

# Department Head Handbook Review 4-9-24

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### Timekeeping and Payroll

#### Timekeeping and Payroll

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(including Employee Acknowledgement Form)

Revisions Records 113

03

### WELCOME

1.1 On behalf of the Village of Kronenwetter, we welcome you as a member of the Village team. You will find that there are many benefits to working for the Village of Kronenwetter and we hope your association with us will be challenging and rewarding.

Together we will advance Kronenwetter as a positive and professional organization.

The Village has a very strong commitment to achieving excellence in the service we provide to our citizens. Our goal is to provide high-quality care to our citizens in a friendly, efficient, and ethical manner.

In order to maintain an excellent level of service, each of us must be flexible in performing a variety of work such as occasionally working variable hours when the need arises. When we all work as a team, we all benefit from the cooperation. We want and need your input on how to improve our service to our citizens, as well as on how to make the Village of Kronenwetter an even better place in which to work and live. Your participation and involvement are welcomed.

Great communities do not just happen; they require a great deal of effort and hard work on the part of community leaders and all employees.

Our personnel policies are based on the belief that our success is primarily dependent upon our employees. Our goal is to:

Recognize you as an important part of the team

Provide a safe, efficient, and pleasant workplace

Establish and maintain a truly "open door" communications environment

Encourage high-quality service to our citizens

This Employee Handbook has been developed to keep employees informed about the various policies and procedures that affect your work life with us. Read these pages carefully and keep this handbook readily available as it answers many of the questions that typically arise. Sincerely, Chris Voll President – Village of Kronenwetter

04

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1.2 The purpose of this handbook is to establish and maintain a reasonable system for administration of all personnel matters except those matters covered by collective bargaining agreements. You are encouraged to familiarize yourself with the contents of this handbook since it will answer many questions concerning your employment at the Village of Kronenwetter (“the Village”).

This Employee Handbook applies to all regular full-time and regular part-time employees as well as occasional, temporary, and seasonal employees of the Village except where noted. Where there is any conflict, the provisions of an applicable formal labor agreement between the Village and a certified collective bargaining unit shall supersede the terms of this Employee Handbook.

This Employee Handbook is not a contract guaranteeing employment for any specific duration. Although we hope that your employment relationship with us will be longterm, either you or the Village may terminate this relationship at any time, for any reason. **Police officers are not at will employees and fall under WI Statute 62.13 for just cause.** No oral statements by Management can alter this disclaimer, create a contract, or modify the at-will status of the employee. While the Village Administrator can make an offer of employment, those offers have to be approved by the Village Board.

Employees employed under a collective bargaining agreement with the Village may have provisions within that agreement that modify or deviate from the provisions contained herein.

The Village retains the right to change, revise, deviate from, or discontinue any of the policies and/or benefits described in this handbook. This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and does not create contractual obligations.

If you have any suggestions or questions related to this handbook, you are encouraged to discuss them with your supervisor, as we want to make this a truly team experience with an open flow of communication.

### ABOUT OUR OPEN DOOR POLICY

1.3 We are committed to promoting and practicing an “open door” attitude among all of our employees. We recognize that whenever a group of people work together, there are bound to be some differences of opinion and problems may occasionally arise.

If you have a question, concern, or problem related to your employment, you are strongly encouraged to openly and honestly discuss the situation directly with your



Chief McHugh

3:49 PM Mar 28

**Add:** “Police officers are not at will employees and fall under WI Statute 62.13 for just cause.”

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immediately available, timely communication with all citizens regarding the status of their issues is critical to the provision of good customer service.

### EMPLOYMENT

#### POLICIES

##### EQUAL EMPLOYMENT OPPORTUNITY

2.1 We are an equal opportunity employer. All employment decisions are based on merit, qualifications, and competence. Our employment practices are not influenced or affected by an applicant's or employee's race, color, religion, gender, sexual orientation, national origin, age, disability, or any other characteristic protected by law. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. It is also our policy to comply with applicable laws providing for nondiscrimination in employment against qualified individuals with disabilities. An employee who believes he or she may require an accommodation should contact the Village Administrator.

07

##### ~~HARASSMENT~~HARRASSMENT IN THE WORKPLACE

2.2 We are committed to providing a work environment that is free of discrimination and harassment. In keeping with this commitment, we do not tolerate harassment of our employees by anyone, including any Supervisor, coworker, elected or appointed official, vendor, or customer. Harassment includes unwelcome conduct (verbal or physical), actions, words, jokes, or comments based on an individual's protected status such as gender, sexual orientation, color, race, ethnicity, age, religion, disability, marital status, or any other legally protected characteristic. We will not tolerate harassing conduct that affects job benefits, interferes unreasonably with an employee's work performance, or creates an intimidating, hostile, or offensive work environment. Sexual harassment deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:  
Submission to such conduct is made a condition of employment  
Submission to or rejection of such conduct is used as a basis for employment decisions

 Chief McHugh  
3:47 PM Mar 28

Replace: "~~HARRASSMENT~~" with  
"HARRASSMENT"

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Such conduct unreasonably interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment  
Examples of sexual harassment include, but are not limited to: Repeated offensive sexual flirtations, advances, or propositions  
Innuendoes, suggestive comments, sexually oriented "kidding," jokes about gender specific traits, or foul or obscene language or gestures  
Displays of foul or obscene printed or visual material  
Unwelcome and unnecessary physical contact, such as patting, pinching, or brushing against another's body.  
All employees are responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. If you feel you have experienced or witnessed harassment, notify your Department Head or the Village Administrator immediately. See also Policy HR-002 Problem Resolution, in Appendix One, for further steps you can take.  
Every reported incident of employee harassment will be thoroughly investigated by a third party selected by the Village Board with respect for the confidences and sensitivities of the situation. If it is determined that harassment has occurred, appropriate disciplinary action will be taken, up to and including termination of employment.  
We prohibit any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in a complaint investigation.  
Unprofessional or disrespectful behavior, even if not rising to the level of "harassment", will not be tolerated.

08

### CONFIDENTIALITY

2.3 The Village follows Wisconsin State Statutes regarding Open Records. See the Village Clerk for details.

The Village is in possession of information and documents that it deems to be confidential and should not be voluntarily disclosed to the public. The Village Clerk is responsible for fulfilling document requests pursuant to the Wisconsin Public Records laws. As indicated in Section 153-12 of the Village of Kronenwetter's General Code of Ordinances, the Village Assessor, Finance Director/Treasurer, Building Inspector, Community Development/Zoning Administrator, Public Works Director, Fire Chief, Police Chief, and Court Clerk may also release records in their custody.

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Supervisor. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who don't have the authority to resolve it can be very frustrating. We can't work toward correcting a problem if we don't know about it.

Please discuss problems or concerns with your Department Head as soon as the issue or problem arises. Problems and complaints are to be handled in accordance with Policy HR-002 Problem Resolution, which can be found in Appendix One, at the end of this handbook.

### WHAT IS EXPECTED OF YOU

1.4 Because we are very customer service oriented, we need you to be committed to our way of doing business. We expect you to:

Give high-quality service to our citizens. You should consider anyone with whom you interact in the conduct of Village business to be one of our citizens. Treat all citizens with the utmost respect, courtesy, promptness, cooperation, friendliness, and confidentiality. |

Do your job well. You were hired because of your skills and abilities in certain areas. We need you to be at work on a regular basis, to understand and perform your job well, to continue to improve your skills, and to constantly think of ways to do your job better.

Help make this a good place to work. Each one of us is part of what we call our "work environment" and thus has an impact on our coworkers and how they feel about working here. By cooperating with each other, finding ways to help out even when not asked, knowing and respecting each other's strengths and weaknesses, and treating each other with courtesy and respect, we can each do our part to make this a pleasant and rewarding place to work.

06

### CUSTOMER RELATIONS

1.5 It is vital that employees of the Village treat citizens in a courteous and respectful manner at all times.

Employees should always remember that the citizen comes first, and they are entitled to the same thoughtful treatment that the employees would like to receive. Employees should aim to never keep a citizen waiting an unreasonable amount of time and to treat them politely. Even when specific answers or solutions are not



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Employees are prohibited from disclosing any confidential documents to a third party and shall refer all questions regarding requests for documents or information to the Village Clerk.

