

Village of Kronenwetter

EMPLOYEE POLICY AND PROCEDURE HANDBOOK

6th Edition

*Created May 26, 2015 || Revised November 24, 2015 || Revised February 13, 2018 || Revised November 26, 2019
|| Revised December 27, 2022 || Revised April 14, 2025*

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Welcome to our team!

You have joined a dedicated staff that looks to make the Village a better place to live, work, and play. We recognize that our most valuable assets are our people, and we like to think of ourselves as a family, working together to help the Village grow.

Whatever your job, by doing it well, you are making an important contribution to the Village Government and to the Citizens of this Community. To help you do a good job, the Village has established these resource policies, procedures, and wage and benefits program described in the Handbook. Please take the time to read the contents and familiarize yourself with your responsibilities and privileges as an employee of the Village.

We want you to keep these things in mind as you go about serving the citizens of Kronenwetter.

We Serve Citizens. The public interest needs to be the result of a dialogue about shared values rather than the aggregation of individual self-interests. Therefore, public servants do not merely respond to the demands of “citizens,” but rather focus on building relationships of trust and collaboration with and among citizens. The goal is not to find quick solutions driven by individual choices. Rather, it is the creation of shared interests and shared responsibility.

We Are Accountable to More Than Citizens. Accountability and responsibility in public service is extremely complex. We are and should be held accountable to a constellation of institutions and standards, including the public interest; statutory and constitutional law; other agencies; other levels of government; the media; professional standards; community values and standards; situational factors; democratic norms; and of course, citizens.

We Seek the Public Interest Within Certain Parameters: While we are resolved to seek out public input we must consider all factors. Public servants remain responsible for assuring that solutions to public problems are consistent with laws, democratic norms, and other constraints, it is not a matter of their simply judging the appropriateness of community-generated ideas and proposals after the fact. Rather, it is the role of public servants to make these conflicts and parameters known to citizens so that these realities become a part of the process of discourse. Doing so not only makes for realistic solutions, it also builds citizenship and accountability.

CODE OF CONDUCT

An employee code of conduct defines acceptable behavior observed by the village. Employee code of conduct consists of values that the village believes are necessary for successful employment of our employees as well as ethical code of conduct as defined in the General Rules section 5

OUR VALUES

Our village identified nine core values that we believe are essential to successful employment.

- **Accountability:** We value promoting responsibility, the drive for continuous education and improvement. We believe in the efficient use of time by completing work tasks yielding meaningful content, and by meeting deadlines.
- **Adherence to Village Policies & Procedures:** Our employees should follow the policies and procedures established in the Employee Handbook. The employees should also follow any department specific rules and regulations (whether written or verbal) and any rules established by the state and federal law.
- **Collaboration & Transparency:** We value teamwork and collaboration. We recognize that at times decisions must be made on the spot, but when appropriate, we encourage employees and the department heads to work together to achieve the desired goal.
- **Communication:** We value open communication between internal and external customers. Internal customers are the Village Board, the employees, and their supervisors. Our external customers are the vendors, village residents, taxpayers or any citizens who interact with the village staff. We encourage the use of any form of communication that yields the best results of contact with the interested party to achieve the desired response in a timely manner (including but not limited to phone calls, emails, in person communication, texts, fax, etc.)
- **Critical Thinking & Problem Solving:** We value an environment where critical thinking and innovation allows employees to make critical decisions on the spot, can spark new ideas or lead to improved processes.
- **Customer Service:** We value relationships established with our internal and external customers. We welcome feedback to provide continued excellence in customer focus.
- **Professionalism & Integrity:** We value the way our employees conduct themselves on the job as well as outside the job through ethical behavior, proper written and verbal communication, proper appearance (based on the departmental guidelines) and their public presence outside work. We believe that our employees should represent the Village of Kronenwetter in the best light, including but not limited to their social media presence, and interactions with the public outside their scheduled work hours.
- **Punctuality & Attendance:** We believe that punctuality and regular attendance is key to success of the team. We value our employees respecting the scheduled start times and end times as well as their scheduled shifts as any absences related to tardiness or inability to perform tasks negatively affect the team as well as the village residents.

1. GENERAL INFORMATION

1.01 OUR MISSION AS PUBLIC EMPLOYEES

As with any labor-intensive service organization, employees are the most important asset the organization has to offer its clients. Municipal governments are no different. Municipal government organizations provide a wide array of services to its clients, the "citizens" who reside within the community. Employees in the public service arena are at the heart of providing quality service to its citizens. The treatment of citizens has a direct affect upon the municipal government's perceived effectiveness. The support from citizens served is equally important. After all, the citizens provide their public employees with support through a paycheck and benefit package. Obviously, citizens should be treated with respect, and offered service that is prompt and courteous.

