

<b>Description: OPEN DOOR POLICY</b>		<b>Policy Number: 62-266</b>	
 <p style="text-align: center;"><b>WINNEBAGO COUNTY</b></p>	Revision Date:	1/26/12	
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**I. POLICY**

The County of Winnebago promotes an atmosphere for employees to talk freely with members of the management staff. Employees are encouraged to openly discuss any problems with their immediate supervisor so appropriate action may be taken. If the supervisor or manager cannot be of assistance, the Director of Human Resources is available for consultation and guidance. The County of Winnebago is interested in all of our employees' success and happiness. We therefore welcome the opportunity to help employees, whenever feasible.

**II. SCOPE**

This policy applies to every employee of Winnebago County, including elected officials. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

**III. POLICY AND PROCEDURE**

Despite our best efforts, it is recognized that misunderstandings and disagreements are inevitable whenever individuals work together. Therefore, the County of Winnebago provides employees with access to this Open Door Policy and Procedure. Its purpose is to ensure that all employees have an opportunity to seek review of their concerns.

If an employee has a job-related concern that has resulted in disciplinary action or concerning the application of any other provision of this policy manual, the employee may pursue further review of that concern.

Any employee may appeal any disciplinary action or the application of any other provision of this manual using the following procedure:

- The employee should first discuss the issue with his/her immediate supervisor in an attempt to resolve the problem.
- If the employee wishes to appeal the decision, it must be done in writing within ten (10) working, (Monday through Friday - excluding holidays), days of the date the decision was communicated by the immediate supervisor. The complaint should be submitted to the employee's Department Head (or, if the Department Head was the immediate supervisor in the first step noted above, the complaint should be submitted

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to the Director of Human Resources). The complaint will be investigated and the employee notified, in writing, of the decision within fifteen (15) working, (Monday through Friday - excluding holidays), days of the appeal.

- Further appeals may be submitted to the Director of Human Resources or his/her designee within ten (10) working, (Monday through Friday - excluding holidays), days of the employee's receipt of the decision resulting from the previous step. The complaint will be investigated and the employee notified, in writing, of the decision within fifteen (15) working, (Monday through Friday - excluding holidays), days of the appeal.
- Final appeals may be submitted to the County Administrator within ten (10) working, (Monday through Friday - excluding holidays), days of the employee's receipt of the decision resulting from the previous step. In appealing the decision to the County Administrator, the employee should state, in writing, the nature of the appeal, the reasons that the employee disagrees with the responses received in the previous steps and the relief requested. The complaint will be investigated and the employee notified, in writing, of the decision within fifteen (15) working, (Monday through Friday - excluding holidays), days of the appeal. The County Administrator's determination shall be final.

Nothing in this section shall limit the County of Winnebago's right to dismiss an employee at any time, with or without cause.

This policy should be followed to the extent that it is practicable under the circumstances and barring extenuating circumstances. The County of Winnebago reserves the right to proceed directly to the County Administrator's review and determination if an employee's disciplinary action is in question.