



VILLAGE OF HARRISON

PERSONNEL MANUAL

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WELCOME

The Village of Harrison, WI is located on the scenic northeast shore of Lake Winnebago and covers nearly 32 square miles of urban and rural land located within Calumet County, Wisconsin. The Village is part of 5 school districts (Appleton, Kimberly, Kaukauna, Hilbert, and Stockbridge). High Cliff State Park, one of Wisconsin's most beautiful and utilized parks, is located within Harrison and provides over 1,100 acres of open space which include hiking, equestrian trails, spectacular lake vistas and sunsets. The Village of Harrison offers an excellent quality of life for its residents with easy access to all regional amenities for recreation, arts, entertainment, and dining.

IMPORTANT FACTS ABOUT THIS HANDBOOK

We are pleased to present you with this Employee Handbook containing information in summary form about our workplace, the major benefits available to you, and your obligations as an employee.

This handbook is for informational purposes only and does not constitute a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between you and the Village of Harrison.

We reserve the right to alter, change, delete, deviate from, suspend or discontinue any part or parts of the policies in this handbook, including but not limited to any employee benefit without prior notice. No one other than the administration may alter or change any of the policies in this handbook. Any alteration or modification by the administration must be in writing. No statement or promise by an elected official, administrator, department head, supervisor, agent or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

The Village Board is responsible for the approval and amendment of this manual and all policies and procedures of the Village of Harrison. The Board is also responsible for providing direction regarding the application of the organization's policies and procedures, including this manual.

This manual shall be administered by the Village Manager. It is the discretionary right of administration to deviate from the established policies as circumstances may warrant.

Should any provision of this handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the Village of Harrison is a party, the statute, law, ordinance, regulation or collective bargaining agreement shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

It is your responsibility to read and become familiar with the information in the handbook and to follow the policies and procedures contained herein. If you have questions regarding the handbook or matters that are not covered in it, please discuss them with the Village Manager.

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EMPLOYMENT STATUS

Nature of Employment:

Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Village of Harrison is not governed by any written or oral contract and is considered an “at will” arrangement. This means that an employee or the Village of Harrison can end the employment relationship at any time for any reason.

Residency:

There is no residency requirement for any village employee.

Employee Classifications:

We define an employee as a person who works for the Village of Harrison for compensation in the form of wages and excludes unpaid volunteers, independent contractors, elected officials and persons appointed to serve on boards, commissions, or committees. We use the following classifications to determine your employee benefits and eligibility for overtime.

a) Full-Time Employee (30 – 40+ hours/week)

A full-time employee is a regular employee that has received appointment to a regular position that requires the employee to work a standard work year of not less than 1560 hours per calendar year. Full-Time employees are eligible for all benefits as outlined in this manual.

b) Permanent Part-Time Employee (20 – 29 hours/week)

A permanent part-time employee is a regular employee that has received appointment to a regular position that requires the employee to work a schedule of hours annually averaging less than the full-time schedule of the employing department, but average not less than twenty (20) hours per week, over the calendar year.

c) Part-Time Casual Employee (typically less than 20 hours/week)

A part-time casual employee is an employee hired on a part-time basis for certain on-going work needs.

e) Seasonal Employee

A seasonal employee is one who is normally scheduled to work on a full-time or part-time basis for certain periods of the year.

f) Limited Term Employee

A limited term employee is an employee hired for a specific project or on a temporary basis to fill a position of an employee on a leave of absence or whose work is unscheduled in the number of hours per week and/or number of weeks per year.

g) Paid-on-Call Volunteer

A paid-on-call volunteer is one who works in our fire and rescue department. They are compensated on an on-call-basis and paid an hourly amount for performing duties related to fire department business.

h) Exempt and Non-Exempt Status

Employees determined to be exempt from the minimum wage and overtime provisions of the Federal and State Wage and Hours Laws are not eligible for overtime pay and shall be compensated on a salaried basis. Non-Exempt employees (those employees determined to be subject to overtime provisions of the Federal and State Wage and Hours Laws) shall receive overtime pay in accordance with the overtime policy as outlined in the Compensation/Overtime/Compensatory Time section of this Manual. Non-exempt employees will be compensated on an hourly basis.

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EQUAL OPPORTUNITY EMPLOYMENT

Equal Opportunity and Non-Discrimination: We are an equal opportunity employer. All employment decisions, including but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and termination are made without regard to an individual's age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law.

- Supervisors will see that the provisions of this section are met. It is also the duty of every employee to help create a work environment that promotes equal opportunity. You must report any incident or situation you believe violates this policy using the Complaint Procedure outlined below.
- Anyone who engages in unlawful discrimination will be subject to disciplinary action or termination. The Village will not tolerate retaliation against another person for filing a complaint, reporting alleged discrimination, or participating in an investigation. Anyone who engages in retaliation will be subject to disciplinary action or termination.

Reasonable Accommodations for Disabilities:

The Village is committed to full compliance with applicable federal and state disability laws. An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others.

Employees should submit a request for workplace accommodations to their immediate supervisor. Any supervisor who receives a request for a workplace accommodation must forward it to the Village Manager immediately. After receipt of the request, the Village Manager will meet with the employee to discuss all of the facts and circumstances necessary to make an accommodation determination.

Harassment Policy:

The Village is committed to providing a professional work environment that maintains employee equality, dignity and respect. We strictly prohibit and will not tolerate discriminatory practices or harassment against our employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.

Any protected class harassment is unacceptable and will not be tolerated. Anyone who violates this policy will be subject to disciplinary action or termination.

Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy.

Harassment can take many forms and may include, but is not limited to:

- epithets, slurs, or negative stereotyping;
- threatening, intimidating or hostile acts;
- denigrating jokes;
- verbal abuse;
- written or graphic material that denigrates or shows hostility or aversion toward a protected class;
- nonverbal conduct, such as staring or making denigrating gestures;
- physical conduct, such as stalking, assault, unwanted touching;
- any other type of verbal, physical, written or visual conduct.

Sexual Harassment:

This policy protects both male and female employees from sexual harassment. The policy prohibits all conduct, whether physical, verbal, written, or visual that is based on sex, including but not limited to:

- unwelcome sexual flirtations, compliments, advances, requests, or propositions;
- unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault; any sexual statements or referencing one's sexuality, gender, or sexual experience, sexual gestures, innuendoes, suggestions, "kidding," "teasing" or jokes;
- the display of sexually-related or suggestive pictures or objects including emails or other computer images.

Complaint Procedure:

The Village is committed to maintaining a workplace free of discrimination and harassment and take seriously all complaints or reports of harassing or discriminatory conduct by or against any of our employees, supervisors, elected officials, visitors, vendors, citizens, or any other party. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; therefore, the following procedures are in place to address prohibited conduct:

- If you believe you have experienced or witnessed conduct that violates this policy, report the matter as soon as possible to your supervisor, department head, the

Village Manager, or the highest ranking official with oversight for staff or any other member of management with whom you feel comfortable.

- Do not bring a complaint to your immediate supervisor first if the supervisor is the subject of the complaint, or if you feel more comfortable bringing the matter to the attention of one of the other designated representatives identified above.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated.
- The Village will take corrective action designed to end any harassment or discrimination in our workplace and prevent it from recurring.
- Corrective and preventive action may include the imposition of discipline or termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action we deem appropriate under the circumstances. Follow-up inquiries will be made to ensure the harassment or discrimination has not resumed.

The Village recognizes false allegations of harassment or discrimination may have a serious impact on innocent individuals, and appropriate actions against anyone who makes a false claim of harassment or discrimination will take place.

Confidentiality:

The Village understands matters of harassment or discrimination can be sensitive, and when possible, complaints and related information will be kept confidential. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

Retaliation:

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against you for coming forward or participating in the investigatory process. If you believe you are the subject of retaliation, even if the behavior is subtle or you are unsure that the conduct is retaliation, report it immediately to your supervisor, department head, or the Village Manager, or the highest ranking official with oversight for staff. Anyone who violates this retaliation prohibition will be disciplined or terminated.

HOURS OF WORK, ATTENDANCE AND PAY POLICIES

Office Hours:

Village of Harrison regular office hours are 7:30 a.m. – 4:00 p.m. all days except Saturdays, Sundays and legal holidays.

Harrison Utilities regular office hours are 7:30 a.m.- 3:30 p.m. all days except Saturdays, Sundays and legal holidays.

The Public Works Department hours are generally Monday-Friday 6:30 a.m. – 2:30 p.m., with summer hours being 6:00 a.m. – 4:00 p.m. Monday-Thursday.

Other hours may be established based on the discretion of the Public Works Operations Manager and/or the Village Manager. Administrative staff is expected to work hours of employment above and beyond the normal hours of operation as appropriate.

Work Hours:

For most full-time staff, the regular work week will be 40 hours, performed in five, eight-hour workdays Monday through Friday. Specific hours of work shall be decided by your department head. Department heads may authorize variations in your work schedule to accommodate your or departmental needs, or to eliminate or reduce overtime.

Irregular Work Schedule:

An employee whose duties require an irregular work schedule in either a standard workday or a standard work week shall work according to a schedule recommended by the department head and approved by the Village Manager.

Time-Keeping for Non-Exempt Employees:

Non-exempt staff shall maintain a daily attendance record in the format provided. This record shall reflect daily start and end times, overtime hours worked, and all absences for vacation, illness, holidays, use of compensatory time, etc.

You must keep an accurate record of your time. You must certify the accuracy of your time report by signing it, and providing it for approval to your supervisor. If any corrections or modifications are to be made, both the employee and their supervisor must verify the accuracy of the changes by initialing the record at the time you are aware a change is needed.

- Reportable hours include any work performed out of the office, or outside of normal work hours, including but not limited to, texting, checking email or doing other job-related computer work or phone calls. Supervisors are not to knowingly permit

employees to perform work without recording the time. Failure to record time worked violates wage and hour laws and our policies and could lead to disciplinary action.

- However, employees must get permission from their supervisor before working any overtime. Failure to obtain advanced approval for overtime may result in disciplinary action.
- Altering, falsifying, or tampering with time records, or recording time on behalf of another without authorization from a supervisor, is prohibited and will lead to disciplinary action.