Our mission, therefore, as Kronenwetter employees, is to work together in coordinating and leading the efforts of all Village employees to serve the residents of Kronenwetter effectively and efficiently. This "Team Management" approach is necessary with everyone working together, in a trustworthy and loyal manner, to provide the best service possible to our residents.

With this mission, we are confident Kronenwetter citizens will continue to view us as their most important asset in the services we offer.

1.02 ABOUT THIS HANDBOOK

The purpose of this document is to provide all employees with policies and guidelines that have been approved by the Administrative Policy Committee and the Board of Trustees. The policies and guidelines in this Employee Handbook are to be administered consistently and uniformly throughout the entire organization.

In addition, this document has been designed to be used by Department Heads and other supervisors to respond to specific questions posed by employees. This handbook has also been designed with the intent of providing open communication to its employees and is not intended to supersede any contractual relationship presently in existence, or in the future. Those supervisors who manage employees covered under collective bargaining agreements should become familiar with the provisions of those agreements.

1.03 DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the Village's non-represented employees are employed "at-will" unless covered by Civil Service provisions or other applicable State of Wisconsin statutes or Village of Kronenwetter ordinances or policies, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee.

The provisions set forth in this handbook may be altered, modified, changed, or eliminated at any time by the Village with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written. The Village of Kronenwetter will always adhere to governing laws even if the handbook has not been updated to reflect changes.

1.04 RELATIONSHIP WITH COLLECTIVE BARGAINING AGREEMENTS

The provisions of this Handbook shall apply to all employees, to the extent they do not conflict with a collective bargaining agreement. In the event of a conflict, the collective bargaining agreement shall prevail.

1.05 COMMUNICATIONS AND SUGGESTIONS

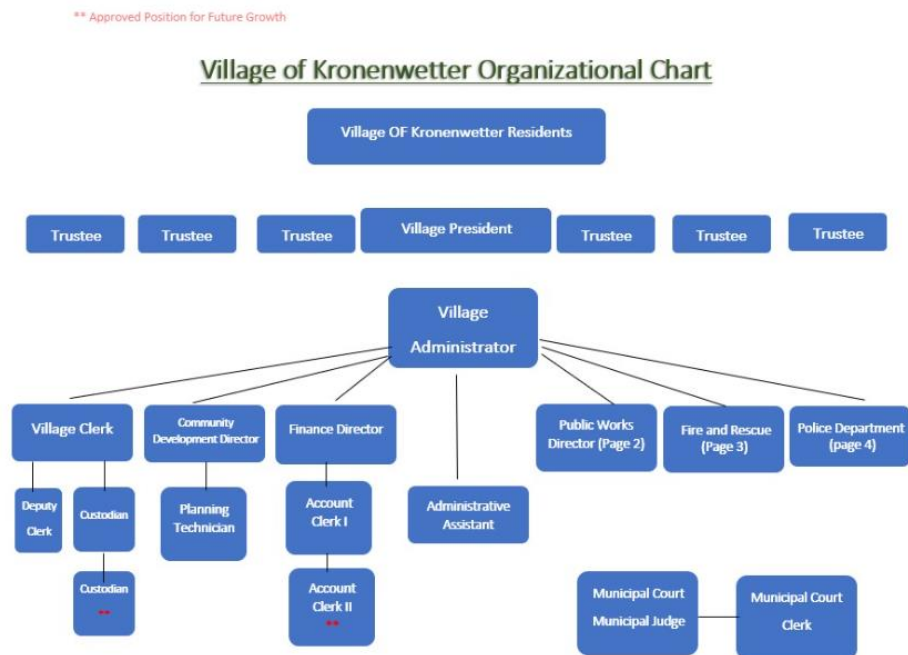
The Village encourages all employees to express their views on matters concerning their jobs and interests. The Village values the comments and suggestions of its employees concerning work methods and operations. Employees should feel free, and are encouraged, to offer suggestions and to seek advice on any matter which is of concern to them. If possible, employee suggestions should be submitted in writing to their supervisor or Village Manager and should explain the present rule or method of operation, the proposed change, the reason for the proposed change, and the benefit that the employee believes will result from that change.

The Village believes that the future goals of the Village and its employees will best be accomplished by our mutual efforts, and through direct and honest communications and relationships.

