



# **EMPLOYEE HANDBOOK**

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## **SECTION I – INTRODUCTION**

### **A. INTRODUCTORY MESSAGE**

Employees are vital to operations of the City of Wisconsin Dells. Your daily exposure to public scrutiny, comments and criticism requires City employees to be mindful of how their conduct and appearance may reflect on the City. Although the amount of public exposure may be limited for your position, you have a vital role in presenting the City in a positive light. You may be the first point of contact when the City provides services to the public or responds to citizen inquiries and requests. The City operates in a manner to deliver services to the taxpayers at the highest level of efficiency while ensuring that the city's workforce is treated in a fair and equitable manner.

### **B. PURPOSE OF THE HANDBOOK**

This Handbook was created to provide guidelines to all employees of the City of Wisconsin Dells in understanding policies, benefits, and procedures that relate to their employment with the City. The City's objective is to provide a work environment that is conducive to both personal and professional growth. Please note that no employee handbook can anticipate every circumstance. Nothing in this document should be construed as creating an employee contract or benefit entitlement. The Common Council of the City of Wisconsin Dells reserves right to revise, supplement, or rescind any benefits, policies or portions of this handbook from time to time as it deems appropriate. Employees will be notified of any changes.

This Employee Handbook contains many of the policies and procedures you are expected to follow as an employee of the City of Wisconsin Dells. The City has developed this Handbook to provide general information to its employees regarding topics that commonly arise during a person's employment. This Handbook is not meant to include all of the many policies that may apply to you in your specific role with the City.

### **C. EMPLOYEES SUBJECT TO THIS HANDBOOK**

City employment is "at-will". Employees may be disciplined or terminated from employment at the city's discretion subject to the grievance policy adopted by the city. Nothing in this Handbook should be construed as altering the "at-will" relationship in any manner. This Handbook is not an employment contract nor is it intended to be construed as such. It does not guarantee any rights to employees, but serves as a valuable resource document for City employees.

Unless otherwise prohibited by law, final interpretation and implementation of the policies contained in this Handbook is vested solely with the City of Wisconsin Dells. The Handbook is subject to change at any time and will be reviewed and revised periodically.

These policies do not, however, contain all the procedures and regulations which may be applicable to a particular position with the City of Wisconsin Dells. More detailed departmental regulations may be adopted which are not inconsistent with these policies. It is your responsibility to read and understand

these policies. It is also your responsibility to ask questions regarding portions of the Handbook or other policies that are applicable to your position in the City that you do not understand.

This Handbook does not apply to City officials elected or appointed into office.

To the extent that provisions in this handbook are not in conflict with the provisions in any collective bargaining agreement covering city employees, these policies shall apply to union employees as well. In any case where there is a conflict between this Handbook and a collective bargaining agreement, the terms of the collective bargaining agreement shall supersede the provisions in this Handbook.

City Departments may enact their own rules and policies governing practices within their own department as long as they are not in conflict with the provisions outlined in this Handbook. All department rules and policies shall be provided to the Personnel Committee before adopted.

#### **D. RESPONSIBILITY OF MANAGEMENT**

All Wisconsin employers, including municipalities, are given broad authority to manage their operations and functions. These rights include, but are not necessarily limited to the following:

1. Prescribing and administering rules and regulations essential to accomplishing the services desired by the Mayor and the City Council;
2. Managing and otherwise supervising all employees;
3. Hiring, promoting, transferring, assigning and retaining employees;
4. Taking disciplinary action such as suspension, demotion, termination or any other disciplinary action deemed appropriate by the City;
5. Relieving employees of duties because of lack of work or for other legitimate reasons;
6. Maintaining the efficiency and economy of operations entrusted to the City administration;
7. Determining the methods, means and personnel by which such operations are to be conducted; and
8. Establishing the kinds and amounts of services to be performed and the employees to perform those services.

The above rights may be limited by the laws of the State of Wisconsin and the United States of America. Many of these laws are referenced in other portions of this Handbook.

#### **E. CHAIN OF COMMAND**

Operation of any government agency depends on an effective chain of command and the City of Wisconsin Dells is no exception.

**City Council:** The ultimate decision concerning policies in the City of Wisconsin Dells resides by law with the Mayor and Common Council.

**City Clerk/Administrative Coordinator:** The City Clerk/Administrative Coordinator is an employee of the City who is appointed by the City Council. As head of City Administration, this position is

authorized to exercise all of the executive and general administrative powers granted under Section 64.11, Wis. Stats. with the exception of the following: Sworn law enforcement department heads and officers, fire fighters, and employees of the Kilbourn Public Library as they are governed under separate statutes.

**Department Directors:** The Directors of the designated Departments of the City are part of the senior management team of the City and report to the City Clerk/Administrative Coordinator.

**Supervisors:** Supervisors subordinate to the Department Directors are also members of the management team.

The City Clerk/Administrative Coordinator is responsible for the development, supervision, and the operation of the City and its personnel and facilities. Employees have an obligation to assist the City Clerk/Administrative Coordinator in providing professional advice to the City Council through the chain of command. The City Clerk/Administrative Coordinator is given the latitude to determine the best method of implementing the policy decisions of City Council.

All employees and supervisors shall be responsible to the City Council through their Department Director and the City Clerk/Administrative Coordinator. Each shall refer matters requiring administrative attention to his/her supervisor, who shall refer such matters to the next higher authority, when necessary, and through the City Clerk/Administrative Coordinator to the City Council.

Each employee is to keep the person he/she reports to informed of his/her activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of his/her job, then those questions, opinions or suggestions should be directed through the chain of command.

## **SECTION II – HIRING**

### **A. EMPLOYEE RECRUITMENT AND SELECTION**

The City of Wisconsin Dells recognizes how important it is to hire the most qualified and best candidate for positions within the city. The city agrees to follow the guidelines as set for in the Employee Selection Procedures adopted by the Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Programs (OFCCP).

When a vacancy is not filled by a current city employee or the city authorizes the creation of new position, the following procedures will be followed:

1. Approval to fill the position must first be authorized by the Personnel Committee.
2. The open position shall be posted at least once in the local newspaper and/or on the city's website for one week.
3. Only the most qualified applicants will be selected for the oral interview process.
4. The selection of any applicant to fill a position shall be made on the basis of ability to perform the duties of the position, experience, education and other qualifications as determined by the city. The final hiring decision shall be made by the Personnel Committee.
5. The city may temporarily fill a position on while in the processing the filling of the permanent position.
6. Vacant or new positions in the Police Department must be authorized to fill by the Public Safety Committee pursuant to Wis. State Statute 62.13(4).
7. Vacant or new position in the Kilbourn Public Library must be authorized to fill by the Library Board pursuant to Wis. State Statute 43.17.
8. The city relies on the information supplied on the application form and during the hiring process to be correct. Any applicant who omits or provides inaccurate information may be excluded from the employment consideration; or if already employed, may be subject to disciplinary action including termination of employment.

### **B. REFERENCE CHECKS/BACKGROUND CHECKS**

It is the policy of the City of Wisconsin Dells to conduct an employment background investigation, in accordance with Wisconsin State Statutes 111.321 and 111.325, before an offer of full-time employment is extended. All applicants for employment will be required to sign a release and authorization form that will allow the city to obtain this information. The City will attempt to secure as much information as possible about prospective employees as it pertains to the position they have applied for.

**Full-Time Applicants** - These following procedures will be followed in the investigation of each person selected:

1. All applicants for employment with the City will be required to sign a Release and Authorization form that will authorize the City to obtain the information required by this policy.
2. Upon an applicant's successful completion of any examinations and interviews that qualify an individual for employment, the Department Head making the employment recommendation will forward a copy of the candidate's application to the Chief of Police.
3. The Chief of Police will conduct a check of motor vehicle records to determine if the applicant has a valid driver's license, a history of traffic violations, or accident record.
4. Upon completion of these checks, the Chief of Police will provide a written report of his/her findings to the requesting department.
5. The results of the investigation will be made in writing and used to determine whether the candidate is qualified for employment with the City of Wisconsin Dells. The Department Head is responsible for determining if the Police Chief's report shows information that might be applicable to the job being offered to the extent allowed by §111.321 and §111.325, Wisconsin Statutes
6. All information obtained during the background investigation will be confidential except to the extent required by Chapter 19, Wisconsin Statutes After having served the purpose for which it is intended, the reports will be filed and maintained as a confidential record separate from the employee's personnel file.

**Part-Time, Seasonal and Volunteer Applicants** - To the extent reasonably practical, background investigations shall be conducted on all applicants for seasonal or part-time employment positions and on all applicants for volunteer positions such as coaches, umpires, etc., before offering the position.

**Juvenile Applicants** - Law enforcement records pertaining to juveniles are confidential under Wisconsin law and cannot be released for employment purposes. Department Heads may base their employment decisions regarding juvenile applicants on personal knowledge of the individual and the recommendations of references. The reasons for recommending or denying employment must be documented by the Department Head.

### **C. PRE-EMPLOYMENT PHYSICAL**

**Policy:** It is the policy of the City of Wisconsin Dells to hire employees who are able to meet the physical requirements of the job for which they are being hired.

All applicants who are offered employment with the City of Wisconsin Dells must complete a physical examination before commencing employment with the City. This will be coordinated with a health care professional chosen by the City and at the City's expense.

All applicants must be certified by the health care professional chosen by the City as being able to perform the functions of the position being offered in order to be employed by the City.

The City may require an employee at any time during the course of their employment to have a physical examination at City expense with reasonable notice, if in the opinion of the City the employee's health or physical condition no longer meets the requirements of their job, presents a hazard to the employee,

fellow employees, or the public; or if the employee's health or physical condition can reasonably be expected to present a liability to the City.

**D. NON-DISCRIMINATORY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Wisconsin Dells is an equal opportunity employer. Employment decisions are based on merit and operational needs. The objective of the City's employment practices is to employ individuals who are qualified for specific work by such job-related standards as work experience, demonstrated attitude and skills, education, training, overall ability and other job relevant considerations.

The City employs people who are concerned with the success of Wisconsin Dells; people who care first about the highest quality public service and the interests of the public; people who can carry on their work with skill and ability; and people who can work well with our City team.

**Policy:** The City provides equal employment opportunities for all qualified persons without regard to age, race, creed, color, disability, marital status, gender, national origin, ancestry, arrest record, conviction record, military service, or any other basis protected by State or Federal law.

The City complies with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other laws. The City will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided any accommodations made do not impose an undue hardship on the City.

Equal consideration shall be given to all qualified persons without regard to his/her protected status when making employment decisions including, but not limited to, the following:

1. Recruitment for employment
2. Hiring, placement, promotion, transfer or demotion
3. Compensation
4. Conditions of employment
5. Training and development
6. Involuntary layoff or separation from employment, and
7. All other components of the City's human resources system

**Posted Notices:** Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event any person believes he/she has been discriminated against.

## **E. IMMIGRATION LAW COMPLIANCE POLICY**

The City of Wisconsin Dells is committed to employing only United States citizens and aliens who are authorized to work in the United States. The City does not unlawfully discriminate on the basis of citizenship or national origin.

**Policy:** In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing **identity** and **eligibility to work in the U.S.** In accordance with the IRCA, the I-9 should be completed within three days of first reporting to work.

## **F. RESIDENCY REQUIREMENT**

Residency requirement will be as allowed by State Law.

