NEW EMPLOYEE ORIENTATION
Policy Review

Complete details of all Marathon County Policies and Procedures may be found online at:
www.co.marathon.wi.us

****REV. 12/12/2019. Policies may be updated at any time. Please reference on-line manual for latest updates. ****

Employees are responsible for compliance with Policies and Procedures. If you do not access from home or work, you may access from public computers available at Public Libraries or job centers.

Or Contact Employee Resources at 715-261-1451

MARATHON COUNTY
POLICY AND PROCEDURE MANUAL

Chapter 10
Employee Conduct

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Section 11 Sexual Harassment Prevention

A. Purpose: This policy is formulated to protect employees against unsolicited and unwelcome sexual overtures or conduct either physical or verbal. It prohibits employee misconduct that may upset employee morale and interfere with employees' work and efficiency, regardless of whether there is any economic impact resulting from such misconduct.

Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964 (42 USC 2000e), and some forms of such misconduct may subject violators to civil liability and/or criminal prosecution, as well as disciplinary action up to and including discharge.

B. Policy Statement: Employees shall be provided a work environment free of any forms of sexual and other harassment, and persons found to be in violation of this policy shall be dealt with through the disciplinary process or other appropriate means. This policy applies to work-related social activities.

C. Types of Conduct Covered by this Policy:

1. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.

2. The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will have any impact on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.

3. The policy prohibits other behaviors that are not welcomed by employees and are personally offensive, including but not limited to: Sexual flirtations or propositions, sexually-related comments, display or possession of sexually suggestive objects or pictures on County property or in County vehicles, any uninvited physical contact, or any conduct that would create a hostile environment for the employee including e-mails, text messages, or other communication methods.

D. Responding to Harassment

If an employee experiences harassment or sees others being harassed, it is suggested employees discuss the inappropriate behavior with the harasser. If employees are uncomfortable, feel threatened, or unsuccessful in their discussion with the harasser, employees should begin the Complaint Procedure.

E. Complaint and Investigation Procedures

1. An employee should initiate action on a complaint of sexual harassment by notifying any of the following (other than the alleged harasser):

   a. Their immediate supervisor; or

   b. Their department head or the next level of management above their immediate supervisor; or

   c. The Employee Resources Director or an Employee Resources Analyst.

   We prefer that the employee submit a written summary of their complaint. However, Employee Resources will investigate all complaints. Supervisory or management employees who receive a complaint are directed to record the date and time the complaint was received and to keep summary notes of the alleged misconduct and people involved and immediately contact the Employee Resources Director.

2. All complaints shall be thoroughly investigated. Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file in the Employee Resources Department.

3. Confidentiality shall be maintained during the investigation to the fullest extent possible.

4. An employee found in violation of this policy shall be subject to disciplinary action up to and including termination.

5. An employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination.

F. Retaliation and/or Reprisal:

An employee who engages in or assists in retaliation and/or reprisal against an employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination.

G. Education and Questions:

All employees shall have the opportunity to attend an educational program on sexual harassment and this policy. Regular employees, supervisors, and managers

are required to attend one of these sessions. These educational sessions shall be coordinated by the Employee Resources Director.

Section 12 Respect For Individual Differences

Revised 6/20/19

A. Our employees have the right to work in an environment free from harassment. Any employee who harasses another employee on the basis of their race, religion, pregnancy, color, national origin, ancestry, disability, military or veteran status, sexual orientation, sex, age, Genetic Information and Testing, Family & Medical Leave status, arrest or conviction records, or any other characteristic protected by law will be subject to disciplinary action up to and including termination.

B. Department heads, managers and supervisors are expected to take timely and appropriate action when they know or have reason to know that harassing behavior or discrimination is occurring. A consultation with the Employee Resources Director is recommended. Management employees are expected to take action to stop inappropriate behavior whether or not an employee files an internal complaint if the conduct is known to management and is clearly unwelcome.

C. Employees should report any incidents in violation of this policy to the appropriate supervisor or the Employee Resources Director.

