy, please contact the County Administrator or designee.

2.3 Drug-Free Workplace

It is Bayfield County's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

2.3.1 Violations: While on Bayfield County premises and while conducting business-related activities off Bayfield County premises, no employee may use, possess, distribute, sell, manufacture or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate discharge from employment.

2.3.2 Conviction: Should an employee be convicted of a drug-related crime that occurred in the workplace, the employee must notify their Department Head within five (5) days of the conviction. Appropriate personnel action, including discipline up to and including discharge and/or participation in a drug assistance or rehabilitation program may result after notice of the conviction is received.

2.3.3 Testing: Employees who are involved in a work-place accident or who are suspected of being under the influence of alcohol or an illegal drug during work hours may be required to undergo drug and alcohol testing.

2.4. Smoke-Free Workplace

2.4.1 Policy Statement. To further provide for a safe and healthy environment for its employees, the County has adopted a smoke-free campus policy. Smoking is prohibited:

1. In County Buildings
2. In County Vehicles
3. On County Properties except for the County Forest and County Fairgrounds.

2.4.2. Enforcement. It is the Department Head's responsibility to enforce this policy in his/her departmental area. Violations of this policy are to be reported to the County Administrator.

2.4.3 Definitions. The provisions of Chapter 101.123, Wisconsin Statutes, “Smoking Prohibited,” are hereby adopted by reference and made a part of this Section as though fully set forth herein.

Definition: As provided in Section 101.123(1)(h) of the Wisconsin Statutes, “Smoking” shall mean inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” shall also include the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

Definition of Electronic Delivery Device: “Electronic Delivery Device” shall mean any product containing or delivering nicotine or any other substance for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. “Electronic Delivery Device” shall include any such device, whether manufactured, distributed, marketed, or sold and an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or any other product name or descriptor.

2.14 Workplace Violence

Bayfield County is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

Any employee who believes that he/she has been the subject or has been a witness of workplace violence should immediately report the matter to his/her immediate supervisor or the Administration Office. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation, who gives false information or who retaliates against an employee for making a report of workplace violence or for participating in a workplace violence investigation will be subject to disciplinary action, up to and including termination of employment.

It is the policy of Bayfield County to investigate reports of workplace violence for all acts occurring on county property or against an employee acting in their capacity as an employee. The identity of the individual making a report will be protected as much as is practical. It is the responsibility of managers and supervisors to make safety their highest concern. When made aware of a real or perceived threat of violence, management shall immediately inform the Administration Office. Management shall conduct a thorough investigation and take specific actions to help prevent acts of violence.

8.2 Prohibition from Possession and Control of Prohibited Weapons by County Employees:

Bayfield County employees are prohibited from possessing or having under their control any prohibited weapon(s) while conducting County business or while in County-owned, rented, leased, or otherwise controlled buildings unless specifically authorized by the employee’s

appointing authority. A prohibited weapon includes but is not limited to any firearm, as well as any handgun, knife, billy club, or electric weapon as defined in Wis. Stat. § 175.60. A knife that is used in the normal course of county business, such as a butcher knife used for food preparation or a box cutter used to break down boxes, or a common pocket knife, is exempt from this policy.

Law enforcement officers or other individuals specifically authorized by the County to carry a weapon are exempted from this policy and may be permitted to carry a prohibited weapon in accordance with department rules regarding the carrying and handling of such weapons.

Pursuant to Wis. Stat. § 943.13(1m)(c)4.b, no employee, contractor, visitor or other individual may carry a prohibited weapon into any building that is owned, operated or controlled by Bayfield County. A valid concealed carry license does not authorize an individual to carry such a weapon onto these premises.

Employees of Bayfield County are prohibited from carrying weapons any time they are working for the County or acting within the course and scope of employment. These situations include but are not limited to attending training sessions or seminars, wearing an identification badge and working at other sites off County premises. In addition, no employee or member of the public may carry a prohibited weapon in a County-owned vehicle.

This prohibition against unauthorized weapons applies to all employees including but not limited to regular full-time or regular part-time employees, part-time employees, elected officials, limited term employees, contractors, interns, volunteers, and officials or officers who serve at the pleasure of the appointing authority as provided by statute. Violations will be subject to legal action as appropriate. Violations of this policy by an employee may lead to disciplinary action up to and including termination of employment in accordance with the applicable law.