## SECTION III - EMPLOYMENT STATUS AND RECORDS

### **A. EMPLOYMENT CLASSIFICATION AND STATUS**

The City of Wisconsin Dells complies fully with both state and federal wage and hour law regulations. It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. All employees are classified as either **Non-exempt or Exempt** under state and federal wage and hour laws. Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from minimum wage and over-time laws. Exempt employees are generally department heads, supervisors or other administrative positions and are exempt from minimum wage and over-time laws.

Status of Employees:

1. **Full-time** employees are those employees who are scheduled to work a regular 35 (clerical) or 40 hour work week, 52 weeks per year.

Employees hired as full-time are eligible for benefits subject to the terms and conditions and limitations of each benefit program.

2. **Part-time** employees are those employees scheduled to work less than the 35 or 40 hours per week, 52 weeks per year. Except as otherwise provided, part-time employees do not receive employee benefits.
3. **Limited-term** (LTE) employees are those employees who are hired to work for a specific period of time. Except as otherwise provided, limited term employees do not receive employee benefits.
4. **Seasonal** employees are hired to work based on the seasonal needs of the city. Seasonal employees do not received employee benefits.

### **B. JOB DESCRIPTIONS**

The City Clerk/Administrative Coordinator, along with the Department Directors, shall create job descriptions for each full and part-time position. The job descriptions shall be reviewed at a minimum of every three years, or whenever there is a vacancy to the position, to ensure that the description is still current.

### **C. PERSONNEL FILES**

Employee personnel records are subject to Wisconsin's Open Records Law. The City Clerk/Administrative Coordinator shall be the official custodian of employee personnel records and responsible for the maintenance of the official personnel files for all employees and the disclosure of such information. If the City determines it must release personnel records pursuant to a request under

the open records law, copies of such documents will be presented to the employee. The employee may have a right to circuit court review of the City's decision to release the records due to the privacy interests and/or reputation concerns of the employee.

Employees may inspect their own personnel records at least two (2) times per year pursuant to Section 103.13, Wisconsin Statutes. Employees must make such request in writing to the City Clerk/Administrative Coordinator. The City shall respond within seven (7) working days of the request and arrange for the inspection or copying of the records. If the employee believes a correction should be made to their employment record, the City and employee may agree to such a change. If not, the employee may submit a written statement identifying the basis for the employee's disagreement with that provision in the employment record.

#### **D. PERFORMANCE EVALUATION**

Department Directors and Supervisors are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A written annual performance review will be done each September to provide both the supervisor and the employee the opportunity to discuss areas that may need improvement, recognize strengths and accomplishments, discuss positive approaches for meeting goals, job expectations, dependability, quality of work, initiative, ability to get along with others, attitude and attendance. A performance review may or may not be accompanied by a change in salary or duties.

## **IV. WORK PLACE ENVIRONMENT**

### **A. HARASSMENT & RETALIATION-FREE WORKPLACE**

**PURPOSE** - The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating, and resolving complaints of harassment and discrimination.

**POLICY** - It is the policy of the City that all employees have the right to work in an environment free of all forms of harassment. The City will not tolerate, condone, or allow harassment by any employee or other non-employees who conduct business with the City. The City considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if “minor,” resulting in greater levels of discipline as appropriate.

### **PROCEDURES**

#### **1. Prohibited Activity (Sexual Harassment and Harassment)**

A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- 2) Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment.

B. Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual’s job performance.

- 1) No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.
- 2) Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, marital status, sexual orientation, national origin, and other forms of discrimination prohibited by the Wisconsin Fair Employment Act. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

2. Covered Individuals – Individuals covered under this policy include employees and applicants for employment, volunteers, members of the public, elected officials, and appointed boards and commissions.

#### **3. Supervisory Responsibilities**

A. Each Supervisor shall be responsible for preventing prohibited activities as defined above by:

- 1) Monitoring the work environment on a daily basis for signs that harassment may be occurring;
- 2) Training and counseling all employees on what constitutes harassment and sexual harassment, on the types of behavior prohibited, and the City's policy and procedures for reporting and resolving complaints of harassment.
- 3) Stopping any observation that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
- 4) Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if involuntary, should be temporary pending the outcome of the investigation.

B. Each Supervisor has the responsibility to assist any employee of the City who comes to that Supervisor with a complaint of harassment in documenting and filing a complaint with the internal investigations authority as designated by this agency. Failing to carry out these responsibilities will be considered in any performance appraisal (evaluation) or promotional decision and may be grounds for discipline.

#### 4. Employee Responsibilities

A. Each employee of this agency is responsible for assisting in the prevention of harassment through the following acts:

- 1) Refraining from participating in, or encouragement of action that could be perceived as harassment;
- 2) Reporting acts of harassment to a Supervisor; and
- 3) Encouraging any employee who confides that he/she is being harassed or discriminated against to report these acts to a Supervisor.

#### 5. Complaint Procedures

A. Any employee encountering harassment is encouraged, but not required, to inform the person that his/her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

B. Any employee who has unsuccessfully attempted to terminate the harassment by the means stated in Section 1 above, and who believes that he/she is being harassed, shall report the incident(s) as soon as possible to his/her Supervisor so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may, instead, file a complaint with another Supervisor, City Clerk, Mayor or City Attorney.

- 1) The Supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s), and the date(s) on which the alleged harassment occurred.
- 2) Failure of any Supervisor (or other person to whom the complaint is given) to carry out the above responsibilities will be considered in any performance appraisal (evaluation) or promotional decision and may be grounds for discipline.

C. An employee should utilize the City's internal reporting procedure first. However, if after utilizing this procedure the complainant feels that the complaint has not been adequately addressed, the employee may file a complaint with either or both of the following:

1) State of Wisconsin Equal Rights Agency, 201 East Washington Avenue, Madison, WI 53703, Phone: (608) 266-6860, and/or

2) Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203-2292, Phone: 800-669-4000

3) If the employee exercises the reporting options of (1) or (2) above, he/she must file a copy of the complaint with the City Attorney within 24 hours of filing of that complaint.

D. The internal investigation authority shall be responsible for investigating any complaint alleging harassment or discrimination.

1) The internal investigative authority (if other than the City Administrator or City Attorney) shall immediately notify the City Administrator and the City Attorney if the complaint contains evidence of criminal activity such as battery, rape, or attempted rape.

2) The investigation shall include a determination whether other employees are being harassed by the person, and whether other City employees participated in or encouraged the harassment.

3) The internal investigative authority shall inform the parties involved of the outcome of the investigation.

4) A file of harassment and discrimination complaints shall be maintained in a secure location. The Chief Executive Officer shall be provided with an annual summary of these complaints.

E. There shall be no retaliation against any employee for filing harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.

F. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances and to the extent permitted under the Wisconsin Public Records Law.

## 6. Retaliation

A. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this City and by Federal and State Statutes.

B. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.

C. Monitoring to ensure that retaliation does not occur is the responsibility of the City Administrator, Supervisors, and the appropriate internal investigative authority.

## D. DEFINITIONS

1) Verbal Harassment – Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions, or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

2) Non-Verbal – Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, email, internet or other such sources as a means to express or obtain sexual material, comments,

etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls, or obscene gestures; any material which inappropriately raises the issues of sex or discrimination, treating an employee differently than other employees when they have refused an offer of sexual relations.

3) Physical – Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massaging, kissing, pinching, patting, or regularly brushing against the body of another person.

4) Other Forms of Harassment – Persistent and unwelcome conduct or actions on the basis of disability, age, sex, arrests or conviction record, marital status, religion, race, creed, color, national origin, ancestry, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work and other forms of discrimination prohibited by the Wisconsin Fair Employment Act.

5) Harassment on Any Basis (race, sex, age, disability, etc.) Exists Whenever:

(a) Submission to harassing conduct, either explicit or implicit, is made a term or condition of an individual's employment;

(b) Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual;

(c) The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.

6) Unwelcome - Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid

## **B. VIOLENCE FREE WORKPLACE**

The City of Wisconsin Dells is committed to providing a safe and healthy work environment free from any threats or acts of violence.

**Policy:** The City will not tolerate violence, threats of violence, harassment or intimidation in and around the workplace, or among individuals conducting City business. The City will intervene in situations involving such acts that it becomes aware of and will take appropriate action to resolve issues when necessary. The City reserves the right to address any off-premises conduct involving violence, threats of violence, harassment or intimidation that has or may have an impact on the workplace or an employee.

**Violence:** Violence is defined to include, but is not limited to: physical assault, aggressive behavior towards another individual, purposeful destruction of City property, intimidation through verbalized or implied threats, carrying weapons of any kind in the workplace, and destruction of another's property. Reported acts or threats will be investigated as a possible serious violation of City policy. Any confirmed act or threat will be grounds for disciplinary action, up to and including immediate termination of employment. When appropriate, an employee may be referred to the Employee Assistance Program for evaluation and recommendations.

**Employee Responsibility:** Any employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to his/her immediate supervisor and the Human Resources Director. Such reports will be kept confidential to the extent possible. The City will investigate such

reports and take action as appropriate to the situation. The City may involve and cooperate with local law enforcement representatives if it is determined that such action is warranted.

As acts of violence in the workplace may also be perpetrated by people from outside the workplace, the City requests any employee, who feels an outside threat poses a risk within the workplace, to report such a situation to his/her immediate supervisor or Department Director. The City will assess the need for special safeguards or other considerations.

The City of Wisconsin Dells prohibits the carrying of weapons as defined by State Statute.

### **C. DRUG-FREE WORKPLACE**

The City is committed to providing employees with a safe, healthy and efficient workplace. To maintain the safety and health of its employees and those people to whom the City provides service, the City establishes the following rules:

- The use, possession, distribution, sale, manufacture, or being under the influence of illegal drugs during working hours, including lunch or other break periods, or while on the City's property is prohibited. Illegal drugs include non-prescription controlled substances.
- Employees are prohibited from being under the influence of, using, possessing, distributing, or selling alcohol during working hours, including lunch or other break periods, or while on the City's property, unless on a licensed premise.
- The use of drugs prescribed by a physician or dentist licensed to prescribe drugs which affect an employee's job performance is prohibited. Employees shall promptly inform their supervisor that they are taking a prescription medication which may affect their job performance. In doing so employees do not have to identify the medication or the medical condition for which the medication is prescribed, but rather may provide a physician's certificate of safety to work and of any work restrictions caused by use of the medication. Employees have a duty to ask the employee's physician whether any medication may create a work safety issue.

Any employee reporting to work in an impaired manner will not be permitted to work. Under no circumstances is a City employee to drive a City-owned vehicle or operate City equipment in an impaired state. Substance abusers will be held to the same standards of job performance and behavior as other employees.

Random testing for the presence of non-prescription drugs or alcohol will only be conducted when required by law.

If an employee's supervisor has reasonable cause to believe that an employee is either using or under the influence of alcohol and/or illegal drugs during working hours, the employee may be required to submit to a reasonable medical evaluation which may include urinalysis, a blood test, or breath-screening test.

A positive drug or alcohol test will be considered a violation of this rule and be grounds for discipline, up to and including termination. Any employee who refuses to submit to a reasonable medical examination shall be considered insubordinate and subject to disciplinary action, up to and including termination.