Time-Keeping for Exempt Employees:

Exempt employees must report use of accrued and personal time taken using a form designated for that purpose.

Attendance:

The Village requires regular attendance of all employees. Excessive absenteeism and tardiness interferes with the delivery of services and is prohibited.

- Reporting Absences/Tardiness: If you will be absent from or late for work you must notify your supervisor prior to the normal start of your work day. You must indicate a reason and an expected return to work. If the return to work date changes, you must notify your supervisor of the new date as soon as possible.
- Leaving During Work Hours: You must get permission from your supervisor prior to leaving during work hours, unless there is an emergency.
- If your time off was a covered FMLA absence, return to work provisions under the FMLA policy apply. FMLA absences are approved time off and are not counted against you. This attendance policy will be enforced consistent with the federal and state FMLA laws, and as set forth in our FMLA policy.
- Whenever the Village Manager believes a work release from your doctor is needed to ensure your ability to safely return to your job, or if your return will include certain restrictions that may require accommodation, you will be asked to provide a doctor's report. We may also request a doctor's report or fitness for duty certification in cases of suspected sick leave abuse or to determine fitness for duty when needed.

Seniority and the employment relationship shall be ended when an employee:

- Is absent from work without notification to their supervisor or other member of management, unless they cannot notify us with a valid reason;

- Fail to report to work within 10 days after having been recalled from layoff; or
- Fail to report for work at the termination of an authorized leave of absence.

Overtime:

The Village does not permit overtime without prior authorization from their supervisor or the Village Manager. If an employee works overtime hours without pre-authorization, they will be subject to disciplinary action.

- Department heads shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week.
- Non-exempt employees shall receive overtime pay for any hours worked over 40 hours in a work week. Our work week begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. Overtime will be calculated separately in each work week of the pay period. The Village pays overtime at 1.5 times their regular rate of pay.
- Public Works and Harrison Utilities System Operator staff are subject to calls outside of their normal work hours to handle emergencies; a refusal to work overtime may result in discipline where warranted.

On-Call Pay:

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater. Time worked while on call will be calculated at 1.5 times the employee's regular rate of pay.

- Village of Harrison Utilities Operators will receive \$15 a day for weekdays and \$30 a day for weekend and holidays to be on call.
- Village of Harrison Public Works employees will receive \$100 a week for each week they are on call.

Compensatory Time:

Non-exempt full-time employees may elect compensatory time instead of overtime pay subject to the provisions of this section.

- An employee will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 240 hours of compensatory time may be accumulated in their bank per calendar year. Any overtime hours worked beyond the 240 maximum will be paid as overtime compensation. Similarly, unused compensatory time will be paid out at the end of the calendar year.

FlexTime:

Exempt (salaried) employees are eligible to accumulate flextime. Flextime accumulated shall be based on hours worked beyond forty (40) hours per week on a straight time basis. Eligible exempt employees shall have the ability to take three consecutive flex days. All accumulated flextime must be used by the end of the following month in which it is earned.

Pay Policies:

You shall be compensated at your approved pay rate on a bi-weekly basis. Payday is the Thursday following the completion of the two-week pay period.

- Wages will be paid by direct deposit at no cost to you.
- Exempt Employees:
 - Salary Basis: We pay exempt employees on a “salary basis,” meaning you receive a pre-determined amount of compensation each pay period. By law, the pre-determined amount cannot be reduced because of variations in the quality or quantity of your work.
 - Deductions: Deductions from exempt employees’ salaries may occur under the following circumstances:
 - Absences of one or more full days for personal reasons the employee may elect not to substitute any accrued leave time with prior approval from the Village Manager;
 - Absences of one or more full days for sickness or disability if the deduction is made under a bona fide sick leave plan, policy or practice;
 - Unpaid FMLA absences;
 - To offset amounts you receive as jury or witness fees, or for military pay;
 - Disciplinary suspensions of one or more full days imposed in good faith for violations of workplace conduct or safety rules;
 - As otherwise permitted by law.

If you believe that we have made an improper deduction to your salary, report this information as soon as possible to Human Resources. If we made an improper deduction, we will reimburse you at the next pay date and will take steps to ensure the improper deduction is rectified in the payroll system.

Harrison Fire Rescue Volunteer Personnel – Emergency Response Calls

Eligibility:

Any full-time Village of Harrison employee who regularly responds to emergency calls for Harrison Fire Rescue does not need to use accrued leave time for that absence from work.

The responding employee will need to notify their immediate supervisor they will be responding to an emergency response call and making sure they are not leaving their department short staffed by responding.

Benefit Payment:

The Village of Harrison will continue to pay the employee's regular pay while the employee responds to an emergency during regular working hours. The employee will not receive additional compensation from Harrison Fire Rescue for the same call and will receive no overtime pay.

Return to Work:

The employee will return to work as soon as able during normal working hours after responding to the emergency response call.

Non-Harrison Fire Rescue Volunteer Personnel – Emergency Response Calls

Eligibility:

Any full-time Village of Harrison employee who regularly responds to emergency calls for another fire department other than Harrison Fire Rescue are permitted to respond when Harrison Fire Rescue opens a MABAS Box Card for emergencies within its' protection jurisdiction.

Benefit Payment:

The Village will continue to pay the employee's regular pay while the employee responds to a Harrison MABAS call during regular working hours. The employee may not receive additional compensation from their designated department for the same call and will not receive overtime pay.

In the event an employee is paged out for an emergency call within their volunteer departments jurisdiction, the Village will allow volunteers to respond to their fire department with the understanding:

- Employees are required to confer with their immediate supervisor to make-up any missed work time due to the emergency call;
- In lieu of making up the time, employees may opt to utilize their accrued PTO;
- Employees responding to emergency calls must use personal vehicles;

Return to Work:

The employee will return to work as soon as able during normal working hours.

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RESIGNATION/RETIREMENT/FINAL PAY

Types of Separation:

All separation of employees in administrative positions shall be designated as one of the following types and shall be accomplished in the manner indicated:

- **Resignations:** An employee shall resign by submitting in writing the reasons and the effective date to the department head as far in advance as possible. A minimum of two (2) weeks notice is required. Failure to comply with this requirement may be cause for denying future employment with the Village. The Village Manager shall give at least a four (4) weeks notice of resignation. Any employee giving insufficient notice will forfeit any accrued but unused paid time off.
- **Layoffs:** Upon approval of the Village Manager, the department head may lay off an administrative employee. Layoffs may occur due to the abolition of the position, other material changes in the duties or organization, or for related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee.
- **Dismissal:** Employees may be involuntarily terminated for poor performance, misconduct or any other reason deemed appropriate by the Village.
- **Retirement:** If you are retiring, please notify your supervisor at least 30 days prior to retirement or as far in advance as possible. Employees who provide the requested notice will be considered to have resigned in good standing.

Notice and Return of Property:

Employees will be required to return all records, assets, passwords, cellphone and other village property upon demand or termination. Employees may be required to sign loan receipts in connection with the receipt of any such items and the value of these items may be deducted from final paycheck if not returned as directed.

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TIME OFF AND LEAVE OF ABSENCE POLICIES

Holidays:

The following paid holidays will be granted to all benefited employees and the Village of Harrison offices will be closed on these days:

New Year's Day	Thanksgiving Day
Friday Immediately before Easter Sunday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

- 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.
- All non-exempt employees required to work on a holiday shall be compensated for all hours worked at the rate of one and one-half times their regular hourly rate.
- Department head / supervisory employees shall receive one and a half (1.5) hours off for every hour worked on a holiday.
- With the exception of preplanned vacation, in most cases, employees will be expected to work both their normally scheduled day before and the day after the holiday to be eligible for holiday pay. Calling in on either of these days may jeopardize an employee's ability to be paid for the holiday.
- Employees who are not full-time employees shall not be eligible for holiday pay.

Paid Time Off:

Paid Time Off (PTO) provides an employee with the flexibility to use time off to meet personal needs, while recognizing one's individual responsibility to manage their paid time off. Employees will accumulate a specified amount of PTO each year that incorporates vacation time and sick leave, and does not include Paid Holidays, Bereavement Time Off, Jury Duty, or Military Service Leave.

- a) PTO shall be accrued on a lump sum basis at the first of the year. For example, an employee with a 6th year anniversary on July 15th would receive additional hours of PTO on January 1st.

<u>Years of Service</u>	<u>Paid Time Off</u>
Upon hire	112 hours (prorated)
One year	152 hours
Two years	192 hours
Six years	232 hours
Twelve years	272 hours
Twenty years	312 hours

- b) Regular part-time employees (20-29 hours will receive a prorated amount of PTO based upon budgeted hours worked.
- c) All paid time off requests must be approved by the supervisor in advance unless the PTO is used for legitimate, unexpected illnesses or emergencies. The supervisor has a right to deny requests due to organizational needs, staffing levels, workload, etc. Public Works employees are allowed to use only one week of continuous days off from December 1st- April 1st. However, employees may take additional single days as approved by their supervisor.
- d) The minimum increment of time to be used for paid time off is one half (1/2) an hour.
- e) PTO is to be taken within the year in which it is earned for use on a calendar year basis. The Village shall pay for any unused paid time off at the end of the year. All paid time off shall be paid out on the last paycheck of the calendar year. There will be no unused paid time off carried over into the next year.
- f) If an employee's accrued PTO has been exhausted, additional time off, if granted and as allowed by FMLA, will be unpaid. Negative balances of PTO are not permitted. Any employee who has exhausted PTO and is not eligible for FMLA, may be subject to disciplinary action up to and including termination for any further absences.
- g) Upon retirement or resignation in good standing from Village service, employees who have worked at least six (6) months shall be paid for all accrued but unused PTO. Employees may not utilize planned PTO to extend an employee's last date of employment, nor may it apply towards the notice period, which is intended as a working notice period. Employees who are discharged or who quit without a minimum of two (2) weeks' notice shall forfeit their accrued PTO leave.

