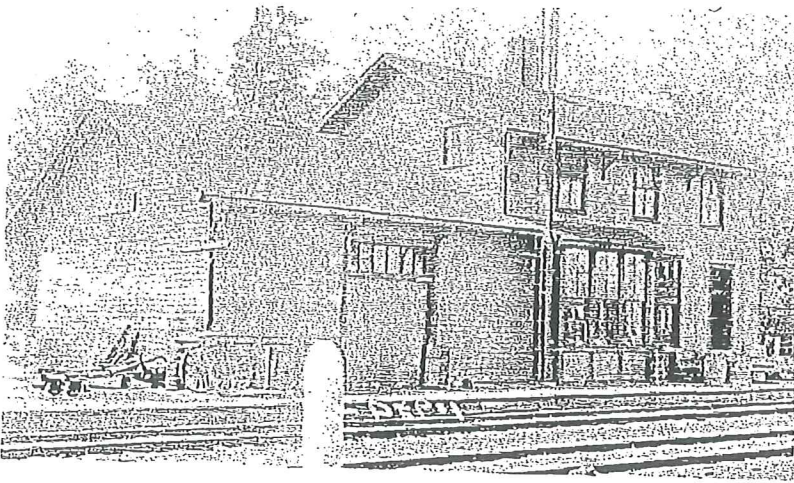


**VILLAGE OF FREDERIC**  
**EMPLOYMENT POLICY**  
**and**  
**PROCEDURES GUIDEBOOK**



Freddie Depot 1901



Freddie Depot 2015

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## **ARTICLE 1**

### **Introduction**

The Village of Frederic (the Village) was founded in 1902 and is home to over 1,100 residents (census bureau 7/1/14). The Village is rich in history and many community traditions. We encourage you to learn about the Village's history so as to help you to serve the residents better.

Contained within this Guidebook is information and general guidance regarding employment policy, procedures, rules and regulations for the use of management and employees of the Village.

The Guidebook has been prepared to acquaint all employees with the current policy, procedures, rules and regulations in effect in the Village, which provide for the Village's orderly and efficient operation.

#### **1.1 At- Will Employment**

Nothing in this document, in any similar predecessor document, job description, job posting or advertisement, nor any past practice or understanding or agreement, whether oral or in writing, shall be deemed or construed to constitute or create a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied, between the Village and any municipal employee.

The Village employs persons on an at-will basis, and employment is not for any definite period. No municipal employee shall be deemed to have any property interest in continued employment with the Village. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

All employment with the Village shall be based on the need for the work and fiscal responsibility as determined at the sole discretion of the Village Board.

#### **1.2 General Provisions**

The Village Board reserves to itself the sole power and discretion to create, eliminate, change or expand its workforce, create or modify positions and job descriptions, its general employment policies and procedures, and this document, at any time, for any reason and without notice.

This guidebook supersedes all previous handbooks, manuals, guidebooks, statements, policies, procedures, rules or regulations given to Village employees, whether verbal or in writing.



## ARTICLE 2

### Scope, Application and Management Rights

The policy and procedures contained in this guidebook apply to all Village employees.

The policy and procedures contained in this guidebook are subject to the application of other laws in the case of certain classes of Village employees.

Operational, safety and similar mandated policies, procedures, rules and regulations relating to the functioning of the police, public works, sewer and water utility departments supplement this guidebook.

Certain rights and responsibilities are imposed on the Village by state and federal laws, rules, legislation and court decisions. Many of these have implications for the policies and procedures that govern employees. For this reason, a summary of the Village's basic rights and responsibilities as an Employer is helpful. These rights and responsibilities include, but are not limited to, the following:

Managing the Village's employees, including the hiring, evaluation, compensation, promotion, scheduling, transfer, assignment, and retention of employees in positions with the Village. This includes:

- a) Establishing work rules
- b) Establishing and altering employment policies and procedures, including those set forth in this guidebook
- c) Suspending, discharging, or taking other appropriate disciplinary action against employees
- d) Scheduling overtime work as required, consistent with the Village's requirements
- e) Developing job descriptions and creating or eliminating jobs as the Village's needs require
- f) Introducing new or improved methods or facilities or changing existing methods or facilities
- g) Determining whether work will be performed by Village employees or by alternate providers

## **ARTICLE 3**

### **Equal Employment Opportunity**

The Village of Frederic is an equal employment opportunity employer.