Section 13 Workplace Bullying Policy:

A. Marathon County is committed to providing our employees and customers with a respectful, healthy, and safe work environment that is free from bullying. Workplace bullying is unacceptable and will not be tolerated.

B. Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or customers. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.

C. Marathon County expects all employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, department head, or an Employee Resources Department staff member. Management employees are expected to take action to stop workplace bullying.

D. Any reports of workplace bullying will be treated seriously and investigated promptly. Employees are expected to cooperate with an investigation and provide truthful information. The complainant will be updated on the outcome of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.

E. Employees who participate in workplace bullying, retaliate against an employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.

F. Questions regarding this policy or a specific situation should be directed to the Employee Resources Director.

Section 14 Zero Tolerance Workplace Violence Policy and Procedure

A. Introduction: Marathon County maintains a zero-tolerance policy towards violence in the workplace. All violent behavior including threats, references or jokes of violence, is inappropriate in the workplace, on both the part of employees and customers, and will not be tolerated. Marathon County employees are prohibited from carrying weapons when conducting County business. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees. All employees shall notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. Violations of this policy shall lead to disciplinary action up to and including termination and may also result in criminal prosecution.

B. Definitions:

1. Employee - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of Marathon County.

2. Weapon - Including but not limited to any type of knife, electric weapon, and firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. Ch. 941, Subchapter III or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.

3. Workplace - All County-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by County Employees in an official capacity for the County. State law allows employees to have weapons/firearms in their vehicles if parked on County property. Marathon County will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for County business purposes.

4. Workplace Violence - Any act of written, verbal, or physical aggression that occurs in the workplace intended to physically harm an individual or could cause a reasonable person to be in fear of imminent physical harm. It also involves the intentional unauthorized destruction or abuse of

property. Examples of workplace violence may include but are not limited to: harassment, obscene phone calls, threats (direct or implied), references or jokes of violence, stalking, unauthorized possession or inappropriate use of weapons, assault, battery, robbery, kidnapping, murder, bomb threats, arson. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

C. General Background: Marathon County recognizes that workplace violence is a growing concern nationally that needs to be addressed by all employers. Employees of Marathon County should be provided with a work environment which is reasonably safe from harm. However, due to the need to allow public access to County facilities and services and the nature of certain employees work, the County cannot guarantee the protection of employees or customers against acts of violence. The County may, however, regulate and direct the conduct of its employees and customers when possible in an effort to minimize the frequency and severity of violent incidents.

D. Exceptions to Weapons Prohibition: The weapons prohibition policy does not apply to employees who are armed in the line of duty, such as Sheriff's Deputies, except in designated restricted areas unless otherwise directed by the Sheriff. Also, employees required to utilize knives or similar tools on the job within the normal scope of their employment are not considered to be in violation of this policy.

E. Reporting Procedures

1. Non-Emergency: If the individual is not violent and no immediate threat is present, but the individual is acting in a suspicious or hostile aggressive manner, then employees should:

- ► Notify their supervisor.
- ► Keep distance between themselves and the individual.
- ► Become aware of escape routes.
- ► Be ready to summon the Sheriff's Department/Police if the situation escalates to an emergency situation.
- ► Call the Sheriff's Department at 261-1200 to report non-emergency events which are not life threatening involving suspicious activity.

2. Emergency: If it is reasonable to believe that an individual is acting in a manner that is of immediate threat to you or others, employees should:

- ► Seek safety by leaving area if possible.
- ► Notify their supervisor.

- ► Summon the Sheriff's Department or police by phone (911) or by activating panic alarms when available.

- ► When reporting an emergency event to the Sheriff's Department/Police, provide the dispatcher with your name and location, report the specifics of the event in a clear and concise manner and be prepared to stay on the line and answer questions the dispatcher may have.

- ► When practical and as appropriate to the circumstance, once a duress alarm has been activated, personnel should contact the Sheriff's Department Communication Center by dialing Ext. 1200 or 261-1200 and inform the Dispatcher of the circumstances as to the nature of the event.

- ► Do not attempt to control a violent individual.

