

Proposed language to update the Employee Handbook to reflect policy change in The Kenosha County Board of Supervisors Resolution to Repeal 1996 Policy Resolution 12.

3.5 Hiring of Department/Division Heads and Administrative Staff to the County Executive

Department/Division Heads and administrative staff who work for the County Executive are County employees appointed by the County Executive. The County Executive will submit to the County Board for review and approval the name of the individual to be hired as a Department/Division Head.

Department/*Division* Heads and administrative staff to the County Executive are “at-will” employees who work at the pleasure of the County Executive.

3.6 Employment Protection for Exempt Employees

Exempt employees, with the exception of Department/*Division* Heads and administrative staff to the County Executive, who have successfully completed either a probationary period or evaluation period, are not subject to discharge except in the case of just cause.

3.7 New Position Evaluation Period

All newly hired Non-Exempt and Exempt employees, with the exception of Department/*Division* Heads and County Executive administrative staff, will serve a twelve (12) month evaluation period. County employees who receive a new position through job posting, promotion or transfer etc., will also serve a twelve (12) month evaluation period in the new position.

The evaluation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The County will use this period to evaluate employee capabilities, work habits, attendance and overall job performance. If the County determines that the designated evaluation period does not allow sufficient time to thoroughly evaluate the employee’s performance, the evaluation period may be extended for a specific period with approval of the Human Resources Director.

Either the employee or the County may end the employment relationship during the evaluation period at any time with or without cause or advance notice. Internal candidates who are selected but fail to demonstrate the ability to handle a new job during the evaluation period are not guaranteed a return to their former job. Employees who fail to have the ability to handle a job obtained through job posting during the evaluation period will have no recourse to the County’s grievance procedure.