The Village provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

The Village complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Village has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Village expressly prohibits any form of unlawful employee harassment based on of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Improper interference with the ability of The Village employees to perform their expected job duties is absolutely not tolerated.

#### **3.1 Americans with Disabilities Act**

The Village will comply with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) and reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Village. Contact the Human Resource department with any questions or requests for accommodation.

## ARTICLE 4

### Anti-Harassment Policy

The Village is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, The Village expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of The Village to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. The Village prohibits any such discrimination or harassment.

The Village encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of The Village to promptly and thoroughly investigate such reports. The Village prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

#### Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example;

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.



Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Individuals and Conduct Covered**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to The Village (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Complaint Process**

When possible, The Village encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Village recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, or the Office Manager/Administrator. The immediate supervisor will be responsible for bringing concerns to the attention of the Office Manager/Administrator.

The Village encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained.



Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

If a party to a complaint does not agree with its resolution, that party may appeal to The Village Personnel Chair. Requests for review should be in writing no later than 5 business days after receiving determination of findings from the Office Manager/Administrator. After review the Personnel Chair will respond within 10 business days, if possible with their determination.

If after receiving the determination of the Personnel Chair, the employee is not in agreement with determination, they may appeal to the Village President. Such appeal request should be in writing within 5 business days after receiving determination of findings from the Personnel Chair. After review the Village President will respond within 10 business days, if possible with their determination. The findings of the Village President are final and binding.

## **ARTICLE 5**

### **Rules of Conduct**

Rules and regulations governing the conduct of employees on the job are intended to provide for the orderly and efficient operation of the Village.

Every employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and the standards set forth in their job description or as otherwise established.

Additional Rules and Regulations governing the conduct of employees on the job may be found in the Code of Ordinances and in the lawful orders of the Village Board.

The Village supports the enforcement of the reasonable rules of conduct contained in the Employee Handbook and elsewhere as intended to be positive and progressive, and to enhance the performance of the employee's job performance.

#### **5.1 Progressive Discipline Policy**

Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws

Outlined below are the steps of our progressive discipline policy and procedure. The Village reserves the right to combine or accelerate steps in this process depending on the facts of each situation and the nature of the offense.

The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on The Village.

The following outlines The Village's progressive discipline process:

##### **Verbal warning:**

A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.

#### Written warning:

Written warnings are used for behavior or violations in policy, that The Village considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.

#### **Performance Improvement Plan**

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a Performance Improvement Plan (PIP).

The employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

The Village reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Records of disciplinary actions will be maintained in an employee's personnel file for up to one year after recorded behavior has ceased.

### **5.2 Codes of Conduct**

The following rules of conduct on the job are behaviors that are not acceptable in the workplace yet are not an exhaustive list of unacceptable conduct. Violation of these and other employment policies may result in disciplinary action up to and including termination of employment.

- a) Excessive tardiness or absenteeism
- b) Unsatisfactory job performance
- c) Being absent from work without permission or proper notification
- d) Discourtesy toward other employees, elected officials and the general public
- e) Insubordination or failure to perform duties as instructed; willful and intentional refusal to perform work assignments or to follow orders of your supervisor
- f) Gross neglect or negligence



- g) Violation of any safety procedure, program, or rule causing unsafe conditions, or carelessness in regard to safety to self or others or failure to properly use safety devices or tampering with safety equipment
- h) Engaging in criminal conduct, threatening behavior or acts of violence, fighting or provoking a fight
- i) Theft or unauthorized possession of Village property or the property of fellow employees; unauthorized possession or removal of any Village property, including documents from the premises without prior permission from the Village Administrator
- j) Sleeping during work hours
- k) Giving confidential information to unauthorized individuals
- l) Spreading malicious gossip and /or rumors; engaging in behavior which creates discord and/or lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same
- m) Conducting a lottery or gambling on Village property
- n) Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs
- o) Creating or contributing to unsanitary conditions
- p) Obscene or abusive language toward any fellow employee, or the general public; indifference or rudeness toward a fellow employee or member of the general public
- q) Failure to immediately report damage to or an accident involving Village property
- r) Working under the influence of alcohol or illegal drugs
- s) Possession of dangerous or unauthorized material, such as explosives or firearms at work

### 5.3 Grievance Policy

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police subject to Section 62.13(5), Wis. Stats.