Employees are required to notify their Department Director within five (5) calendar days following filing of charges and/or conviction of a criminal drug or driving under the influence of alcohol statute. The City may be required to advise Federal/State agencies of any convictions. In addition, the City is required to report any workplace drug crimes to the US Department of Labor within ten (10) days of a conviction.

Employees who are required to possess a Commercial Driver's License (CDL) or those to directly supervise employees who must possess a CDL must comply with the City's drug and alcohol testing policies and federal and state licensing laws governing CDL's.

The City recognizes that alcohol and substance abuse are serious matters and will offer appropriate assistance, as it is available for other employee issues. Information concerning drug abuse counseling, rehabilitation programs or any other treatment options is available to employees. Please refer to the Employee Assistance Program under the employee benefits section of this handbook.

#### **D. WORKPLACE SAFETY**

The City of Wisconsin Dells is committed to furnishing a safe place of employment that includes the use of safety devices and safeguards, methods and processes reasonably adequate to render employment safe, and other things reasonably necessary to protect the life, health, safety, and welfare of such employees.

**Policy:** The City of Wisconsin Dells subscribes to and follows the requirements of the law that relate to the protection of the life, health, safety, and welfare of City employees.

The City of Wisconsin Dells has a comprehensive safety program through Cities and Villages Mutual Insurance Company (CVMIC). This program encourages proper attitudes toward injury and illness prevention on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and his/her co-workers. It is the major objective of the safety program to protect the City of Wisconsin Dells' most valuable asset – its employees.

**Workplace Safety:** Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your supervisor. Should a hazardous situation exist, safety always takes precedence over continuing operations.

**Employee:** Job safety is everyone's responsibility. You, as a City employee, are required to follow all safe work procedures and must conduct yourself carefully at all times. Most accidents are caused by carelessness. When you observe unsafe working conditions, it is your obligation either to correct the

problem or to report it to your supervisor. It is not your responsibility to attempt a job which appears to be unsafe; ask your supervisor for instruction or clarification. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair. Failure to follow safe work procedures may result in disciplinary action, up to and including immediate termination of employment.

**Please refer to the City of Wisconsin Dells Safety Manual** for more detailed information about safety procedures.

#### **E. WORKER'S COMPENSATION:**

The City carries Worker's Compensation insurance to protect its employees against losses due to injury or illness caused while in the performance of his/her duties.

**In Case of Injury in the Workplace:** All injuries, no matter how slight, must be reported immediately to your supervisor or Department Director.

1. An Employee Accident Investigation Form must be filed out in a timely manner.
2. If immediate medical attention is required, the injured employee shall be sent to the nearest medical facility capable of handling the type of injury involved.
3. A return-to-work slip shall be provided to the employee's supervisor directly following a doctor's visit. A copy shall immediately be sent to the City Clerk/Administrative Coordinator.
4. Employee shall be placed on FMLA leave, if applicable.
5. Employee shall not accrue sick leave or holiday time when off on work comp leave.
6. Employee is responsible for all employee payroll deduction during work comp leave.
7. To insure no abuse of this program, the city may, at its own expense, require the employee to submit to specific medical examinations.
8. The City is not required to provide light duty work during healing time.

#### **F. PERSONAL APPEARANCE**

The personal appearance of employees reflects on the image of the City. Employees are expected to dress in a manner consistent with the position they hold and to the degree to which they have contact with the public. It is the responsibility of the Department Director/and or the Supervisor to insure that employees are dressed appropriately while in the workplace.

## **SECTION V - PERSONAL CONDUCT POLICIES**

### **A. GENERAL STANDARDS OF PROFESSIONAL & ETHICAL CONDUCT**

Policy: The City holds its employees to high standards of professional and ethical conduct in their employment.

City employees shall conduct themselves in a manner that will reflect favorably upon the City and shall show respect toward other employees and the public. Employees in their capacity with the City shall not make comments or disseminate information which portrays any group or individual in a derogatory way or that creates a disparaging image, nor shall City employees use their position or City resources to promulgate information, which is disrespectful toward any group or individual.

The following policies address common situations that arise for many City employees, and give you general guidance. These policies are not meant to cover every possible scenario that could arise. The standards set forth in the following policies are intended to eliminate conflicts of interest, improve standards of service, and promote and strengthen the faith and confidence of the citizens in their City. If you ever have questions about the appropriate course of action for a specific situation that is or is not covered in this Handbook, you should discuss it with your supervisor or Department Director.

### **B. ATTENDANCE AND PUNCTUALITY**

The City expects prompt and regular attendance from all employees. This means that all employees must be at their appointed work stations on time and ready begin work at their starting time. Continued tardiness and absenteeism has a disruptive impact on City operations and may result in discipline and ultimately termination of employment.

Employees are required to call in and report absences or tardiness to their supervisor before the start of the work day unless circumstances prevent the employees from calling in. If an emergency situation exists, the employee must notify the supervisor at the earliest reasonable time. An employee who fails to report for work for three (3) consecutive workdays without notice will be deemed to have voluntarily terminated City employment.

The following acts shall be violations of work rules and may be grounds for disciplinary action:

1. Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift; or failure to notify the proper authority of impending absence or tardiness;
2. Unexcused or excessive absenteeism or failure to report to work;
3. Abuse of sick leave privileges, including but not limited to claiming inability to work due to illness or injury when in fact no such illness or injury exists which prevents working;

4. Employees are encouraged not to schedule personal appointments during regularly scheduled hours of work. If it is necessary to be absent or to leave for a personal appointment, an employee must give proper notice to their supervisor in a timely manner.

### **C. POLITICAL ACTIVITIES WHILE ON THE JOB**

The City encourages employees to be active citizens and engage in the political process. However, City employees are expected to recognize the unique position they hold as a public employee. The City serves all citizens without regard to political affiliations.

When engaging in political activity or engaging in discussion of issues of public importance, you are expected to ensure that your actions and positions are not attributed to the City. City resources may not be used for promoting a particular candidate or a political party.

The distribution or wearing of political badges, buttons or printed matter during working hours or their placement on City property is prohibited at any time with the exception of bulletin boards in employee work areas out of view of the general public.

No City Department attire, equipment or depictions shall be used for any outside political activity.

With due consideration for the spirit and letter of this policy, political activities outside of working hours not otherwise attributable to the City or your employment with the City are within the proper exercise of citizenship.

### **D. INCOMPATIBLE OUTSIDE EMPLOYMENT**

The City does not prohibit employees from accepting outside employment or following economic pursuits that do not interfere or conflict with the full and faithful discharge of their duties with the City. Employees shall not engage in outside employment which may tend to impair their independence of judgment, and shall not engage in outside employment which is unlawful. Outside employment is prohibited **ONLY** if it is illegal activities or the Department Director has shown that it has directly affected the employee's ability to perform City duties or responsibilities.

You are required to notify your Department Director prior to accepting outside employment that may be incompatible with your City employment. The City is required by law to prohibit those activities that will cause a conflict of interest to the employee or to the City. In general, City employees otherwise have all of the rights and privileges accorded to other citizens of the City.

### **E. CONFIDENTIAL/PRIVILEGED INFORMATION**

The City of Wisconsin Dells is bound by Wisconsin's Open Meetings and Public Records law to provide certain information to the public. It is the City's policy to follow these laws to their fullest extent. However, City employees often receive information that would be inappropriate for them to disclose. City employees must be aware of the confidential information that they receive and refrain from disclosing it unless directed by a supervisor.

Confidential/privileged information is defined as any information which is obtained by reason of an employee's job position with the City that by law or practice is not available to the public.

Policy: City employees shall not disclose any information gained during the course of or by reason of their employment with the City in a confidential capacity, unless expressly authorized to do so or as required by Wisconsin's public records law.

Employees shall not use any information gained during the course of their service in a confidential capacity for their own personal financial gain unless such information is, or becomes, a public record.

In instances where you are uncertain regarding whether information is confidential or not, consult with your immediate supervisor or the Department Director for a determination. The City's policy on public records is further spelled out in Section 1.07 of the City Code. The Department Director or other authorized employee may contact the City Attorney or the Assistant City Attorney for assistance in interpreting the public records law.

#### **F. GIFTS & FAVORS**

City employees are trusted to act in the public's best interest when fulfilling their employment duties. It is inconsistent with that trust to accept gifts or favors for the execution of their duties.

**Policy: City employees shall not directly or indirectly solicit or accept any personal gifts, favors, services, money or anything with an individual or cumulative value of \$25.00 or more from the public or any organization. Employees shall not accept gifts, money or anything of value for services which they are employed by the City to provide.**

#### **G. USE OF CITY PROPERTY OR EQUIPMENT**

Policy: City property shall be used by employees only in conjunction with the performance of City operations and duties. City property shall not be used by City employees for personal purposes unless such City property is generally available for use by the public.

**City Property:** Offices, computers, desks, lockers and equipment provided to employees by the City to assist employees in performing their work are considered the property of the City and may be opened, reviewed, or examined by a City representative at any time, without infringing on any employee's right to privacy or reasonable expectation of privacy. City property also includes written materials such as personnel policies, written agreements, contracts, project reports, formal City documents, financial information, etc. No employee may remove City property from the premises without a supervisor's knowledge and approval.

In instances when City employees are uncertain regarding whether use of City property for personal purposes is appropriate, they should consult with their immediate supervisor for a determination.

## **H. ELECTRONIC COMMUNICATIONS POLICY**

The City's computers, networks, programs, communication devices and tools, other technology, and internet (collectively "technology") are intended as tools for the City to serve the public and the City, and are provided so employees may better perform their job-related responsibilities. Inappropriate use can adversely affect the City, interfere with the work of its employees, increase its costs, and even expose the City to damage, liability, and security risks.

**Policy: City technology is provided to employees to assist with the performance of City operations and duties. Personal use of City technology must be kept to a minimum in order to ensure efficient and effective City operations.**

**Monitoring:** In order to protect its interests, the City reserves its right to monitor all use by employees of technology. No employee should expect privacy or secrecy in the use of technology. Employee use constitutes acceptance of the City's monitoring and disclosure of the employee's use. Use of the City's technology can be limited by the City at any time for any reason. The City may consent to the disclosure of information from use of technology or any other property as required by law or otherwise deemed appropriate by the City.

**Personal Use:** Use leaves a record of the City name and your identity on the technology and at every internet site visited, and may result in unwanted or inappropriate return e-mails, solicitations, viruses and other harmful items. No written policy can list every conceivable circumstance that relates to proper use. The City's employees are professionals who are expected to exercise responsible professional judgment. The City has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this handbook.

The City may ask employees to stop any use it believes is improper. In addition, the City may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use or discipline up to and including termination. If you have a question about whether a particular use of the City's technology is proper, you should consult with your supervisor before engaging in such use.

**Electronic Communication:** The City provides some of its employees with electronic communication tools such as email, voicemail, cell phones, text messaging, pagers, computers and other communication tools and devices so they may better perform their job-related duties. The City's electronic communications system includes all messages sent through the City's computer network either externally via the internet or internally and through City issued communication devices and networks.

Electronic communications should be courteous, concise, focused and written or spoken in proper business English. The same care should be used in drafting electronic communications as is expected for drafting any other written communication. All electronic communications are unavoidably attributed to the City. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the City.

Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of their existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of City records, it is likely that electronic communications will be requested and potentially disclosed. Moreover, employees should not delete any communications that are records under Wisconsin's Public Records Law.