Family and Medical Leave (FMLA):

This policy outlines the federal and Wisconsin Family and Medical Leave Acts (FMLA) and applicable rights and obligations. Should this policy conflict with the federal or Wisconsin law, the provisions of the law shall control. The Department of Labor's summary of the federal law follows our FMLA policy.

- We administer this FMLA policy on a calendar year basis, except for military caregiver leave.
- Definitions of terms such as "serious health condition," "child," "parent," "spouse," and "domestic partner" are applied as defined in Wisconsin and federal law.
- Both Wisconsin and federal family and medical leave will run concurrently with each other and concurrently with any other leave available to you under our policies or collective bargaining agreements, and under federal or Wisconsin law, including worker's compensation, to the extent such leave qualifies for FMLA.
- Leave taken under this Policy will not result in any disciplinary action.

Eligibility for Leave:

- Wisconsin - You are eligible for Wisconsin family or medical leave if you have worked at least 52 consecutive weeks and have worked at least 1,000 hours (paid leave counts) in the 52-week period before leave begins.
- Federal - You are eligible for federal family and medical leave if you have worked at least 12 months (not necessarily consecutive) and have worked 1,250 hours (only actual hours worked counts) in the 12-month period immediately before leave begins.

Type and Amount of Leave available:

- Wisconsin FMLA:
 - Up to 6 weeks for the birth or adoption of a child, to begin within 16 weeks of the birth or placement;
 - Up to 2 weeks to care for a child, spouse, domestic partner, or parent (including parents of your spouse or domestic partner) with a serious health condition;
 - Up to 2 weeks for your own serious health condition;
 - Wisconsin Bone Marrow and Organ Donation Leave Act states you will receive up to 6 weeks as a bone marrow and/or organ donor upon written verification;

- Federal FMLA:
 - Up to 12 weeks of leave for:
 - the birth of a child and to care for the newborn within one year of birth;
 - The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement;
 - To care for your spouse, child, or parent who has a serious health condition;
 - A serious health condition that makes you unable to perform the essential functions of your job.

- Military Caregiver Leave:

You may take unpaid leave of up to 26 weeks to care for your parent, spouse, child or next of kin who is a covered service member and who sustains a serious illness or injury while on active military duty. This injury or illness must render the service member medically unfit to perform his or her military duties and for which the service member is undergoing medical treatment, recuperation or therapy, whether inpatient or outpatient, or is assigned to the temporary disability retired list. The maximum 26 weeks of leave to care for a service member includes, and is not in addition to, all other FMLA leave.

- Qualifying Exigency:

Unpaid leave of up to 12 weeks may be taken by you for any “qualifying exigency” that arises because of your spouse, child or parent serving on active duty, or being notified of an impending call to active duty status to support a contingency operation. Federal FMLA regulations define a “qualifying exigency” to include such activities as attending certain military events, arranging for alternative childcare or school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, time for the military member’s rest and recuperation, and attending post-deployment briefings. You may be required to provide documentation to verify eligibility for leave, including providing a copy of active duty orders.

- Intermittent Leave:

You may be allowed to take FMLA leave on an intermittent or reduced schedule basis within the parameters set by law. Only the amount of leave taken will count against leave entitlements. Please contact the Village Manager to discuss the parameters of intermittent or a reduced schedule leave.

- Pay During FMLA Leave:

In general, both Wisconsin and federal FMLA leaves are unpaid. We may require you, or you may choose, to substitute paid leave (such as vacation days, sick leave, or compensatory time) for unpaid leave available under the federal FMLA; or, you may substitute any available accrued leave for unpaid Wisconsin FMLA.

- Notification of Your Need for FMLA Leave:

- You must notify us of your need for FMLA leave. You should request leave in writing on forms provided by the Village Manager. The information you provide must be sufficient to allow us to determine that the leave qualifies for FMLA.
- You will need to respond to our inquiries as needed so we may determine if an absence qualifies as FMLA. If you do not provide sufficient information to support a determination, the leave may be denied or delayed.
- You need to provide 30 days advance notice of FMLA leave when the need is foreseeable. If that is not possible, or the leave is not foreseeable, you must provide notice as soon as possible. If you cannot give 30 days' advance notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, your FMLA leave may be denied or delayed.

- Medical Certification:

- If leave is for your own serious health condition, the serious health condition of a covered family member, or a qualifying exigency, you may be required to provide a medical certification form completed by the health care provider. You must submit the certification form within 15 calendar days of the request. If you make a diligent good faith effort but cannot meet the 15 calendar day deadline, we will give you additional time to provide the certification. We may require you to provide updated medical certification forms periodically to the extent permitted by law.
- If you do not provide the medical certification form as requested, your leave (or the continuation of your leave) may be denied or delayed until you provide it. If you never produce a requested certification, the leave is not FMLA covered and will not be protected by FMLA laws.

- Genetic Information Nondiscrimination Act (GINA) Notice:

GINA prohibits employers and other covered entities from requesting or requiring your genetic information, except as allowed by law. Please do not provide any genetic information when responding to a request for a medical

certification. Genetic information includes your family medical history, the results of your or a family member's genetic tests, that you or a family member sought or received genetic services, and genetic information of a fetus carried by you or a family member or an embryo held by you for a family member receiving reproductive services.

- Insurance and Benefits:

You may continue to receive health, dental and vision insurance coverage while on FMLA on the same terms as if you continued to work. You must continue to pay your share of the premiums through payroll deduction or by direct payment on the first of the month. Subject to COBRA, FMLA, and any other applicable laws, our obligation to maintain health, dental and vision benefits will stop if you inform us of your intent not to return to work at the end of the leave period, if you fail to return to work when your leave entitlement is exhausted, or if you fail to make required payments while on leave. You will continue to earn accrued benefits while paid leave is substituted for unpaid FMLA time off.

- Return to Employment:

- When you return from FMLA for your own serious health condition, you must provide a return to work release signed by your treating physician showing you can return to duty with or without work restrictions. We will delay your return to work until it is received.
- At the end of your FMLA leave, you will be returned to the position you held at the commencement of leave or, if the position is filled, to an equivalent position. The return to work entitlement will be no greater than if you had continued in employment without taking leave.
- Under federal FMLA, the return to work entitlement does not apply to "key" employees. We will notify you regarding key employee status and its possible implications on job restoration at the time leave is requested.
- You must notify your immediate supervisor if your return to work date changes. If you want to return to work before leave is scheduled to end, and work is available, you must notify us at least 2 work days prior to the desired return date.
- If you do not return to work from an FMLA leave at the designated time, we will consider you to have voluntarily ended your employment, unless you were unable, because of an emergency, to notify us.
- If your FMLA leave expires, and you remain unable to perform the essential functions of your position, your right under the FMLA to your job will end with the expiration of the FMLA leave period. You should contact the Village Manager to discuss options, which will take into consideration the

circumstances of your particular situation and any obligation to reasonably accommodate a disability if one exists as defined by applicable state and federal laws.

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees may request up to 1 week of partially paid military leave over any 1-year period. Upon presentation of satisfactory military pay verification data, military leave pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Village may also deduct the amount the employee may receive from the military from the pay we may provide.

The portion of any military leave of absence in excess of 1 week will be unpaid. However, employees may use any available PTO for the absence.

Health insurance benefits will be terminated at the end of the first full month of military leave. However, such employees and their dependents will be given the opportunity to elect to continue their health insurance benefits as required by USERRA and/or COBRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Employees or dependents making such elections will normally be required to pay up to 102% of the costs of the premiums for maintaining coverage through USERRA and/or COBRA.

Benefit accruals, such as PTO and holiday benefits, will be suspended at the end of the first full month of leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Jury or Witness Duty:

The Village of Harrison encourages employees to fulfill their civic responsibility by serving jury duty when required. Full-time employees may request up to 1 week of paid jury duty leave over any 1-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. The Village will also deduct the amount the employee may receive from the court for serving jury duty from any jury duty pay we may provide.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example PTO benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Village or the employee may request an excuse from jury duty if in the Village's judgment the employee's absence would create serious operational difficulties.

The Village will continue to provide health insurance benefits until the end of the first full month of jury duty leave. At that time, employees will become responsible for electing COBRA continuation and paying the full costs of these benefits if they wish coverage to continue. When the employee returns from jury duty, benefits will again be provided by the Village according to the applicable plans.

Benefit accruals, such as PTO or holiday pay, will similarly be suspended at the end of the first full month of jury duty leave and will resume upon return to active employment.

Employees summoned for witness duty shall notify their supervisor as soon as possible. Employees will be allowed unpaid time off or must use vacation. The Village will pay for time off for witness duty if the employee is being called by the Village for a case.

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Funeral Leave:

Full-Time employees are allowed paid leave for funeral/bereavement as follows:

<u>Relation</u>	<u>Number of Days</u>
Spouse, parent, parent of spouse or child (includes stepchild(ren)) Brother, Sister	3 consecutive days
Brother In-law & Sister-In-Law Son-in-law and Daughter-In-Law Grandparents Grandchildren Aunts, Uncles, Nieces, Nephews, Pallbearers	1 day

Lactation Policy:

Reasonable break times are granted to nursing mothers who desire to express milk while at work. The space provided will meet all the privacy requirements of the law and will not be in a restroom. Please contact the Village Manager to make arrangements concerning times and locations.

Voting Leave:

If you are eligible to vote, you may take up to 3 consecutive hours of leave on Election Day for the purpose of voting. You can use vacation, or compensatory time, or choose to take the time unpaid. You must notify your supervisor when you intend to vote prior to Election Day.

Leave Without Pay:

Full-Time Employees, who wish to absent themselves from employment for any reason not specifically provided for elsewhere in this manual, must make a written request for an unpaid leave of absence from the Village. The Village has the right to deny such requests due to organizational needs, staffing levels, workloads, etc.

All requests for leave of absence under this provision shall be made in writing at least thirty (30) days prior to the start thereof. In the event of emergency conditions, a shorter notice may be accepted.