#### Definitions

For the purposes of this policy the following definitions apply:

"Employee discipline" includes all levels of progressive discipline outlined in the Rules of Conduct section 5, but shall not include the other personnel actions taken by the employer that are not a form of progressive discipline including the following: placing an employee on paid administrative leave pending an internal investigation, supervisor/subordinate counseling sessions,



meetings or other pre-disciplinary action, actions taken to address work performance, including use of a performance improvement plan, training, job targets, demotion, transfer or change in job assignment.

"Employee Termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions: voluntary resignation, layoff or failure to be recalled from layoff at the expiration of the recall period, retirement, job abandonment, "no call, no show", or other failure to report to work, or termination of employment due to medical condition, lack of qualifications or license, or other inability to perform job duties.

"Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence and training related to the same.

### **The Grievance Procedure**

Employees should first discuss complaints with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. The following are the formal steps of the grievance procedure.

#### **Step 1- A written grievance**

A written grievance is filed with the appropriate department head. The employee must prepare and file a written grievance with their department head within 5 business days of when the employee knows or should have known of the events giving rise to the grievance. The Office Manager/Administrator will investigate the facts giving rise to the grievance and inform the employee of his/her decision, within 10 business days of receipt of the grievance. In the event the grievance involves the Office Manager/Administrator, the employee may initially file the grievance with the Village Administrator, who shall conduct the step investigation.

#### **Step 2 - Review by Office Manager/Administrator**

If the grievance is not settled at Step 1, the employee may appeal the grievance to the Office Manager/Administrator within 5 business days of the receipt of the decision of the Department Head at Step 1. The Office Manager/Administrator will review the matter and inform the employee of his/her decision, within 10 business days of receipt of the grievance.

**Step 3 - Impartial Hearing Officer**

If the grievance is not resolved by both parties at Step 2, the employee may request in writing, within 5 business days following receipt of the Office Manager/Administrator decision, a request for written review by an Impartial Hearing Officer. The Village Attorney shall serve as the Impartial Hearing Officer. In all cases, the grievant shall have the burden of proof to support the grievance. The Impartial Hearing Officer will determine whether the Village acted in an arbitrary and capricious manner. Depending on the issue involved, the Impartial Hearing Officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The Impartial Hearing Officer shall prepare a written decision.

**Step 4 – Review by the Village Board**

If the grievance is not resolved after step 3, the employee or the Village Administrator shall request within 5 business days of receipt of the written decision from the Impartial Hearing Officer, a written review by the Village Board. (For Library employees, the review shall be handled by the Library Board.)

The Village Board shall not take testimony or evidence; it may only determine whether the Impartial Hearing Officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will not be scheduled for the Village Board's next regular meeting; a separate Village Board meeting will be held. The Village Board will inform the employee or the Village Administrator of its findings and decision in writing within 10 business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and the decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process their grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp. time, etc.) in order to be paid for time spent processing the grievance through the various steps of the grievance procedure.

#### **5.4 Solicitation and Distribution**

Employees may not, in working areas at any time, engage in solicitation of any kind or the distribution of literature of any kind during normal working hours or during the normal working hours of any employee being solicited or receiving literature.

The term working area does not include any area provided to employees as a lunch or break room. The term normal working hours does not include regular, authorized breaks or an employee's unpaid lunch period.

#### **5.5 Political Activity**

Employees may not hold elective office in the Village.

Employees shall not, in their working area or during their working hours, engage in political activity relating to Village government except to sign a nomination petition or to vote. An employee may express a private or personal opinion with respect to Village government political issues only in an area provided as a lunch or break room, and then only during authorized breaks or the unpaid lunch period.

No employee shall attempt to influence or to pressure any other employee, citizen or resident to obtain any property or contribution of money, time or support, directly or indirectly, for any political campaign or personal gain during the employee's or any other employee's working hours or in the working area.

#### **5.6 Drugs and Alcohol**

Employees shall not possess, consume, use, or be under the influence of any alcohol, illegal drugs or any controlled substance, other than a drug prescribed by a physician, during working hours or while on Village property. Possession, consumption, use of, or being under the influence of any of the above while on the job or while on Village property may be grounds for immediate dismissal. The following is the comprehensive drug and alcohol policy for the Village.

##### **Purpose**

In compliance with the Drug-Free Workplace Act of 1988, Village of Frederic has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the company operates. Alcohol and drug abuse poses a threat to the health and safety of Village of



Frederic employees and to the security of the Village's equipment and facilities. For these reasons, Village of Frederic is committed to the elimination of drug and alcohol use and abuse in the workplace.