No one should expect privacy or secrecy in the use of City technology or City-issued communication devices such as email, text messages, cell phone messages, or calls. The City does not condone "snooping"; employees should not read or review communications not sent to them except for legitimate business reasons. If an internal communication is confidential, it should be distributed personally or by a confidential routing envelope and not by e-mail. Employees should not presume an electronic communication sent via the internet is confidential unless it has been encrypted by the City.

**Social Media:** The City recognizes that technology is changing at a rapid pace and the City and its employees must adjust to an ever changing world. The City also recognizes that not all employees use social media. For employees who use social media, the City expects them to do so in a responsible and respectful manner.

**Policy:** It is the policy of the City that information, in all its forms – written, spoken, recorded electronically, or printed – will be protected from accidental or intentional unauthorized modification, destruction or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction.

The City reserves the right to review employees' use of social media and determine if abuse is occurring. Social media under this policy includes participation in a listserv. Participation in listservs should be limited to those used for business purposes. Employees should be mindful that postings to a listserv are distributed to many unknown readers and can later be quoted in public materials. Employees must understand and comply with the guidelines and protocols of each listserv to which they subscribe.

Under no circumstances should employees use social media to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, the Harassment & Retaliation Policy, the Confidential/Privileged Information Policy, or the City's Work Rules. If you have a question about whether a particular use of electronic communication or social media is appropriate, you should consult with your supervisor or Department Director before making such communication.

## **SECTION VI - WORK PLACE POLICIES**

### **A. RULES OF CONDUCT**

Public service as an employee of the City is a privilege and not a right. The City strives to employ people who serve the public, who protect and further the trust and confidence the public has placed in its public employees, who help their fellow public employees as a team member, and who seek professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants.

Actions of employees that are inconsistent, incompatible or in conflict with the values established by the City negatively affect its reputation and that of its employees. Such actions and inactions thereby detract from the City's overall ability to effectively and efficiently serve the public and conduct other essential business of the City.

The following policies address common situations that arise for many City employees both while working (on-duty) and while away from work (off-duty), and are intended to give you general guidance. These policies are not meant to cover every possible scenario that could arise. The standards set forth in the following policies are intended to eliminate conflicts of interest, improve standards of service, and promote and strengthen the faith and confidence of the citizens in their City. If you ever have questions about the appropriate course of action for a specific situation that is or is not covered in this Handbook, you should discuss it with your supervisor or Department Director.

The City reserves the right to take disciplinary action should an employee's off-duty conduct negatively affect the City and the employee's future ability to serve the public and/or conduct business on behalf of the City.

Policy: The City shall set forth work rules to guide employee behavior and outline the processes to be used in its relations with its employees. Many of these work rules are contained in this Handbook. However, each Department may set forth certain work rules and procedures for employees to follow that are specific to that Department and are consistent with the City's policy.

**Rules of Conduct:** Your primary objective is to protect and further the public's trust and confidence and to perform at a high quality level so that our citizens, businesses, representatives of other entities, coworkers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives, or in violation of Policy or general expectations of professional conduct is forbidden and will be subject to discipline up to and including termination. The City has established these Rules of Conduct to demonstrate its expectation of employees and assist them in having a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct that is contrary to the interests of the City. The following non-exhaustive list of conduct is illustrative of the types of conduct that could warrant discipline up to and including termination:

1. Dishonest, misleading, or deceptive conduct
2. Circumventing the chain of command and or/undermining the authority of a supervisor
3. Refusing or failing to follow an order or directive
4. Theft or misappropriation of City property or the property of others, including theft of work time, excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time
5. Failing to completely and accurately document relevant information
6. Leaving the job without permission
7. Purposely causing or repeatedly working unauthorized overtime
8. Doing non-city work during work time such as taking care of personal business
9. Failing to cooperate with others.
10. Engaging in conduct that creates an unsafe work environment
11. Fighting, threats, intimidation or harassment of others
12. Damage or defacing of City or employee property
13. Misuse or unauthorized use of City property
14. Possession, use, or being under the influence of drugs or alcohol while on duty
15. Engaging in immoral or illegal conduct
16. Unauthorized possession of weapons/firearms during work time or on City property
17. Absence of three scheduled work days in succession without notice
18. Excessive absenteeism or tardiness; or failing to promptly report absences
19. Disclosing confidential information to unauthorized sources
20. Loafing or sleeping on the job
21. Unauthorized solicitations or distributions
22. Failure to promptly report defective equipment or safety hazards
23. Failure to immediately report injury or accident
24. Horseplay or violation of safety rules
25. Engaging in activities which serve to lengthen the healing period for a work-related injury
26. Substandard quality or quantity of work, including deliberate reduction of output
27. Failure to complete assignments promptly and accurately
28. Discourteous or rude treatment of others; profane or disrespectful conduct
29. Failing to fully comply with Policies
30. Failing to comply with policies and expectations of conduct
31. Failing to report a possible violation of the rules or policy through the chain of command

The City reserves the right to modify this list at any time or determine that other conduct is contrary to the interests of the City and warrants disciplinary action up to and including immediate termination of employment.

**Corrective Action:** The Employer considers all violations of policy, rules of conduct and general expectations of professional conduct seriously. Violations of these policies, rules, and general expectations can subject an employee to discipline, up to and including termination.

The City's corrective action program is designed to both prevent misconduct before it occurs and to correct problem behavior so that it is not repeated. Occasionally, it may be necessary to remove employees from service who cannot or will not meet the established standards of performance.

The City evaluates all disciplinary matters individually considering a wide range of factors including, but not limited to, the nature of the employee's conduct, the rule, policy, or regulation violated, past disciplinary history, length of service to the City, and any aggravating or mitigating factors surrounding the conduct.

**Types of actions:** Subject to the Grievance Procedure in sec. VI (F) of this handbook, the City has discretion to impose various types of discipline including, but not limited to, verbal warnings, written warnings, suspensions, transfers to another position, and demotions and terminations of employment.

**Documentation:** All corrective action or discipline will be documented with a copy provided to the employee, and a copy placed in the employee's personnel file.

**Investigation and Administrative Leave:** The City will determine the scope, duration, and strategy of internal investigations. The City reserves its right to place an employee on administrative leave, with or without pay, pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the Personnel Committee.

The appropriate level of discipline is determined by management on a case-by-case basis, and any disciplinary measure may be passed over in favor of more severe discipline, including termination of the employee. The City's use of any form of progressive discipline does not change any employee's status as an at-will employee or create any additional contractual rights.

## **B. JOB VACANCIES & JOB POSTINGS**

The City values its employees and recognizes that in many cases filling vacancies with existing employees is beneficial. Promotion from within is often cost effective because internal candidates are frequently able to fill a position with little or no training. Further, the City is in a better position to consider an internal candidate because of the existing employment relationship. Therefore, the City desires to afford current qualified employees the opportunity to apply for open positions within the City's various departments and divisions.

Policy: The City will advertise its available positions internally with its current employees when it advertises a position externally in the labor market. The City's goal is to hire the person who best meets the needs of the City for a position.

Filling Job Vacancies: When considering internal candidates for vacant positions, the City will consider job-related standards such as work experience, the employee's past job performance, demonstrated attitude and skill, education, training, overall ability, length of continuous service and other job relevant considerations.

### **C. PROMOTIONS, TRANSFERS & DEMOTIONS**

Employment with the City is dynamic. You should not expect that you will never change positions as an employee of the City. Employees change positions for a variety of reasons including career advancement, operational needs, and performance. Of course, the City recognizes that consistency and continuity are beneficial as well. All situations involving employee movement within the City's organizational structure are subject to review and approval by the Department Director and Personnel Committee. The following policies are meant to address the various ways that employees may change positions within the City. They cover many of the situations that arise and serve as a valuable background if you are considering a change in your position with the City.

**Promotions:** The City recognizes that career advancement through promotion is an important aspect of most employees' working life. This makes promotion an important recruitment and retention tool for the City. When circumstances warrant, the City reserves the right to fill positions by offering promotions to current employees. The City further reserves the right to determine what the appropriate level of compensation and benefits an employee will receive if he/she chooses to accept the promotion.

**Transfers:** Occasionally, the City may require an employee to change jobs in order to better meet the needs of City operations and/or the public. In those cases, the City may seek volunteers to transfer to the position. If there are no volunteers or the City determines that the volunteers do not meet the minimum qualifications, the City may choose an employee for an involuntary transfer. Employees may also request to transfer to a vacant position. The City reserves the right to determine the appropriate compensation level for any transfer to a new position.

**Demotions:** Unfortunately, there may be occasions when an employee is demoted due to performance issues, work-related misconduct, or changes in the composition of the workforce. In such cases the City will determine in its sole discretion the appropriate placement of the employee for wage and benefit levels.

Further, employees may voluntarily request a demotion for a variety of reasons such as job satisfaction or personal needs. In those cases the City will work with employees to help with the transition and to ensure that the position is meeting the employees' and the City's needs. As with other demotions, the City reserves the right to determine the employees' level of compensation and benefits in their new positions.

**Reclassifications:** Reclassifications can occur for a variety of reasons including but not limited to changes in job duties that naturally occur in a changing work environment or reorganizations of City departments or

divisions. The City periodically reviews all position descriptions and the overall compensation plan to ensure that employees are classified correctly. When the City determines that a reclassification is necessary, it will review the position's compensation to determine if it is appropriate. The City reserves the sole discretion to determine the appropriate classification and compensation level for each position.

**Temporary Appointments:** From time to time, employees may be temporarily appointed to positions of a higher classification by their supervisor or department Director. In those cases, the City reserves the right to offer an incentive such as increased pay to employees that take on the additional responsibilities. Not all temporary appointments will qualify for increased pay. The City reserves the right to determine which temporary appointments will qualify for temporary appointment incentives, and will convey that to the employees prior to making the appointment.

#### **D. LAYOFF & REHIRE**

For any number of reasons including, but not limited to, lack of work or budget considerations, it may be necessary to reduce the number of employees in a specific Department.

**Layoff Policy:** In the event of a reduction in workforce through layoffs, the City will consider the skills, abilities, and other qualifications of employees needed to perform the remaining available work; employees' length of service to the City; and the interests and needs of the City in having the remaining available work performed effectively. The City may choose to solicit volunteers for any reduction in workforce situation.

**Notification:** When it has been determined to reduce the number of positions and/or the employees in a Department by means other than attrition, the employees affected will be notified as soon as is practical.

**Rehire Policy:** When a job opening occur in a Department, qualified employees who were laid off from the Department will be given consideration to fill those openings.

The City does not offer formal recall rights to employees that have been laid off. However, the City will strongly consider rehiring any former employee who applies for a vacancy in the City. Further, if employees are rehired, the City may consider their length of service to the City for determining benefit levels so long as the break in service does not exceed their previous length of service.

#### **E. PERSONNEL FILE ACCESS**

The City maintains a personnel file for each employee. The files are kept in the office of the City Clerk/Administrative Coordinator. Information retained in the personnel file includes, but is not limited to, personal information such as enrollment forms for benefits, and specific work-related information such as applications for employment, resumes, performance evaluations, salary adjustments, job changes, and other designated records.

**Policy:** The City maintains complete personnel records that accurately reflect each employee's record of service to the City. Reasonable access to personnel records will be authorized in accordance with Wisconsin Statutes § 103.13. Further, all personal medical information will be secured in an area

separate from the personnel records, with strictly controlled and limited access, in order to protect confidentiality.