Employees are also prohibited from verbally disclosing confidential information to any third party or to a co-worker unless he or she has a specific need to know for job-related reasons. Employees are expected to use discretion in determining whether information is confidential, and should request clarification from the Village Clerk regarding the disclosure of possible confidential information.

Examples of confidential information include:

Any information discussed in a closed session meeting at the Village

Any information relating to ongoing litigation

Any information relating to possible contracts, or offers to purchase any real estate

Any sensitive information relating to co-workers or candidates for employment

Any other confidential information in the Village's possession, including but not limited to medical information, credit information, and social security numbers, etc

The Village maintains confidential employee personnel files. These files contain documentation regarding all aspects of employment, such as performance evaluations, benefit information, disciplinary actions, and letters of recommendation. Certain personnel records are, by law, not subject to inspection in most situations. Personnel files and records are the property of the Village and shall be maintained confidentially by designated staff including the Village Clerk, Police Chief, and Police and Fire Commission Clerk.

An employee may request to review his/her personnel records. Such a request will be conducted in the presence of the Village Administrator or his/her designee at a mutually convenient time. Employees are entitled to a copy of their personnel records.

During your employment, as well as subsequent to your employment, you will not disclose any confidential information or records to unauthorized individuals, within either the Village or others outside the Village. Any confidential documents you may have in your possession when your employment with the Village ends must be returned immediately.

09

Any current or former employee who discloses trade secrets which is defined as information, including a formula, pattern, compilation, program, device, method,

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technique, or process, that derives independent economic value, actual or potential, from not being generally known to or readily ascertainable through appropriate means by other persons who might obtain economic value from its disclosure or use; and is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. Or any employee who discloses confidential business information, or confidential information concerning a citizen will be subject to disciplinary action up to and including termination of employment and/or legal action. CONFLICTS OF INTEREST

2.4 The Village's policy is to conduct business ethically and to avoid conflicts of interest or even the appearance of such conflicts. Our employees have an equal obligation to avoid conflicts of interest.

Employees are expected to report conflicts of interest to their Department Head immediately upon discovery or suspicion of the conflict. Examples of conflicts of interest are listed below (but are not limited only to these items):

You have an outside business that is a purchaser or supplier of goods or services to the Village

You have an outside business involvement or employment which interferes with your ability to devote full attention to your responsibilities at the Village (ex. moonlighting)


Notify your Department Head immediately if these or similar situations happen in the course of your employment at the Village. Each situation will be reviewed on its merits, and you will be notified of decisions made or actions to be taken. Not reporting a real or potential conflict of interest is a serious matter and can be cause for discipline up to and including termination and legal action.

### EMPLOYMENT CATEGORIES

2.5 Employees belong to one of the employment categories described below:

Regular full-time employees are regularly scheduled to work 32 or more hours per week. They are eligible for the full benefit package subject to the terms, conditions, and limitations of each benefit program as outlined in plan documents and benefit policies in the Employee Handbook or in an applicable collective bargaining agreement. If the employee is classified as FLSA nonexempt, the workweek will not exceed 40 hours unless overtime is required by the Supervisor.

Regular part-time employees are regularly scheduled to work less than 32 hours a week. Hours may vary widely from week to week, depending on the needs of the

 Chief McHugh  
4:31 PM Mar 28

Just a general observation: language to the effect of, "subject to discipline up to and including termination" appears constantly in this document and just keeps getting regurgitated over and over again. Can this just be stated once at the beginning of the handbook with something like, "Violations of this handbook could subject the employee to discipline up to and including termination."

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business at the time. Regular part-time employees are not eligible for the Village's benefits, other than those benefits that are designated in Section 3 of this employee handbook for Regular part-time employees. Part-time employees are eligible for legally mandated benefits.

Temporary or Seasonal employees are hired to work for a specified period of time such as during a particularly busy period, or for the summer. Hours may vary widely from week to week, depending on the needs of the Village at the time.

Temporary employees are not eligible for the Village's benefits. Temporary or Seasonal employees are eligible for legally mandated benefits.

In addition to the categories outlined above, each job is designated as either exempt or nonexempt under the Federal Fair Labor Standards Act (FLSA) and State of Wisconsin Wage and Hour Laws.

**Exempt:** Employees in exempt positions are paid on a salary basis, are excluded from specific provisions of federal and state wage and hour laws, and are not eligible for overtime pay or compensatory time off.

**Nonexempt:** Employees in nonexempt jobs are paid on an hourly basis and are entitled to overtime pay or compensatory time off for hours worked in excess of 40 hours per week. **ORIENTATION PERIOD**

2.6 The initial orientation period for every newly hired or recently promoted employee will be three months or as defined in a collective bargaining agreement. Each new or newly promoted employee will have a formal review after three months of employment or as defined in a collective bargaining agreement. Upon completion of the orientation period, a new employee may be eligible for a salary adjustment based on his/her Supervisor's recommendation and with the approval of the Village Administrator. After successful completion of the orientation period, optional salary adjustments will follow guidelines set forth by the Village Board. After insufficient or inadequate completion of the orientation period, the employee may be discharged. If employee is a department head, the Village Administrator will recommend to the Village Board any disciplinary action he or she deems necessary to address any orientation period concerns. Any exception must be approved by the Village Board. **HIRING**

2.7 The **Administrator Village** will select the candidate it determines is the most qualified applicant for any position. All vacant positions will be posted both internally and externally until the position is filled or there is no longer a need for the position to be filled. The Village will consider all candidates who have applied



Lisa Kerstner  
12:52 PM Mar 22

Replace: "Village" with "Administrator"

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for the vacant position based upon their qualifications for the job for which they have applied. Consideration will include an employee's skill set, education, related experience, knowledge, interpersonal skills, and ability to efficiently and effectively perform the functions of the open position.

### OUTSIDE EMPLOYMENT

~~2.8 Regular full-time Village employees may not engage in outside employment without first providing written notification to their Department Head.~~

The Village will generally permit employees to engage in outside employment so long as, in the opinion of the Village Administrator and the Department Head, the outside work would not affect the quality or quantity of the employee's work for the Village, prevent the employee from devoting his/her primary interest to the accomplishment of his/her work for the Village, or tend to create a conflict, or the appearance of a conflict, between the private interest of the employee and the employee's official responsibility to the Village. Employees are prohibited from entering into any arrangement that involves the performance of services while on Village time or while using Village equipment. No employee shall receive compensation other than from the Village for the performance of services while on Village time.

### ATTENDANCE AND PUNCTUALITY

2.9 Our successful operation depends on the regular attendance of each of our employees. Your job is important; we need you to be reliable and punctual in reporting for scheduled work.

Unscheduled absenteeism and tardiness, whatever their causes, are disruptive and place a burden on your fellow employees and our customers. It also makes it difficult for us to operate efficiently.

If you will be unavoidably late to work or absent, please contact your Department Head as soon as you know you will be late or absent for your scheduled starting time. Check with your Department Head when you arrive and record the time you actually start working on your timesheet. If you will be absent, make sure your Department Head knows about any customer(s) you are currently working with and what other work needs to be taken care of during your absence.

Please contact us each day you will not be able to work. We may require a doctor's note for absences of two or more consecutive days.



Lisa Kerstner

1:01PM Mar 22

**Delete:** "Regular full-time Village employees may not engage in outside employment without first providing wri..."

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Poor attendance and excessive tardiness will have a negative impact on your performance evaluation and on consideration for pay increases and promotions and may result in disciplinary action, up to and including termination.

Any employee who does not report to work and does not notify us within 3 working days after the start of his/her scheduled shift will be considered to have voluntarily terminated his or her employment with us.

### HOURS OF WORK

2.10 Individual employee work hours may vary based on scheduling needs and services provided. Your Department Head will tell you when your work schedule will normally begin and end.

A workday will include two fifteen (15) minute paid rest breaks and a thirty (30) minute unpaid lunch break for each regular full-time non-exempt employee who works at least eight (8) hours a day. Lunch and rest break schedules will be set by your immediate Supervisor and may differ by department. Skipping paid rest breaks will not shorten your workday. Unpaid lunch breaks must be documented on employee time sheets.


You must “clock out” by indicating on your time sheet that you are taking an unpaid lunch period any time you leave the Village premises or work site for personal reasons and must then “clock in” upon return. You must make arrangements with your supervisor before taking a nonscheduled break.