**Scope**

This policy outlines the practice and procedure designed to correct instances of identified alcohol and drug use in the workplace.

This policy applies to all employees and all applicants for employment of Village of Frederic. The Village is responsible for policy administration.

**Substance Abuse Awareness**

Illegal drug use and alcohol misuse have many serious adverse health and safety consequences. Information about those consequences and sources of help for drug or alcohol problems is available from the HR department, which has been trained to make referrals and to assist employees with drug or alcohol problems.

**Employee Assistance**

Village of Frederic will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline or termination under this or other Village of Frederic policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including discharge, will be unavoidable.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to Village of Frederic underlying medical conditions unless directed to do so.



## Work Rules

1. Whenever employees are working, are operating any Village of Frederic vehicle, are present on Village of Frederic premises or are conducting company-related work offsite, they are prohibited from:
  - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
  - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Village of Frederic will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## Required Testing

### *Pre-employment*

All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

### *Reasonable suspicion*

Employees are subject to testing based on (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. HR, the plant manager or the director of operations should be consulted before sending an employee for testing. All levels of supervision making this decision must use the Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol. If the results of the Observation Checklist indicate further action is justified, the manager or supervisor should confront the employee with the documentation and with a union representative present (for all unionized employees) or with another member of management (for all nonunionized employees).

*Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of supervision/management and a union rep (if appropriate) must escort the employee; the supervisor/manager will make arrangements for the employee to be transported home.*

**Post-accident**

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Village of Frederic vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a Village of Frederic forklift, pickup truck, overhead cranes and aerial/man-lifts) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*

**Follow-up**

Employees who have tested positive, or otherwise violated this policy, are subject to discipline, up to and including discharge. Depending on the circumstances and the employee's work history/record, Village of Frederic may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Village of Frederic for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be subject to immediate discharge from employment.

**Collection and Testing Procedures**

Employees subject to alcohol testing should be driven to a designated facility, St. Croix Regional Medical Center and directed to provide breath specimens. Breath specimens should be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen should be tested approximately 20 minutes later. The results of the second test should be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the Village's discretion.

For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing should be driven to a designated medical facility, St. Croix Regional Medical Center and directed to provide urine specimens.

Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens should be sent to a federally certified laboratory and tested for evidence of marijuana, cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory should screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory should transmit all positive drug test results to a medical review officer (MRO) retained by St. Croix Regional Medical Center, who should offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Village of Frederic until such time that the MRO has confirmed the test to be positive.

### **Consequences**

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. *If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.*

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol or drug testing and then suspended pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management/supervision, a union representative (if requested), and HR. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.



**Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

**Inspections**

Village of Frederic reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband; affected employees may have union representation involved in this process. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

**Crimes Involving Drugs**

Village of Frederic prohibits all employees, including employees performing work under government contracts, from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Village of Frederic employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel should be notified, as appropriate, when criminal activity is suspected.

Village of Frederic does not desire to intrude into the private lives of its employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Village of Frederic reserves the right to take appropriate disciplinary action for drug use, sale or distribution while off company premises. All employees who are convicted of, plead guilty to or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Village of Frederic.

**Definitions**

"Company premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Village of Frederic or on any site on which the company is conducting business.



“Illegal drug” means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

“Refuse to cooperate” means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

“Under the influence of alcohol” means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

“Under the influence of drugs” means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient’s name, the name of the substance, quantity/amount to be taken and the period of authorization).

### **Reasonable Suspicion and Post-Accident Testing Protocol**

1. The employee will be advised that Village of Frederic believes that there is reasonable suspicion to believe that he or she is affected by illegal drugs or alcohol (or due to the nature of the accident the policy mandates this) and that this test is being offered to confirm or deny this suspicion.
2. The employee will be transported to any one of the Village’s contracted testing facilities (e.g., health services, prompt care or the emergency department). One member of management or a designated attendant will accompany the employee along with a union representative, if requested by the employee. *Under no circumstances will the employee be allowed to drive himself or herself to the testing facility.*
3. Prior to leaving for the testing facility, supervision/management will contact the testing facility to inform it that a staff member from Village of Frederic will be arriving and will need a drug or alcohol test completed.
4. The employee should be provided water to drink prior to leaving the company premises.
5. The employee should be given reasonable time—not to exceed 15 minutes—to secure photo ID in the company of a Village of Frederic representative.

