

Price County

Administration Manual

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TABLE OF CONTENTS

	Page
1. WAGE GRADE REVIEW	1
2. CREATION OF NEW POSITION.....	3
3. RECRUITMENT	4
4. TIMESHEETS AND REMITTANCE STUBS	7
5. VEHICLE USE/INSURANCE REQUIREMENTS/DRIVER’S LICENSE	8
6. REPORT OF INJURY/ LIGHT DUTY ASSIGNMENT.....	9
7. SOCIAL MEDIA	10
8. COUNTY-ISSUED CELL PHONE	12

1. WAGE GRADE REVIEW

POLICY: It is the policy of Price County to ensure fair and equitable wages for their employees. The Administration Committee, with recommendation by the County Administrator, shall establish wages schedules for both “exempt” and “non-exempt” positions and shall periodically review said wage schedules to ensure internal consistency with fair and equitable treatment.

The County recognizes that the duties and/or responsibilities of any filled position may change at the direction of the County. This occurs for a variety of reasons, including, but not limited to, technology, unit priorities, or program goals. Depending on the nature and the duration of the change, the duties and responsibilities of a position may change to the point where the position may be more appropriately assigned to a different wage grade classification. In addition, there are times when, in an effort for more efficiency, County Departments may be restructured and/or duties within the Department may be shuffled within the Department Staff.

When the Unit Supervisor/Department Head believes that a position should be assigned a different wage grade, or believes that a position in their Department is not in the same wage grade as similarly situated positions, a request for a wage grade review may be submitted following the procedures specified below. The following points should be considered before recommending a position for a wage grade change.

Positions, not persons, are reviewed: Short-term changes in duties to serve business needs generally do not justify a wage grade review. Factors which generally do not justify a review include, but are not limited to, volume of work, length of service, special training, duties assumed at the option of the employee and not the direction of an authorized County official, or job performance.

Before a position’s wage grade can be reviewed, all of the following conditions must be met:

1. The level, complexity, and nature of the changed duties and responsibilities assigned to the position must be so substantive that the changed position is now similarly situated in duties and scope of responsibilities as higher wage grade positions.
2. The new duties and responsibilities are the result of logical or gradual significant changes or the result of reorganization of Department structure and/or duties assigned by a Department Head or County Administrator.
3. The changed duties and responsibilities being cited as the justification for the wage grade review must have been satisfactorily performed by the employee for not less than six months.

4. The employee must have satisfactorily attained any specific training, education, or experience *as required for the position*.
5. If the position has not significantly changed but the Department Head believes that the position has duties and scope of responsibility as similarly situated positions in a higher wage grade they may request a wage grade review.

PROCEDURE:

Initiate the Wage Grade Review: Only a Department Head may initiate a wage grade review. If an employee believes their position has changed to justify a review, they should discuss the job duties and performance expectations of the position with their Department Head.

Update Position Description: The Department Head, in conjunction with the County Administrator, will prepare a new position description using the Job Description Questionnaire that reflects the job duties/responsibilities that the employee is presently performing. If the reason for the review request is due to changes within the position, all changes, and reasons for changes, should be documented in a written narrative. If the reason for the review request is for internal equity, the Department Head should provide a list of similarly situated internal positions that may be used as comparisons.

Forward Wage Grade Review Request to County Administrator: The Department Head will forward the wage grade review request to the County Administrator. The request will include the prior job description, the new job description questionnaire and the written narrative justification for the wage grade review.

Forward Wage Grade Review Request to Administration Committee: If the County Administrator recommends approval of the wage grade review, then they shall forward the request and related materials to the Administration Committee. If the review is for a “non-exempt” hourly position the County Administrator shall then review the materials, review the position against similarly situated positions within the wage structure and present the findings to the Administration Committee along with a recommendation on the position wage grade. The findings and recommendation are then reviewed by the Administration Committee and either approved, modified or denied. If modified or denied, the employee will be provided a letter explaining why the request is modified or denied.