Due to the nature of Village services, the normal workday and operating schedule may vary considerably from department to department. The Village retains the right to restructure an employee’s workday or work schedule for the purpose of promoting efficient operations and a high level of customer service.

The Municipal Center will typically be open and available to residents from 8 a.m. to 4:30 p.m. daily and personnel will be scheduled to cover those hours. Summer hours will run from Memorial Day to Labor Day. During this time period, the Municipal Center will be open from 7am to 4:30 p.m. Monday through Thursday and 8a.m. to noon on Friday. Except in unavoidable circumstances, at least one Department Head or the Administrator must be available present in the Municipal Center during normal business hours.

### PERSONAL DATA CHANGES

2.11 It is your responsibility to notify the Village Clerk of any changes in personal information. If any of the following information changes, please report it to the Village Clerk within thirty (30) days of change:

 Brad Jacobson  
9:58 AM Apr 4

Hours of work for Public Works and Parks vary from this language. Our work day runs Monday thru Friday 7am-3pm with two 15 min breaks no 30 min unpaid lunch break. Public Works also run summer hours 6am-2pm typically start around Memorial day to mid September. If overtime occurs we also try to limit our overall hours to 40 so especially during the winter if weather permits we may not be working full days on Fridays.

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Name Number of Tax Exemptions  
Home Mailing Address Insurance Classification  
Telephone Number Emergency Contacts  
Marital Status Educational Accomplishments  
Number and Names of Dependents Beneficiary Changes

Please don't assume that we "just know" when these changes occur. Failure to keep us advised of personal data changes may have a significant impact on your benefits and our ability to contact you or a family member in the event of an emergency.

3.1 The benefit information contained in this handbook is limited. Many of your benefits are based on legal documents and contracts that you may examine at your convenience. If you have a question or encounter a situation that is not covered within this document, refer to your official benefit plan document or, if you need individual help, contact the Village Clerk.

Where there is any conflict regarding benefits, the provisions of an applicable labor agreement between the Village and a certified collective bargaining unit supersede the terms of this Employee Handbook. You should understand that in-force labor agreements, plan contracts, and other legal documents, NOT THIS HANDBOOK, govern your benefits.

We reserve the right to change, add, eliminate, or modify any employee benefits unless the benefits are specifically defined by your labor agreement. Employees will be notified of such changes. FAMILY AND MEDICAL LEAVE

3.2 Our policy is to provide family and medical leave as required by federal and Wisconsin law. You must be employed at least 52 consecutive weeks and have worked for at least 1,000 hours during those 52 weeks in order to be eligible for family and/or medical leave under Wisconsin law. If eligible under Federal and Wisconsin law, you may take up to 12 weeks unpaid leave within a 12-month period for:

The birth or placement of a child for adoption or foster care (up to 6 weeks under Wisconsin FMLA; up to 12 weeks under federal FMLA)

Caring for a spouse, child, or parent (but under federal law, not a parent-in-law) with a serious health condition (up to 2 weeks under Wisconsin law; up to 12 weeks under federal law); and

Your own serious health condition that renders you unable to perform your job (up to 2 weeks under Wisconsin law; up to 12 weeks under federal law).

**C** Chief McHugh  
3:55 PM Mar 28

**Add:** "Summer hours will run from Memorial Day to Labor Day. During this time period, the Municipal Center ..."

**L** Lisa Kerstner  
1:05 PM Mar 22

**Replace:** "present in the Municipal Center" with "available"

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The Village will calculate FMLA leave on a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

If you wish to take family and/or medical leave, we must receive reasonable advance notice of the leave. We require certification from a health care provider if you request family leave to care for a child, spouse, or parent with a serious health condition, or if you request medical leave. We may also require a second opinion which shall be paid at the Village’s expense as well as reasonable out of pocket travel expenses or, if the first two opinions differ, a third opinion as well as reasonable out of pocket travel expenses, at our expense, from a health care provider.

Any group insurance to which you are entitled will be maintained during your leave as required by the law, provided that you continue to make any premium contributions as required by our insurance plans. Failure to pay the required premium contribution within 30 days of the premium’s due date may result in cancellation of your insurance coverages. If you fail to return to work after your FMLA leave, we may recover premiums from you that were paid by the Village to maintain your insurance coverage. Additional information regarding the requirements/provisions relating to group insurance during the period of a leave may be obtained from the Village Clerk.

While you are out on a FMLA leave, you are allowed to use all accrued unused vacation and sick time off.

You will be returned to the employment position you held immediately prior to the leave if that position is vacant or you will be placed in an equivalent position. If your reason for FMLA leave was your own serious health condition, you will be required to present a fitness-for-duty certification from your [health care provider](#) before returning to work.

Failure to return to work after the expiration of your leave period will be considered voluntary termination of employment on your part, unless you are on an extended leave of absence that has been approved in writing.

Employees may also be eligible for leave time related to military situations in order to care for an injured or ill service member (up to 26 weeks under federal law) or for a qualifying need for employees whose family members are on active duty (up to 12 weeks under federal law). Please see the Village Clerk for details.

Our policy is to comply with applicable provisions of both the Federal and Wisconsin Family and Medical Leave Acts. Because these laws are complex and

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can be quite confusing, please check with the Village Clerk if you would like more information.

### PERSONAL HEALTH INFORMATION

XXXXX3.3 To administer certain benefit programs, the Village may need to handle statements or receipts that contain employee's limited personal health information. We understand the sensitivity of the nature of this information and respect the privacy of our employees. The Village of Kronenwetter will use this information for administrative purposes only. Personal health information will be kept in a secure location separate from the employee's personnel files.

The Village of Kronenwetter will consider any breaches in the privacy and confidentiality of personal health information to be serious and disciplinary action will be taken, up to and including termination. If you have any concerns regarding the handling of your personal health information, please bring this to the attention of the Village Administrator.

### WORKERS' COMPENSATION INSURANCE

3.4 We provide a workers' compensation insurance benefit as required by state law. This benefit covers almost all injuries or illnesses sustained in the course of your employment that require medical, surgical, or hospital treatment. FMLA may run concurrently with time off under Workers' Compensation.

Workers' compensation insurance provides partial income replacement benefits after a short waiting period, or immediately if you are hospitalized.

If you sustain a work-related injury or illness, you must inform your Supervisor or the Village Clerk immediately or as soon as discovered, no matter how minor an on-the-job injury may appear. Failure to do so may result in disciplinary action up to and including termination of employment.

### HOLIDAYS

3.5 The Kronenwetter Municipal Center is closed on the following holidays that are paid holidays for full-time regular employees:

New Year's Eve Day

New Year's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day



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Day after Thanksgiving  
Christmas Eve  
Christmas Day

When a recognized official holiday falls on a Sunday, the following Monday is recognized as the paid observed holiday. If a holiday falls on a Saturday, the Friday preceding will be the paid observed holiday.

If there are any unique calendar circumstances during a particular year, the Village Administrator will make the final determination as to when the Village will observe the holiday.

If a paid holiday falls during your scheduled vacation period, holiday pay will be provided, and you will still have the vacation day to use.

Holiday pay will not be paid if an employee is absent the scheduled day before or scheduled day after the holiday.

Holiday pay is calculated based on your regular rate of pay. These hours are not counted as hours worked for the purposes of calculating overtime. Employees on approved leaves of absence are not eligible for holiday pay.

FLOATING HOLIDAYS  
increments.

VACATION

3.7 Vacation time off with pay is available to all regular full-time employees who have completed three (3) full months of service unless otherwise defined in an applicable labor agreement.

Regular full-time employees earn paid vacation time based on their employee service tier as outlined below or as outlined in an applicable labor agreement:

VACATION LEAVE ~~ACCRUAL~~ ACCRUAL RATES


SCHEDULING OF VACATION LEAVE

Vacation leave may be used in thirty (30) minute increments.


Upon successful completion of the employee's orientation period, vacation will accrue biweekly at a rate associated with the employee's service tier.

Approval/denial for the requested vacation leave will be determined by the department head/designee with regard to the needs of the Village.

Employees should consider cyclical workloads that may be unique to their responsibilities and avoid scheduling their vacations at those times.

 Lisa Kerstner  
1:06 PM Mar 22

Replace: "ACCRUAL" with "ACCRUAL"

 Brad Jacobson  
10:06 AM Apr 4

Should say 15 min increments for vacation sick as that is the practice we have always followed

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An employee who resigns with appropriate notice or is terminated for any reason other than for cause, will receive a lump-sum payment.