6. The employee to be tested must present a photo ID (i.e., a driver's license or state ID card) to the testing facility staff before the specimen can be obtained. Ensure that the employee brings the photo ID with him or her when leaving Village of Frederic premises.
7. The employee to be tested must sign a consent form provided by the testing facility. Refusal to sign is addressed under the "Consequences" section of this document.
8. A Village of Frederic representative must sign as a witness to the collection procedure, along with the tested employee.
9. After returning to the company or when leaving the testing facility, the supervisor/manager must make arrangements to transport the person home (unless testing results are immediate). Under no circumstances will the tested employee be allowed to drive himself or herself home.

### **Enforcement**

The HR department is responsible for policy interpretation, administration and enforcement.

## **5.7 Public Service**

All Village employees are public servants. Employees shall, at all times and in all circumstances while dealing with the public, conduct themselves in a manner which reflects favorably upon the Village.

Employees shall provide the public with prompt, courteous, effective and efficient service, and shall promptly and accurately communicate citizen comments, concerns and questions to their immediate supervisor who shall refer potential action matters to the attention of the appropriate Committee, which shall recommend such potential action to the Village Board.

## **5.8 Dress code and Public Image Appearance**

As an employee of the Village, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office.

You are, therefore, required to dress in appropriate business casual attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, customers, vendors and clients. A cheerful and positive attitude is essential to our commitment to extraordinary customer service and exceptional quality.

Employees shall maintain reasonable standards of neatness and cleanliness. Employees who come to work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees may not be compensated for the time that they are away from work. All clothing will be clean, neat and free from tears and holes.

Prohibited items of dress include, but are not limited to: inappropriate footwear (i.e. flip flops, tennis shoes) sagging pants, sweat pants, pajama pants, spandex clothing and tops that have spaghetti straps, low necklines or are see-through. Clothing that is ripped, frayed or disheveled or athletic wear are prohibited. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job.

Personal safety equipment and protective clothing such as safety glasses, shoes etc. must be worn where required by working conditions or hazards.

### **5.9 Payment Other Than Wages**

No employee shall accept or solicit any direct or indirect payment, individual fee, gift, discount, entertainment or anything of value, other than wages and benefits paid in the normal course of employment by the Village, in the course of performing Village work, as compensation for performing any Village job or for providing any Village service, in recognition of any work or service, or by virtue of the employee's position as a public employee.

### **5.10 Private and Public Property**

Property of any value found by or coming into the hands of employees from any person during the performance of their duties shall not be converted to personal use or for personal gain, but shall be reported to and surrendered to the supervisor for disposal or processing according to established departmental procedures.

Employees shall not remove any Village property, any property belonging to Village contractors, property in Village custody, or the property of any other Village employee from the work site.



This policy does not preclude employees' use of Village property or vehicles when necessary for job performance or where given prior approval to perform work appropriate to the job away from the work site, to travel to and from the work site, or to use Village property for minor or occasional personal use upon prior approval and after providing reasonable indemnification to the Village for such use.

### **5.11 Smoking**

The Village is committed to providing a safe and healthy workplace and to promote the health and wellbeing of its employees.

It is the policy of the Village that smoking is not permitted in or on Village property or equipment. Smoking outdoors is permitted only in designated smoking areas away from the entrances and exits of the building. Smoking receptacles must be used for the disposal of smoking debris.

Smoking breaks are only permitted during regularly scheduled break time.

For purposes of this policy smoking materials include; cigarettes, pipes, cigars, electronic cigarettes, chewing tobacco and other are considered.

### **5.12 Safety and Health**

Employees shall, at all times, conduct their work in a safe and healthful manner with the public, their own, and their fellow workers' safety their first priority.

Employees shall comply with all posted, promulgated or legally mandated health and safety regulations pertaining to the performance of their jobs and the maintenance of their work spaces.

Employees must, at all times, wear any safety equipment and clothing, and any safety guards or devices provided for or mandated to be used as part of performing their job duties.

All work related injuries or illnesses of any kind, no matter how minor or severe, shall be reported to the supervisor immediately.

### **5.13 Job Accountability**

Employees shall perform the duties of their job in accordance with the job descriptions and as directed by their immediate supervisor.

Job performance shall meet the reasonable work standards established by supervisors, management staff, and as promulgated from time to time by the Village Board.

Employees shall notify the supervisor whenever leaving the work site, and shall immediately report for duty upon the expiration of any break or lunch period. Employees shall not leave work, commence clean up or stop work without notifying the supervisor.