**Procedure for Review:** Employees may request to inspect their own personnel files under Wisconsin Law. Requests to inspect your personnel file must be submitted in writing to the City Clerk who will schedule a mutually convenient time for you to inspect the records, generally within seven (7) working days.

You or your designated representative may review and copy items in your personnel file. However, you may not remove or alter personnel records unless agreed to by the City Clerk. If you disagree with any information in your personnel file, you may submit a written statement explaining your position which shall be attached to the disputed portion and included in the file.

## **F. DISCIPLINARY ACTION POLICY**

**Purpose** - Any employee conduct that, in the opinion of the City, interferes with or adversely affects City business is sufficient grounds for disciplinary action.

1. The City, after conducting an investigation and providing due process, may take disciplinary action that can range from oral warnings to immediate discharge. Our general policy is to take disciplinary steps in the following order:

A. Verbal Warning - The employee will be given a verbal explanation of the errant behavior, including a reiteration of what the City's rule is with regard to that behavior. In addition, the employee will be advised of the consequences of further infractions of the rule in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.

B. Written Reprimand - If the problem persists, the employee will be given a written explanation of the errant behavior, including a reiteration of what the City's rule is with regard to that behavior. In addition, the employee will be advised that continuation of the problem will lead to suspension without pay for a stated period of time. As before, the employee will be given an opportunity to change the unwanted behavior and, if the behavior does not recur, no further disciplinary action will be taken.

C. Suspension - If verbal and written warnings fail to bring about a change in the undesired conduct, the employee will be suspended and will be informed that further occurrences of the conduct will lead to the employee's immediate discharge, without additional warnings.

D. Termination – The employee's employment with the City will be ended.

2. The City of Wisconsin Dells reserves the right to bypass the disciplinary steps and base its disciplinary action on the

severity, frequency, or combination of infractions when circumstances warrant immediate action. The city will consider the following when making this decision:

- A. The seriousness of the conduct,
- B. Past history of misconduct,
- C. Employment record,
- D. Length of employment with the City,
- E. Strength of the evidence,
- F. Ability to correct the conduct,
- G. Attitude about the conduct,
- H. Past actions taken for similar conduct by other employees,
- I. How conduct affected the City, its citizens, and co-workers.

3. Your employment is at the mutual consent of you and the City. This policy does not change this fact. This means that you or the City of Wisconsin Dells can terminate our employment relationship at will, at any time, with or without cause, and with or without advance notice. As a result, the City reserves the right to terminate your employment at any time, for any lawful reason, including reasons not listed in this policy. You also have the right to end your employment at any time.

4. Documentation - Department Heads or a designee will document a disciplinary process beginning with the first verbal warning. Reports of disciplinary action will be retained in the employee's personnel file. The City Clerk and City Treasurer will be notified off all suspension without pay so that payroll can be adjusted accordingly.

5. Protective Employees will be disciplined in accordance with the requirements set forth in Section 62.13, Wisconsin Statutes, at the discretion of the Public Safety Committee.

## **G. EMPLOYEE GRIEVANCE POLICY**

**General Statement:** The City recognizes there may be times when employees disagree with a decision or action that has been taken. In such situations, you are encouraged to raise your concerns with your direct supervisor before resorting to the appropriate dispute resolution procedure in this Handbook. It is expected that many, if not most, issues can be resolved prior to beginning the formal dispute process.

**Purpose:** The purpose of this procedure is to provide a means for promptly addressing employee concerns regarding the City's policies and procedures.

**Policy:** The City of Wisconsin Dells has established the Grievance Policy for an employee to utilize for matters concerning discipline, termination or workplace safety covered by this Grievance Policy. This policy provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety and to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the City of Wisconsin Dells Common Council.

An employee shall use the Grievance Policy for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this policy. The City of Wisconsin Dells

expects an employee and Department Manager to exercise reasonable efforts to resolve any questions, problems or misunderstandings prior to utilizing the Grievance Policy.

This Grievance Policy does not create a legally binding contract. The City of Wisconsin Dells reserves all rights and this procedure does not create a contract of employment. Employees of the City of Wisconsin Dells are employee at-will and may resign with or without reason. The City of Wisconsin Dells may terminate the employment relationship at any time with or without reason and without violation of applicable law.

#### DEFINITIONS:

“Termination” means a separation from employment by the employer for disciplinary or quality of performance reasons. “Termination” does not include layoff, furlough or reduction in workforce, job transfer, non-disciplinary demotion, reduction or position elimination based on failure to meet qualifications, resignation, abandonment, retirement, nonrenewal of contract, death, separation as a result of disability, or the end or completion of temporary employment, seasonal employment, contract employment, or assignment.

“Employee Discipline” means an employment action that results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. “Employee Discipline” does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignment or other non-material employment actions.

“Employee” shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety and independent contractors.

“Workplace Safety” shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. “Workplace Safety” means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provisions of protective equipment, training and warning requirements, workplace violence and accident risk. “Workplace safety” does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family or medical leave, and work schedules, breaks, termination, vacation, performance reviews and compensation.

#### TIMELINES AND GRIEVANCE PROCEDURE:

Verbal Grievance and Dispute Resolution. Within ten (10) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue and prior to filing a written Grievance, the Grievant must discuss the dispute with the Department Manager who made the decision. The Department Manager and employee must informally attempt to resolve the dispute. The

Department Manager shall notify the City Clerk/ Administrative Coordinator (CCAC), or designee, of this meeting and the results of the meeting.

**Written Grievance Submission.** The employee must file a written Grievance within fifteen (15) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue. The Grievance must be in writing and must be filed with the Department Manager and with a copy to the CCAC. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor should be overturned, if applicable, and the remedy that should be issued. A Grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.

**Representation.** The Grievant shall have the right to representation during the grievance procedure at their expense.

**Administrative Response.** The Personnel Committee shall meet with the Grievant within fifteen (15) calendar days of receipt of the written Grievance to discuss voluntary resolution of the Grievance. If those discussions do not resolve the Grievance, then the City of Wisconsin Dells will provide a written response to the Grievance within five (5) calendar days of the meeting. The written response shall contain a statement of the date of the meeting between the Personnel Committee and the Grievant occurred, the decision to sustain or deny the Grievance and the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer.

**Impartial Hearing.** The response of the Personnel Committee shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the CCAC within ten (10) calendar days of the response.

**Impartial Hearing Officer.** Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer appointed by the Mayor, a hearing will be scheduled. A written response shall be filed within fifteen (15) calendar days of the close of the hearing.

**Appeal for Review.** The non-prevailing party may file a written request for review by the City of Wisconsin Dells Common Council within ten (10) calendar days of receipt of the Impartial Hearing Officer's written response and the review of the remedy by the City of Wisconsin Dells Common Council recommended by the Impartial Hearing Officer, if any.

**Decision of the Governmental Body:** The City of Wisconsin Dells Common Council shall make a decision regarding whether or not a meeting will be held within thirty (30) calendar days of the appeal. A decision by the City of Wisconsin Dells Common Council will be made within sixty (60) calendar days of the filing of the appeal unless the Council extends this timeframe.

**Importance of Timeline and Process:** A Grievance will be processed pursuant to the established timelines. A Grievant may advance a Grievance to the next step if a response is not provided within the

designated timeframes. A Grievant may not file or advance a Grievance outside of the designated timeframes. The City of Wisconsin Dells may advance a Grievance to the next step at the written request of either the Grievant or the City of Wisconsin Dells. The timelines may be modified by mutual agreement of the Grievant and the City of Wisconsin Dells. The failure of the Grievant to follow the timelines and other requirements in this policy shall result in the Impartial Hearing Officer not having jurisdiction over this matter and shall terminate the Grievance Procedure for that Grievance. The Impartial Hearing Officer shall have the authority to determine whether the Impartial Hearing Officer has jurisdiction, which may be subject to review by the City of Wisconsin Dells Common Council.

**Scheduling.** Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in Grievance meetings and hearings will not be considered as compensable work time.

**Individual Claim.** Any Grievance filed regarding workplace safety must relate to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A Grievance filed regarding workplace safety must be filed by the Grievant claiming he or she has been personally affected by the alleged workplace safety violation.

**Selection of Hearing Officer.** Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the CCAC shall provide the name of the person who shall serve as an Impartial Hearing Officer.

## HEARING PROCEDURE

**Pre-Hearing Conference and Timelines.** The City of Wisconsin Dells and/or CCAC, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) calendar days from the date of the appeal. The Impartial Hearing Officer shall assign dates for preliminary matters that may arise prior to the hearing.

**Conciliation.** Prior to the Hearing, the parties and Impartial Hearing Officer may engage in conciliation meetings to resolve the dispute. In cases involving allegations of workplace safety, the conciliation meeting shall be mandatory and shall occur not more than ten (10) calendar days after assignment to the Impartial Hearing Officer. The Impartial Hearing Officer's involvement in any conciliation process shall not disqualify the Impartial Hearing Officer from hearing the merits of any Grievance unless all parties agree to replace the Impartial Hearing Officer.

**Representation.** The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative shall not be a material witness to the dispute.

**Record of Proceedings.** The Impartial Hearing Officer shall conduct the proceedings and make a record of the proceedings. Following the issuance of the response, the record shall be provided to the CCAC for preservation.

Burdens. The Grievant shall bear the burden of production and burden of proof. The rule of evidence shall not be strictly followed, but no actual conclusions may be based solely on hearsay evidence. Not less than ten (10) days prior to the hearing, the Grievant and the Administration shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

The Powers and Response of the Impartial Hearing Officer. Written Response. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written response. The Impartial Hearing Officer may request oral or written arguments and replies. The recommendation shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented has the Grievant proven the decision of the City of Wisconsin Dells arbitrary or capricious.

Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to issue a response to the Grievance. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and approval of the City of Wisconsin Dells Common Council, and shall be addressed by the City of Wisconsin Dells Common Council in the event the Grievance is sustained.

#### APPEAL TO THE CITY OF WISCONSIN DELLS COMMON COUNCIL

Written Appeal. The written notice of appeal shall contain a statement explaining the reasons for the appeal and a copy of the Grievance, the City's response to the Grievance, and the Impartial Hearing Officer's response. The written notice may not include information that was not presented at the Hearing. The request shall be filed with the CCAC.

Record of the Hearing. Upon appeal of the response of the Impartial Hearing Officer, a copy of the record shall be provided to the members of the City of Wisconsin Dells Common Council.

Review by Governing Body. The City of Wisconsin Dells may decide, in each situation, whether it will review the record and make a decision, assign an Impartial Hearing Officer to create a recommendation for the City of Wisconsin Dells Common Council's review, or hold new hearing and make an independent decision. The manner and process of review is the sole choice of the City of Wisconsin Dells Common Council.

Additional Information. The City of Wisconsin Dells Common Council may offer the Grievant and the Administration the opportunity to provide information to the City of Wisconsin Dells Common Council in a meeting duly noticed for closed session or open session discussion. The City of Wisconsin Dells Common Council may request written or oral arguments from each party.

Decision. All decisions of the City of Wisconsin Dells Common Council involving the Grievance shall be by simple majority vote and in writing. A copy of the final decision shall be delivered to the Grievant and the CCAC. The City of Wisconsin Dells Common Council's decision is final and is not subject to appeal.