### VACATION LEAVE CEILINGS

Employees may elect to carry over up to three-hundred-twenty (320) hours of unused vacation time into the next calendar year.

### "USE OR LOSE" VACATION LEAVE

"Use or lose" vacation leave is vacation leave that is in excess of the employee's applicable vacation leave ceiling. Any accrued vacation leave in excess of the ceiling will be forfeited if not used by the final day of the leave year.

Vacation time up to forty (40) hours may be cashed out. The employee must submit a request for the cash out to the Village Clerk via REQUEST FOR VACATION TIME PAY OUT form (See Appendix Four) between December 1 and December 15 and you will receive the cash out on the first check in January of the following year.

### VACATION LEAVE YEAR BEGINNING AND ENDING DATES

A leave year begins on the first day of the first full biweekly pay period in a calendar year and ends on the day immediately before the first day of the first full biweekly pay period in the following calendar year.

### SICK LEAVE

3.8 Sick leave may be used for the purpose of providing an employee protection against loss of pay due to illness or injury. Sick leave may not be converted into any other form of compensation except upon death, permanent disability, or retirement. Retirement shall be as defined by current Wisconsin Department of Employee Trust Funds policies. Sick leave may not be considered a benefit or a right which an employee may use at his/her discretion but may be allowed only in case of necessity and actual sickness, to attend a medical, or dental appointment, disability, or medical absence of the employee and his/her immediate family as defined by the Family Medical Leave Act.

Sick leave may be used in thirty (30) minute increments.

Regular full-time employees are eligible to accumulate sick leave at the rate of eight hours per month (maximum 12 days per year) up to a total of one thousand eighty 1080 hours.

Sick leave may not be accumulated during any period an employee is laid off or on an unpaid leave of absence.

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An employee anticipating the use of accrued sick leave must report the reason for his/her absence from duty to his/her Supervisor. During any period of illness or injury, an employee must provide daily communication to his/her Supervisor notifying the Supervisor of the status of their condition. If an employee will be absent for an extended period, she/he must provide notice to his/her Supervisor. A doctor's note may be required for illnesses of two or more consecutive days. Employees who abuse sick leave benefits may be subject to discipline by the Department Head or Village Administrator, up to and including termination of employment.

Sick leave may be used for absence due to a work-related injury for which compensation is provided under the Workers' Compensation Act.

In cases where Worker's Compensation is paid after an employee's accrued sick leave or other forms of compensated leave are used, that sick leave will be credited back to the employee.

If an employee's illness or period of recovery exceeds the amount of accrued sick leave, the employee may use accrued vacation leave, unused floating holidays, or with the approval of the Village Administrator, be placed on a leave of absence without pay.

### LEAVE OF ABSENCE

3.9 We recognize that circumstances may arise that require time off beyond that which is available as vacation, short-term disability, or family and medical leave [per guidelines in the Family and Medical Leave Act (FMLA Section 3.2)]. Any request for a leave of absence without pay must be submitted in writing to the Department Head and will be reviewed by the Administrator on a case-by-case basis. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".

A leave of absence may be granted only if you will or have already exhausted all accumulated compensatory time if applicable, earned vacation, personal holidays, and sick leave, as applicable.

Employees who wish to continue to be covered by Village medical insurance while on a leave of absence without pay are responsible for and must make suitable arrangements for payment of 100% of premiums for continuation of health and welfare premiums before the leave may be approved. Employer may terminate health and welfare insurance coverage after 30 days of premium non-payment by

## Department Head Handbook Review 4-9-24

employee. Arrangements must also be made for the continuation of all other employee payroll deductions before unpaid leave of absence is approved. For a leave of absence other than military or family/medical leave, the Village will attempt to either hold a job open or fill a job with a limited-term (temporary) employee but cannot guarantee success.

Failure of an employee on unpaid leave of absence to report for work within three (3) working days of the conclusion of the leave may be considered a formal resignation by that employee.

### BEREAVEMENT LEAVE

3.10 With Department Head approval, all regular full-time employees who have successfully completed 30 days of continuous employment will receive three (3) days off with regular straight time pay, not to exceed eight hours per day, for the death of their spouse, child, grandchild, stepchild, parents, stepparents, spouse's parents, brothers, sisters, step-siblings, or any person who has resided with the employee immediately preceding the person's death.

One day of straight time pay may be paid for time off at the time of the death of a son/daughter-in-law, brother/sister-in-law, niece, nephew, grandparents, grandmother/grandfather-in-law, aunt, or uncle with the Department Head approval. The day granted will be the day of the funeral and pay may not exceed eight hours of straight time pay or the number of regularly scheduled hours if less than eight.

Additional leave may be granted by the Department Head. These additional leave days will be deducted from the employee's accrued vacation time, or floating holiday time.

In the case of the death of a Village employee, employees may be granted up to eight (8) hours of time off with pay in order to attend the visitation and/or funeral of a co-worker if scheduling can be arranged by Department Head without negatively impacting customer service.

### JURY DUTY

3.11 It is your civic duty as a citizen to report for jury duty whenever called. Please notify your Department Head if you are called for jury duty. The Village will permit you to take the necessary time off for jury services. To help you avoid any financial loss because of such service, the Village will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of five (5) business days. Employees who

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are excused from court prior to the end of a business day are required to contact their Department Head and return to work that day if the Department Head determines that there is sufficient time remaining within the normal work period. On any day or half-day on which you are not required to serve, you will be expected to return to work.

3.12

### HEALTH INSURANCE

3.13 The Village currently offers health insurance coverage through one of several insurance programs which are listed in Appendix 4 of this handbook. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of such. A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village Clerk's office. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information.

The Village has an insurance opt-out policy, HR-014 Insurance Opt-Out Policy listed in Appendix One.

### ~~HEALTH SAVINGS ACCOUNT~~

~~3.14 The HSA program is defined in Appendix One (page 70) at the back of this booklet.~~

### DENTAL INSURANCE

3.15 The Village currently offers dental insurance coverage through one of several insurance programs. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of the annual budget. A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village. Please contact the Village Clerk if you would like to review it or if you have questions or need additional information. LIFE INSURANCE

3.16 The Village currently offers term life insurance coverage through one of several insurance programs depending on applicable labor agreements. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of the annual budget. A summary description of this plan is provided to you when you become enrolled. The actual plan document is on file at the Village. Please contact the Village Clerk



Lisa Kerstner  
1:08 PM Mar 22

**Delete:** "HEALTH SAVINGS ACCOUNT  
3.14 The HSA program is defined in  
Appendix One (page 70) at the back of  
this..."

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if you would like to review it or if you have questions or need additional information.

### CONTINUATION OF COVERAGE (COBRA)

3.17 The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents the opportunity to continue certain insurance coverages under the Village's policies when an event results in the loss of coverage.

Some common qualifying events are reduction in hours, termination of employment (except gross misconduct), death of an employee, a leave of absence, an employee's divorce or legal separation, and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at the Village's group rates. A General Notice describing COBRA rights will be provided to employees upon meeting benefit eligibility. The notice contains important information about the employee's rights and obligations.

Please Note: Employees and/or beneficiaries are required to notify the Village Clerk for events the Village would not otherwise be able to know (divorce, dependent eligibility, disability, or second events). Failure to properly notify the Village Clerk may result in loss of the individual's eligibility for continuation of coverage or may result in the Village's recovery of employer-paid premium from the employee.

### RETIREMENT CONTRIBUTION

3.18 The Village participates in the Wisconsin State Retirement System (WRS).

The amount of required employer and required employee contributions for ~~non-public safety~~~~non-public safety~~ full-time employees is established on an annual basis by the Wisconsin Department of Employee Trust Funds (DETF). As a participating employer, the Village pays the Employer's required share of contributions for each eligible employee as defined by DETF. Employees will be required to make his or her full share WRS contribution, unless detailed in his or her employment agreement.