### **5.14 Employee Records**

Employees shall submit timely and accurate time sheets, and shall provide personal information as required for the Village to comply with state and federal labor laws, record keeping and maintenance, and insurance requirements.

A change of name, address, home telephone number, or change affecting fringe benefits or tax withholding information shall be reported to the Personnel Director without delay.

The Wisconsin open records law protects the confidentiality of personnel files. The law is very specific about what information can be released in the event of a request and under what circumstances the employee involved must be notified. The Village complies with the Wisconsin open records law.

### **5.16 Telephone**

Employees shall not use Village telephones for personal or long distance calling except with prior authorization of the supervisor or in the case of an emergency.

### **5.17 Personal Cellular Phones**

While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others.

Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the Village policy.

This prohibition of cell phone or similar device use includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company related activities not named here while driving.

The Village will not be liable for the loss of personal cellular phones brought into the workplace. Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner.

### **5.18 Internet, E-Mail, and Computer Usage Policy**

#### **Policy Statement**

The use of The Village automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the Company.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities, as well as if it is performed during normal business hours other than personal time (lunch or other breaks). Electronic communication should not be used to solicit or sell products or services that are unrelated to the Village's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of the Village's computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate Village purposes;



- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Misrepresenting oneself or the Village;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of Company networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using the Village automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory entity. Such material violates the Villages anti-harassment policies and is subject to disciplinary action. The Village's electronic mail system, Internet access, and computer systems must not be used to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of the Village resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The Village will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the Village's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

### **Ownership and Access of Electronic Mail, Internet Access, and Computer Files**

The Village owns the rights to all data and files in any computer, network, or other information system used in the Village. The Village also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using Village equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Village officials at all times. The Village has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate Village official.

The Village has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

### **Confidentiality of Electronic Mail**

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and Company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of the Village policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Employees found to have engaged in such activities will be subject to disciplinary action.

**Electronic Mail Tampering**

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

**Policy Statement for Internet/Intranet Browser(s)**

The Internet is to be used to further the Village's mission, to provide effective service of the highest quality to the Village's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are Village resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All Village policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

**Personal Electronic Equipment**

The Village prohibits the use or possession in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of the Village and of each person whose image is recorded. Employees with such devices should leave them at home unless expressly permitted by the Village to do otherwise. This provision does not apply to designated Village personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers to the workplace or connect them to Village electronic systems unless expressly permitted to do so by the Village. Any employee bringing a personal computing device (including flash drives) or image recording device onto Village premises thereby gives permission to the Company to inspect the personal computer or image recording device at any time with personnel of the Village's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question. Employees who do not wish such inspections to be done on their personal computers or imaging devices should not bring such items to work at all.



Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from the Village or from individuals whose rights are harmed by the violation.

#### **5.19 Outside Employment**

Regular full time Village employees shall not hold employment outside their employment with the Village if such outside employment will create any actual or any appearance of a conflict of interest with the Village, if such outside employment will affect the efficient and effective performance of their job duties, or if such outside employment makes it necessary for any reason to change the work assignment or schedule.

## ARTICLE 6

### WAGES, HOURS AND WORKING CONDITIONS

The Village employs persons in a full-time, part-time, and temporary or seasonal capacity. The Village offices are open to the Residents and the public 9 a.m. to 4 p.m. Employees hours may be scheduled surrounding those hours in order to fulfill their regular assigned schedule.

#### 6.1 Employment Status

##### Full-Time

A full-time employee is one who is regularly scheduled to work forty 40 or more hours per week.

##### Part-Time

A part-time employee is one who is regularly scheduled to work less than forty (40) hours per week.

##### Temporary/Seasonal

A temporary or seasonal employee is one who is hired for a specified, limited period of six (6) months or less, for a specified, limited position or project, and who, during such limited period or for such limited purpose, is generally not scheduled to work more than forty (40) hours per week.

#### 6.2 Working Hours

The normal workweek shall be eight (8) hours per day and forty (40) hours per week. The normal workweek shall begin Monday morning and end Sunday night. The normal pay period shall be every two weeks. The Village shall issue checks within five (5) business days of the end of each pay period.

Managerial and supervisory personnel, on their own authority or at the direction of the Village Board, shall establish and may vary the normal working hours and the normal work week of any Village employee where doing so is likely to best meet departmental operating requirements, and to best enhance the effective and efficient delivery of Village services to the public.

