



MEMO

Mayor's Office

To: Common Council
From: Shanon Swaney, HR Director
Date: August 2, 2022
Re: Employee Handbook

The City of Kaukauna employee handbook recently underwent a full legal and compliance review. The purpose of this review was to ensure the handbook accurately captured the City's policies, procedures and was in legal compliance with current state and federal law.

As a result of this review the following changes were made to the handbook:

Policies added:

- Expectations
 - Defines the City's expectations of a professional and respectful workplace.
- Diversity, Equity & Inclusion
 - Language regarding the City providing an inclusive work environment.
- Standard of Conduct
 - Outline the City's expectations around employee conduct.
- Workplace Bullying
 - Defines bullying and the City's zero tolerance of bullying.
- Disability Accommodation
 - Defines the City's process for reasonable accommodations.
- Pregnancy Accommodation
 - Outlines the City's policy on pregnancy accommodation including nursing and breaks.
- Religious Accommodation
 - States that the City will work with employees to reasonably accommodate sincerely held religious beliefs, observances, and practices.

- Meal & Other Break Periods
 - Clarifies that the City will provide at least a 30 min unpaid meal break for employees working more than 4 consecutive hours.
- Continuation of Medical Coverage (COBRA)
 - Outlines that we comply with COBRA
- Voluntary Dental Insurance
 - This benefit is currently offered but was not listed in the handbook.
- Voluntary Vision Insurance
 - This benefit is currently offered but was not listed in the handbook.
- Bone Marrow and Organ Donor Leave
 - Required language under law
- Civil Air Patrol Leave
 - Required language under law
- Personal Leave
 - Added to provide guidance for leaves not covered under FMLA.
- Voting Time Leave
 - Required language under law
- Background Investigations
 - Provides clarification on when the City will conduct background checks on existing employees. This includes when transferring to a position which requires an updated background check and to maintain compliance with Federal Clearing House program for CDL holders.
- Employee Relations
 - Encourages employees to work collaboratively and have good communication when dealing with disagreements. Provides next steps if employees are not able to resolve an issue directly.
- Whistleblower
 - Recommended language. States City will not retaliate for anyone who reports illegal, fraudulent, or retaliatory behavior.

Policies revised:

- Equal Employment Opportunity
 - Updated to be compliant with current legal language
- Non-discrimination & anti-harassment
 - Updated to include current legal requirements and further definition of harassment and discrimination
- Post-Employment Health Plan (PEHP)

- Added language to clarify that retirees who have less than 40 hours of earned vacation will have their vacation paid out rather than placed into the PEHP account.
- Educational Reimbursement & Professional Credentials
 - Reduce the length of service requirement post-degree from three (3) years to two (2) years.
- Worker's Compensation
 - Updated to include information on how to report an incident and steps required post incident. Also added clarifying language to the City paid lost time.
- Sick Leave
 - Add language to allow sick leave to be used for a qualified dependent. Qualified dependent is defined as spouse, child, or step-child.
- Vacation
 - Remove language suggesting that City will pay out accrued vacation. Because the City awards newly hired employees vacation right away, they are not "accruing" vacation during their first year. This means employees aren't truly accruing vacation towards a subsequent year. The practice of paying out accrued vacation is therefore outdated. Unused vacation will continue to be paid out upon termination or retirement.
- Cell phone use
 - Existing policy just outlined the cell phone reimbursement program. New policy outlines personal use of cell phones at work expectations.
- Discipline
 - Updated policy to be titled Corrective Action.
- Appearance/Dress Code
 - Policy updated to be titled Employee Appearance. Added language to further clarify expectations for departments/positions. Added language to allow a logo wear credit for newly hired employees.
- Nepotism
 - Updated policy to be titled Employment of Relatives
- Social Media
 - Current policy outlined official City use of social media rather than expectations for employee use. New policy added to Appendix and outlines employee expectations for the use of Social Media.
- Employee Acknowledgement
 - Updated language for current legal compliance and revised language to cover the fact that our employee handbook master copy is housed digitally online (in Ascentis).

- Life Insurance
 - Updated to correct eligibility language. Full time and WRS eligible part-time employees are eligible to participate.
- Health Insurance
 - Updated to correct eligibility language. Full time and WRS eligible part-time employees are eligible to participate.
- Information Technology
 - Was reviewed by IT and updated to include current practices and cyber security protocols.

Other:

- Updated format and font
- Library handbook will be dissolved, and library staff will be under City handbook. Statement added to specify that library staff are subject to state statute 43.
- Street Dept Standard Operating Guide (SOG) will be dissolved. Relevant content which is still applicable was added as an Appendix to the handbook titled Street Department Operational Procedures.
- General Benefits Information section added to introduce City benefits.

A full copy of the handbook is attached.