DETF also defines the required employer and employee retirement contributions for public safety employees; the public safety employee's share of the contribution rate is defined in applicable labor agreements

### SHORT TERM DISABILITY LEAVE



Lisa Kerstner

1:09 PM Mar 22

**Replace:** "~~non-public safety~~" with "~~non-public safety~~"

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3.19 If the employee is covered by a short-term disability plan, the Village will continue to pay the Village share for insurance (health, dental, life) for a maximum period of three (3) months during an employee's disability leave providing that the employee is under the continued care of a physician who attests to the disability. The Village will not contribute to an employee's Health Savings Account (HSA) during any disability leave. Employees on disability leave for longer than three (3) months who wish to be covered under Village health and welfare insurance must pay the full cost of the insurance premiums during the rest of the disability leave for a maximum of thirty (30) months. Employees on permanent disability who are eligible for Medicare may only retain Village insurance at the employee's full cost for a maximum of thirty (30) months. Employees on disability leave will not accrue vacation time, floating vacation time, or sick leave while on such leave.

### RETIREE BENEFITS

#### 3.20.1 PENSION FUNDS

All regular full-time and part-time employees who are eligible for participation as defined by the Wisconsin Department of Employee Trust Funds (DETF) are considered to be participants in the Wisconsin Retirement System. To receive pension benefits available under this program, employees should contact DETF for additional information. Forms must be submitted to the Village upon resignation or termination of employment.

This Employee Handbook and all Village policies refer to retirement as it is defined by the Wisconsin Department of Employee Trust Funds at the time of employee separation from employment.

#### 3.20.2 EARNED UNUSED SICK LEAVE

Employees hired before January 1, 2008, who terminate service due to retirement, death, or permanent disability shall be credited with all of their earned and unused accumulated sick leave time at the time of termination to be paid to the employee **or credited towards health insurance.**

Employees hired on or after January 1, 2008 who terminate service due to retirement, death, or permanent disability shall be credited with one-half of their earned and unused accumulated sick leave at the time of termination to be paid to the employee **or credited towards health insurance.:**

The sick leave credit shall be calculated at the rate of pay in effect when the employee's employment terminates.

**C** Chief McHugh  
3:54 PM Apr 2

**Add:** "or credited towards health insurance"

**C** Chief McHugh  
3:55 PM Apr 2

**Replace:** "." with "or credited towards health insurance."

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In the event of termination due to the death of the employee, the payment shall be made to the employee's designee. See Appendix 9.0 for Unused Sick Leave Designee Appointment Form.

### EMPLOYEE TRAINING, EDUCATION, AND CONFERENCES

3.21 The Village of Kronenwetter encourages professional development and ongoing training. As such, regular full-time, part-time employees, and occasional employees may be granted time off for the purposes of engaging in officially sanctioned and approved training, conferences, and meetings. Leave with pay and reimbursement for associated expenses will only be granted subject to Policy HR-003 Employee Training, Education, and Conferences, which can be found in appendix 1 at the back of this book.

### UNIFORMS

3.22 The Village will furnish, at no cost to Department of Public Works employees, coveralls, uniform shirts and pants, and jackets in reasonable quantities to perform assigned duties. Additionally, the Village shall reimburse each Department of Public Works employee, upon presentation of original receipts, per the payment schedule detailed in Appendix Two at the back of this book, for the purchase of safety related and winter clothing to be used on the job. Public Works employees are expected to wear uniforms at all times and to keep them reasonably clean and in good condition.

The Director of Public Works will determine all uniform requirements for public works employees.

The Village will offer regular full-time office employees a stipend that is detailed in the payment schedule defined in Appendix 2 each calendar year towards the purchase of appropriate business or semi-business attire that is a Village logo apparel item(s) of the employee's choice.

### INFLUENZA IMMUNIZATIONS

3.23 The Village provides flu shots for all regular full-time employees desiring immunization. The Village's Occupational Health agency provides the current flu vaccine on-site each autumn. **Covid**

### ADDITIONAL BENEFITS

3.24 For more information and detailed literature on the Village's benefit package, please consult with the Administrator or Village Clerk. The Village reserves the right to modify, deviate from, or terminate any benefit program as it deems appropriate unless the benefit is specified within a labor agreement.



Chief McHugh  
3:57 PM Apr 2

Add: "Covid"



## Department Head Handbook Review 4-9-24

### TIMEKEEPING AND PAYROLL TIMEKEEPING

4.1 Federal and state laws require that we keep an accurate record of time worked by our employees. All the time you actually spend on the job performing assigned duties or other work-related projects is considered to be time worked.

Employees must accurately record their:

Beginning and ending work time

Beginning and ending time of any split shifts or other personal departures from work

Use of approved time off (vacation, holiday, bereavement, etc.)

### PAYDAYS

4.2 Employees will be paid bi-weekly. Payments will not be issued early. The workweek begins on Sunday and ends on Saturday. The Village retains the right to modify these work weeks. PAYROLL DEDUCTIONS

4.3 Federal, state, and local income taxes and social security payments, all required by law, are deducted from your weekly earnings. Occasionally, these deductions may change because they are affected by changes in the amount you earn, by legislation, and by the number of dependents you declare. Also, additional deductions you have authorized the Village to make or that we are required to make (i.e., garnishments, child support) will be automatically deducted from your paycheck.

### OVERTIME

4.6 The Village has the right and responsibility to schedule overtime work as required. It is the nature of municipal service that emergencies and other conditions will occasionally exist that require overtime by employees. Therefore, an employee may not consistently refuse overtime assignments.

The Village recognizes that employees may have personal obligations from time to time that prevent them from accepting overtime assignments. However, personal obligations must be balanced with the obligation for service to the Village. Consistent or improper refusal of overtime assignments will be grounds for disciplinary action.

All overtime work must have prior authorization from the Department Head or, if that's not possible, must be approved by another Department Head or the Administrator.

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All overtime for nonexempt employees will be paid at one and one-half times an employee's regular hourly rate of pay for all hours worked in excess of forty (40) in a work week unless an applicable labor agreement includes other provisions. Only actual hours worked will be counted for the purpose of calculating overtime payment.

Sick leave, vacation, floating holidays, and any other compensated hours that are not worked will not be considered as hours worked for the purpose of calculating scheduled overtime payment. Department Heads or the Administrator may adjust employee schedules within any workweek in order to minimize the budgetary impact of overtime. To the greatest extent possible, the Department Head will inform employees of adjustments to their work hours as soon as possible following events that could result in overtime in any week.

### COMPENSATORY TIME

4.7 Overtime compensation for some non-exempt employees may be made through the use of compensatory time upon the approval of the Department Head or as described in an applicable labor agreement. If allowed, compensatory time will accrue at the same rate as overtime.

No employee will be allowed to accumulate more than eighty (80) hours of compensatory time unless otherwise specified in an applicable labor agreement. If an employee accumulates eighty (80) hours of compensatory time, all future overtime will be paid in the pay period during which the employee incurs overtime. An employee who retires, resigns or is terminated will not receive payment for accumulated unused compensatory time.

### WORK WEEK AND PREMIUM PAY

4.8 On-call - If a regular non-exempt full-time employee is called in to work outside of their regular schedule the employee will be paid a stipend equal to fortyfive dollars (\$45.00) in addition to time and one-half pay for hours actually worked.

### PERFORMANCE REVIEWS

4.9 The Village's performance appraisal system includes a written evaluation of each regular fulltime employee's job performance. It may include, but is not limited to, the Supervisor's comments and recommendations, action plan for both the employee and Supervisor, and performance goals for the next evaluation period.

Performance appraisals should be completed after the first ninety (90) days of the orientation period for new regular full-time employees, on an annual basis prior to

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consideration of any compensation adjustment, and at such other times as deemed appropriate by the regular full time employee's Supervisor.

Information derived from your performance review may be considered when making decisions affecting such issues as an employee's training needs and opportunities, salary adjustments, reclassification, promotion, demotion, transfer, or continued employment. PAY REVIEWS

4.10 Unless otherwise defined in an applicable labor agreement, individual pay adjustments are generally based on the results of your performance evaluations. However, please be aware that although your pay will be reviewed regularly, it does not mean you can expect to be granted a pay increase each time. We do not give "general" or "cost of living" increases. Raises are also dependent on a number of other factors such as budgetary considerations, economic conditions, industry trends, and the value of the job you perform for the Village and in our labor market.

### LAYOFFS

4.11 The Administrator or the Department Head, within the provisions of an applicable labor agreement, may layoff an employee when it is deemed necessary by reason of shortage of work or funds, the abolition of the position, material change in the duties of the organization, or for other related reasons which are outside the employee's control and which do not reflect discredit upon the service of the employee. The duties performed by the laid off employee may be reassigned to other employees.