F. Restraining Orders: Employees who are seeking or have obtained restraining orders or injunctions against abusive persons shall notify their supervisor so that appropriate measures can be taken to facilitate prudent safety measures within the workplace. When a protective or restraining order lists County workplaces as being protected areas, employees must provide their supervisor with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

G. Alternatives to Reporting Workplace Violence to Your Supervisor: If an employee is not comfortable reporting incidents of workplace violence to their supervisor the employee may instead report it to their department head, a supervisory employee in the Sheriff's Department, or to a member of the Employee Resources Department professional staff.

H. Report to Employee Resources: Supervisors receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of Marathon County and its assets shall report such incidents to their department heads. The department head shall complete a confidential memorandum and submit it to the Employee Resources Director. Such memorandum should include:

1. Description in detail of what happened, where it happened, and when it happened.

2. Identity of persons committing the threat or violent behavior.

3. Identity of persons against whom the threat was made or violent behavior directed.

4. Identity of persons reporting or witnessing the threat or violent behavior.

5. Observations that would make you believe that the individual intends to follow through on a threat.

6. How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.

Should it appear that the incident will require immediate attention, a verbal report shall be made to Employee Resources followed up with a confidential memorandum. Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.

For those cases where it appears that criminal activity may be involved, department heads/managers/supervisors should not take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.

I. False Reports: Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including terminations.

J. Investigations and Resolutions: Employee Resources will receive, evaluate, intervene, and respond to reports of workplace violence with the assistance of a Threat Management Team as appropriate. Threat Management Team members may include personnel from the Sheriff's Department, Corporation Counsel's Office, Employee Resources Department and the Department Head of the affected department as well as any outside agencies that may provide assistance to the County on the matter.

Privacy rights will be observed in the event of the need to investigate workplace violence incidents. Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Anonymity of employees reporting violence or threats of violence will be maintained during the investigation to the greatest extent possible by those investigating and resolving the complaint. However, there is no right to or guarantee of anonymity since it is often necessary to make the employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

Retaliation and/or reprisal against an employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Crisis counseling to employees and their families victimized by workplace violence may be provided.

K. Consequence of Policy Violation: Employees who violate this policy are subject to discipline up to and including termination and may also result in criminal prosecution. A mandatory referral to the Employee Assistance Program may also be a condition of an employee's action plan.

L. Employee Assistance Program: The County maintains an Employee Assistance Program (EAP) which provides help to employees who experience personal or family problems. At such times, your EAP is there to provide professional, confidential help within the limit of the law for you and members of your immediate family, free of charge. The EAP is just a phone call away anytime 24 hours a day (715-344-6379) or a toll-free telephone number (1-800-540-3758). Information brochures are available through Employee Resources Department.

Section 21 Drug Free Workplace and Alcohol and Other Drug Abuse Policy:

A. Policy: Marathon County is committed to providing a safe work environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, comes to work under the influence, or possesses, distributes or sells drugs or alcohol in the work place. Marathon County is committed to a drug and alcohol free work place. Therefore, Marathon County has established the following policy. This policy is effective immediately and will be enforced uniformly with respect to all employees. The purposes of this policy are:

1. To establish and maintain a safe, healthy working environment for all employees, residents and the public.

2. To promote rehabilitation assistance for any employee who seeks such help.

3. To reduce the number of accidental injuries to person or property.

4. To reduce absenteeism, tardiness, and to improve productivity.

5. To safeguard the reputation of Marathon County and its employees within the community at large.

B. Definitions:

1. Alcohol and Other Drug Abuse is defined as use of alcohol, illegal drugs, and taking medicine prescribed for another person. The words "illegal drugs" refers to any drug defined as a controlled substance under Wisconsin Statute or Federal Statutes. Alcohol and Other Drug Abuse also includes the use/abuse of prescription drugs and any product with the intent of purposely becoming intoxicated, euphoric, or high.

2. A prescribed drug is any substance prescribed for individual consumption

by a licensed medical practitioner.

3. An alcohol concentration of 0.02 or greater, while on duty for Marathon County, as indicated by an alcohol breath test or blood alcohol test is may result in disciplinary action up to and including termination.