An unpaid leave of absence will generally not exceed three (3) months but may be renewed upon approval of the Village Board. Upon conclusion of an unpaid leave of absence, the Village will attempt to return the person to the same or similar job, if possible. The Village will try to reinstate employees returning from such leave but cannot guarantee

reinstatement in every case. If, on the date following expiration of the leave of absence, an employee has not returned to work and no extension was granted, the employee shall be considered to have resigned from the Village of Harrison.

The granting of such leaves of absence is at the discretion of the Village Manager and the length of time for the leave shall be contingent upon the reasons for the request. All sick leave and vacation time must be exhausted before a leave of absence for medical reasons may be approved.

If the leave of absence is for medical reasons, the Village shall pay the medical insurance premium for said employee for three (3) calendar months, unless extended as discussed above, succeeding the month in which the leave began. The employee will be responsible for the employee contribution of the medical premium. The employee may choose to utilize PTO in a scheduled pay period to pay for their contribution to health benefits and any taxes owed, or they have the option to remit payment to the Village of Harrison for the employee portion of the health insurance premium. If after three (3) months of medical leave of absence, the employee shall have the option to continue employee health benefits at the employee's expense.

If said leave of absence is for non-medical reasons, the Village shall pay the medical insurance premium for the balance of the calendar month in which the leave began. Beginning the following month, the employee will have the option to continue employee health benefits at the employee's expense.

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EMPLOYEE BENEFITS

Employees should refer to the plan documents specific to each benefit and note the plan documents supersede anything in the employee handbook.

Medical, Dental and Vision Insurance:

- Upon election by the employee, all full-time employees may participate in the Village medical, dental and vision insurance plans. The premiums shall be paid as determined annually by the Village Board. An employee is eligible for medical, dental and vision coverage beginning the first of the month following their date of hire.
- Coverage shall be extended to the employees and their dependents to the extent allowed by the policy.
- No compensation or other consideration shall be afforded to the employees who elect not to participate in the medical or dental insurance plans provided.
- Termination
 - Under the Consolidated Omnibus Reconciliation Act (COBRA), the Village must offer continuation coverage in certain circumstances where coverage would otherwise terminate. If an employee chooses continuation coverage, they must pay 100% of the premium plus an administrative fee. Employees who wish to learn more about COBRA rights they may have, should consult their plan document.
- The Village retains the right to modify the terms of the insurance, the carrier and the premium payment at any time.

Medical Insurance for Part time employees:

Any employee working at least 30 hours weekly on a continual basis may be offered medical insurance coverage. The Village may pay a certain % of the premium with the employee responsible for the balance. The employee portion will automatically be deducted from their paychecks.

Group Life Insurance:

- All full-time employees will be provided with a term life insurance policy.
- The coverage shall be consistent with the provisions of the plan and shall be as determined by the Village Board.

Short Term Disability:

The short-term disability benefit provided by the Village of Harrison is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy or injury.

Eligibility: A regular, full-time employee effective the first of the month coinciding with or next following the day the person becomes eligible. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification: The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to human resources, who will review the certification and make a determination on benefit qualification.

Benefit Payment: The short-term disability benefit payment is 60 percent of the employee's base weekly wages or salary calculated on average earnings in the previous six months, to a maximum benefit of \$1,000 per week. The benefit may be paid for a maximum of 13 weeks per calendar year.

The Village of Harrison shall pay the medical insurance premium for said employee for 13 weeks succeeding the month in which the leave began. The employee will be responsible for the employee contribution of the medical premium. If the leave crosses into a new calendar year, the employee shall be responsible by year end to submit payment for insurance premiums to the Village of Harrison.

Return to Work: The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-for-duty clearance (if applicable) to human resources. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA.

Long Term Disability:

The long-term disability benefit provided by the Village of Harrison is an employer-funded plan providing income replacement for employees unable to work due to illness, pregnancy or injury.

Eligibility: A regular, full-time employee effective the first of the month coinciding with or next following the day the person becomes eligible. This benefit begins after 26 weeks of disability. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the

employee must not engage in outside employment and is expected to avoid activities that may delay recovery and return to work.

Medical Certification: The employee must provide medical certification of the disability that includes the start and expected end date of the disability. This certification must be submitted to human resources, who will review the certification and make a determination on benefit qualification.

Benefit Payment: The long-term disability benefit payment is 60 percent of the employee's base monthly wages or salary calculated on average earnings in the previous six months, to a maximum benefit of \$5,000 per month. The benefit duration will not accrue beyond the longer of: the Duration of Benefits or Normal Retirement Age; specified in our long-term disability policy.

Retirement:

- The Village of Harrison participates in the Wisconsin Retirement System. The Village pays the employer's portion of the contribution rate and the employee pays the employees' portion of the contribution rate. A description of the WRS, its benefits and contribution requirements is available by contacting the WRS.
- The Village of Harrison offers employees the option of participating in the Wisconsin Deferred Compensation program. Participation is optional and paid in full by the employee. Deferred compensation monies will be deducted bi-weekly from the employee's paycheck. If an employee requests a change in deferred compensation status, they should notify payroll as soon as possible.

Service Award Program (SAP):

SAP is the retirement program for Volunteer Fire and Rescue Department members. The Village contributes annually to each member's account; this amount is matched by the State of Wisconsin. The SAP program includes a death and disability benefit as well.

COBRA:

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your qualified beneficiaries the opportunity to continue insurance coverage under our plans when a "qualifying event" results in the loss of coverage. Under COBRA, you or your dependents pay the full cost of coverage at the group rates plus an administration fee. We provide written notice of COBRA rights and obligations when a qualifying event occurs.

Mileage:

When you must use your personal vehicle to travel as part of your duties from the work place to a destination other than home, you will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle at least annually or as requested by the Village Manager.

Training/Conference/Seminars:

Employees may be granted leave of absence from their regular duties with pay to attend professional conferences, participate in training courses and sessions that are specific to their work. Such leave with pay may be granted provided the employee is not being compensated by any other source during the period of absence.

Travel expenses, lodging, conference fees, tuition and similar expenses incurred during such leave may be paid in whole or part by the Village provided such fees are not paid by other sources.

All administrative leave must be approved in advance by the employee's supervisor. Those leaves that involve an overnight stay must be approved by the employee's Department Head.

Pay - Hourly (Non-Exempt):

The Village will pay for time attending such events but, since the Village cannot control the duration, location and resulting travel time to these events, the Village will pay using the Training/Conference/Seminar procedure. (see Department Head with questions)

Travel Reimbursement:

The Village shall reimburse an employee for actual, necessary and reasonable travel expenses incurred while on official authorized Village business. All such travel must be authorized by the Department Head in order to be eligible for reimbursement. Department Heads shall approve only travel expenses approved by the Village Board as included in the annual budget. Expenditures beyond the amount budgeted shall require the approval of the Village Manager.

Employees shall be required to complete a travel expense report before reimbursement will be made. Receipts are required for air, train, bus, lodging, and conference registration. Commuting expense between employee's residence and his/her normal place of employment is not reimbursable.

Lodging Expenses:

- Employees should make every attempt to secure lodging through the Village prior to booking on their own.
- The lodging charge should be in line with the average cost of a single room in that location. If the rate is out of line for the locality you are visiting, you should attempt to secure accommodations which are more in line with prevailing commercial and tourist rates. When securing lodging, employees should ask for the government rate. Many hotels have a special rate for government employees and require some type of government identification. Often it is necessary to guarantee hotel reservations. However, if an employee's plans change, notification should be given to the hotel in time to prevent the charge when possible. Employees should observe hotel check-out hours in order to avoid a charge for the day of departure.
- To protect yourself against overcharges, it is recommended you have a definite understanding in advance concerning the required length of stay and the rate to be paid.
- Lodging expenses must be supported by the original machine printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt. The travel expense report cannot be paid without this receipt.

Meals

- If the conference/seminar includes meals, the employee will not be reimbursed for those meals.
- The allowance for meals should represent actual and reasonable costs expended for your own meals. It should take into consideration the locality in which the meal is obtained. Tips are reimbursable at 15% of the meal cost.
- Reimbursement for meals will be allowed on trips which do not necessitate an overnight stay only on the following conditions and if reasonable travel time is required:
 - Breakfast, provided the employee leaves home before 7:00 a.m.
 - Lunch, provided the employee leaves headquarters before 10:30 a.m. and returns after 1:30 p.m.
 - Dinner, provided the employee returns to home after 7:00 p.m.
- No reimbursement will be made for the cost of alcoholic beverages.

Village Owned Vehicles:

- The employee must drive carefully and observe all traffic laws and regulations, and be personally responsible to pay any fine or penalty for traffic or other violations.
- Employees should make all efforts to carpool whenever possible.

Public Transportation:

Transportation expenses incurred on necessary trips away from the Village are reimbursable regardless of the type of transportation used. In general, travel by public transportation (railroad, bus, or commercial airplane) should take preference if it is convenient and not too time consuming.

Air travel:

Reimbursement for air travel shall be limited to the fare for the lowest class reasonably available. The passenger coupon of the airline ticket shall be attached to the travel expense report. For other modes of travel, attach available receipts for tickets that have been purchased. Expenses for travel cannot be paid without this receipt. Insurance coverage for employees traveling by air is not allowable as a reimbursable expense. If reimbursable mileage results in transportation costs less than the air fare, reimbursement shall be at the lesser amount. Reimbursement for use of an employee's private aircraft is not allowed.

Use of Privately-Owned Automobiles:

The use of personal automobiles for out-of-town travel is to be limited to trips for short distances and situations where other modes of transportation involve excessive loss of time or where use of a common carrier is not otherwise practicable. Employees who are authorized to use their personal automobiles for Village business will be reimbursed at the rate prescribed by the Village auto mileage policy.

- An employee who operates a personal vehicle for Village business must provide proof of Liability Insurance. This requirement shall not be waived. The insurance on the vehicle shall be primary to any Village insurance coverage. Employees must provide a current copy of their Personal Auto Declarations page upon request in order to receive mileage reimbursement. Only automobiles as outlined in this policy are eligible for mileage reimbursement. Village insurance may pay up \$500 towards deductible for a covered claim.
- The mileage allowance is reimbursable without regard to the number of passengers you may have with you. Department Heads should exercise careful supervision and endeavor to consolidate travel crews in as few automobiles as possible.