No temporary or permanent separation of an employee from Village service as a penalty or disciplinary action may be considered as a layoff. When conditions permit, employees on layoff status may be considered for reinstatement.

Employees who are laid off for more than twelve (12) months will no longer be eligible for reinstatement.

### EMPLOYEE

#### CONDUCT

#### SAFETY AND SECURITY

5.1 Regardless of the demands of the work, you are expected to take the time to do it in a safe and secure manner. Safety and security are fundamental principles of the daily approach we take to our jobs. They are to be kept in mind in everything you do. If you sustain a work-related injury or illness, you must immediately inform your Department Head or the Village Clerk if your

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Department Head is unavailable no matter how minor an on-the-job injury may appear.

We are truly concerned about the health and welfare of each of our employees. Your safety and security are of paramount importance to us. We are committed to making every practical effort to provide you with a safe workplace. We ask each of you to accept responsibility in helping to prevent accidents or breaks in security. No employee shall be required or allowed to use equipment that is not safe, mechanically sound, and properly equipped to conform to all Village, state, and federal regulations.

All defects in equipment, especially those that may impact the safety and performance of personnel, must be reported to the Department Head or Supervisor as soon as observed and use shall be discontinued as soon as possible.

No charge shall be made against an employee for damage to equipment except in the case of gross negligence or intentional damage in accordance with State statutes. The Village expects all employees to exercise reasonable care in the use of all Village equipment.

All time spent by an employee in the service and maintenance of Village equipment shall be paid time.

### EMPLOYEE COMPLAINTS

4.11 The Village will attempt to handle personnel complaints and disciplinary matters promptly and fairly. Employees who feel that they have a legitimate concern regarding any aspect of employment with the Village should discuss the matter with his/her Department Head. If any employee feels that his/her Department Head has not satisfactorily addressed the issue, he/she may contact the Village Administrator. Complaints are to be handled in accordance with Policy HR-002 Problem Resolution which can be found in Appendix 1 of this booklet. Discussion of personal employment concerns at any time with any customer, including but not limited to residents and vendors, is cause for disciplinary action up to and including discharge. DRUG AND ALCOHOL USE

5.2 It is the policy of the Village to provide a drug free, healthy and safe environment for its employees. The Village recognizes that the use of alcohol and/or drugs in the workplace can threaten the safety of the work environment and interfere with the operation of the organization.

The manufacture, distribution, dispensation, sale, possession or use of alcohol or controlled substances is prohibited in the workplace and/or while conducting

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Village business away from the workplace. The only exception to this policy is the possession of drugs or alcohol by a Police Officer as required in the conduct of his/her official duties.

Employees are prohibited from coming to work under the influence of alcohol or illegal drugs. The Village's policy prohibiting the use or possession of a controlled substance does not apply if the controlled substance is being used pursuant to a valid current prescription for the employee issued by a medical practitioner while acting in the course of the practitioner's professional practice, or pursuant to other uses authorized by law, provided that such controlled substance is used by the employee at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee's duties. Employees who must use a prescription drug that causes or may cause adverse side effects (e.g., drowsiness, impaired reflexes, or reaction time) shall inform the Department Head or the Village Administrator of the possible adverse effects of the drug and expected duration of use. The Department Head or the Village Administrator may grant such employees sick leave or temporarily assign them to different duties.

### WORKPLACE VIOLENCE PREVENTION

5.4 The Village prohibits any behavior that could be construed as threatening, aggressive, confrontational, or violent. Employees are prohibited from carrying weapons, including properly licensed concealed carry weapons, on Village premises or during Village work activities except as specifically allowed by State law or if possessed by Police Officers in the normal course of their jobs. To that end, the Village reserves the right to require any employee, upon request, to submit to a search of personal effects.

Employees shall immediately warn the Village Administrator or, in his/her absence, the Chief of Police, of any potentially dangerous or suspicious workplace activity, situations or incidents that they either observe or are aware of that involve other employees, volunteers, visitors or outsiders who appear threatening. The Village Administrator shall conduct a confidential investigation of all reports of violence. Employees other than sworn police officers who confront or encounter an armed, violent, or dangerous person should not attempt to challenge or disarm the individual **unless it's a last resort and no other options to defend themselves exist (run, hide, fight).**

Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Violations of this policy by employees, visitors,



Chief McHugh

4:11 PM Mar 28

**Add:** "unless it's a last resort and no other options to defend themselves exist (run, hide, fight)"

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volunteers or outsiders may be reported to local law enforcement personnel. Such individuals may be prosecuted to the maximum extent of the law. Employees will not be retaliated against for making good faith reports under this policy.

### MEDIA RELATIONS

### POLITICAL ACTIVITY

5.6 The Village does not prohibit employees from exercising their political rights to engage in political activities, including the right to petition, make speeches, campaign door-to-door, and to run for public office, providing the employee does not use his/her position within the Village to coerce or influence others and does not engage in these activities while on duty at work. Employees are prohibited from using Village supplies, equipment, or materials for political purposes. Wearing campaign buttons while in the workplace is an example of a prohibited activity. Employees that run for the Village Board, and are elected, are considered to have tendered their resignation when they are sworn into office from their Village employment.

### SMOKING/TOBACCO USE

5.7 The Village provides a smoke free environment for its employees. Smoking and smokeless tobacco are prohibited in Village-owned facilities, properties, and vehicles, and while conducting Village business off-site.

### NEPOTISM

5.8 Unless specifically permitted by the Village Board, the Village Administrator and Department Heads are prohibited from hiring a person related to them to work in a position they will supervise. The only exceptions are for occasional, temporary or seasonal employees if approved by the Village Administrator or by the Police and Fire Commission for Public Safety Employees. A related person means spouse, parent, child, sibling, uncle, aunt, nephew, niece, grandparent, grandchild, father/mother-in-law, sister/brother-in-law, stepchild, stepparent, stepsibling, or any person sharing a residence with the employee. When a member of the Village Board is related to a Village employee, it is the Board member's responsibility to avoid any conflicts of interest in terms of employment or compensation issues as required by state law. This does not preclude the Village Board member from voting on any other matter concerning the related-employee's department. In addition, the Village Board should avoid appointing any individual to a Commission or Committee that typically holds

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responsibility for a particular department's functions if the prospective appointee is related to a Village employee who works in that department.

### SUPERVISOR/EMPLOYEE RELATIONSHIP

5.9 All management personnel are prohibited from having/initiating romantic and/or sexual relationships with employees under their supervision. Perceived violations of this policy shall be brought to the attention of the Village Administrator. If the Village

Administrator is involved, the perceived violation shall be brought to the Village President. Management personnel found to have violated this policy shall be subjected to disciplinary action including the possibility of discharge.

Other personal relationships may be of concern to the Village. They may involve close social friendships, family relationships (parent, child, spouse, sibling, in-law, cousin, aunt, or uncle), personal business or financial involvements, or other personal connections that could affect decision-making or create a conflict of interest.

The Village realizes that developing personal relationships with coworkers is something that can and sometimes does happen in the workplace. While the Village does not wish to ban all such relationships outright, the manner in which employees conduct themselves at work is subject to Village policies and procedures. Coworkers who are engaged in a relationship should refrain from personal conduct that creates tension with coworkers or causes other employees to feel uncomfortable or offended. This restriction applies to conduct while on Village premises or while conducting Village business off premises.

If a conflict of interest is present in a relationship, the Village will endeavor to find a solution to eliminate the conflict of interest so that one person is no longer able to unduly influence or favor the other or so that coworkers are not affected negatively by the relationship. Such solution may require one of the pair to resign, to be re-assigned, or to be terminated.

In the case where two employees are related to each other, and one supervises the other, then the Village Administrator must sign the time-card of the employee who is being supervised. In no case shall the Village Administrator supervise an employee related to him or her, and if through marriage this should occur, then the supervised employee shall be required to resign.

### USE OF VEHICLES

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5.10 On occasion, you may be asked to use your personal vehicle for Village business. We require that you be insurable before driving any vehicle on the Village business. We require that you carry liability insurance for your personal vehicle if it is driven for Village business. If you are in an accident with your vehicle while on Village business, your insurance is primary. As with any accident, report it to your Department Head immediately.