## LIMITATIONS OF THE SCOPE OF THE GRIEVANCE PROCEDURE

The scope of a Grievance that is subject to the jurisdiction of the City of Wisconsin Dells Common Council or specific procedure by other Wisconsin Statutes shall be governed by those statutes and not the Grievance Procedure.

The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this Policy.

The scope of a Grievance that is subject to other Policy or Ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this Policy.

### **H. SEPARATION FROM EMPLOYMENT**

There are many reasons an employee may choose to terminate or be terminated from his/her employment with the City.

**City Property & Records:** All voluntarily terminating or involuntarily terminated employees are required to return all City property and records upon termination.

**Resignation with Notice:** If an employee decides to voluntarily terminate his/her employment with the City, the employee is asked to advise his/her Department Director in writing at least two (2) weeks prior to his/ her date of departure so that an orderly transition can be made. Department Directors are required to provide at least sixty days (60) notice of resignation. Only accrued but unused vacation and comp-time hours will be paid to employees who resign.

**Resignation without Notice:** If an employee voluntarily terminate his/her employment with the City and fails to provide written notice at least two (2) weeks prior to his/her date of departure, the employee's resignation will be treated as a Resignation without Notice and will result in the nonpayment of accrued but unused vacation hours. The City reserves its right to dismiss the employee before the date identified by the employee. The employee will be paid all proper compensation up to his/her final day of employment.

**Involuntary Termination for a Policy or Rule Violation:** Should an employee be involuntarily terminated for a violation of the policies and rules in effect, the employee will not be paid for any accrued but unused vacation hours.

**Reduction-in-Force:** Any time a selection is to be made among employees for a reduction-in-force, consideration will be given to an employee's performance, knowledge, skill, ability, efficiency, reliability, attendance, overall record and length of service with the City. The employee will be paid all proper compensation up to his/her final day of employment, and any accrued but unused vacation hours.

**Final Paycheck:** Any employee who resigns or who is terminated will receive his/her final paycheck on the next regularly scheduled payday. All city keys and equipment must be turned in by that time.

## **I. CITY CREDIT CARD POLICY**

The City maintains corporate credit accounts and cards to facilitate purchases. Department Directors will designate which employees will be authorized to use City-issued credit cards. City-issued credit cards may only be used for authorized expenditures.

Any employee using a City-issued credit card must also use the City's tax-exempt status whenever applicable to ensure that no unnecessary charges are incurred through the use of a City- issued credit card. The amount of available credit on each card will be determined by the City Clerk/Administrator Coordinator.

When using a city issued credit card, employees must submit the receipt for the items charged to their Department Director or Supervisor who must ensure that the expenditures are in conformance with City policies and that all receipts are submitted to the City Clerk for payment. In the event the Department Director or Supervisor determines that an unauthorized expenditure has occurred, the City Clerks shall be notified and the offending employee shall make reimbursement to the city for the purchase. Continued misuse or inappropriate use of a City-issued credit card by an employee will lead to disciplinary action, up to and including discharge.

## **SECTION VII - EMPLOYEE BENEFITS**

### **A. HEALTH INSURANCE AND COBRA COVERAGE**

Full-time employees who are regularly scheduled a minimum of 40 hours per week (35 hours per week for clerical) are eligible for health insurance benefits with the City of Wisconsin Dells. Part-time employees, who are WRS eligible, are also eligible. Seasonal and limited-term employees are not eligible for this benefit.

The City shall participate in the Wisconsin Public Employee's Group Health Insurance Program. For full-time employees the City will contribute 90% of the lowest plan rate available towards the employee's chosen health plan premium; and contribute 50% of the lowest plan rate available for eligible part-time employees. The employee shall be responsible for the remaining balance of the premium through a pre-taxed payroll deduction.

Dual city coverage prohibited. If an employee and spouse both work for the City, they may only elect to take one family health plan or two single health plans between the two of them.

Co-Pay Reimbursement. The city shall provide reimbursement for up to 2 emergency room co-pays per year and co-pay reimbursements on durable medical equipment.

**Insurance Continuation (COBRA):** Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the act, employees covered under the City's group health insurance plan are eligible for continuation of medical coverage under the group plan upon the employee's termination (except for gross misconduct) or when there is a reduction in hours to a level that does not qualify the employee for benefits under the City's insurance plan. Under COBRA regulations an employee's covered spouse and covered dependents are allowed to elect continuation of coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, or a dependent's loss of dependent status under family coverage.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense. Details are available in the Human Resources Department.

**Disclaimer:** This policy is not intended to give a detailed explanation of insurance benefits, but rather to provide general information. Complete details of insurance benefits are available from the City Clerk.

**B. DENTAL/VISION INSURANCE**

The City may participate in a Dental/Vision Plan. The plan is optional for full-time employees and cost is to be paid for by the employee through payroll deductions.

**C. LIFE INSURANCE**

The City shall participate in the State Group Life Insurance Plan which is provided for by state statutes and governed by the State Group Life Insurance Board rules. This insurance is optional and cost is to be paid for by the employee through payroll deductions.

**D. CAFETERIA PLAN/OTHER INSURANCE OPTIONS (AFLAC)**

The City may participate in a Section 125 Cafeteria Plan that allows employees to make pre-taxed contributions for their insurance premium contributions. The Plan also provides employees the opportunity to purchase additional supplemental insurance plans, in addition to flex spending and child care expense reimbursement accounts.

**E. WISCONSIN RETIREMENT SYSTEM**

The City shall participate in the Wisconsin Retirement Plan (WRS) as provided by state law and Wisconsin Retirement Board rules. The City shall pay 100% of the Employer portion. The Employee shall pay 100% of the Employee portion through payroll deductions.

**F. DEFERRED COMPENSATION PROGRAM (457 Plan)**

The City may provide the opportunity for full-time employees to participate in a 457 Plan tax deferred compensation program. The program is optional and there is no employer contribution.

**G. PAID VACATION DAYS**

**Policy:** The City believes that employees need time away from work each year and provides eligible employees with paid vacation time according to an established schedule of eligibility while meeting the needs of the City. The City grants full-time employees vacation with pay at their regular, straight-time rate. Vacation time is accrued only after completing the full year of service with no provision for prorating a partial year. Vacation time cannot be used before it has been accrued. Employees will take their vacation days at such time approved by the Department Head. The number of employees on vacation at any given time shall be determined by the Department Director taking into consideration staffing requirements in order to provide on-going city services. Vacation accrual schedule is as follows after completing designated years of service:

Years of Completed Service:	Vacation Time Accrued
1	1 week (average work week hours not to exceed 40 hours)
2-6	2 weeks (average work week hours not to exceed 80 hours)

7-9	3 weeks (average work week hours not to exceed 120 hours)
10	4 weeks (average work week hours not to exceed 160 hours)

**Grandfather clause:** Employees hired prior to January 1, 2014 will continue their current accrual schedule.

**Vacation Carryover/Forfeit:** Any vacation hours not used within 60 days past the employee’s anniversary date will be forfeited.

**H. PAID SICK LEAVE and FAMILY MEDICAL LEAVE ACT (FMLA)**

**Policy:** The City shall provide employees with a level of income protection through paid sick leave to address their own personal health, or dental, care needs and/or the health, or dental, care needs of immediate family members.

**Accrual:** Eligible employees will accrue paid sick leave to the stated maximum hours based on their normal work schedule. The objective is to allow employees to accrue enough paid sick leave so that if they encounter any type of serious illness or injury, they will not have their regular income severely impacted.

1. Full-time employees working 40 hours per week will accrue Sick Leave at the rate of 4 hours each month up to a maximum of 480 hours (12 weeks).
2. Full-time employees working 35 hours per week will accrue Sick Leave at the rate of 3.5 hours each month up to a maximum of 420 hours (12 weeks).
3. Employees who currently exceed the maximum number of accrued hours shall not accrue any additional hours until they fall below the new maximum allowed.
4. A physician’s statement will be required for 3 or more consecutive sick leave days taken.

**Use of Sick Leave:** To be eligible to receive sick leave the employee must have no less than six (6) months of continued service. At that time they will be credited with 6 months worth of accrued hours.

State and Federal Family and Medical Leave laws may provide broader coverage for use of sick leave to care for a family member suffering from a serious health condition. Please refer to the Family Medical Leave (FMLA) Policy.

**Notification of Intent to Use:** Employees who will be missing work due to illness or injury must notify their immediate supervisor as soon as possible prior to the start of their scheduled work day. Employees should consult their immediate supervisor to learn the proper procedure for notifying them of the need to use sick leave, such as what number to call.

**Verification:** The City may require verification of illness or of the estimated time needed away from work due to an illness or injury. In order to use 3 consecutive days of sick leave, a physician’s note is required.

**Payout Upon Retirement.** Employees hired prior to January 1, 2014 and with a minimum of twenty (20) years of full-time service, who retire under the Wisconsin Retirement System, will receive a twenty percent (20%) cash payout of any unused sick leave or have the value of forty percent (40%) of their unused sick leave put towards insurance premiums if they continue coverage through the city's existing insurance plan. The wage used to calculate this value will be the employee's average base hourly wage for the last five (5) years.

**FAMILY MEDICAL LEAVE ACT (FMLA) POLICY:** In compliance with the federal and Wisconsin Family and Medical Leave Acts (the "FMLA" and "WFMLA," respectively), eligible employees are allowed leave from work for reasons described in this policy. If an eligible employee takes leave for one of these reasons, the City may designate the absence as family and medical leave, as permitted by law. The leave will be paid, unpaid, or a combination of paid and unpaid, depending on the reason for the leave, the benefits to which the employee is entitled and whether the leave is governed by both the FMLA and WFMLA or just one of them.

The fact that an employee is eligible for, or has taken, leave under this policy will not be considered in any adverse employment decision. Unless expressly stated, this policy is not intended to, and shall not be interpreted to, provide rights or benefits greater than those provided by applicable law.

The City uses a calendar year for purposes of the Federal FMLA. The Wisconsin FMLA runs on a calendar year basis.

**Eligibility for Leave:** Employees generally are eligible for **Federal** FMLA if they have been employed by the City for at least 12 months and have worked at least 1250 hours in the 12 months preceding the commencement of their leave. Employees generally are eligible for **Wisconsin** FMLA leave if they have been employed by the City for at least twelve (12) consecutive months and have been paid for 1,000 hours in the twelve (12) month period prior to the time leave begins.

**Leave under Wisconsin FMLA:** Allows eligible employees to take the following leave in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child.
2. Up to 2 weeks of family leave to care for a child, spouse, domestic partner, parent, parent-in-law or parent of domestic partner suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition that renders him/her unable to work.

**Leave under Federal FMLA:** Allows eligible employees to take up to 12 weeks of leave in a calendar year (based on an employee's regular work schedule) for one or more of the following reasons.

1. Leave for pregnancy or the birth of an employee's child.
2. Leave because of the placement with the employee of a child for adoption or foster care.
3. Family leave to care for a child, spouse, or parent experiencing a serious health condition.

4. Medical leave for an employee to care for his/her own serious health condition that renders him/her unable to perform the functions of his/her job.
5. Qualifying “exigency leave” arising out of the fact that the employee’s spouse, child, or parent is on active duty or called to active duty status.

Eligible employees may take a total of 12 weeks of leave for these reasons in any calendar year, regardless of the number of events giving rise to the need for such leave.