- In addition to mileage, the employee shall be reimbursed for overnight parking at hotels and road tolls.
- If mileage is allowed to the operator of a privately owned automobile, the employee should travel by the most direct route. Any person traveling by another route without adequate justification shall assume any additional expense incurred. Employees are also not covered by Worker's Compensation when pursuing personal activities.
- Charges for gasoline, oil, lubrication, repairs, antifreeze, tires, tire repair, towing and other similar expenditures will not be allowed as reimbursable expenditures when privately owned cars are used. It is required that Village employees on official business, driving personal autos, will be adequately protected by their own personal liability and property damage insurance. The Department Head should assure himself/herself on this point and insist on the use of Village-owned vehicles if the absence of such protection is known.
- Mileage allowance will be paid for business travel within the Village via the auto mileage policy.
- The only exception to the foregoing should be in cases where an employee combines a personal vacation with a business trip. In these cases, the allowance for the use of a personal automobile shall not exceed the lowest cost of the most practical means of public transportation between such points. Because of the time loss involved in traveling by bus and railroad, this is generally interpreted to mean the cost of coach air fare. In addition, reimbursement for meals and lodging shall not exceed what would ordinarily have been required if the most practical form of public transportation had been used.

Registration Fees:

Receipts are required for registration fees for conferences, conventions, seminars, etc. Convention brochures or schedules with a breakdown of convention costs should be attached to the travel expense report. It should show:

- Actual dates of the conference, convention or seminar.
- Breakdown of specific meals which were included with the registration fee.

Non Travel Expenses:

Receipts will be required for all miscellaneous and non-travel expenditures in excess of \$10.00 that are included with your travel expense report.

Travel Authorization:

All travel must be pre-authorized.

Traveling with a Spouse:

There is no objection to an employee inviting his/her spouse to travel with him/her on official Village business. No expenses for the travel by the spouse will be reimbursable. With respect to the cost of lodging, the amount reimbursable will be equal to the single room rate. The hotel clerk should be asked to write the single room rate on the receipt.

Cash Advance:

Travel advances for specific periods of time to employees traveling on Village business shall be authorized. In no event can the amount of the advance exceed the expected out-of-pocket expenses and no travel advance will be granted under \$100.00. This request should follow the regular procedure of any voucher submitted for payment.

Responsibility:

Compliance with these regulations is the responsibility of both the employee and the employee's direct supervisor. The Department Head, by signing the expense report, agrees the trip was necessary and the expenses shown are reasonable.

Preparation of Travel Expense Report:

All individuals should prepare their expense reports from daily receipts. All information required should be supplied. Receipts and other required supporting documents should be stapled to the upper left hand corner of the detail side of the expense report. Verify all computations and indicate travel advances, including prepaid lodging and registration fees, etc., should be deducted from the amount due you. Your expense report should be signed in the space provided before submission to your Department Head or designee.

Travel expense reports (original) shall be filed with the Finance Department within ten working days upon return to work by the employee.

Employee Assistance Program:

All full-time employees, part-time, Fire and Rescue Department volunteers and their family members are eligible to participate in the Village's employee assistance program (EAP). The EAP provides resources to assist employees and their families in resolving personal problems in a confidential manner. Services provided include assessment, counseling, referral, training

and support. This program is provided at no cost to the employee or their family. Contact information for the EAP can be found in Appendix A of this manual.

Education Reimbursement:

Full-Time administrative employees are eligible for reimbursement of the cost of tuition, lab fees, books, materials and other miscellaneous fees indicated to educational pursuit. These costs must be approved by the employee's direct supervisor and the Village Manager. Specific guidelines for Education Reimbursement can be found in Appendix B of this manual.

CDL Reimbursement:

The Village of Harrison will reimburse employees for the cost of their CDL license when it is due. A receipt for the CDL license fee must be turned in to receive reimbursement.

Clothing and Work Boot Allowance:

The Village of Harrison provides the Public Works, Harrison Utilities Operators, Fire Department, full-time office staff and part time employees with village logo embroidered clothing. See Appendix C for full policy.

All full-time Public Works employees and Harrison Utilities Operators are required to wear safety boots during all work hours. Safety boots are to be reimbursed through the clothing allowance provided to each employee. A receipt for boot purchase must be turned in to receive reimbursement.

Worker's Compensation:

If you become ill or injured because of your job, worker's compensation benefits may cover you. You must notify your supervisor or the Village Manager immediately of any accidents, injuries or illnesses, and secure any necessary medical attention immediately.

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EMPLOYMENT POLICIES

Bulletin Boards:

Bulletin boards are used to inform you of important developments and legal rights. They are used only for official notices or announcements that are approved by the Village Manager. You must familiarize yourself with the information communicated on the bulletin boards.

Code of Ethics/Conflicts of Interest:

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between your personal interests and those of the organization. We expect the transactions you take part in are ethical and within the law, both in letter and in spirit. There is no way to develop a comprehensive detailed set of rules to cover every business situation. We require you to act ethically when performing your duties so your actions will reflect positively on you and on us. You must comply with all local, state, and federal laws.

Village policy and state law prohibit employees from engaging in the following conduct:

- Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of your work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.
- Threatening or attempting to use or using political influence, or giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay or other tangible employment benefit.
- Engaging in political activity by making use of your position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with your right to become a member of a political club, to attend political meetings, to express your opinion on political subjects, and to enjoy freedom from all interference in casting your vote.
- Accepting anything of value from any person, business, or organization if it may be viewed as a reward for any official action or inaction taken by you. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence your official actions or independent judgment.

Speak with your supervisor or the Village Manager regarding questions, concerns or issues addressed in or related to this policy.

Confidential Information:

Employees may have access to confidential Village of Harrison, resident, personnel or other sensitive information as a part of their job duties. The protection of confidential information is vital to our interests, and to the interests of our employees and citizens. You shall not disclose any confidential information to any Village of Harrison personnel who does not have a legitimate business need to know such information, or to any persons outside the Village of Harrison, without the authorization of the Village Manager. If you receive a request for information you know or should know is confidential, whether you are on or off duty, you will direct the person asking for the information to the Village Manager. Should employees improperly use or disclose confidential information, they will be subject to disciplinary action.

Driving Requirements and Practices:

The following policies cover operation of the Village of Harrison vehicles and personal vehicles used in performing your job. We reserve the right to make specific decisions regarding your ability to drive based on the particular circumstances of the situation.

- Employees assigned Village of Harrison owned vehicles are to use those vehicles for official business only; we do not permit personal use.
- Employees are to follow safe driving practices and will comply with all federal, state and local laws governing operation of motor vehicles and rules of the road. This includes taking all steps to ensure your total concentration and safe operation of vehicles. In addition, the following rules apply:
- Smoking is prohibited in any Village of Harrison vehicle; there are no exceptions to this policy.
- While the vehicle is moving there will be no manipulating radios, telephones, tablets, or other equipment. Employees will not talk on cell phones while the vehicle is moving, unless using a hands-free device or an emergency renders the use of such device impractical.
- Employees will not take their eyes off the road while the vehicle is moving.
- Employees will not operate a vehicle when their ability to react is impaired.
- Employees will not text in any manner on a cell phone, smart phone, tablet, or other device.
- Employees must keep headlights and seat belts on at all times.
- Employees must abide by all provisions of the Drug-Free and Alcohol-Free Policy in this handbook.
- Employees must maintain an acceptable driving record to drive for your job. You must report all infractions or violations incurred while driving, whether during work

time or personal time, to the Village Manager. We will also check driving abstracts through the Department of Motor Vehicles.

- Employees must get permission from your department head or the Village Manager to use your personal vehicle to travel for your job. If you use your personal vehicle, you must carry insurance coverage as required by Wisconsin law. You must submit a copy of your insurance card to the Village Manager annually or when your insurance coverage changes.
- Notify a supervisor immediately when a Village of Harrison vehicle is inoperable, unsafe, or damaged.
- You are responsible for all Village of Harrison vehicles you operate, and you shall not permit any non-employee to drive them.
- If you are involved in an accident:
 - Stay at the scene and turn on the four-way flashers;
 - Immediately contact law enforcement and your supervisor, department head, or the Village Manager;
 - When requested, give your name, address, Village of Harrison affiliation and show your driver's license and proof of insurance to the other party and law enforcement personnel;
 - Upon return to work, obtain and complete all necessary worker's compensation and incident report forms from your supervisor or administration.

Drug-Free and Alcohol-Free Workplace:

The Village will maintain a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if you are under the influence of drugs, alcohol or other substances at work.

- Conduct and Discipline: A violation of the following rules may result in disciplinary action or termination:
 - Employees are prohibited from using, possessing, manufacturing, selling, distributing, purchasing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on Village of Harrison property, while performing your job duties or engaged in a Village of Harrison-sponsored activity, or while on Village of Harrison business.
 - Employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug, or having the prohibited level of alcohol or

an illegal drug/controlled substance in your system as indicated by a positive test result.

- Employees may not bring or consume any prescription drugs that are not prescribed for you, or impair your ability to do your job. You must notify your supervisor or the Village Manager before engaging in any work if your prescription medication could affect job performance and/or safety.
 - Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs must be reported in writing to the Village Manager no later than 30 calendar days after such conviction.
 - If an employee refuses to submit to a drug and/or alcohol test when directed to do so under circumstances consistent with this policy, they will be immediately placed on suspension pending investigation. Employees may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.
 - Employees may not use any alcohol within 8 hours following an on-duty accident.
 - Employees must comply with requirements for treatment, after care, and return to duty, if applicable.
- Employee Assistance Program (EAP):

Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug problems. Contact and other information for the EAP provider is located in Appendix A. You are also encouraged to utilize any programs offered by our insurance programs.

The Village will require drug and/or alcohol testing under the following circumstances:

- All Public Works employees will be required to participate in the DOT Drug/ Alcohol testing program. The Village's program follows all DOT rules and regulations for testing. A copy of DOT rules and regulations can be viewed upon request.
- New full-time employees, fire fighters and first responders will be required to submit and pass drug/alcohol testing upon hire. All employees may be subject to drug/alcohol testing for reasonable suspicion or due to an accident.
 - Pre-Employment: Drug testing is part of the evaluative procedure for new and returning employees and will be conducted upon a conditional offer of employment.