~~It is Village policy that, whenever possible and practical, all employees will use a Village-owned vehicle for Village business if a vehicle is available and the business will be conducted within an approximate twenty-five (25) mile radius of the Municipal Center. When a need can be anticipated, the vehicle should be scheduled through the Administrative Assistant.~~ Any employee who uses the vehicle is expected to keep it reasonably clean and free of debris, to complete the vehicle's travel and mileage log, and to report any and all concerns regarding the vehicle's safety and/or performance to the Administrative Assistant. The vehicle should be returned with at least one-half tank of fuel remaining.

When driving any vehicle on Village business, you are expected to observe all traffic laws. Always refrain from the use of all non hands-free electronic devices while driving. Tickets that result from an infraction of traffic laws or parking violations are your responsibility regardless of whose vehicle is being driven. See Policy HR-007 Business Mileage and Travel which can be found in Appendix 1.

### PARKING

5.11 Employees are expected to follow parking rules. The Village Municipal Center has an employee parking area. Employees are expected to park in that area and refrain from parking in the customer parking area. Any employee found parking in unauthorized areas will be requested to move their vehicle to an appropriate employee parking area.

VISITORS  
5.12 Although we can understand an occasional visit to your work area by friends or family, regular disruption of your workday by this type of activity is not allowed.

### TRAVEL EXPENSES

5.13 The Village will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's Supervisor. Employees who attend the same conferences or meetings are strongly



Lisa Kerstner  
1:16 PM Mar 22

**Delete:** "It is Village policy that, whenever possible and practical, all employees will use a Village-owned ve..."



## Department Head Handbook Review 4-9-24

encouraged to carpool unless there is an approved reason for separate travel arrangements.

Reimbursement will be made in accordance with Policy HR-007 Business Mileage and Travel which can be found in Appendix 1.

Abuse of Policy HR-007 Business Mileage and Travel, including falsifying expense reports to reflect costs not incurred by the employee, is grounds for disciplinary action up to and including termination of employment.

### USE OF PHONES AND SUPPLIES

5.14

personal use.

### USE OF PERSONAL ELECTRONIC DEVICES

5.15 The Village has established guidelines for the issuance and usage of Village-owned cellular telephones as well as procedures for monitoring and controlling costs related to cellular telephone use. Refer to Policy FIN-002 Employee Cellular Phone, which can be found in Appendix 1 of this handbook. Employees in possession of Village-issued equipment are expected to protect the equipment from loss, damage, or theft.

All communications devices should be used in a manner that does not distract coworkers, residents, business associates, or interrupt meetings. Devices should be turned off or in silent/vibrate mode during meetings unless an urgent business call is expected.

The use of non-hands-free cell phones or any other Personal Electronic Device is forbidden while driving any vehicle on Village business. All laws regarding the use of personal cell phones and personal electronic devices must be followed while driving. Personal cell phone calls and other forms of personal communication must be strictly limited unless the communication is incidental, necessary, and unavoidable.

5.16

### COMPUTERS AND ELECTRONIC MAIL

5.17 The Village recognizes that electronic data processing and transmission equipment and their associated communication and information sharing mechanisms can add considerable value as tools in the workplace. Like many enhancements, they can also lead to non-productive work alternatives and increased security risks. It is the declared policy of the Village that, consistent with the guidelines and directions outlined herein, all electronic data equipment

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employed in the workplace shall be used by Village employees to promote enhanced work productivity. Further, electronic data equipment shall be used in a fashion that protects the integrity and security of information created and maintained by and for the Village.

This policy statement modifies and supersedes any previously adopted policies concerning use of the specific types of equipment and assets referenced herein.

### 5.17.1 ELECTRONIC TECHNOLOGIES OPERATING POLICIES

When using computers, the internet, e-mail, cellular phones including text messages, telephones, fax machines, cameras, sound, and broadcast equipment and other associated technologies, the following requirements apply:

All Village electronic resources, hardware, software, data storage and all files are Village property. These resources are intended to be used for Village business purposes and in a manner consistent with the Village's standards of conduct.

Village employees using electronic data technologies are discouraged from their use for nonessential and/or non-work-related purposes. Incidental and infrequent personal use is not prohibited but shall be limited and subject to Department Head approval.

The cost of personal use of telephones and fax machines for permitted personal uses shall be paid by the employee.

Use of electronic technologies shall NOT:

Result in interference with regular work duties, or reduction in productivity.

Include personal use for business, profit, or political endeavors. Include retrieval or downloading of information that is sexually explicit or pornographic, sexist, harassing, or illegally discriminatory in nature unless by a sworn officer of the law in the conduct of official business.

Include use for entertainment purposes at any time during the regular working day or on any paid time.

Include use by anyone other than a full or part-time employee of the Village, except for telecommunications by others in pursuit of Village-related business or bona fide emergency.

Electronically generated information is exclusively the property of the Village and, as such, no person shall have the expectation of privacy with files, e-mail, or internet uses.

Employees shall, at all times, take every necessary step to preserve all electronic data in order to comply with all potential public records requests as allowed by

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State law. No employee shall transmit any sensitive Village information such as financial account numbers over an unsecured internet connection, especially via e-mail. The Village may monitor online traffic, examine files, or read e-mail at any time without notice.

The Village may further restrict or discontinue access to some or all electronic technology resources at any time.

### 5.17.2 SECURITY RELATED ISSUES

The Village finds that electronic technologies in the workplace require substantial diligence on everyone's part to sustain quality and security of information created and maintained by the Village. To the end that quality and security of information may be sustained, the following practices shall be observed by all employees at all times: No data, programs, or files (e.g. personal software, downloaded screen saver applications, or other files) shall be installed on Village computers or similar equipment.

Employees and other Village users shall become familiar with and utilize virus detection and cleansing software whenever suspicious electronic data is communicated to the Village.

Employees and other Village users shall recognize that information found on the internet is the intellectual property of the person or organization posting it. E-mails and cellular phone texts may be considered public records and subject to retention as such. An e-mail is considered a public record whenever a paper message with the same content would be a public record. See Wis. Stats. 19.32(2) for the definition of a record. The same rules that apply to record retention and disclosure as with other Village documents apply here. Therefore:

E-mails, including the identities of the sender, the date, and any non-archived attachments are considered part of the public record.

E-mails determined to be a public record shall be retained and archived to electronic or magnetic memory media or printed out and saved in an appropriate file in accordance with the Village's Records Retention policy.

Any question as to whether a document is a public record should be referred to the Village Clerk and, if necessary, to the Village Attorney through the Village Administrator.

### 5.17.3 DISCIPLINARY ACTION

This policy applies to all stand-alone electronic technology units as well as units connected to the in-house networks and/or internet. The Village may monitor use

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of its owned personal electronic devices at any time. Employees who violate the provisions of this policy may be subject to revocation of privileges respecting use of electronic technologies, disciplinary action, suspension, and/or termination of employment depending upon the severity and/or gravity of the offense. Criminal offenses such as copyright violations may result in criminal prosecution as well as disciplinary action. Where appropriate, monetary remuneration will be sought for damage necessitating the repair or replacement of equipment, software or for malicious damage to files and/or information.

No Village-owned electronic technologies may be used off premises of Village property without the authorization of the Department Head or the Village Administrator.

Notice of responsibility: Authorized uses of electronic technologies by employees that result in any way in the loss or deterioration of information or equipment owned by anyone other than the Village shall be the responsibility of the user and not of the Village. For example, an authorized installation of Village information on a personal computer that negatively affects either software or hardware belonging to the user shall be the responsibility of the user and not that of the Village.

### DRESS CODE

5.18 Village employees are expected to be dressed and groomed in a clean and neat manner. In addition, employees should dress and groom in a manner that will not impair or restrict their movements or otherwise cause safety problems. All employees are expected to be well groomed and practice good personal hygiene and to dress as appropriate for the duties being performed. Employees should avoid the use of strong perfumes or colognes as they can be offensive and sometimes produce allergic reactions in others (coworkers and customers alike). Tight fitting or revealing clothing is not acceptable. Such articles of clothing as “flip-flops” and denim jeans are typically not allowed although jeans may be allowed when Administration declares special “casual dress” days. Business casual attire is always appropriate for office employees. Acceptable office clothing for men who are not required to wear a uniform includes: dress pants, Dockers, corduroys, dress shirts, sweaters, turtlenecks, polo type shirts, blazers or sport coats, dress shoes, loafers. Unacceptable clothing for men includes: shorts, sweatpants, athletic attire, sweatshirts, T-shirts, sleeveless shirts, sandals.