1.06 OPEN DOOR POLICY

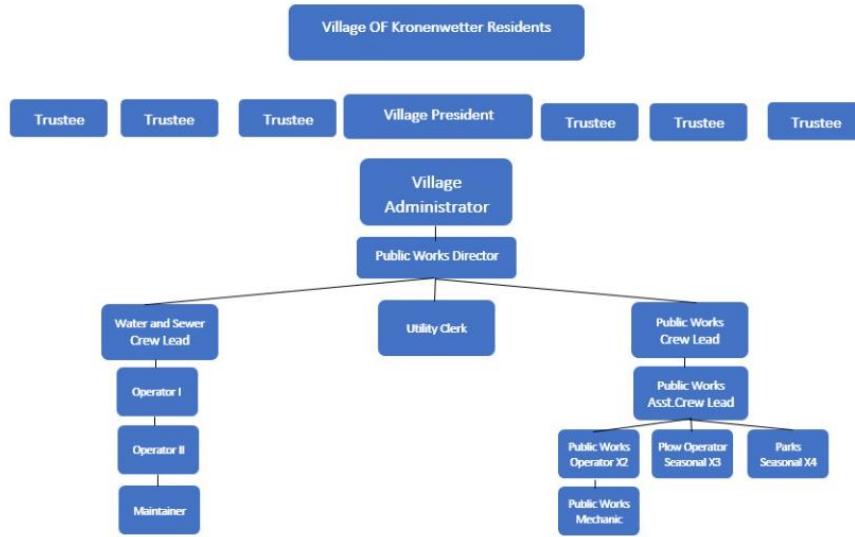
Employee concerns regarding working conditions or employment status are to be handled by supervisors promptly and effectively. Immediate supervisors have the primary responsibility for preventing the causes of complaints and developing reasonable solutions if possible. All employees shall be free to present complaints or grievances to their supervisors and shall be assured freedom from discrimination, coercion, restraint or reprisal in presenting complaints or grievances. In the event an employee does not feel comfortable approaching their supervisor, they should contact any other manager and/or the Village Administrator.

1.07 ORGANIZATIONAL CHART



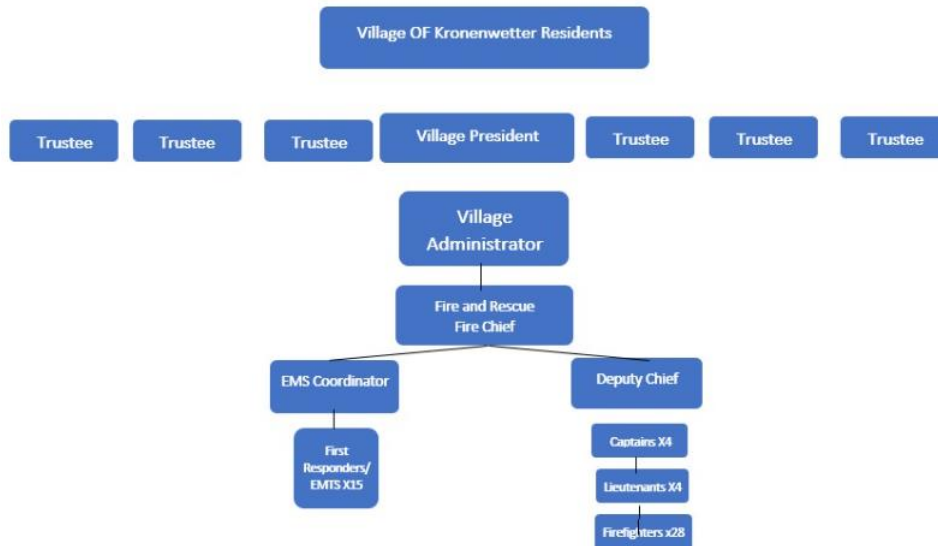
** Approved Position for Future Growth

Village of Kronenwetter Organizational Chart (Page 2)



** Approved Position for Future Growth

Village of Kronenwetter Organizational Chart (Page 3)



2. EMPLOYMENT POLICIES AND PRACTICES

2.01 RIGHTS AND RESPONSIBILITIES OF THE VILLAGE

Certain rights and responsibilities are imposed upon the Village by state and federal laws, rules, legislation, and court decisions. Many of these have implications upon the policies and procedures which govern our employees. For this reason, a summary of the basic rights and responsibilities of the Village might be helpful. These rights and responsibilities include, but are not limited to, the following:

...to manage the employees of the Village including the hiring, promotion, scheduling, transfer, assignment or retention of employees in positions with the Village; to establish work rules; to establish and alter employment policies and procedures, including those set forth in this Handbook; to suspend, discharge or take other appropriate disciplinary action when necessary; to schedule overtime work as required consistent with the requirements of the Village; to develop job descriptions to serve as a guideline and not a rigid limitation; to assign employees to specific duties; to introduce new or improved methods or facilities or to change existing methods or facilities; to fulfill the Village's obligation in contracting out for matters relating to its operation; and any other right or responsibility the Village may have by law or otherwise.