If the wage review request is for an “exempt” position, the Administration Committee will review the request and decide whether or not the position should be reviewed by the Third Party used for the Salaried Wage Matrix. If approved for review, the County Administrator shall submit the materials to the Third Party for review and recommendation. The recommendation will then be reviewed by the Administration Committee and either approved, modified or denied. If modified or denied, the employee will be provided a letter explaining why the request is modified or denied

County Board Approval: Wage Grade Reviews for “non-exempt” positions resulting in position wage grade adjustments are subject to County Board approval. *The effective date of all reclassification is the beginning of the first pay period following approval of the request by the County Board.*

Please Note: Wage Grade Reviews are for ensuring internal consistency between individual County positions on the County Wage Schedules. External wage information will not be used for individual wage grade reviews.

External wage information will only be gathered and reviewed by the County Administrator when it is deemed necessary by the Administration Committee and only for the reason of a general review of County Wage Schedules to ensure County wages are at a level to reflect market standards and maintain the County’s ability to attract and retain quality employees.

2. CREATION OF NEW POSITION

POLICY: Each Department Head and County Administrator has a responsibility to the County Taxpayers to review its departmental staffing needs and try to find reasonable and cost-effective ways to carry out the County’s business. Every effort should be made to streamline processes and make changes and reductions in staff whenever it is feasible and reasonable. However, when a need to increase staff is determined, the following procedure must be followed when creating any new position within Price County.

PROCEDURES:

Initiate review of new position: After a need has been determined, the Department Head will prepare a justification using the Personnel Change Form to be directed to the County Administrator for preliminary approval. The justification will include:

1. Reason(s) for the need
2. The expected duties, hours and wage of position
3. Funding sources and impact on current and future budgets
4. Draft Job Description

Final Position Approval: After all details of the position have been finalized, the final review and approval of the personnel change form and job description will be as follows:

1. Administration Committee for review and recommendation to the County Board.
2. County Board

Please Note: Approval of departmental budget does not constitute approval of a position. Approval process must be as a separate agenda item, with formal motions and County Board resolution.

3. RECRUITMENT

POLICY: All applicants, with the exception of Summer Hire positions, shall be at least 18 years of age at the time employment starts. Summer Hire positions may be hired at the age of 17, with restricted duties. All approved County job vacancies shall be filled using the established County recruitment procedures to ensure fair and consistent employment practices.

PROCEDURE: When a vacancy in any on-going position (i.e.: regular full-time, regular part-time and project) occurs, approval to fill the position must first be obtained by the respective Department Head and County Administrator.

With the exceptions of a Department Head vacancy, current employees may be considered for promotion using the following process:

1. Employee must meet the following qualifications:
 - a. Must have at least the minimum requirements of education and/or experience for the position
 - b. Must have a good work history in all positions held with the County
 - c. Must have the recommendation of their Department Head
 - d. In the absence of an active Department Head, it falls to the County Administrator to make the initial recommendation

2. The steps of the Internal Promotion are as follows:
 - a. Employee expresses interest in the advancement opportunity and fills out a job application.
 - b. Department Head makes recommendation to County Administrator.
 - c. County Administrator and Department Head will interview the Employee and either approve or deny the promotion.

If no recommendation by the Department Head is made to the County Administrator, or, at the option of the County Administrator, external recruiting will take place. County Employees may apply for the position through the external candidate hiring process. Department Head vacancies shall always have a full recruitment process unless the vacancy was created through re-organization of departments. In that instance, the Administration Committee shall determine whether internal candidates shall be considered first prior to the external recruitment process.

Determination of Applicable Testing: The Department Head and the County Administrator shall determine what, if any, additional testing is required for the recruitment process.

Advertising: If no internal promotion takes place, position will be advertised in applicable media as is appropriate, including but not limited to local newspapers, Wisconsin JobNet, Price County Website, University and College Career Services, and non-local newspapers.

Advertising will be coordinated by the Office of Administration after consultation with the respective Department Head, or the County Administrator if the vacancy is for a Department Head.

Application Period: Candidates for the position are required to complete the appropriate Price County Job Application and submit it along with a resume to the Office of Administration prior to the application deadline.

Application Review: Applications for the vacant position will be reviewed by the Department Head, or County Administrator if the vacancy is for a position of Department Head.