C. Violations: It is a violation of County policy for any employee to use, sell, possess, transfer or purchase illegal drugs, controlled substances or alcohol on Marathon County property or while performing Marathon County business unless such activity is a part of an assigned job duty. Such action may be reported to appropriate law enforcement officials.

Violations of this policy are subject to disciplinary action up to and including termination.

D. Off Duty Abuse: Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of a work related accident(s) or poor work performance must see their physician and obtain a referral to a certified substance abuse program for rehabilitation and will face discipline and/or termination if he/she rejects that program or continues to have job performance problems.

E. Testing: Federal Department of Health and Human Services drug test levels will be used to determine presence of illegal drugs. Drug testing will be done by certified laboratories. It is a violation of County policy for employees to be under the influence of alcohol (.02 or greater), illegal drugs, or misuse legal drugs during working hours for Marathon County.

Each employee may be tested for drugs and/or alcohol if he/she has been observed using a prohibited substance on the job (including but not limited to illegal drugs or alcohol), or if Marathon County supervisory staff has other reasonable suspicion for testing him/her.

Employees testing positive for illegal drugs and/or alcohol will be subject to disciplinary action up to and including termination. Employees testing positive must see their physician and obtain a referral to a certified substance abuse counseling program. Marathon County does offer group health insurance benefits to eligible employees. The employee will pay for all costs of rehabilitation not covered under the employee's benefit plan. If the employee is not terminated he/she will be subject to unannounced follow-up testing anytime during the first six months after returning to work or anytime during the course of the substance abuse counseling program. Employees must sign a release allowing Marathon County to verify compliance with the substance abuse counseling program. Employees who fail to submit to required testing, test positive a second time, fail to sign a release or fail to comply with the certified substance abuse program will be subject to disciplinary action up to and including termination.

F. Employee Responsibilities:

1) As a condition of employment, employees must abide by the terms of this policy and must notify Marathon County in writing of any conviction of a violation of a criminal drug statute occurring in the work place no later than five calendar days after such conviction. Employees who are convicted of any criminal drug statute violation will be terminated immediately if a relationship can be shown between the drug activity and conduct at the work place.

2) In the interest of public and employee concerns such as safety, security and acceptable standards of performance, any employee taking medication/substances which could adversely affect his/her work performance shall report such use to his/her department head or designee or Sheriff's Department Division Commander. It is not necessary, nor desired, that the employee report the medical condition for which the medication is being taken.

G. The administration of Marathon County reserves the right to inspect lockers and/or vehicles owned by or leased to Marathon County (and contents therein) at any time in an effort to enforce this or other policies. Employees are hereby put on notice that said locker(s) or vehicle(s), although assigned to individual employees, are subject to inspection and remain under the exclusive control of Marathon County.

H. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug and alcohol free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs or alcohol is not compatible with employment at Marathon County. Employees are encouraged to utilize our Employee Assistance Program to address drug, alcohol, or other problems.

I. Reasonable Suspicion Testing: Drug and alcohol testing will be required when an employee is suspected of being under the influence of alcohol, illegal drugs or misusing legal drugs while at work or while performing County business. "Reasonable suspicion" includes identifiable behaviors which may cause a person to question whether the employee is physically or mentally able to perform his/her job. Some examples of behavior which may indicate alcohol or illegal drug use are:

1. Odor of alcohol

2. Abnormal speech

3. Loss of physical balance

4. Changes in general awareness

This list of examples is not intended to be all-inclusive.

Generally, we expect that a supervisor will take the following steps when s/he suspects that an employee under his/her supervision is under the influence of alcohol or drugs at work or while performing County business:

1. Meet with the employee in a private location, advise him/her of the observed behaviors and ask for an explanation. If it can be arranged, have another management employee present at this meeting as a witness. Inform the Employee Resources Director of the situation as soon as possible.

2. Advise the employee that s/he will be required to take a drug and/or alcohol test. If the employee refuses to consent to the test(s), s/he will be immediately suspended with pay pending a disciplinary investigation and offered a ride home. If employee insists on driving his/herself home, immediately notify the Sheriff's Department. Refusing the alcohol and/or drug test is considered a very serious act of misconduct which could lead to the employee's termination.