2.02 EQUAL EMPLOYMENT OPPORTUNITY POLICY / AFFIRMATIVE ACTION

The Board of Trustees has established an Equal Opportunity Employment Policy Statement, and has committed to monitoring its Affirmative Action Program. The Village is committed to equal employment for all qualified persons without regard to race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, military or veteran's status, membership in the national guard, state defense force, or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, pregnancy, use or non-use of lawful products, or on the basis of any other status or characteristic prohibited by state, federal or local law. This policy applies to the Village policies and practices concerning recruiting, advertising, hiring, training, promotions, compensation, benefits, transfers, layoffs, returns from layoff, training and the accessibility of facilities, as well as the practices and policies of the Village that are contained within this document.

In addition, to assist in monitoring the Affirmative Action program, applicants for vacant positions will be asked to voluntarily complete a form which must be kept separate from the application. This method of monitoring will help determine the percentage of women, men and minorities that apply for vacant positions. A copy of this Equal Employment Opportunity/Affirmative Action Questionnaire is included as Attachment "A". Again, please be sure to consult the Village Administrator when contemplating recruitment efforts to monitor the Affirmative Action Program.

All hiring decisions will be based on the qualifications of individuals applying for the vacant positions based upon the essential functions of the position listed in each position description.

If you have a problem or concern in any matter relating to equal employment opportunity, please discuss it as soon as possible with your immediate supervisor or the Village Administrator.

2.03 PREVENTION OF SEXUAL AND OTHER FORMS OF HARASSMENT

It is the policy of the Village that all employees have the right to work in an environment free of all forms of harassment. The Village will not tolerate, condone, or allow harassment by any employee, or other non-employees who conduct business with the Village. Below is the Village's Harassment and Discrimination in the Workplace Policy, which includes definitions and procedures relating to prohibited activities, employee responsibilities, and complaint procedures. All current and new employees shall be provided with and trained on a regular basis the Village's Harassment and Discrimination in the Workplace Policy.

2.04 RECRUITING THE MOST QUALIFIED

It is the goal of the Village to recruit and employ the most qualified and capable individuals. The following recruitment procedure has been established and will be followed unless an unusual situation occurs. In these cases, the Village Administrator will take action as deemed necessary.

A. Job Announcements/Application Forms

When an employment vacancy exists, a job announcement will be posted for employees within the organization who may be interested in the position. Concurrently, a job advertisement may be published with the appropriate local media. Depending upon the nature of the vacancy, job advertisements may also be published with regional or national media and/or professional publications. Those employees from within the organization who may be interested in the vacant position will be considered on an equal basis with applicants from outside the organization.

The Department Heads and/or Supervisors will be responsible for preparing Job Announcement Notices, with assistance of the Village Administrator. The Employment Application can be filled out on our website at: https://www.kronenwetter.org/employment_opportunities/index.php

B. Job Descriptions

Job descriptions are maintained for each position in the Village. Job descriptions are to be reviewed at the time a position becomes vacant or as needed for clarity in defining each employee's scope of work and revised accordingly. Recommended changes are to be reviewed and approved by the Village Administrator. Employees are expected to perform their duties as defined in the job description efficiently and effectively, as well as any additional duties that may be assigned by the immediate supervisor.

2.05 RECORDS

The Village maintains records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the Village with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits.

All employees must promptly notify the Village of any change in address, marital status for benefit plan purposes, beneficiary or dependents indicated in your insurance policy, number of dependents for withholding purposes, and party to be notified in case of emergency.

If you will be getting married or are expecting a child, please notify the Village prior to the event so we can make the appropriate arrangements for your spouse or child with regard to the benefit plans. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, it is a good idea to check whom you have designated as beneficiaries. In the event of your death, your listed beneficiary will receive any insurance benefits due. Be sure the listed beneficiary is the person you intend to receive benefits.

It is also the Village's policy to protect the privacy of each employee and therefore the Village is committed to the confidential handling of every employee's information.

Consistent with applicable law, the Village will allow employees to inspect their records twice a year and within seven (7) working days after the employee makes the request for inspection.

2.06 EMPLOYMENT CLASSIFICATIONS

An employee is defined as a person who works for the Village for compensation in the form of wages and excludes elected officials and independent contractors. Each employee is classified as full-time, part-time, limited part-time or seasonal. This classification is maintained in an employee's record and determines his or her eligibility for employee benefits. A temporary change of hours, normally of less than one-month duration, does not affect an employee's classification. Any permanent changes to employees' classification status or change of hours / schedule or any new hires should be requested by filling out the Personnel Action Form (PAF). Worked hours will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified. Please see the Village Administrator regarding questions as to classification. The classifications are defined as follows:

Full-Time: Any employee who is not a seasonal worker, and who works on average 30 hours or more per week (or 1,560 hours per year) and eligible for benefits as defined by the handbook (benefits will be prorated for anyone working less than 40 hours).