Testing: The Office of Administration shall coordinate any necessary applicant testing. Following the testing, the successful candidates will again be reviewed by the Department Head and Office of Administration to determine which candidates will be selected to interview.

Interviews:

Department Head Vacancies: When interviewing for vacancies for Department Heads the County Administrator may put together an Interview Committee consisting of the County Board Chair or its designee, the Committee of Jurisdiction or its designee, other Department Heads and any applicable external professionals who can offer technical knowledge. Interviews shall be conducted at a formal committee meeting in closed session under exemption C of the Open Meetings Law. Following completion of reference and applicable background checks, the Committee as a whole shall determine the best candidate to be offered the position. Interviews shall not create a quorum for any County committee.

Regular Full-Time/Part-Time Position Vacancies: For vacancies for regular full-time and part-time positions, the Department Head and Unit Supervisor along with the Office of Administration shall conduct the interviews on a schedule appropriate to the needs of the interviewers and the candidates.

Regular Full-Time Law Enforcement Vacancies: For Law Enforcement position vacancies, the process for requirement shall be followed as outlined in the PRICE COUNTY CODE: 120 – LAW ENFORCEMENT. Law Enforcement positions are defined as Deputies, Investigators and Law Enforcement Management staff.

Casual Position Vacancies: When recruiting for casual positions, the Department Head and/or Unit Supervisor shall conduct the interview using an established list of questions. Upon completion of the interview process, the Department Head shall notify the Office of Administration of the successful candidate. The Department Head/Unit Supervisor will forward to the Office of Administration all copies of applications, interview questionnaires and all other information gathered at time of interview. The Office of Administration will make the offer of employment after speaking with the Department Head and/or Unit Manager.

Employment Offer: After interviews and all reference and background checks have been completed, the Office of Administration will notify the successful candidate by phone to inform

them of the decision, wage and start date. The Office of Administration will follow up with a written offer letter to the candidate, set up the required physical and drug screen and notify the Department Head (or Committee Chair in the case of a hiring of a Department Head) of the acceptance of the offer. All unsuccessful candidates for the position will be informed by the Office of Administration by letter.

Eligibility Lists: At the time of interviews, it may be determined there is a need to create an eligibility list for future vacancies for the same or similar positions within the department. The interviewers shall determine the names and ranking of the candidates to be placed on the eligibility list and also how long the eligibility list will be in place. The Office of Administration will then be responsible for notifying the candidates they are on the list and maintaining the list for the length of time approved.

In addition to creating an eligibility list at time of actual vacancies, the Department Head and County Administrator may determine that it is necessary to create an eligibility list for either casual positions or for regular positions which experience a high turnover rate. If that determination is made, the Department shall follow the same procedure used for vacancy recruitment with the exception that the advertisements/postings shall indicate the recruitment is for an eligibility list instead of an actual vacancy.

Relocation Expenses: Newly hired Department Heads, supervisory, professional, and technical employees who are in short supply or who have exceptional qualifications directly related to the position, as determined by the Office of Administration, may be reimbursed for reasonable and necessary expenses actually incurred in relocating to Price County up to a maximum of \$2,500.

1. **Minimum Distance:** In order to be eligible for reimbursement, the minimum distance between the newly hired employee's former residence and new place of employment must be more than sixty (60) miles.
2. **Approval of Relocation Expense Reimbursement:** Approval of relocation expenses will be the responsibility of Department Head and the County Administrator. The actual relocation must take place within six (6) months after the date of hire. Extension of the six (6) month time limit may be granted on a case-by-case basis by the County Administrator up to a maximum of an additional six (6) months in the event of extraordinary circumstances or undue hardship. Reimbursable Expenses may include:
 - a. Up to three (3) days of meal, mileage, and lodging expenses while searching for a permanent residence for the employee and the employee's spouse.
 - b. Expenses associated with the preparation and transportation of household goods and personal effects, excluding luxury items.
 - c. Mileage, meal, and lodging expenses for the employee and the employee's immediate family during the actual move to the new place of residence.

The employee must submit his or her request for reimbursement of the cost of the move to the County Administrator for evaluation. Only actual costs incurred will be reimbursed up to the established limit.

