

# Policy of Richland County

<b>Policy Cover</b>	
<b>Title:</b> Employee Participation at the Fair	<b>Effective Date:</b> 19 Jul 2022
	<b>Adoption/Revision Date:</b> 19 Jul 2022
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Sponsoring Committee, Board or Commission:</b> Finance and Personnel Standing Committee

## **1. Authority**

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## **2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 22-81
- b. Other applicable Resolutions/Ordinances/Policies: Structure Document

## **3. Purpose**

- a. To establish guidelines granting interested Richland County Employees the opportunity to support the Richland County Fair through county work hours or volunteer hours
- b. To establish authorities for department heads to determine feasibility of allowing department staff work hours in support of fair operations, and to authorize compensations through department budgets for work hours in support of fair operations
- c. To Establish expectations for employees volunteering hours in support of fair operations

## **4. Scope**

- a. Applies to all departments working under Richland County.
- b. Applies to department employees whose regular job duties do not already include support of fair operations

## **5. Policy Overview**

- a. The content of this policy includes:
  - i. Employee work hours' consent
  - ii. Department Approval
  - iii. Fair Coordinator Approval and Authority
  - iv. Restrictions and Limitations
  - v. Employee volunteer hours
  - vi. Retained Authority by the County
  - vii. Complaint process

# Policy of Richland County

## **6. Policy Performance**

- a. The policy is intended to fill no less than (80 hour) shift/slots with county employee staff support from other county departments

## **Policy Content**

## **7. Employee Work Hours Consent**

- a. An employee willing to work at the Richland County Fair in exchange for hours at their department must submit a consent form to their department head for prior-approval from both the department head and the fair coordinator.
- b. Employees will complete the employee section. See appendix B “Employee Fair Work Consent and Authorization Form”

## **8. Department Head Approval and Authority**

- a. The department head will review the Employee Fair Work Form and determine department feasibility to allow for the requesting employee participation and authorization of department funds to pay for such work hours provided to the fair.
- b. The Department Head reserves the right to grant or decline such request(s) based on the needs of the department.
- c. Any denial of requests by the department head will not be considered disciplinary action as relates to the County grievance policy.
- d. Department heads will complete the department head section. See appendix B “Employee Fair Work Consent and Authorization Form”

## **9. Fair Coordinator Approval and Authority**

- a. The Fair Coordinator will review the Employee Fair Work Form and determine if the needs of the fair operation match with the availability and capabilities of the requesting employee.
- b. The Fair Coordinator reserves the right to grant or decline such request(s) based on the needs of the fair operation.
- c. Any denial of requests by the Fair Coordinator will not be considered disciplinary action as relates to the County grievance policy.

## **10. Restrictions and Limitations**

- a. Hours worked at the fair, in exchange for routine hours at their department, shall not exceed 8 hours total.
- b. Employees are not allowed to exceed their routine hours in a week, or enter into hours of time-and-half, in any given work week, to support the fair.
- c. Employees may not expect to work their routine work shift provided by their department, and may be offered shift times to best meet the fair operation. If these times do not work for the requesting employee, the employee may decline

# Policy of Richland County

participating.

- d. Employees must communicate with the Fair Coordinator to ensure assigned fair duties can safely be performed by the employee with or without accommodations.
- e. Meals and Mileage are not reimbursable.

## 11. Employee Volunteer Hours

- a. Employees may volunteer hours in service of the fair. Employees should submit a volunteer consent form with the Fair Coordinator.
- b. Employees may use benefited time off to volunteer at the fair during their scheduled hours of county work. Benefited time off requires approval by their department.
- c. Employees must communicate with the Fair Coordinator to ensure assigned fair duties can safely be performed by the employee with or without accommodations.

## 12. County Authority

- a. The County retains authority to discontinue or modify this policy at its pleasure and without prior warning.

## 13. Complaints

- a. Complaints regarding this policy, or participation under this program, may be brought forward through the county's Formal Complaint and Mismanagement Policy found at <https://administrator.co.richland.wi.us/policy/>

## Attachments

- b. Attachment A – Employee Fair Work Consent and Authorization

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
19 Jul 2022	Original	Resolution

# Policy of Richland County

## Employee Fair Work Consent and Authorization

### Attachment B

### Policy Review Form

#### Completed by the Requesting Employee

Employee Name	
Department	
Available Date / Hours Please check/circle availability	Tuesday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5 Wednesday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5 Thursday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Friday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Saturday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 Sunday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5, 6, 7, 8 Monday: 7, 8, 9, 10, 11, Noon, 1, 2, 3, 4, 5
Duty Preferences	
Limitations or accommodations needed	
Employee Signature and Date	

#### Completed by Employee's Department

Review and Approval	Approved / Denied
Limitations or Restrictions (please reference availability concerns date and hours, if any)	
Comments or Instructions	
DH Signature and Date	

#### Completed by Fair Coordinator

Review and Approval	Approved / Denied
Shift Assignment (Date/Period)	
Reporting Info (when/where/ to who)	
Coordinator Signature and Date	

**Employee Consent:** By signing this consent form, I understand that I am working in the capacity of supporting the Richland County Fair operations, under the direction of the Fair Coordinator, during the agreed upon period of service and will follow all set policies.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_