### 6.3 Lunch and Breaks

Village employees are entitled to an unpaid, 30-minute duty-free lunch period during each workday. Village employees may, upon supervisor approval, take two paid, 15-minute break periods per workday.

If taken, one 15-minute break period must be taken during the first half of the workday. The second 15-minute break period must be taken during the second half of the workday. The breaks may not be taken at the beginning or at the end of the workday. They may not be taken immediately before or after the lunch break. They may not be aggregated, substituted, traded, banked, saved, credited, or in any other manner manipulated to effect any change in the employee's work schedule.

Break periods are calculated from start to finish regardless of the time, place or manner of their exercise. No break period may be taken if doing so will leave any Village office, facility or other public contact location untended or unavailable for public service.

### 6.4 Overtime

Village supervisory personnel may require any employee, at any time, to work beyond the end of the normal working hours per day, or beyond the total hours of the normal workweek.

In the event the Village requires such overtime work to be actually performed it shall compensate employees who perform actual work in excess of forty (40) hours during any workweek at the rate of 1 ½ times their regular rate of pay.

Employees shall not work in excess of forty (40) hours during any workweek without the express prior authorization of the immediate supervisor.

Overtime/Compensatory Time: Compensatory time shall be issued at 1 ½ times the hours worked for work over 40 hours per week for non-exempt employees. Compensatory time should be used, when possible, hour for hour in the same week. If not possible, 1 ½ times the hours worked over 40 hours in a work week can be accumulated up to 120 hours and must be taken off within 12 months. Exceptions may apply due in the case of inclement weather or Village emergencies that require the Public Works Director to schedule employees for extra hours. Compensatory time is not available for salaried employees.

Supervisors may reduce an employee's regularly scheduled workweek in order to avoid the need for overtime. No such prior authorization shall carry over to, or apply to, any pay period except the one for which the authorization is actually made.



Hours credited as actually worked because of a paid holiday shall be included in determining whether an employee has actually worked in excess of forty (40) hours during a workweek.

Pay received or hours credited as actually worked because of personal leave, vacation, other leave taking, or due to any premium paid for actual work on a holiday shall not be included in determining whether an employee has actually worked in excess of forty (40) hours during a workweek.

Employees will be paid for overtime hours actually worked along with the regular compensation for the pay period in which it is earned.

**ARTICLE 7****LEAVES AND BENEFITS**

The Village provides certain leaves, allowances for paid time off, and benefits as follows:

**7.1 Personal Leave**

Regular full-time employees will be credited with six (6) days of personal leave annually on January 1st. Personal leave may be taken throughout the calendar year for any personal reason. Employees shall be compensated for unused personal leave at the end of the calendar year.

Employees who provide the Village with timely notice and who are absent due to illness or injury for three consecutive workdays may be required to submit a physician's certification or other medical authorization before being permitted to return to work.

**7.2 Vacation**

Regular full-time employees shall accrue vacation leave, according to the following schedule:

<b>Length of Service</b>	<b>Vacation Time Earned</b>
After 1 year	1 Week
After 3 Years	2 Weeks
After 7 Years	3 Weeks
After 15 Years	4 Weeks

Accumulation of the vacation leave benefit according to the preceding schedule is based on continuous, uninterrupted employment with the Village.

The vacation year is defined as the calendar year. Vacation taken in the current year shall be the amount earned in the preceding calendar year. Vacation to which the employee is entitled, but not taken, shall be forfeited. However, if it can be demonstrated that the vacation could not be taken at the behest of the Village, then the employee shall receive a cash payment representing unused vacation at the end of the calendar year.

All vacation requested must be approved in advance by the immediate supervisor. Employees may request time off in writing or verbally with their Supervisor. Employees must have prior approval from Supervisor before taking 2 or more consecutive weeks of vacation. Time lost due to any work-related sickness or accident shall be considered time worked for the purpose of determining eligibility for vacation.

Upon termination of employment or retirement, a regular full-time employee shall receive cash compensation, at the employee's last current rate, for all unused vacation earned in the current year as well as all vacation earned in the preceding year but not used by the employee.

In the event of an employee's death, the employee's beneficiary or estate shall receive cash compensation, at the deceased employee's last current rate, for all unused vacation earned in the current year as well as all vacation earned in the preceding year but not used by the deceased employee.