Once approved, a one-time payment will be included with the new employee's first regular county paycheck after submission of the paid receipts. In certain circumstances, a partial advancement may be paid out just prior to the move to help facilitate the move.

Details of the advancement will be worked out between the County Administrator and the employee.

NOTE: Under IRS regulations, some or all of relocation expense reimbursements may be considered taxable income.

3. **Minimum Employment Requirements:** An employee receiving relocation expenses must maintain employment with Price County for two (2) years following the actual move. If an employee does not remain employed with Price County for at least one (1) year, the individual must repay 100 percent of the total reimbursement expenses.

If the employee terminates their Price County employment between one and two years after the actual move, the expense will be forgiven on a prorated basis with 50 percent forgiven after 13 months, 75 percent forgiven after 18 months and 100 percent forgiven after 24 months. All or part of the repayment may be waived by the County Administrator under extraordinary circumstances.

4. TIMESHEETS AND REMITTANCE STUBS

Timesheet Procedure: Employees must complete the standard Price County Timesheet. The Employee is responsible for accuracy of information on the submitted timesheet; however, the Department Head/Unit Supervisor responsible for signing off on the timesheet is responsible for verifying that all information is correct and accurate prior to submission of the timesheet to the Office of Administration. The process of verification may be assigned to clerical/fiscal staff within the Department Head/Unit Supervisor's Department. The information that must be verified includes:

1. Days worked
2. Hours worked
3. Lunch time
4. Shift differential
5. Overtime

6. Accrued/Benefit time used (i.e. Sick, Vacation, Holiday, Comp, FMLA)

All timesheets for employees with regularly scheduled hours are due in the Office of Administration by 4:30 p.m. on the last Friday of the pay period. All timesheets for employees with scheduled weekend hours and anticipated overtime are due in the Office of Administration by noon on the Monday following the end of the pay period. If any changes need to be made on a previously turned in timesheet, notification must be made to the Office of Administration.

Direct Deposit Remittances are emailed on the day before payday. For any employee who is receiving a paycheck or who does not have an email address on file, the Office of Administration shall distribute their paychecks and remittance stubs to the various departments for distribution to the employees by the Department Head or their designee.

Remittance Stub Procedure: All Employees who have their own County email address and receive their paycheck by direct deposit will have their direct deposit remittance form emailed to their County email address. They may then print out the file for a hard copy for their records, at no cost to the employee. The employee may choose to have their direct deposit remittance emailed to their personal email address instead of their County email address.

The Employee may store the file in their Microsoft Outlook folder or on their H: Drive, unless their Department has a policy preventing the saving of the file. If Department Policy dictates that they are unable to store the file they will need to delete the file.

5. VEHICLE USE/INSURANCE REQUIREMENTS/DRIVER'S LICENSE

Personal Use of County Vehicle: The following guidelines are to be used to determine whether or not an employee is eligible for personal assignment of a County vehicle:

1. Employee must need to use the vehicle 5-7 days per work week
2. Vehicle requires special equipment not installable or transportable in a personal vehicle or making a County vehicle unsuitable for general use (i.e., law enforcement radios, sirens, lights, weather and highway conditions monitoring equipment).
3. Employee is required to be part of a regular on-call rotation schedule
4. Approval is received by the County Administrator and Administration Committee

Evidence of Insurance: At least one (1) time a year each Department shall require all departmental employees who use their personal vehicles for County business to submit a copy of proof of insurance and must verify that the levels of coverage meet or exceed the County's required coverage limits. A copy of this proof shall be maintained in a departmental file.

Loss of License: Unit Supervisors who have been informed of a loss or potential loss of license by one of their staff members must immediately report this loss or potential loss to their Department Head. The Department Head must immediately report this loss or potential loss to the Office of Administration. The Department Head and County Administrator will arrange a

meeting with the employee to determine the facts regarding the loss or potential loss of license and determine what actions need to be taken to address the loss or potential loss of license.

6. REPORT OF INJURY/ LIGHT DUTY ASSIGNMENT

POLICY: It shall be the policy of Price County to comply with all applicable state and federal laws which affect the working status of employees who have been injured or ill.