Part-Time: Any employee who is not a seasonal worker, and who is scheduled to work between 20 – 30 hours per week on a continuous basis (eligible for certain benefits as defined by the handbook)

Limited Part-Time: Any employee who is not a seasonal worker, and who works fewer than 20 hours per week (or less than 1,040 hours per year). Limited part time employees are not eligible for the employee benefits set forth in this Handbook, unless specifically stated or required by law.

Limited Full-Time: Any employee who is not a seasonal worker, who is hired with a limited contract term. Such employee is eligible for any benefits as applicable by law (ACA / WRS) but is not eligible for any other benefits as defined in this handbook for full time employees.

Seasonal: A seasonal employee is "an employee who is hired into a position for which the customary annual employment is six months or less and for which the period of employment begins each calendar year in approximately the same part of the year, such as summer or winter." (example: election workers, DPW Summer Help, etc.). These employees are not eligible for benefits even if they maintain a full-time schedule during their seasonal employment.

Non-Exempt: Under the Fair Labor Standards Act (FLSA) certain employees are guaranteed minimum wage and overtime rights. Employees governed by this act will be afforded, at least, all minimum requirements of the FLSA.

Exempt: Exempt employees are those who meet the definition of exempt employees per the FLSA. Exempt employees are compensated by salary level and are expected to work full-time and often additional hours as necessary to accomplish the assignment or to meet deadlines without additional compensation.

2.07 PROBATIONARY PERIOD

The probationary period is intended to give new employees and those who have received promotions the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The probationary period provides a period of intensive observation to determine the adequacy of the job performance, but the completion of the probationary period does not add any additional protections for the termination of such employees who continue as at-will employees.

A probationary period applies to all newly hired and rehired employees and employees seeking promotional vacancies, as applicable. The length of the probation period is six months, unless extended.

2.08 EMPLOYMENT OF RELATIVES

The Village will not employ persons within a designated department in an immediate family relationship, as defined within, when there is an immediate supervisor-subordinate relationship. An immediate family relationship is: brother, sister, husband, wife, son, daughter, mother, father and in-laws, or espoused relationships.

In striving to maintain a workplace that is free from harassment, the Village prohibits an individual who is employed in a supervisory position from engaging in any intimate and/or other romantic relationship with any subordinate employee. This prohibition extends to relationships both at and away from the workplace.

This policy shall apply to all full-time and part-time employees considered for promotion, transfer, or all newly hired employees effective with the adoption of this Employee Handbook. In the event an immediate family relationship develops consistent with this section, subsequent to the effective date listed, the Village may make reasonable efforts to accommodate the employee(s). However, the Village is not obligated to create positions within other Departments to accommodate requests in response to this section, and termination of one of the employees may be necessary to implement the policy established here.

2.09 EMPLOYEE DISCIPLINE AND DISCIPLINARY PROCEDURES

When employee misconduct occurs, the Village is required to take measures to correct the situation and to curtail further occurrences for the good of all concerned. Normally, the Village will employ a progressive discipline process which includes: Verbal Warning; Written Warning; Suspension; and Discharge. The progressive discipline process shall not impact the at-will employment status.

The Village is not required to use all four (4) steps, nor use them in any particular order, and will proceed with the appropriate step depending upon the severity of the offense. The Village will not discipline its employees for arbitrary or capricious reasons. The following list constitutes some, but not necessarily all, of the types of conduct that will result in disciplinary action, up to and including discharge. An employee who violates any Village policy, procedure, rule or regulation, whether written or unwritten, shall be subject to disciplinary action which may, but need not, include verbal warnings, written warnings, suspension without pay, demotions, work restrictions or any other discipline determined by the Village, including immediate discharge. It should be noted that the following list is not complete, but will serve as examples of employee misconduct:

- Sexual, racial or other harassment of a fellow employee, or anyone an employee may come into contact with while working for the Village, as defined by the Village's Harassment and Discrimination in the Workplace Policy;
- Failure of the employee to perform his/her duties as listed in the job description with competence and integrity;
- Neglect of duty, contractual obligations or other rules and regulations;
- Refusal or failure to obey legitimate instructions from a supervisor;
- Failure to respect confidentiality of records;
- Frequent tardiness and/or absenteeism;
- Falsification of records;
- Reporting for work, or while at work, visibly displaying evidence of having consumed alcoholic beverages or illegal drugs, or possessing and or distribution of such items;
- Deliberate misuse, unauthorized use, or theft of Village property or abuse of keys;
- Acceptance of gifts or gratuities in violation of the Village's policy on Gifts or Tips;
- Failure to comply with the Village's policies, work rules, or safety program;
- Offensive conduct, language, or violence toward the public, Village Officers, or employees while on duty;
- Conviction of a crime, which because of job-related factors, renders the employee unsuitable to continue job performance;
- Theft

Any employee misconduct which may eventually lead to disciplinary action must be reported by the Supervisor or observing party to the Village Manager immediately, who will provide guidance and direction in dealing with the misconduct. It is important that the Department Head or Supervisor

document any and all information that is related to the offense, conduct, behavior, or problem with the particular employee. This information will become necessary if discipline is to occur. Documentation will be in memorandum format and include: dates, times, detailed explanation of the misconduct, and perhaps number of occurrences in which the violation has occurred. This documentation will be shared with the Village Administrator and will be kept confidential from all other employees. The documentation of incidents is critical as it may be needed as evidence before a hearing examiner at a later date. In addition, documentation will allow the Village Administrator and the appropriate Department Head to assess the situation and to ensure that the discipline process and resultant outcome is consistent, fair and equitable in the Village's treatment of its employees.

The employee must receive a written notice of corrective action. The original copy of the written notice of corrective action must be given directly to the employee or mailed to the employee by certified mail with return receipt requested. A copy of the written notice must be filed simultaneously with the Village Administrator.

2.10 GRIEVANCE AND APPEAL PROCEDURES

This policy is intended to comply with Section 66.0509(1m)c-d, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

A. Employee Discipline

Employee discipline includes all levels of progressive discipline, but shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, meeting or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Demotion, transfer or change in job assignment; or
- Other actions taken by the employer that are not a form of progressive discipline.

B. Employee Discharge

Employee discharge shall include action taken by the employer to terminate an individual's employment for misconduct, performance reasons, or job abandonment, but shall not include the following actions:

- Voluntary resignation;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;

C. Workplace Safety

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

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it;
- A statement of the issue involved;

- A statement of the relief sought;
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place;
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

Steps of the Grievance Proceedings

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

Step 1 – Written Grievance Filed with the Department Head

The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator.,

Step 2 – Review by the Village Administrator

If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

Step 3 – Impartial Hearing Officer

If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village Personnel Committee Chair, in consultation with the Village Administrator, shall select the impartial hearing officer. The decision of the Personnel Committee Chair is final and binding. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

Step 4 – Review by the Governing Body

If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Village Board. For the Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the

hearing officer. The matter will be scheduled for the Village Board's next regular

meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting time. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

2.11 RESIGNATION / TERMINATION / RETIREMENT NOTIFICATION

An employee who resigns and gives two (2) weeks written prior notice will be paid his or her remaining accrued vacation, as well as any other benefits afforded to them within, on a prorated basis. An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his or her right to payout of any accrued vacation, sick leave and any other unused time off. Employees shall provide the Village Administrator a 60-day notice of their intent to retire from employment with the Village. Employees who fail to provide a 60-day notice shall not be eligible for any of the separation benefits provided in Section 3.20 of this Handbook. An exit interview will be given to all employees within the last 14 days of their employment to allow for the village to gather feedback regarding their employment experience. The answers from the exit interview will be used to analyze and evaluate any needs for change and process improvements.

3. EMPLOYEE BENEFITS –

Fringe benefits in the Village consist of health, dental and life insurance options, deferred compensation, participation in the Wisconsin Retirement System, liability protection, and provisions for time off of work. Each of these benefits is outlined in further detail below.

During the orientation process, the manager will meet with newly hired employees for the purpose of providing detailed information on each of the benefits the Village has to offer. Plan documentation for health benefits, dental insurance, life insurance, the Wisconsin Retirement System, and other fringe benefit options, are available to employees at any time. The following is a summary of the benefits that are provided to our employees.