### **7.3 Holidays**

Regular full-time employees shall be allowed 9 paid Holidays per year as follows:

New Year's Day	Friday after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
Thanksgiving Day	

Employees shall be entitled to the listed days off with pay at their regular hourly rate. If an employee works a holiday, the pay for the time actually worked will be additional compensation at the rate of one and one-half the employee's regular hourly rate.

If a holiday falls on a Saturday, the preceding Friday shall be deemed and observed as the holiday. If the holiday falls on a Sunday, the following Monday shall be deemed and observed as the holiday. When December 25 falls on a Saturday, the preceding Thursday shall be deemed and observed as the Christmas Eve holiday. When it falls on a Sunday or a Monday, the preceding Friday shall be deemed and observed as the Christmas Eve holiday. Supervisors may adjust this schedule based on the Village's needs.

Unless granted prior approval by an immediate supervisor, an employee who fails to actually work, if scheduled, the day before and the day after any holiday forfeits any entitlement to holiday pay.

In the event that a paid holiday falls within a period when an employee is on leave, it shall be charged as a paid holiday, and not deducted from the employee's leave.



#### **7.4 Bereavement Leave**

Regular full-time employees shall be allowed Bereavement Leave as follows:

An employee who is absent from work because of the death of the employee's spouse or child may be excused without loss of pay for a maximum of six (6) regularly scheduled workdays.

An employee who is absent from work because of the death of the employee's parent, brother, sister, father-in-law, mother-in-law, son-in-law or daughter-in-law, or any relative living in the same household with the employee, may be excused without loss of pay for a maximum of four (4) regularly scheduled workdays.

An employee who is absent from work because of the death of the employee's grandparents, aunts and uncles, may be excused without loss of pay for a maximum of two (2) regularly scheduled workdays.

An employee who is absent from work because of the death of the employee's niece, nephew, brother-in-law, sister-in-law, or grandparent-in-law may be excused without loss of pay for one (1) regularly scheduled workday.

Pay for bereavement leave shall be computed at the regular hourly rate to a maximum of eight (8) hours for one day. Bereavement leave shall not be credited as time worked for the purpose of computing overtime.

Bereavement leave is in addition to any other leave.

With prior approval from an immediate supervisor, and employee without remaining bereavement leave entitlement, may be allowed to take personal or vacation leave for bereavement purposes.

Bereavement leave may not be accumulated.

#### **7.5 Jury Duty**

Employees called to jury duty or subpoenaed to appear as a witness on behalf of the Village in a legal proceeding shall receive their regular rate of pay for all time actually away from the job attributable to such service.

To receive jury duty pay, the employee must provide the Village with adequate proof of service and actual attendance at the proceeding, and shall surrender to the Village any jury duty pay or witness fee, less mileage allowance, received related to such service.

An employee called to jury duty or to act as a witness must report back to work as soon as reasonably possible during the work day whenever such service requires the employee to be absent from the work place for less than a full workday.

Time spent by an employee while on jury duty or as a subpoenaed witness, up to a maximum of eight (8) hours per day, shall be counted as time worked for overtime purposes.

### **7.6 Insurance**

The Village offers a comprehensive insurance program providing health and dental insurance, life and non-occupational short-term disability coverage for eligible employees. Please refer to your Summary of Benefits Coverage which will govern all eligibility requirements and benefit coverages.

The Village has the sole discretion to determine what insurance benefits will be provided and the level of the benefits to be offered.

Because of the ever-increasing cost of medical insurance, employees are required to contribute an amount toward the cost of monthly premiums. On an annual basis during the budget process, the Village Board shall review and establish the employer/employee portion of health insurance costs.

### **7.7 Workers and Unemployment Compensation**

The Village provides workers compensation insurance and unemployment compensation insurance benefits as provided by law.

### **7.8 Wisconsin Retirement System**

The Village participates in the Wisconsin Retirement System and provides 50% of the employer and employee contributions to the System.



VILLAGE OF FREDERIC

Employment Policy and Procedures  
Guidebook

**ACKNOWLEDGEMENT OF RECEIPT**

By my signature below, I acknowledge that I have received a copy of the Village of Frederic Employment Policy and Procedures Guidebook, and that I understand that it is my responsibility to be familiar with its contents, and to ask questions on any matters I do not understand.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Print Name Clearly)

VILLAGE OF FREDERIC

Employment Policy and Procedures Guidebook

APPENDIX

Adopting Resolution Dated April 11, 2016