Reporting of Work Related Injury or Illness: In the event of a safety-related incident and/or injury while on the job, employees must make notification to their immediate supervisor within twenty-four (24) hours of the incident or as soon as is reasonably possible and complete the Safety Incident Report form. The Safety Incident Report Form is available from the Office of Administration and should be kept on file within the department for future use. The immediate supervisor is to review, sign and forward the form to the Office of Administration within twenty-four (24) hours of receiving the completed form from the employee. The immediate supervisor should also forward a copy of the form to their Department Head for review.

Once the form is received by the Office of Administration, the Office of Administration staff shall file a report of injury with the Worker's Compensation carrier. The Office of Administration shall review the report to determine whether or not there is a continued risk of injury to other employees. If such a risk is determined the Office of Administration shall forward the issue to the Workplace Safety Committee for investigation and possible further action.

Light Duty for Worker's Compensation Related Injuries or Illnesses: Employees injured on the job are encouraged to return to work as soon as possible. The return to work may include duties of a restricted nature or "light duty" as indicated by the employee's attending physician or health care practitioner. Departments are not required to return injured employees to work on a restricted basis if no productive work is available within the County. Restricted return to work requests will be evaluated on a case by case basis. Department heads must notify the County Office of Administration prior to the return of light duty employment.

Light Duty for Off Duty Injuries or Illnesses: Employees injured or disabled off the job may be allowed to return to work on restricted or "light duty" basis within their department.

Employees will be required to submit a physician's or health care provider's statement indicating the work restrictions under which they may return to work. Department heads should consider, prior to allowing an employee to return to work on a restricted basis whether productive work will be performed. Restricted return to work requests will be evaluated on a case by case basis. Departments must notify the Office of Administration prior to an employee's return to work under a light duty or restricted return to work situation.

General Requirements and Restrictions: All light duty assignments shall be of a limited duration, used only as a temporary measure, until the employee has recuperated and can return to their job or it is shown they cannot return to their pre-injury/illness duties. In each case, time

limits shall be set for how long an employee may receive the temporary light duty assignment with periodic re-evaluation to determine if light duty should continue and for how long. No “light duty” positions may be established. Employees may not exceed any restrictions placed on them by their physician and may be subject to disciplinary action and/or termination of light duty assignment if they do so.

7. SOCIAL MEDIA

POLICY: Social media is a powerful tool for communication, transparency, and community engagement. The primary function of Price County’s social media accounts is to communicate relevant and timely news, information and events and urgent notifications of critical incidents that may affect community stakeholders including residents, business owners and visitors. Information distributed via social media must be accurate, consistent and timely and meet the information needs of the County’s customers. Since social media is used for social networking, this policy seeks to ensure proper use of the County’s social media sites by its representatives.

Price County strives to maintain a positive and informative social media presence. County representatives have the responsibility to use social media resources in an efficient, effective, ethical and lawful manner. Posting of any content on any social media platform managed by the County or any County agent constitutes acceptance of this policy.

This policy applies to:

- Official social media accounts created and managed on behalf of Price County.
- Administrators, agents, and elected officials who manage or contribute to these accounts.

Definitions

- Social Media: Internet-based platforms that facilitate sharing of content, including but not limited to Facebook, Twitter/X, Instagram, YouTube, LinkedIn, Nextdoor, and others.
- Official Account: Any social media account authorized and maintained on behalf of Price County.
- Administrator: An individual designated to post, monitor, and manage content on official social media platforms.
- Agents: County employees, officials, volunteers, consultants, contractors or anyone who represents the county in an official capacity. May also be referred to as representatives.
- Content: Any written copy, photos, graphics, videos, live video streams, comments, or any form of communicative content exchanged between parties.

Account Creation & Management

- All official accounts must be approved by the Office of Administration.
- Login credentials must be securely stored and shared only with authorized personnel.

- Each account must list contact information for the department and link back to the official government website.
- Inactive accounts (no activity for 6+ months) may be subject to review and deactivation.