3. Contact the Employee Resources Department to arrange for a drug and/or alcohol test. After normal business hours, transport employee to Marshfield Clinic walk-in department or occupational health department as indicated in Appendix C. If these locations are closed, departments should transport employee to the nearest emergency room for testing.

4. Document observations and actions.

5. Once the test(s) are conducted, suspend the employee with pay for the remainder of the work shift pending a disciplinary investigation and ensure that the employee is provided safe transportation home. If the employee insists on driving his/herself home, immediately notify the Sheriff's Department.

J. Post Offer Medical Exams: The medical exams of employees selected for certain positions (Deputy Sheriff, Public Safety Telecommunicator, Corrections/Juvenile Detention Officer, Shelter Home Youth Worker, Nutrition Driver, Chief Ranger and commercial drivers) shall include alcohol and drug tests — See Chapter 4, Section 4 (F).

K. Random and Post Accident Drug and Alcohol Testing: Random and post accident testing is required for commercial vehicle operators — See Chapter 8, Section 14.

I. Testing Procedures: A Breath Alcohol Technician will administer the alcohol test using an evidential breath testing device (EBT). An alcohol concentration of .02 or higher is considered a positive test. An employee with an alcohol concentration of .02 or greater shall be given a second confirmatory test. Confirmation testing will be conducted at least 15 minutes but no more than 20 minutes after the initial test.

Drug screens shall be conducted to determine the presence of the following drugs or metabolites including but not limited to:

1. Marijuana

2. Cocaine

4. Opiates

5. Amphetamines

6. Phencyclidine (PCB)

The collection shall be done in a split sample form to provide for a confirmatory test, if the employee requests a confirmatory test. Drug tests shall be conducted by a qualified laboratory in accordance with National Institute on Drug Abuse (NIDA) standards.

The laboratory shall report all findings to a Medical Review Officer (MRO). The MRO shall attempt to contact the employee to discuss any positive results of the laboratory drug screen. If the MRO cannot contact the employee directly, the MRO shall contact the department head or Employee Resources Director who will in turn direct the employee to contact the MRO. Findings and medical conclusions of the MRO shall be reported to the Employee Resources Director.

J. Confidentiality: All records related to drug and alcohol tests results are considered medical records to be held in a secure location with controlled access.

K. Positive Findings: If an employee is found to have violated this policy by being under the influence of alcohol or illegal drugs while at work or while performing County business, this shall be considered a **serious offense** and a disciplinary suspension or termination from employment may be the appropriate disciplinary response. The level of disciplinary penalty shall be decided by the department head, after considering the facts and circumstances associated with the offense, the employee's work record (length of service and any prior disciplinary actions).

L. Rehabilitation: We recognize drug and alcohol dependency as an illness and a health problem. Conscientious efforts to seek help will not be considered in the disciplinary process. If an employee needs help in dealing with a dependency problem, s/he should call the Employee Assistance Program (715-344-6379 or 1-800-540-3758).

M. Criminal Drug Convictions: If an employee is convicted of violating a criminal drug statute while conducting County business, s/he must report the conviction to the Employee Resources Director within five calendar days of the conviction. The Employee Resources Director shall notify any applicable federal contracted agencies within ten calendar days of such notice.

Section 22 Tobacco Free County Buildings, Property/Grounds, Equipment, and Vehicles:

A. Purpose. Marathon County is committed to providing healthy, clean and productive public workplaces for our residents, employees and visitors. In support of our commitments we have adopted this policy which prohibits the use of tobacco products in all County buildings and structures, on designated County property/grounds and in all County vehicles and equipment.

B. Benefits. Implementation of this policy will benefit Marathon County by:

1. Improved health. The U.S. Surgeon General concluded that smoke free workplace policies lead to less smoking among workers and elimination of second hand smoke exposure, thus creating a healthier workplace. The U.S. Center for Disease Control and Prevention (CDC) estimates that each smoker results in an annual excess medical expenditure of $1,623.