3.01 VACATIONS

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:

Employee Service Tier	Paid Vacation Time
One-year of experience	10 days (80 hours)
2-5 years of experience	15 days (120 hours)
6-10 years of experience	20 days (160 hours)
11-15 years of experience	25 days (200 hours)
16-20 years of experience	30 days (240 hours)
20+ years of experience	35 days (280 hours)

VACATION LEAVE ACCURAL RATES

Full-time Employees	Vacation Earned per Pay Period
One-year of service	3.08 hours for 25 pay periods 3 hours for pay period 26
2-5 years of service	4.62 hours for 25 pay periods 4.5 hours for pay period 26
6-10 years of service	6.16 hours for 25 pay periods 6 hours for pay period 26
11-15 years of service	7.7 hours for 25 pay periods 7.5 hours for pay period 26
16-20 years of service	9.23 hours for 25 pay periods 9.25 hours for pay period 26
20+ years of service	10.77 hours for 25 pay periods 10.75 hours for pay period 26

A. 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.

B. "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.

C. 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.

D. Use of Vacation Leave

The Village Administrator will review and authorize Department Head vacation requests. Department Heads and/or Supervisors must authorize their employees' vacation leave in order that the normal business operations of the Village are adequately covered.

E. Additional Years of Service for the purpose of Vacation Accrual

In certain circumstance, during a competitive job market, or when a newly hired candidate comes in with an extensive work experience, the village Administrator reserves the right to grant credit for additional years of service for the sole purpose of vacation accruals as a bargaining tool during the new employment offer negotiations.

F. Benefit accruals while on UNPAID LEAVE

- **During unpaid (non FMLA) leave of absence, an employee shall not accrue any additional paid time off (vacation or sick time).**
- **During the unpaid (non FMLA) leave of absence, an employee shall be responsible for reimbursing the Village for the full cost of health, dental and life benefits.**

G. Illness, Holiday or Funeral Leave During Vacation

Any period of illness or disability which falls within an approved vacation after that vacation time has commenced will be treated and paid as vacation time and shall not be treated or paid as other benefit time. If a paid holiday falls during an employee's vacation, the day will be treated and paid as a holiday instead of vacation time (or paid FMLA holiday, if employee is on paid FMLA leave) If a death occurs in an employee's family during an approved vacation the employee qualifies for bereavement leave, the time off will be treated and paid as bereavement leave time instead of paid vacation time.

H. EXTENDED VACATION REQUESTS

Any vacation requests that last over 10 consecutive working days must be approved by the supervisor and the Village Administrator.

3.02 FLOATING HOLIDAYS

In addition to the official Village holidays listed above, all full-time regular employees of the Village will receive twenty-four (24) paid hours off for each continuous twelve (12) month period worked. Floating holidays will not carry over or be eligible for cash out. While floating holiday hours may be used for any purpose, the employee's scheduling of these hours must be approved by the employee's Supervisor.

Floating holiday hours leave may be used in thirty (30) minute increments.

Upon termination of employment, employees will not be paid the balance of unused floating holiday time.

3.03 SICK LEAVE

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.

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.

A. Use of Sick Leave

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

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.

B. No-fault Sick Leave Policy

If an employee is ill and is unable to perform their duties in an efficient manner, the Village encourages them to stay home on sick leave; however, excessive use of sick leave may result in disciplinary action up to and including termination. For any absence lasting longer than 3 consecutive days, employees will be required to provide a medical statement indicating that they can return to regular duties (or that their family member has recovered or has alternate care). Departments heads, or the village Administrator can request employee to provide documentation to verify sick leave at any time, if there is a suspicion the sick leave isn't being utilized properly, or the sick leave is being used excessively or showing a pattern of call-ins.

C. Advance of Sick Leave

The Village Administrator shall have the authority to advance sick leave to any employee, up to a maximum of ten (10) days. Sick leave may only be advanced to an employee who has no accumulated sick leave credit. Sick leave may not be advanced to any employee who has a record of sick leave abuse or excessive sick leave use. All advanced sick leave must be paid back to the Village as the employee accrues it, or at the time of the employee's separation from Village service, whichever is first.

D. Payment for Unused Sick Leave for employees who were employed prior to January 1, 2008

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.

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.

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

In the event of termination due to the death of the employee, the payment shall be made to the employee's designee. See Appendix EE in this book.

E. Post-Retirement Healthcare Reimbursement Plan for all employees

The Village will fund 2 days (at the employee's rate of pay as of 12/31) each year into the PostRetirement Healthcare Plan of any FT employee. In addition, any balance in excess of 70 days as of December 31, will also be placed into the Post-Retirement Healthcare Plan. Employees in the calendar year of hire will receive a prorated amount deposited into their HRA account on 12/31. Employee must be actively employed on 12/31/XX to receive the HRA credit into their account.

All funds in a participant's HRA can ONLY be used after termination of employment for any qualified medical purpose. All funds in the employee's individual HRA account are fully vested as of the day of the deposit.

F. Sick Leave Donation Program

Please refer to appendices M & N

3.04 MEDICAL LEAVE

Both state and federal law govern family and medical leave. It is the policy of the Village to comply with all applicable state and federal laws including the Wisconsin Family or Medical Leave Act, Wis. Stat. sec. 103.10, and the federal Family and Medical Leave Act of 1993, PL 103-3. A copy of the FMLA Policy is included as Attachment "C".

