



SECTION: HR
TOPIC: HUMAN RESOURCES
GENERAL
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: HUMAN RESOURCES INTRODUCTION

This section of the manual is designed to provide guidance to Departments on the processing of a variety of personnel transactions. However, many questions may still arise among departmental staff regarding personnel actions and we encourage calls to the Employee Relations Division to clarify such questions. Keep in mind that a primary objective of the Employee Relations Division is to make the work of County employees easier and more effective.

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ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: HUMAN RESOURCES ADMINISTRATIVE GUIDELINES

1. All employees shall be treated with dignity, respect and fairness.
2. Management shall communicate to employees those policies and procedures necessary for satisfactory performance and adherence to work rules.
3. Management shall establish a work environment of cooperation and trust among employees through effective informal communication and formal communication procedures, such as the performance evaluation process.
4. Subject to State law, employees shall have the right to self-organization, and the right to form, join or assist labor organizations of their own choosing and to bargain collectively.
5. To the extent that the collective bargaining process results in an agreement, the terms of which vary in whole or in part with the provisions of this manual, the collective bargaining agreement shall govern.

END OF GUIDELINES



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ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: HUMAN RESOURCES - DEFINITIONS

The following words or phrases shall have the same definition that is indicated in Dane County Ordinance, **CHAPTER 18, CIVIL SERVICE ORDINANCE: 18.04 DEFINITIONS.**

1. *Appointing Authority* shall mean any county board, commission, committee, institution, agency, elected official or department head that have been granted authority to hire employees in the county civil service.
2. *Classification* or *class* shall mean a grouping of all positions that are comparable in terms of duties, responsibilities and level of authority that carry the same official generic title, salary range and specifications.
3. *Employee* shall mean any person holding a budgeted position identified as such in the county budget who performs service directly for the county at its direction and under its control. Employee does not include elected officials, limited term employees or persons who are performing services under contract to the county or a county agency. The fact that the funds out of which a person is paid may be subject to reimbursement out of federal or state programs shall not preclude such person from being an employee of the county for purposes of this ordinance.
4. *Limited term employee* (LTE) shall mean a temporary employee, but shall not include a provisional appointee.
5. *Open recruitment* shall mean recruitment from both within and without Dane County Service (employees and non-employees).
6. *Probation* shall mean the period immediately following an employee's appointment during which the employee's performance is to be closely scrutinized by the appointing authority to determine if the employee is suitable for permanent retention in the position into which he or she has been appointed.
7. *Promotion* shall mean the permanent movement of an employee from a position in a salary range to a position in a higher salary range, except where such movement occurs as a result of the reclassification or reallocation of the employee's position.
8. *Promotional recruitment* shall mean recruitment from within Dane County Service (Civil Service employees).
9. *Reallocation* shall mean a change in salary range allocation for a position(s) or classification based on reasons of internal and/or external equity.
10. *Reclassification* shall mean a change in classification to which a position is assigned as a result of evaluation of the duties and responsibilities assigned to that position.
11. *Resignation* shall be binding three (3) days after its receipt by the appointing authority or designee, and the employee shall not thereafter have the privilege to withdraw the resignation except by consent of the appointing authority.
12. *Salary range* shall mean the level within a classification salary plan to which a classification(s) is/are allocated.
13. *Salary step* shall mean the employee's position of advancement under the merit system within the salary range established for his or her position.
14. *Transfer* shall mean the permanent movement of an employee from one job classification to another in the same or another department or into another department in the same job classification, but all in the same salary range.

END OF DEFINITIONS