2. Reducing cleaning and maintenance costs. Smokeless or "chew" tobacco products create a particular housekeeping concern because of inappropriate disposal of used "chew" tobacco. Cigarette butts left near building entrances require the attention of cleaning staff.

3. Increased productivity. The American Productivity Audit, a national survey of 29,000 workers, found that tobacco use was the leading cause of worker lost production time – greater than alcohol abuse or family emergencies. Additionally, the CDC calculates that each employee who smokes results in an annual average loss in production equal to $1,706.

C. Definition. In this chapter the following terms have the following meanings:

1. County Building. Any building or structure owned or leased by Marathon County. This includes any structure intended to be a permanent accession to real property; that is designed for sheltering people, for storing property, or for working, office or parking space; that in physical appearance is annexed to the real property, that is covered by a roof and has an enclosed space; that is not readily moved or disassembled; and that is commonly known to be a building or structure because of its appearance and because of the materials of which it is constructed.

2. County Property/Grounds. Any real property or grounds owned or leased by Marathon County.

3. Designated Property/Grounds. County owned or leased property, or grounds that are identified as tobacco free by signs, placards, etc.

4. County Vehicle/Equipment. Any vehicle or equipment owned, rented or leased by the county.

5. Tobacco products. The term "tobacco products" includes cigarettes, cigars, pipes, chewing tobacco, tobacco free snuff and electronic cigarettes and shall have the meaning as defined in Section 139.75(12), Wisconsin State Statutes, as it presently exists or may from time to time be amended. Notwithstanding any language in Section 139.75(12), Wisconsin State Statutes, "tobacco products" shall also include "cigarettes" as defined in Section 139.30(1m) Wisconsin State Statutes, as it presently exists or may from time to time be amended.

D. Prohibited Activity. It is prohibited for anyone to use tobacco products in County buildings, structures, designated property/grounds, in or while operating County vehicles or equipment. The use of tobacco products in personal vehicles in the parking areas of any of the grounds designated as tobacco free is also prohibited. Furthermore, Marathon County employees are prohibited to use tobacco products during paid work time, including paid breaks. Employees are not prohibited from using tobacco products during unpaid lunch breaks, paid time off.

1. The County Administrator has designated these grounds as tobacco free:

- Marathon County Courthouse, 500 Forest St., Wausau
- 210 and 212 River Dr., Wausau
- Social Services, 400 E. Thomas St., Wausau
- Library Headquarters, 300 N. 1st St., Wausau
- Parks Maintenance Shop, 900 Pardee St., Wausau
- Facilities and Capital Management, 1308 West St., Wausau
- Marathon County Landfill, 18500 E. Hwy 29, Ringle
- All Highway Dept. facilities (Wausau, Stratford, Mosinee, Hatley, Abbotsford)
- University of Wisconsin-Marathon County, 518 S. 7th Ave. and 625 Stewart Ave., Wausau

E. Enforcement Responsibility. Consistent with other personnel policy, Department Heads with primary responsibility for operations performed on that site, are

delegated responsibility to ensure compliance with this policy.

The County Administrator and the Sheriff share responsibility for ensuring compliance for the Marathon County Courthouse. The County Administrator is responsible for ensuring compliance at the River Drive sites.

F. Changes. Authority to establish necessary changes governing use of tobacco products in county buildings, structures, grounds and vehicles will be made by the County Administrator based on recommendations from the Marathon County Wellness Team.

G. Violation-Penalty-Enforcement. Any employee violating any provisions of this policy may be subject to progressive disciplinary action, up to, and including termination of employment.

Non-employees in violation of this policy shall be subject to a forfeiture of not less than $25.00 nor more than $50.00 for each violation in accordance with Wisconsin Statutes 101.123.

H. Smoking Cessation Benefit. To support employees, Marathon County's health insurance plan covers physician's fees and prescriptions or other County approved smoking cessation programs, education or activities undertaken by an employee or covered family member. This is payable at 100 percent with deductible waived up to a $500.00 aggregate lifetime benefit for these services and charges