- Reasonable Suspicion: Employees will be required to test if there is a reasonable suspicion they are impaired, under the influence of, or have drugs or alcohol in their system. “Reasonable suspicion” means observations of objective facts sufficient to lead a prudent person to conclude they may be under the influence or have a prohibited substance in your system.
- Post-Accident/Work Related Incident: We may require drug or alcohol testing following a work-related incident/accident.
- Random: Drug testing may be required on a random basis for those in any safety- sensitive positions.
- Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work will be required to test prior to returning to duty, and then randomly thereafter, for a one-year period.

Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

Emergency Closings:

When the Village Manager decides to close the Village of Harrison facilities due to an emergency like severe weather, fires, or power failures, several steps typically follow:

1. **Announcement**: The closure decision is communicated through various channels such as the village website, and social media platforms.
2. **Operational Adjustments**: Staff and departments are notified about the closure. Emergency protocols are activated to ensure essential services are maintained or managed effectively.
3. **Safety Measures**: Measures are put in place to ensure the safety of both employees and residents. This might include securing facilities, checking emergency supplies, and coordinating with emergency services.
4. **Rescheduling and Communication**: Any events, meetings, or services that were scheduled during the closure period are rescheduled or canceled. Residents are informed of any changes or rescheduling details.
5. **Updates**: Continuous updates are provided as the situation evolves. The Village Manager or designated spokesperson will keep the public informed about the reopening status and any further instructions.

These steps help ensure the community remains informed and essential services are managed effectively during emergencies.

Employees may elect to use accrued leave time to cover lost hours. If you choose not to use accrued leave time, or if you do not have any accrued time, the hours missed will be unpaid. If you cannot report to work due to the weather, you may substitute accrued time to compensate for hours not worked, otherwise, the time off will be unpaid.

Employee Conduct:

To ensure orderly operations and provide the best work environment, the Village expects employees to always conduct themselves in a manner that is respectful and will protect the interests and safety of all employees and the organization. This handbook cannot address every conceivable circumstance that may arise. We consider all of our employees to be professionals, and you are expected to exercise responsible judgment.

We reserve sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or termination as we determine appropriate.

It is not possible to list all the behavior that is unacceptable. The list below is illustrative and not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or termination:

- Any form of theft, dishonesty or inappropriate removal, use or possession of property;
- Falsification of timekeeping or other records or documents;
- Any form of violence;
- Verbal or physical abuse, discourteous, disrespectful, insulting or inflammatory language or conduct, or any other form of behavior that could be deemed “bullying” towards another person;
- Negligence or improper conduct leading to damage of Village of Harrison-owned property or property belonging to others, or injury to another person;
- Insubordination or other failure to follow directives or instructions;
- Violation of safety or health rules;
- Smoking in prohibited areas or Village of Harrison-owned buildings, equipment or vehicles;
- Possession of dangerous or unauthorized materials, such as explosives or firearms;

- Unacceptable attendance record;
 - Unauthorized use or misuse of telephones, mail system, computers, social media or other Village of Harrison-owned equipment;
 - Unsatisfactory or inappropriate performance or conduct;
 - Violation of any other policies/rules in this handbook.
- Corrective Action: The purpose of corrective action is to eliminate inappropriate conduct, violation of policies, improper behavior or performance problems. Corrective action may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, termination or any other form of discipline, counseling or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.

Employee Information:

It is important you notify the Village Manager and Human Resources of any change in your personal information, including any changes in name, mailing or email address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

Employment of Family Members or Close Friends:

While it is not prohibited to have immediate family members working for the Village, spouses/relatives cannot hold a position where they would report to one another or hold a position of strong influence over each other. For purposes of the section, immediate family is defined as wife, husband, sister, brother, child, grandchild, guardian, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law. This section does not apply to elected officials, contractors, subcontractors, temporary part-time, seasonal employees, volunteers, and paid-on-call employees.

Grievance Procedure:

Purpose and Scope: This grievance procedure implements the provisions required by Wisconsin Statute Section 66.0509(1m). Nothing in this policy is intended to create a legally binding contract or to change the at-will nature of employment with the Village of Harrison.

- This grievance procedure applies only to issues concerning workplace safety, discipline and termination.
- For purposes of this policy, “workplace safety” means conditions of employment affecting physical health or safety, safe operation of workplace

equipment and tools, personal protective equipment, and workplace violence. “Workplace safety” does not include general working conditions unrelated to physical health and safety, such as hours, overtime, leaves of absence, work schedules, breaks, vacation, performance reviews, compensation, etc.

- For purposes of this policy, “termination” does not include layoff, workforce reductions, voluntary terminations including resignations and retirements, job abandonment, end of employment because of disability, lack of qualifications or licensure or other inability to perform job duties, and any other cessation of employment not involving involuntary termination.
- For purposes of this policy, “employee discipline” shall include any employment action that results in an unpaid disciplinary suspension, disciplinary reduction in pay or benefits, or disciplinary demotion; it includes verbal and written warnings. It shall not include plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts and/or omissions, counseling, coaching, meetings, or other pre-disciplinary action, administrative suspension with pay, administrative suspension without pay pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, or any other action taken for non-disciplinary reasons.
- Every reasonable effort should be made by supervisors and employees to resolve questions, problems and complaints together. Thus, you should first discuss any issues concerning the subjects covered by this grievance procedure with your immediate supervisor.
- If the complaint is not resolved by your immediate supervisor, you may file a written grievance with the Village Manager no later than 7 workdays from the date you first knew, or should have known, of the condition or circumstance giving rise to your grievance. If the complaint involves the department head, submit the complaint to the Village Manager.
- The written grievance must include your name, job title, a statement of the grievance, the date of the event or circumstances giving rise to your grievance, identification of the policy/procedure/rule that is being challenged, your signature and date. Grievance forms are available from Administration.
- The department head may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of the department head’s receipt of the grievance. The department head will provide a written response within 10 workdays of receiving the grievance or within 10 workdays of the meeting. These same time requirements apply if the grievance is being considered by the Village Manager.

- The written decision of the department head shall be final unless you file a written request for review with the Village Manager no later than 5 workdays of the date from the written decision. The Village Manager may schedule a meeting with you and other relevant parties, but this meeting must occur within 10 workdays of receiving the request for review. The Village Manager will provide a written response within 10 work days of either receipt of the request for review or the date of the meeting, whichever is later. If the Village Manager has already reviewed the matter as set forth above, the provisions of this paragraph do not apply, and the next step is before an impartial hearing officer.
- The written decision of the Village Manager shall be final unless you file a written request with Human Resources no later than 5 workdays after the date of the written decision, requesting a hearing before an impartial hearing officer (IHO) selected by us. The IHO shall not be a Village of Harrison employee. The hearing shall be held as soon as practicable.
- The hearing shall be transcribed only if one or both parties agree to bear the cost. Witnesses may provide oral information if they are present, but written witness statements in lieu of a personal appearance are prohibited. Written documents may be submitted.
- The IHO will determine which witnesses may speak and which documents will be accepted. The hearing is to be informal, and the rules of evidence do not apply; however, no factual finding can be based solely on hearsay. There shall be no discovery. The IHO may request oral or written arguments. The IHO may also decide a hearing is not necessary, and he or she can make a decision solely on submission of written documents.
- The sole question to be answered by the IHO is whether our decision was arbitrary and capricious. The grievant shall bear the burden of proof. The IHO must sustain or deny our decision; the IHO does not have the authority to modify the decision, nor to grant, in whole or part, the specific request of the grievant. The IHO shall provide a written decision within 30 calendar days of the hearing date or final submission of written documents.
- The decision of the IHO shall be final unless the grievant or the Village of Harrison files with the Clerk's office a written request for review by the Village of Harrison Board no later than 5 workdays from the date of the IHO's written decision. The Village Board shall review the matter as soon as practicable. Only the issues raised before the IHO may be appealed to and considered by the Village Board. The Village Board shall not hear from any witnesses or take any additional documents or any other evidence, but rather will limit its review based on the written record before the IHO. The Village Board is not to substitute its judgment for that of the IHO, but rather will

limit its determination to whether a rational basis exists for the IHO's decision. A simple majority vote of the Village Board shall decide the appeal. The Village Board decision shall be final and not subject to any further review.

- Failure of the grievant to process a grievance within the time limits, or pursuant to agreed-upon written extensions, shall constitute a termination of the grievance; it shall not be processed any further and cannot be re-filed. Our failure to meet the timelines shall cause the grievance to automatically move to the next step.
- All expenses incurred by either party in investigating, preparing, presenting or responding to a grievance shall be borne by the party incurring the expense. The cost of the IHO shall be borne by us.

Medical Privacy Policy:

We strive to protect personal and medical information of our employees and have adopted the following practices:

- Access is limited to the Village Manager, who is committed to taking all measures to ensure confidentiality.
- Medical records are not to be kept in any other location and are not to be kept by individual supervisors or department heads. All medical documentation is to be sent to the Village Manager, and no copies are to be retained in paper or electronic formats by any other person or department.
- Disclosure is limited to legitimate business purposes, such as administration of benefits, reasonable accommodation decisions, medical leave determinations, and any other purpose mandated by law.
- The Village limits disclosure of medical information to supervisors on a need to know basis when necessary to disclose a staff member's need for time off, work restrictions or needed accommodations.
- Under Wisconsin Statutes § 103.13, employees can request to see their medical records in accordance with the provisions outlined in that section.

Municipal Property:

Personal use of Village of Harrison resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If you are contemplating the personal use of a Village of Harrison resource for a reason you believe is justified, you must get the written permission of the Village Manager prior to using the resource.

Cell Phone Policy:

The purpose of this policy is to provide a set of guidelines governing the provision and use of cellular telephones/smartphones for Village employees and Board members. This policy applies to all employees of the Village and Harrison Utilities. It also provides cell phones to the Village President if they desire one. See Appendix D for full policy.