Content Guidelines

All posts must be:

- Accurate, timely, and relevant to the public.
- Respectful, non-partisan, and free of discriminatory language.
- Aligned with Price County’s mission and values.
- Free of confidential, private, or legally protected information.
- Free of spelling or grammatical errors.

Prohibited Content Includes:

- Nonpublic information of any kind, including personnel, sensitive or confidential information.
- Political endorsements or campaign-related content.
- Obscene, profane, or threatening language.
- Commercial promotions or spam.
- Personal opinions that could be interpreted as official statements.

Comment Moderation:

- Comments on official platforms are considered public records.
- Moderation must follow viewpoint-neutral standards.
- The following may be hidden or removed (with documentation):
 - Hate speech, threats, or harassment
 - Personal attacks of any kind
 - Obscenity or pornography
 - False or misleading information
 - Spam or unrelated links to other sites
 - Off-topic comments
 - Comments that advocate illegal activity

A disclaimer must be posted on each platform explaining the comment policy.

Postings that violate these standards are subject to removal and review.

Data Ownership

Price County retains ownership of:

- All social media communications or messages composed, sent or received in County equipment in an official capacity
- Sole property rights to any image, video or audio captured while an employee or agent is representing the County in any capacity

The County maintains the right to monitor social media used by employees and agents on County equipment. Users should have no expectation of privacy. Any social media messages composed, sent, accessed or received on County equipment for personal use may be subject to public records laws. Even if a public record, employees and agents may not repeat, disseminate or share information learned in the course of their employment that they would otherwise have no reason to know. This applies to both County and personal social media communications.

Public Records & Retention

- Social media content is subject to public records laws.
- Each department must ensure proper archiving of posts, comments, and messages in compliance with applicable retention schedules.
- Use of third-party archiving tools may be required.

Security & Accessibility

- Two-factor authentication must be enabled on all accounts.
- Content should be accessible to users with disabilities (e.g., alt-text, captioned videos).
- Lost access or security breaches must be reported immediately to IT and Communications.

Enforcement

Violations of this policy may result in the removal of agency social media sites or disciplinary action, up to and including termination, in accordance with HR policies. The Office of Administration retains the authority to remove pages. Elected officials may be subject to censure or other actions per local ordinances.

8. COUNTY-ISSUED CELL PHONE

POLICY: County-issued cell phones will be supplied to employees whose positions require connectivity to perform business activities more efficiently, to be available offsite and outside regular business hours, to improve productivity and to have access to information that is necessary to carry out responsibilities for approved employees of Price County.

PROCEDURE:

1. A Department Head must submit a request for a County-issued cell phone to the Office of Administration if requesting to purchase or update any cell phone to assist with County business. New device requests must include the employee's name and justification for the device.

2. The Office of Administration shall review the request and grant or deny final approval of the County-issued cell phone.
3. If the request is approved for a County-issued cell phone by the Office of Administration, the Department Head and County Clerk will work together through the County's account representative to obtain the best plan design for the department.
4. Each cell phone invoice will be billed to the department with the Department Head being responsible for their account.

Procedures and Restrictions: The following procedures and restrictions shall apply to all County-issued cell phones and their use when conducting County business.

1. County-issued cell phones are to be used only for County business.
2. If personal use of the County device is required in an emergency situation, the employee will notify their Department Head as soon as possible.
3. Inappropriate use, including any violation of these conditions or policies, may result in cancellation of these privileges, as well as disciplinary action as specified in the employee handbook.
4. Any new equipment purchased to assist, upgrade, or add on to the cell phone must receive prior approval by the Office of Administration, i.e. boosters.
5. All employees are required to pull over to the side of the road to place calls or send texts. The vehicle needs to be pulled over to a safe area away from traffic and come to a complete stop. Employees are expected to follow all applicable traffic laws. If a cell phone is to be used in a vehicle while moving, it must be used as directed for hands-free operations.
6. Prior to separation from the County or transfer to another department, the employee shall return the County-issued cell phone and accessories to the Department Head.
7. Cell phone use is subject to review by the Office of Administration for the purpose of preventing misuse of the device.
8. Any individual or department who violates the above procedures may have their cell phone privileges terminated by the Office of Administration and may be subject to disciplinary action, up to and including termination.