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Acceptable office attire for women includes: dress pants, Dockers, corduroys, shirts, dresses, dress skirts, blouses, sweaters, polo shirts, dress jackets, dress shoes, loafers, slides, dress boots. Unacceptable clothing for women includes: Above-the-knee shorts, sweatpants, athletic attire, sweatshirts, T-shirts, halter-tops, spaghetti straps, tank tops, and non-dress related [flipflop](#)/beach-type sandals. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or buttocks areas. Body piercing jewelry will only be worn on the ear. No other areas of the body with body piercing jewelry should be visible. The Department Head or the Administrator is responsible for determining if a particular employee's appearance and grooming is appropriate for the work being done and for the type of public contact. If the Department Head or Administrator determines that an employee is inappropriately attired or groomed, she/he will tell the employee to go home on their own time, make necessary changes, and return to work in a reasonable amount of time.

Whenever possible, reasonable accommodation will be made for employees' religious beliefs and disabilities consistent with the business necessity to present a professional appearance to the public.

### GENERAL HOUSEKEEPING

5.19 It is important that you take pride in your work area and keep it neat and orderly at all times. Having your work area well organized contributes to efficiency and creates a good impression for our customers.

Food and beverages must be kept out of view of customers. Empty soda cans, used coffee cups, and empty food containers are to be cleaned and put away after use for health and safety purposes, and for appearance's sake. Please keep entryways clean and free of debris and unnecessary items. The Village requires the recycling of all suitable paper, glass bottles, empty plastic and aluminum containers.

### EMPLOYEE CONDUCT GUIDELINES

5.20 We expect our employees to follow rules of conduct that will protect the interests and safety of all employees and the Village and to present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination. Failure to follow and/or adhere to Village of Kronenwetter policies and procedures as described in written documentation or as described and directed by [employee's](#) supervisor.

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Discourteous conduct or poor service to customers.

Falsification of Village records in any form, embezzlement, or failure to follow internal control or security procedures.

Theft or inappropriate, unauthorized removal or possession of Village or coworker's property; use of Village equipment or supplies for personal projects. Falsification of timekeeping records.

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty. The only exception to this policy is the possession of drugs or alcohol by a Police Officer as required in the conduct of his/her official duties.

Fighting or threatening violence in the workplace.

Boisterous or disruptive activity in the workplace.

Improper, careless, negligent, destructive, or unsafe use or operation of Village equipment.

Insubordination or other disrespectful conduct.

Deliberate statements or actions detrimental to the Village; knowingly spreading false or malicious reports intended to disrupt relationships among employees, elected or appointed officials, customers, and/or residents.

Sexual or other forms of harassment.

Unprofessional conduct at outside events where the employee is representing the Village, such as courses, seminars, and community events.

Possession of dangerous or unauthorized materials, such as explosives, weapons including properly licensed concealed carry weapons, or firearms, in the workplace or on the premises unless as required in the conduct of your job or as specifically allowed by State law.

Excessive or unauthorized absenteeism or tardiness; giving false reasons for absences from work.

Unauthorized overtime, failure to record overtime worked, or consistent refusal to work overtime.

Unauthorized or unacceptable use of the telephone, cell phones, PDA's, etc.

Smoking within Village owned facilities, in a Village vehicle, or when conducting Village business off-site.

Unauthorized disclosure of business secrets or confidential business or customer's information.

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Unauthorized entrance to the Village properties other than to report to work or to conduct business.

Violation of personnel policies.

Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.

Using abusive or offensive language with customers or coworkers.

Improper political activities during work hours.

Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the capacity of an employee of the Village.

Inducing or attempting to induce an Officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.

### GRIEVANCE PROCEDURE

5.21 All grievances by employees will be handled by the Village following the approved HR-009 Grievance Procedure which can be found in Appendix 1 of this handbook. The terms of that policy shall control unless another valid and enforceable grievance procedure exists in an applicable labor agreement.

### RETURN OF PROPERTY

5.22 Employees are responsible for all Village property, materials, or written information issued to them or in their possession or control. All Village property must be returned by employees on or before an employee's last day of work or at the request of the Village Administrator. The Village will take all neccesary legal actions to recover or protect its property.

### EMPLOYMENT TERMINATION

5.23 The last day worked will be used as the termination date in all instances.

The Village of Kronenwetter has the right to terminate, with or without cause, an employee at any time and for any reason, except those prohibited by law or as outlined in an applicable labor agreement.

All of your employee benefits will be affected by employment termination. Health insurance coverage may be continued at your full expense as specified by COBRA. You will be notified in writing of the terms, conditions, limitations, and costs associated with continuation coverage. Please ask the Village Clerk if you have any questions.

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Any property of the Village in your possession at termination, such as keys, electronic devices, etc. must be returned to your Department Head no later than your last day of work. A forwarding address must be furnished so we can send you a W-2 at year-end.

### APPENDICIES

#### APPENDIX ONE HUMAN RESOURCES AND FINANCE POLICIES

6.0 Listed below are all of the adopted policies of the Village that the Village Board has adopted for human resources and the ones that are finance policies that affect employees. While every effort has been made to ensure that the Employee Handbook conforms to these separately adopted policies, where a conflict does occur please see your supervisor for a clarification of the matter.



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### APPENDIX TWO REIMBURSEMENT PAY SCHEDULE

7.0 Listed below are all of the reimbursements that the Village will make for employees for various costs relating to employment.

### APPENDIX THREE HEALTH INSURANCE LIST OF COVERAGES

8.0 The Village offers a number of different insurance coverages for full-time employees and their dependents. Each year the Village is provided with revised costs for the various levels of coverage. Employees with questions on what coverage is available to them should either speak to their supervisor or contact the Village Clerk's office at 715693-4200.

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Last updated: 06/10/2020

APPENDIX FOUR

FORMS

9.0

### Employee

#### Acknowledgement Form

I understand that this Employee Handbook contains important information about employment with the Village of Kronenwetter and that I should consult the Village Administrator regarding any questions not answered in this handbook.

I understand that the copy of the handbook I receive as noted on the date below supersedes all other Employee Handbooks or undocumented employment policies and practices that may have been in use prior to this edition. Since provisions of this handbook are subject to change, I further understand that revisions to it may supersede or eliminate one or more existing policies and/or benefits and that all such changes will be communicated through official notices. I also recognize that an existing labor agreement shall supersede some of the provisions stated within this Employee Handbook.

My employment relationship with the Village of Kronenwetter is entered into voluntarily. I may terminate my employment at any time, and the Village of Kronenwetter retains the same right to terminate my employment when such action is believed to be appropriate. An applicable labor agreement may supersede this provision.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this handbook and will read any revisions made to it in the future.

I understand the Village reserves the right to access, monitor, and retrieve emails, voicemails, computer files, internet records, and other information contained on or within Village-owned computer systems or personal electronic devices used for Village business at any time at the Village's sole discretion.

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Should my employment with the Village of Kronenwetter end, I will return any and all property of the Village of Kronenwetter in my possession to my Department Head no later than my last day of work.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Name  
(printed) \_\_\_\_\_

Supervisor's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REVISIONS RECORD

ADOPTED MARCH 1, 2012

#### REVISION 1-

Village Board approved May 26, 2015-Numerous sections revised.

#### REVISION 2-

Village Board approved November 24, 2015-Section 5.8 & 5.9 Revised, adding in language to allow for two people that are related to supervise one another, but the time sheet to be signed by the Village Administrator instead of the supervisor.

#### REVISION 3-

Village Board Approved February 13, 2018-Section 4.83 Revised changing time from 8:01pm to 3:01pm.

#### REVISION 4-

Village Board approved September 25, 2018-Revision to HR-005 Employee Evaluation policy

Village Board approved November 26, 2019-Revision to section 3.20.2 Earned Unused Sick Leave

Appendix 6.0- Updated-HR-004 new edition approved-11/24/15

Updated-HR-005 new edition approved 09/25/18

Updated-HR-006 new policy adopted-01/10/15

Updated HR-007 new edition approved 01/12/16

Updated FIN-001 new edition approved 07/23/13

Updated FIN-002 new edition approved 01/12/17

Updated FIN-003 policy added to list

Updated FIN-004 new edition approved 03/25/14

Updated FIN-005 policy added to list