Personal Use of E-Mail, Internet and Computer Equipment:

Access to the Internet is a privilege, not a right. Access entails responsibility. Users are responsible for their behaviors and communications when using Village equipment and systems and are expected to exercise common sense and good judgment.

Any use of the Village's equipment and systems is considered consent by the user to have his/her use monitored by the Village at its sole discretion with or without prior notice to the user. The use of private passwords or access codes shall not be considered a user's withdrawal of consent of such monitors. This policy is to ensure employees have no expectation of privacy in regard to electronic communications, computers, internet use or data.

No computer hardware, software, peripheral equipment, documentation or data shall be removed from Village premises without express permission from the Village Manager. All communications and information transmitted by, received from, or stored in the Village's system are Village records and the property of the Village.

The Internet and Email systems shall only be used by Village employees in the performance of their jobs. The limited use of the Internet and Email for personal purposes is permitted to the extent such use does not compromise employee productivity or interfere with the conduct of Village business. Employees may not use Village equipment or systems for self-employment, employment with another employer or for activities resulting in profit to the employee.

Employees may not use the Village's resources to pay additional access or subscription fees without the authorization of the Village Manager. Employees should expect no privacy with respect to use of computers; this lack of privacy also extends to any purely personal use employees may make of Village systems.

The following are prohibited activities:

- a) Jeopardizing the security of the Village's systems;
- b) Gaining unauthorized access to Village systems or records, remote computers or other systems;
- c) Using someone else's code or password without authorization;
- d) Enabling unauthorized third parties to have access or to use the Village's systems;

- e) Opening misaddressed E-mail;
- f) Illegal activities;
- g) Conducting non-work related private business;
- h) Participating in any gambling activities;
- i) Visiting pornographic sites;
- j) Engaging in political activities;
- k) Transmitting or creating comments/images that would offend on the basis of race, gender, national origin, sexual orientation, religion, political beliefs or disability, or would otherwise violate the Village's harassment policy.

Outside Employment:

There is no prohibition on outside employment as long as it does not interfere with their work with the Village and does not cause a conflict of interest. The interests of the Village take priority over these of any outside employer.

Job Posting:

The Village will post all positions internally for five business days, during which time current employees may apply for open positions before external candidates. The Village may post open jobs internally and externally simultaneously.

Each job posting that has been posted internally and externally will have a deadline date applications must be received by to be considered for the position.

Nepotism:

While it is not prohibited to have immediate family members working for the Village, spouses/relatives cannot hold a position where they would report to one another or hold a position of strong influence over each other. For purpose of this section, immediate family is defined as wife, husband, sister, brother, child, grandchild, guardian, mother, father, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law and brother-in-law. This section does not apply to election officials, contractors, subcontractors, temporary part-time, seasonal employees, volunteers, and paid-on-call employees.

Performance Assessments:

The wage and salaries of the Village employees are administrative/maintenance salaries are evaluated and reviewed on a regular basis by the Department Heads. Wages of the administrative employees are recommended by the Village Manager and those recommendations are then reviewed and acted upon by the Village Board annually in conjunction with the adoption of the Village's annual fiscal budget.

The performance of employees will be reviewed utilizing the employee evaluation format approved by the Village Board. The results of the annual evaluation will be used as a factor in determining the individual salary adjustment of employees.

Personal Appearance:

The Village expects its employees dress in a professional manner becoming to the municipal standards. Whereas, Friday's are officially designated as "Casual Days", more casual attire is permitted. Good common sense and discretion on the part of the employees is expected.

It is important all employees behave in a courteous, professional manner and present a well groomed and professional appearance. Extremes in appearance should be avoided, including extreme hair styles, make up, etc. Colognes and perfumes and jewelry should be kept to a minimum. All uniforms or work clothes must be cleaned, pressed and in good repair. An employee dressed inappropriately may be sent home without pay to change.

Personnel Records and Employment References:

Personnel records are the property of the Village and we restrict access to them. Access to your personnel records is governed by Wisconsin Statute § 103.13. Should you want to review your record under § 103.13, you must contact the Village Manager. All requests from sources outside the Village of Harrison for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Village Manager.

Public Records:

Only Village designated records custodian(s) may respond to a records request. Should you receive a request, please forward it to the Village Clerk who will then determine the validity and if needed, contact the designated custodian.

Media Contact:

Village Manager or his/her designee will serve as the authorized media spokesperson for the Village. Any requests for comment or interviews must be directed to the Village Manager.

The Fire Chief or his/her Public Information Officer (PIO) designee will serve as the authorized media spokesperson for Harrison Fire Rescue regarding emergency incidents.

Safety:

Job safety is very important to all of us. The Village requires safe work practices of all employees and expect you to conduct yourself carefully and safely at all times. Employees are expected to observe all safety procedures and rules, and use required personal protective equipment (PPE).

All work areas must be kept clean and free from debris and clutter. Tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be corrected and reported to a supervisor. If you are involved in or witness an

accident while working, you must report it immediately to a supervisor. Supervisors must maintain a safe work environment, enforce safety rules, and train staff.

Social Media:

The Village encourages use of social media to further our goals and the mission of our departments. Departments may use social media to conduct departmental business, provided they follow the policies outlined below:

- Social media sites must be approved by the Village Manager prior to implementation. Unless approved otherwise, departmental use of social media will be for one-way communication only.
 - The Village website and citizen portal shall remain the Village of Harrison's primary and predominant Internet presence. Social media is used to disseminate time-sensitive information as quickly as possible, and to increase our ability to communicate with the widest audience. Where possible, content posted to social media sites will be posted to our website/citizen portal.
 - Social media sites shall comply with all other applicable policies and standards, including but not limited to, the Technology Policy, Code of Ethics, Anti-Harassment and Discrimination Policy, and Confidential Information Policy.
 - Social media sites are subject to the State of Wisconsin public records laws. Any content maintained in social media format that is related to our business, including a list of subscribers and posted communications, is a public record. Social media sites shall clearly indicate any articles and other content posted or submitted for posting are subject to public disclosure.
- Personal Use: Your personal use of social media sites is prohibited during work hours. You should have no expectation of privacy in use of social media accessed at work and/or via Village-owned technology resources.

Technology:

The Village provides you access to and use of information technology resources. These resources are provided to allow you to be more efficient, productive, and to access information necessary to carry out your responsibilities on our behalf. Personal use of our technology resources must be kept to a bare minimum and you should have no expectation of privacy.

Employees are expected and required to use these resources in a manner consistent with their position and work responsibilities and in a professional and respectful manner. We establish policies and monitor operations to protect them from creating legal liabilities and negative publicity for yourself and for us, either knowingly or unknowingly. We expect employees to act responsibly and always in our best interests. Use of our technology must comply with all applicable laws and municipal policies and ordinances.

Weapons Policy:

The Village intends to promote a safe environment for employees and other individuals who interact with our employees.

- A “weapon” is any device designed as or intended to be a weapon and capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices.
- The Village strictly prohibit the possession, control, use, or threatening the use of a weapon in the course of employment whether on or off our premises. This prohibition does not apply to law enforcement officers performing their official duties.
- Weapons stored in your personal vehicle while the vehicle is on our property or while the vehicle is being used in the course of your employment must be kept and secured in the vehicle.

Workplace Violence:

The Village is committed to providing a safe workplace and to reducing the risk of workplace violence. All employees should be treated with courtesy and respect at all times.

- **Prohibited Conduct:**

Employees are prohibited from making threats or engaging in violent or potentially violent behaviors. The following list, while not all inclusive, provides examples of behaviors that are prohibited.

- a) Engaging in “horseplay” or other conduct that may be dangerous to others;
- b) Causing injury to another person;
- c) Making threatening remarks;
- d) Aggressive or hostile behavior;
- e) Intentionally damaging property;
- f) Possession of unauthorized weapons, firearms or other dangerous or hazardous devices or substance on Village property or while conducting Village business;
- g) Conduct that threatens, intimidates or coerces another person.

- Reporting Prohibited Conduct:

Employees who witness or are aware of violent behaviors or threats of violent behaviors such as those listed above should report the details as soon as possible to their supervisor, department head or the Village Manager. This includes behaviors by co-workers, supervisors, the public, or vendors. Employees should also report all suspicious individuals or activities. Management will promptly respond to all incidents reported. Any employee involved in workplace violence will be subject to disciplinary action including termination as a possible outcome.

~ End of Handbook ~

APPENDICES

APPENDIX A	<u>EMPLOYEE ASSISTANCE PROGRAM PROVIDER</u>
APPENDIX B	<u>EDUCATION REIMBURSEMENT FORM</u>
APPENDIX C	<u>CLOTHING ALLOWANCE</u>
APPENDIX D	<u>VILLAGE OF HARRISON CELL PHONE POLICY</u>

APPENDIX A

EMPLOYEE ASSISTANCE PROGRAM PROVIDER

All full-time employees, part-time, fire and rescue department volunteers and their family members are eligible to participate in the Village's Employee Assistance Program (EAP). The EAP provides resources to assist employees and their families in resolving personal problems in a confidential manner. Services provided include assessment, counseling, referral, training and support. This program is provided at no cost to the employee or their family. Contact information for the Village's EAP provider is listed below

ThedaCare at Work Employee Assistance Program
(920)749-2390 or
1-800-236-3666

APPENDIX B

VILLAGE OF HARRISON
EDUCATION REIMBURSEMENT FORM

Date:_____

Requested by:

Name: _____
Last First MI

Course Detail:

Name of Accredited School:_____

Course Title:_____

How course is related to present job _____

Cost:

Tuition: \$ _____

Books:\$ _____

Lab Fees: \$ _____

Miscellaneous (Explain):_____

Approval:

Employer's Signature:_____

Date:_____

Administrator's Signature:_____

Date:_____

Successfully completed course on: _____

Payment made to employee on: _____

Check Number: _____

SUBJECT: EDUCATION REIMBURSEMENT

Policy

Full-time employees of the Village of Harrison will be eligible for reimbursement of the cost of tuition, lab fees, books, materials and other miscellaneous fees incurred in the process of taking approved courses.