In addition, this policy and the FMLA allow eligible employees up to 26 weeks of leave in a 12-month period (described more particularly below) to care for a covered service member with a serious injury or illness that was incurred in the line of duty on active duty.

As permitted by law, any family and medical leave used by an employee will count concurrently against any leave to which you may be entitled under the FMLA, the WFMLA, worker’s compensation and any other similar law governing leave.

**Substitution of Paid Leave:** Leave is unpaid under the FMLA and WFMLA. However, for leave that qualifies as and is designated as WFMLA leave, an employee may choose to substitute the employee's accrued employer-provided paid leave. For any period of leave qualifying and designated as FMLA-only leave, the City will require employees to use all paid time off. If an employee is eligible to receive worker’s compensation or disability insurance benefits, the employee will receive such benefits during an FMLA leave rather than substituting other accrued paid leave.

**Additional Details Concerning Qualifying Leave:**

**A. Birth or Pregnancy**

An employee may take leave for pregnancy or the birth of the employee's child within twelve (12) months of the child’s birth if the employee qualifies for such leave under the FMLA. An employee may take leave for the birth of the employee's child no more than 16 weeks before or after the birth if such leave is taken under the WFMLA. An employee may take up to 6 weeks of leave for this purpose under the WFMLA in partial absences as long as such leave does not unduly disrupt the City's operations and so long as the last increment of such leave starts no more than 16 weeks after the birth. (Such a request must be made promptly after the employee learns of the need for leave and must be sufficiently definite for the City to schedule a replacement employee if one is required.) Any leave taken for this purpose under the FMLA alone can be taken on an intermittent or reduced schedule basis only if the City agrees.

## **B. Leave for Adoption or Placement for Foster Care of a Child**

Leave may be taken by an employee eligible for FMLA leave where it is required for the adoption of a child or the placement for foster care of a son or daughter. Leave used for this purpose under the FMLA must be used no later than 12 months after the date of placement. FMLA leave can be taken before the actual placement or adoption if the absence is necessary for the placement or adoption to proceed. Leave can be taken under the WFMLA for either (but not both) the adoption or as a pre-condition to adoption, if that leave is taken within the 16 weeks preceding or after the child's placement. An employee may take up to 6 weeks of leave for this purpose under the WFMLA in partial day absences only if this will not unduly disrupt the City operations and so long as the last increment of such leave starts no more than 16 weeks after the placement. (Such a request must be made promptly after the employee learns of the need for leave and must be sufficiently definite for the City to schedule a replacement employee if one is required.) Any leave taken for this purpose under the FMLA alone can be taken on an intermittent or reduced schedule basis only if the City agrees.

## **C. Serious Health Condition of Employee**

Leave may be taken by an employee in the event of a serious health condition as defined below. To take leave, an employee generally must provide the City with a Health Care Provider Certification form completed by the treating health care provider, in a timely manner. Health Care Provider Certification forms are available from the City Clerk.

Medical leave may be taken all at once, or intermittently or on a reduced schedule basis, only if medically necessary. If leave is taken intermittently for scheduled treatment, the employee may be transferred temporarily to another job at the City, except that during the first two (2) weeks of leave, the employee must agree to the transfer.

A serious health condition is an injury, illness, impairment or physical or mental condition that involves:

1. Inpatient care in a medical care facility; or
2. Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents a qualified family member from participating in school or other daily activities.

Continuing treatment by a health care provider includes:

1. A period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen or continuing treatment under the supervision of a health care provider (time limits apply to health care provider visits);
2. Any period of incapacity due to pregnancy or prenatal care;

3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
4. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
5. Any period of absence to receive multiple treatments by a health care provider or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

Under Wisconsin law, the "more than three (3) calendar days of incapacity" requirement does not apply. During an FMLA leave, an employee may not engage in other work/employment that is inconsistent with the need for FMLA leave.

#### **D. Serious Health Condition of a Spouse, Parent, Parent-in-law, Son, or Daughter, Domestic Partner or Domestic Partner's Parent**

Leave may be taken to provide physical or psychological care for a son, daughter, spouse, or parent with a serious health condition. Leave of up to two (2) weeks may be available under the WFMLA to care for a domestic partner, domestic partner's parent, or a parent-in-law with a serious health condition. If leave is requested for such individuals, the employee generally must provide the City with a Health Care Provider Certification form completed by the treating health care provider that states the employee is needed to care for the person. (Forms are available from Deputy Clerk).

Medical leave may be taken all at once or intermittently if medically necessary. If leave is taken in increments, the employee may be transferred temporarily to another job at the City, except that during the first two (2) weeks of leave, the employee must agree to the transfer.

#### **E. Qualifying Exigency Leave**

This leave generally applies only to employees whose spouse, child or parent is an active member of the military (as defined by law) or a National Guard member or reservist ("Covered Military Member") who is on active duty status or called to active duty status. A qualifying exigency leave may be granted to eligible employees for the following reasons:

- to address any issue caused when the employee's Covered Military Member is notified seven or less calendar days prior to deployment. Leave for such short-term deployments can be used for no more than seven calendar days following receipt of notice by the Covered Military Member;
- where the reason for the leave is for military events or related matters;
- to attend certain military events related to the active duty of call to active duty of the employee's Covered Military Member; or
- to attend family support or assistive programs and certain informational briefings related to the active duty or call to active duty of an employee's Covered Military Member; or
- arranging alternative or urgent, immediate need child-care because of active duty or call to active duty status of an employee's Covered Military Member; or

- to enroll in or transfer a child to a new school or day care facility because of the active duty status or call to active duty status of an employee's Covered Military Member; or
- the employee's need to attend financial and legal tasks to deal with situations created by the active duty status or call to active duty status of the employee's Covered Military Member; or
- counseling provided by someone other than a health care provider for the employee or a child which is occasioned by the active duty status or call to active duty status of the employee's Covered Military Member; or
- spending up to five days with an employee's Covered Military Member for each rest and recuperation break of such member during deployment; or
- certain post-deployment activities concerning the military needs of an employee's Covered Military Member; or
- other purposes arising out of the call to duty of an employee's Covered Military Member, as agreed upon by the employee and employer.

Employees seeking qualifying exigency leave must give reasonable and practicable notice if the exigency is foreseeable or otherwise provide notice in the same manner as required for non-FMLA leaves. Employees requesting qualified exigency leave may be required to provide a copy of the service member's active duty orders or other certification.

#### **F. Injured Service Member Leave (Service Member Care Leave)**

Eligible employees may also take up to 26 weeks of leave during a single 12-month period to care for an ill or injured service member who is the employee's spouse, parent, child, or "next of kin" who is a covered service member. A covered service member is a current member of the Armed Forces (including National Guard or Reserves) or certain veterans who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy, is on outpatient status, or is otherwise on the temporary disability retired list. The 26 weeks of leave afforded for service member care is not in addition to the general 12 weeks afforded under the federal FMLA. An employee is entitled to no more than 26 total weeks of leave for any combination of personal, family or qualifying exigency or service member care FMLA leave.

The City may require employees requesting injured service member leave to provide certification of the need for leave from specific military health care providers. The City also may require reasonable documentation of family relationships. The 26 weeks of caregiver leave may be taken in a single block or intermittently. The military caregiver leave entitlement is determined per service member and per injury. The 26-week entitlement may not be carried over from year to year. Employees seeking caregiver leave must follow FMLA notice rules and work to schedule leave without unduly disrupting operations.

## **Notifying the City of the Need for Family and Medical Leave**

An employee requesting family and medical leave must notify the City in a reasonable time frame before the date on which leave is to begin. The Family and Medical Leave Request Form is available from the City Clerk. In an emergency situation, notice must be given to the City of the need for leave as soon as practicable. If it is not possible to give notice prior to the need for leave, the employee must notify the City in the same manner required for non-FMLA qualifying absences. The failure to timely notify the City of the need for leave may result in the delay of leave until proper notice is received or a denial of the leave.

**Health Care and Dental and Other Payroll Deductions While on Leave:** The employee's health coverage in effect at the time family and medical leave begins will continue unless the employee elects to terminate the coverage. If an employee continues coverage, the employee is responsible for the employee's portion of the cost. If an employee is receiving compensation while on leave, the City will deduct the premium amount under its normal payroll deduction procedures. For any period of leave that is unpaid, the City will pay the employee's portion of a premium during the employee's FMLA leave. Once back in pay status a repayment schedule will be arranged. If an employee fails to return to work after the employee's FMLA leave entitlement has been exhausted or expires, the City may recover its share of premiums paid on the employee's behalf unless the employee's failure to return is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to take an FMLA leave, or the failure is due to other circumstances beyond the employee's control.

**Additional Certifications and Notices:** The City may request that an employee provide a second health care provider certification from a health care provider chosen, and paid for, by the City concerning any question concerning the claimed serious health condition. If the original certification and the second certification conflict, and after any WFMLA period of leave has expired, the City may ask a third health care provider, agreed upon by the City and the employee and paid for by the City, to provide a binding opinion concerning any question concerning the claimed serious health condition. The City may request that an employee recertify as to the continuation of a serious health condition from time to time.

**Return to Position After Leave:** At the end of an employee's family and medical leave, the employee's will be returned to h the employee's former position, or if the position is filled, to equivalent employment with the City. Employees who wish to return to work before their leaves are scheduled to end must notify City Clerk at least two business days prior to the desired return date. If the reason for leave was because of the serious health condition of the employee, a return to work authorization is required before returning to work. If the return to work authorization is not received, the employee's return to work may be delayed until it is received. Employees on FMLA or WFMLA leave have no greater rights upon return from leave than they would have had if they had continued to work. This means that an employee on leave may be affected by a job action if that job action would have occurred had the employee remained at work. In such

cases, the application date of the job action to the employee on leave will be the date on which the employee would otherwise have returned to work following the leave.

**Failure to Meet Policy Requirements:** Employees who request leave and fail to meet the requirements of this policy for family and medical leave may be denied or delayed leave until the requirements are met.

**Employer's Duties and Enforcement:** It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint or bring a lawsuit under the FMLA. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **I. PAID HOLIDAYS**

**Policy:** The City of Wisconsin Dells will observe the following holidays for full-time employees only:

### **Identified Holidays:**

New Year's Day,	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Eve Day
Labor Day	Christmas Day
Veteran's Day	Personal Holiday
	Easter (Police & Dispatch only)

**Observance:** When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday.

**Work on a Holiday:** The City recognizes that some City operations must continue to be performed even on a holiday. Employees who are required to work on an identified holiday listed above will be paid at a rate of time and one half in addition to holiday pay for the hours they worked.

**Accrued Holiday Hours (Dispatchers):** Accrued holiday time is to be taken during the year in which the hours were accrued. Any holiday time not used by the end of the year will be paid out at the normal hourly rate it was accrued at.

## **J. FUNERAL/BEREAVEMENT LEAVE**

The City recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close member of their family dies. Factors to be considered include the relationship of the employee to the deceased, the location, date and time of the funeral, and other facts specific to the deceased and the funeral and/or family arrangements. It is not reasonable for employees to consider Bereavement Leave as an entitlement to three days off with pay when a qualifying relative dies. Employees not involved or attending the funeral may not qualify for Bereavement Leave.