Purpose

To provide limited financial assistance for employees who desire to increase their level of education to present job performances.

Guidelines

1. Course must be directly related to the employee's current job and would improve their skills on the job.
2. Reimbursement will be made only after satisfactory completion of the course.
3. Eligible employees must first exhaust other forms of financial aid (*i.e.*, VA Ed Program, Scholarships, etc.)
4. A Tuition Aid Request form, obtained from the Village Manager, must be completed as far in advance as possible before close of registration for the course.
5. Final approval for reimbursement for the costs rests with the Village Board.
6. When the course is completed, a copy of the grade report, along with receipts for tuition and fees paid, should be submitted to the Village Manager for processing and refund. This must be done by the employee within thirty (30) days of notification of satisfactory completion of the course.
7. The employee will be reimbursed in a lump sum. However, should the employee terminate employment with the Village of Harrison within two (2) years of course completion, the reimbursement will be considered to be prorated over a 24-month period from the date of the course completion and the remainder will be withheld from the employee's last check.
8. All courses will be taken at a time other than the employee's regular work hours, unless vacation or compensatory time is used and Village approval has been given.
9. The Village will pay up to a maximum of \$500.00 per calendar year per employee.

This program can be discontinued or changed at any time at the discretion of the Village Board.

No employee will incur any rights to said policy. The discontinuance of said policy will not be considered prejudicial to anyone or any group.

APPENDIX C

VILLAGE OF HARRISON CLOTHING ALLOWANCE

I. Full-Time Public Works and Utilities Operators

The Village provides a clothing allowance to full time road crew employees with the stipulation they always have to wear a shirt and/or outer jacket that has the logo and village name on it when at work.

The Village provides a stipend of \$350.00 each year that is to be used to purchase approved apparel items and steel toed boots (no pants). Any items purchased that total more than \$350.00 in a calendar year will be paid for by the employee unless the employee has an approved carryover balance.

II. Permanent Part-Time Employees

Permanent Part time employees will receive \$175.00 to purchase approved apparel and steel toed boots each year they work. They can purchase additional apparel at their cost through the Village Hall. We would like the part time staff to also wear the Village apparel when they are working.

III. Office Staff

Office staff is entitled to receive \$300 each year that is to be used to purchase approved apparel items.

IV. Firefighters

Volunteer firefighters shall receive one free shirt each year they are on the department. They can purchase additional apparel at their cost through the Village Hall.

V. Fire Chief

The Village will provide clothing for the Fire Chief with the stipulation he/she always wear the uniform when working.

For the first year of employment, the Village will provide the following items:

- (2) Uniform pants, (2) white uniform shirts, (2) Polo Shirts with logo,
- (2) Guard work shirt with logo, (2) blue t-shirts, (2) blue sweatshirts.

During the next years, the Village will provide a stipend of \$325.00 to purchase additional apparel items and black shoes.

VI. Carryover

Employees may carryover unused clothing allowance funds to the following year with the approval of the Village Manager.

APPENDIX D

VILLAGE OF HARRISON PERSONNEL POLICY – Village Cellular Telephones

1.0 Purpose

The purpose of this policy is to provide a set of guidelines governing the provision and use of cellular telephones/Smartphones for Village employees and Board members.

2.0 Scope

This policy applies to all employees of the Village and Harrison Utilities. It replaces the cell phone policy listed in the Personnel Manual (version updated November 2018). It also provides cell phones to the Village President if they desire one.

3.0 Policy Overview

3.1 Village Issued Phone

- A. The Village will provide one cellular phone or Smartphone device to the following positions:
 - 1. The Village Manager (1)
 - 2. The Assistant Village Manager (1)
 - 3. The Fire Chief (1)
 - 4. The Village Clerk/Treasurer (1)
 - 5. The Village Assistant Planner (1)
 - 6. The Deputy Clerk/Treasurer (1)
 - 7. All full time members of Public Works (8)
 - 8. All full time Operators in Harrison Utilities (3)
 - 9. Village Board President (1)
 - 10. Village Trustees (6)

- B. The Village will also provide one protective case and screen protector for such phone.

- C. The Village recognizes the advantages of using cellular phones and Smartphones to conduct Village business based on the following:
 - 1. Employee's position
 - 2. Whether the employee is out in the field as part of their regular duties
 - 3. Whether the employee regularly works in an "on call" capacity
 - 4. Whether the employee has a responsibility for key Village operations and is required to respond to emergency incidents Whether the employee is away from their desk or office (while working) for considerable periods of time, and the resulting lack of communication impacts their ability to perform their work
 - 5. Whether the employee needs mobile communication for personal safety

6. Necessity for the employee to respond to business related e-mails and/or text messages in real time
 7. Facilitate the storage of public records for Board members.
- D. Any anomalies or concerns regarding the usage of a Village provided cell phone shall be reported to the Department Head and/or Village Manager.

3.2 Use of Village Provided Cell Phones

- A. Employees are required to perform communication on Village-owned equipment. Village owned cell phones / Smartphones are primarily intended for Village business.
- B. Personal use of a Village cell phone / Smartphone is allowed. Employees/Board members must have no expectation of privacy or confidentiality in electronic communication sent, received, or accessed on Village issued cell phones or Smartphones. As such, the Village has the right to monitor, review, audit, and otherwise access the content of all electronic communication sent, received, or accessed on Village issued cell phones or Smartphones with or without prior notice to the employee for both non-investigative work-related reasons, and for investigation of employee misconduct. Employees making or receiving personal calls on a Village cell phone are expected to reimburse the Village for any costs or charges above or outside of its plan resulting from personal use of their cell phones (examples, overages and roaming charges). Any call that cannot be documented for a business purpose will be treated as a personal call.
- C. Employees are expected to use a Village cell or Smartphone responsibly and in accordance with this policy and any applicable work rules and policies. Use of a Village cell phone in violation of the Village's policies and work rules, may result in revocation of the cell phone or smartphone assignment and disciplinary action against the employee, up to and including termination.
- D. Employees are strongly discouraged from using handheld wireless telephones or data devices while driving or operating motorized equipment except in emergency situations. Instead, employees are encouraged to use hands-free accessories or pull over to the side of the road and/or shut down machinery until the call is complete.
- E. Any equipment issued by the Village of Harrison is Village property. Loss, theft or damage to a Village issued cell phone/device shall be reported immediately to the employee's direct supervisor. If the employee is found to be at fault for the loss of the Village issued cell phone due to gross negligence, this may result in disciplinary action. Each Department shall immediately contact the Village Manager upon receiving information of a loss, theft or damage to a Village issued cell phone/device. The Village Manager is authorized to clear all confidential Village information from the phone. This may result in personal information being erased from the device as well.

- F. For employees the Village prohibits excessive personal calls, texts or other messaging during the workday regardless on who's device those phone calls take place. This interferes with employee productivity. Excessive personal communications may result in disciplinary action.
- G. Employees are prohibited from sending, receiving or accessing electronic communication that is insulting, profane, vulgar, lewd, indecent, sexually explicit, illegal, profit-making, political, unprofessional or in the violation of the Village policies while using a Village owned device.
- H. Employees approved to carry a cell phone or Smartphone for Village business are expected to make a reasonable effort to respond in a timely manner to Village business. This includes the response to urgent matters outside of normal business hours. Consistent failure to respond in a timely manner to business calls, texts or emails may result in discipline.
- I. Electronic communication made on Village issued cell phones or Smartphones involving government policy or business is subject to state record retention requirements and may be subject to the Wisconsin Public Records Law. The content of employee electronic communication may be subject to disclosure in litigation, audits, and other purposes. Users are authorized limited incidental use of the Village's issued cell phones for personal purposes, but employees/Board members have no expectation of privacy or confidentiality in such use. Communications of purely personal nature are exempt. Recipients are expected to sign a form acknowledging they understand the phone is part of the open records law.
- J. Employees may not provide the cellular phone number of any employee of the Village to a member of the public without the cell phone user's authorization.

3.3 Employee Separation from Employment

Employees/Board members shall return Village cell phone or Smartphone at the time of separation. The Village will discontinue the service. Failure of the employee to return the Village cell phone or Smartphone at the time of separation will result in the Village taking steps to download files from the device and wipe the device clean to avoid breaches of confidentiality

4.0 Effective Date

This policy is effective upon the first day of the month following approval of the Board.

ACKNOWLEDGEMENT FORM
Village of Harrison
Cell phone/Smartphone policy

Please check one of the following:

- I understand the Village issued cell phone/smartphone is a piece of government equipment and is subject to the Wisconsin Public Records Law and any incidental personal use could be captured as a public record.

- I understand the Village issued cell phone/smartphone is a piece of government equipment and is subject to the Wisconsin Public Records Law and choose to carry a personal phone for all personal business.

Signature

Date

Printed Name

ACKNOWLEDGEMENT FORM
VILLAGE OF HARRISON PERSONNEL MANUAL

I understand the information contained in the Village of Harrison Personnel Manual represents guidelines only and the Village reserves the right to modify this manual or amend or terminate any policies, procedures or employee benefit programs at any time, or to require and/or increase contributions towards these benefit programs. I understand it is my responsibility to familiarize myself with the contents of the manual and I am required to comply with all aspects of the manual. I understand failure to do so will result in discipline up to and including discharge.

I understand the handbook is not a contract of employment between me and the Village and I should not view it as such.

I further understand that no manager, supervisor or representative of the Village has any authority to enter into any agreement guaranteeing employment for any specified period of time and any such agreement, if made, shall not be enforceable.

I acknowledge that I am an at-will employee and acknowledge that no policy contained in this Personnel Manual guarantees my continued employment with the Village and/or changes my status as an at-will employee.

I acknowledge using the Village's equipment and systems, including use of the Internet and Email is a privilege that may be revoked at the sole discretion of the organization for any reason, and it automatically terminates when I leave the Village.

Employee Signature

Printed Name

Date

I consent the Village deducting from my final paycheck any amounts relative to unreturned items I have loaned and not returned to the Village.

Employee Signature

Printed Name

Date

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to **request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



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UNITED STATES DEPARTMENT OF LABOR