**Policy:** An employee shall be allowed up to five (5) days off with pay in the event of the death of the following:

1. Spouse
2. Parent
3. Child

An employee is allowed up to three (3) days off with pay in the event of the death of the following:

1. Grandchild
2. Brother/Sister
3. Grandparent
4. Mother-in-law/Father in-law
5. Brother-in-law/Sister in-law

Each employee is allowed one (1) day off with pay in the event of a death in the employee's extended family. For purposes of this policy, extended family includes the following:

1. Niece/Nephew
2. Son-in-law/Daughter-in-law
3. Grandparent-in-laws
4. Aunt/Uncle
5. Cousin

The City realizes that “immediate family” and “extended family” may not recognize all people within a family who are cared about deeply. In these instances, other forms of paid or unpaid leave may be used with approval from the Department Director.

## **K. EXPENSE REIMBURSEMENT POLICY**

**Policy:** The City reimburses employees for reasonable expenses incurred in the performance of City business. These expenses include, but are not limited to, the cost of meals, lodging, travel, and registration fees. All expense reimbursements are processed in accordance with Internal Revenue Service guidelines.

**Proper Documentation Required:** The City requires original itemized receipts for all expenses to be reimbursed. The Department Director shall review and sign off on the request.

**Meals:** The City will reimburse the employee for the costs of a meal and non-alcoholic beverage as follows:

Breakfast: Up to \$6.50 (not reimbursable if meal is included in conference/meeting)

Lunch: Up to \$8.50 (not reimbursable if meal is included in conference/meeting)

Dinner: Up to \$15.00 (not reimbursable if meal is included in conference/meeting)

**Mileage Reimbursement:** Employees who do not have access to a city vehicle and use their personal vehicle for official business will receive the current Internal Revenue Service mileage rate.

**Out of State Travel.** All out of state travel must receive prior approval by the department's governing committee or board.

## **L. CLOTHING ALLOWANCE**

**Protective Gear:** The City agrees to provide protective gear for those employees who require it for safe performance of their jobs. When not in use, all protective gear shall be stored in the appropriate city building. This shall include ½ the cost of ANSI safety boot each year if needed and ½ the cost of prescription safety glasses.

### **Clothing Allowance:**

**Public Works and Utilities:** The City agrees to provide up to \$250 each year for work related clothing.

**Dispatch:** The City shall provide Dispatchers with their initial set of clothing. Additional clothing will be provided for by requisition.

**Police:** The City shall provide the officers with their initial set of clothing and provide up to a \$450 annual clothing allowance thereafter.

## **M. EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The City shall offer an Employee Assistance Program (EAP) through the Paquette Center in Portage. The EAP provides confidential assessment and counseling services for all full-time employees and their qualified dependents.

The City recognizes that personal, behavioral and medical circumstances can affect a person's health, safety and/or job performance. Employees may also be affected if their family members experience these circumstances. For these reasons, the City encourages employees and their dependents to use the EAP for assistance. Employees may be requested to utilize the EAP as part of a positive program toward improving the employee's performance.

Reports from the agency, firm or person designated to operate the EAP for the City shall only provide the City Clerk with summary reports indicating the amount of program usage.

Nothing in this policy shall obligate the City to assume any financial responsibility for the services provided to an employee or a dependent.

- A. The City will provide assistance for employees and their dependents facing issues to find and access informational, diagnostic, counseling, treatment and support resources.
- B. The City will not discriminate against any employee in areas of job security or promotional opportunity due to their use of the EAP. An individual's voluntary participation in the EAP is confidential and will not be made part of the individual's personnel record. An individual participating in the EAP retains all benefits otherwise available.
- C. Employees are encouraged to contact the EAP voluntarily for a confidential assessment for any life circumstance issue for which they need good information. It shall be the employee's option to accept or reject a referral to the EAP or any subsequent referral to other resources.
- D. When job performance is affected, the supervisor may offer a referral to the EAP. The offer of EAP services will be documented.
- E. There is no cost to the employee or dependent for using the EAP. If an employee or dependent is referred for additional services the cost of such services is the employee's or dependent's responsibility. City employee benefits, such as health insurance, may in most cases pay for additional services.

Employees and dependents may contact the Pauquette Center directly at 608-742-5518 to schedule an assessment.

## **SECTION VIII - WORK SCHEDULES AND PAY**

### **A. PAYROLL AND TIME RECORD KEEPING POLICY**

**Payroll Policy:** The City has a standardized payroll system and payroll procedures in accordance with State & Federal Guidelines. Employees are paid bi-weekly by direct deposit. Please refer to the City Treasurer for the most current payroll schedule.

**Employees are Responsible for Data Changes and Updates:** For the system to be effective, it requires current information for all City employees. Therefore, it is the employee's responsibility to keep all payroll and required Human Resources information current. Employees are to notify their supervisor, and Human Resources, of any changes to their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. Having all this information current and accurate is necessary as it may affect benefits and other important matters.

**Deductions from a Paycheck:** It is the City's policy to comply with applicable wage & hour laws and regulations. If you have any questions or concerns about your employment status or you believe that any deduction has been made from your pay that is inconsistent with your employment status, you should immediately raise the matter with your Supervisor and/or City Treasurer so they can assist you in understanding, as well as obtaining, the information that is required in order to investigate the matter, if an investigation is necessary.

### **B. PAYROLL AND TIME KEEPING POLICY**

**Time Record Keeping Policy:** All employees (exempt and nonexempt) are required to record their hours worked. Nonexempt employees are required for attendance purposes only.

Employees are required to record the time at the beginning of their work day and at the end of their work day. Under normal circumstances, employees should arrive no earlier than 7 minutes before the beginning of their shift; nor leave more than 7 minutes later than the end of their shift.

Employees are required to sign in and out for unpaid lunch breaks taken.

Supervisors will use discretion in disciplinary actions when employees have various, repeated offenses to the time keeping policy and/or procedure.

### **B. WORK SCHEDULES & HOURS OF WORK**

Work schedules and hours of work shall be determined by the Department Directors to best meet the needs of the city in the most efficient manner. Employees shall have the expectation of duty when needed to report to work after hours for emergencies and other such work as needed.

### **C. BASE WAGE SCHEDULE – See Exhibit A**

### **D. OVERTIME**

The City may require FLSA non-exempt employees to work overtime when the City deems such overtime is necessary to the operations of the City. Overtime should be kept to a minimum and approved in advance whenever possible. In accordance with FLSA regulations, overtime hours shall be compensated at one and one-half time the employee's normal hourly rate for hours **worked** in excess of forty (40) hours in a work week. Over-time for police officers shall follow Section 7(k) of the FLSA.

**E. COMP-TIME**

The maximum amount of comp-time which can be banked by non-administrative employees at any given time is forty (40) hours. Any employee off work on comp-time can be called into work during an emergency. Comp-time is only paid out upon end of employment (termination of employment, resignation, or retirement.)

**F. CALL-IN PAY**

Employees who respond to "call-in" outside of their regular scheduled hours of employment shall be entitled to a minimum of two (2) hours of over-time pay.

**G. STANDBY COVERAGE PAY (ELECTRIC UTILITY ONLY):**

Lineman shall provide weekly standby coverage. For purposes of this coverage, the weeks shall consist of starting at 7:00AM on Monday and ending at 7:00AM on the following Monday.

- A) Each lineman shall be assigned weekly standby coverage by their supervisor on a rotating basis. Such assignments shall be equalized annually. Lineman may agree to trade their assigned standby weeks or portions thereof, subject to supervisor approval:
- B) A Lineman are required to carry a pager or cell phone provided by the supervisor during a lineman's standby coverage shift.
- C) A Lineman shall, during the assigned standby coverage, remain within a distance of the City of Wisconsin Dells city limits in order to respond to a page or call outside of the normal working hours within thirty (30) minutes; and
- D) Compensation for Standby Coverage shall be 2 hours of the employee's normal hourly rate for each day they are on standby coverage. This payment is waived in the event that a call-in occurs, whereas the employee shall then be entitled to the 2-hour over-time minimum call in provision.

**H. SHIFT DIFFERENTIAL PAY (POLICE & DISPATCH DEPT ONLY)**

Shift differential pay of 20 cents per hours shall be given for shifts between the hours of 2:00pm and 10:00pm. Shift differential pay of 30 cents per hours shall be given for shifts worked between the hours of 10:00pm and 6:00am.

**I. PAY DAY AND DIRECT DEPOSIT** - The City will process payroll by-weekly ending on a Saturday with payday being every other Thursday for the preceding pay period. Payment will be made by means of direct deposit into the employee's designated bank account(s).

**J. LEAVE OF ABSENCE**

Employees past their probationary period are eligible for a general leave of absence. Leaves of absence shall be granted as follows:

**1. Jury Duty:** Leave for jury duty shall be as provided by law. An employee called to jury duty will be paid their regular salary.

**2. Military Leave:** Leaves will be granted for various duties of service in the military as provided by law. Such leaves will be without pay. An employee may use vacation or compensatory time for such military leave.

**3. General Leave:** A leave that does not involve paid time of fall under FMLA is classified as unpaid leave of absence. Requests for unpaid leave shall be submitted to the Department Director in writing. Approvals of such requests are at the Department Director's discretion. No leave shall be granted for the purpose of seeking other employment. Failure to report back to work following an approved leave of absence shall be considered a voluntary resignation.

**4. Family and Medical Leave:** See the appropriate policy section of this handbook.

No benefits shall accrue during an unpaid leave of absence. At the employee's expenses, an employee may continue the employee's health insurance during an approved leave of absence in accordance with applicable state and federal continuation requirements.

**K. INCLEMENT WEATHER**

All city building and offices shall remain open during inclement weather unless the Mayor declares them closed. In that case, city employees shall receive their normal wage for the hours missed due to the closing.

## EXHIBIT A - STARTING WAGE TABLE

(Employees Hired Prior to Jan. 1, 2014 will continue with their existing wage schedule.)

EMPLOYEE CLASSIFICATION	STARTING WAGE (Same as in the ending union contracts.)
DPW COMMON LABORER	\$15.99
DPW MACHINE OPERATOR I	\$17.76
DPW MACHINE OPERATOR II	\$18.10
DPW ASSISTANT FOREMAN	\$19.28
DPW FOREMAN	\$20.40
DPW MECHANIC	\$18.40
WATER FOREMAN	\$19.54
METER READER/REPAIRMAN	\$19.54
ELECTRIC LEADMAN	\$23.83
ELECTRIC ASSISTANT LEADMAN	\$23.15
ELECTRIC LINEMAN	\$22.87
ELECTRIC APPRENTICE LINEMAN	\$20.12
CUSTODIAN – BLDG & GROUNDS	\$17.54
CEMETERY SEXTON	\$17.88
PARK MAINTENANCE	\$17.56
CLERICAL I	\$14.06
CLERICAL II	\$17.41
LIBRARY CLERK	\$15.24
MUNICIPAL COURT CLERK	\$15.61
DISPATCHER – POLICE DEPT.	\$18.12

## EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of the Employee Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the City Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that any contract or employment agreement must be authorized and approved by the Employer and Union to the extent required by law.

I understand that the contents of this Handbook may be changed by the Personnel Committee and/or the Common Council.

After you have reviewed the Handbook sign this Employee Acknowledgment page and return it to your supervisor, who will submit it to the Human Resources Department to be placed in your personnel file. Thank you for being part of the City of Wisconsin Dells staff.

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Employee's Signature

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Date

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Print Name