3.05 MATERNITY / PATERNITY LEAVE

The village follows the Federal and State Law under the FMLA for maternity and paternity leave. When Federal and State Law applies concurrently, the law more favorable to the employee prevails. Employees may utilize all eligible paid time off accruals for the purpose of maternity / paternity leave while on FMLA related to this event.

3.06 BEREAVEMENT LEAVE

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.

3.07 JURY DUTY AND COURT APPEARANCE

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 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.

In order to receive jury duty pay, you must present a court-issued statement of jury service and pay to your Department Head.

This policy does not in any way apply when the employee appears in court as a defendant or when legal actions are initiated by the employee for any reason.

3.08 MILITARY LEAVE

The Village will provide unpaid military leave to employees in accordance with federal and state laws including the *Uniformed Services Employment and Reemployment Rights Act (USERRA)*. For details, please contact the Village Clerk.

3.09 EMERGENCY LEAVE

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 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.

3.10 DUTY INJURY LEAVE / WORKERS' COMPENSATION

Any injury or illness that an employee believes has been caused by their working environment has to be reported immediately to a manager or supervisor. An employee who is suffering from a Village work related illness or disability which renders the employee unable to perform the duties of their position shall be eligible for Duty Injury Leave, in accordance with Chapter 102 of the Wisconsin Statutes. This paid duty injury leave shall not be charged against the employee's accumulated sick leave, although may be charged against the employee's entitlement to federal Family or Medical Leave Act leave, when applicable.

Any employee requesting paid injury leave shall be required to furnish a statement from the attending physician confirming the nature and extent of the Village work related illness or disability and certifying that the employee's absence from work is required because of the Village work related illness or disability. The Village maintains the right to verify the report of the employee's attending physician and to require the employee to be examined by a physician selected by the Village or its worker's compensation insurance carrier. All costs for such an examination shall be borne by the Village or its worker's compensation carrier.

All employees who are absent from work by reason of a disability sustained in the course of their employment by the Village shall receive 80% of their regular, straight time wages during such absence for a maximum period of one (1) year for any one (1) occurrence.

On rare occasions, If the Internal Revenue Service determines that injury pay benefits provided above are taxable as wages, then beginning with the effective date of such determination, the Village shall pay 100% of the employee's regular, straight time wages in accordance with the conditions set forth above.

Pursuant to the federal Family or Medical Leave Act, a qualifying employee may substitute, for portions of medical leave, certain paid or unpaid leave provided by the Village and accrued to the employee.

Upon returning to work after a work-related injury, the employee may be required to provide certification from the treating physician verifying that the employee is able to safely perform the essential job functions. In the event that the treating physician identifies restrictions and/or limitations on the employee's ability to perform job duties, the Village will attempt to provide a temporary restricted duty position. In providing such a position, it is the Village's intent to facilitate recovery and reduce the time away from work. The Village's making any restricted duty position available may trigger a reduction or discontinuance of worker's compensation benefit payments.

3.11 EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Village offers an Employee Assistance Program (EAP) to afford employees counseling should there be a need. This program is offered through a third party medical vendor. It provides confidential services to employees and their families to aid in coping with difficulties that may arise either at work or at home. Examples of such difficulties include alcohol and drug abuse, stress, anxiety, depression, marital or family discord, child or adolescent behavioral problems, domestic violence, elderly care, and financial or legal problems. Employees, their dependents, family members and significant others, regardless of place of residence, are eligible to take advantage of

the program. Please contact your HR Representative for more information, or call EAP directly at 800-236-3231.

3.12 HEALTH INSURANCE

The Village currently offers health insurance coverage through one of several insurance programs which are listed below and also referenced in Appendix M of this handbook. The Village Administrator will notify employees of their required premium contribution upon the Village Board's approval of such.

COVERAGE	COST TO EMPLOYEE- % OF TOTAL PREMIUM	COST TO THE VILLAGE- % OF TOTAL PREMIUM
Central States Combined Insurance Coverage-Offered Only to Full-time Teamster members and includes Health, Dental, Life, Vision and Short-term disability	10%	90%
WEA Trust Health Insurance-Offered only to non-Teamster full-time employees	10%	90%
United Health Care Dental Coverage-Offered only to non-Teamster full-time employees	0%	100%
The Hartford Life Insurance - Offered only to non-Teamster full-time employees Police Officers-\$80,000 of coverage General Government-\$40,0000 of coverage	0%	100%
Superior Vision Coverage-Offered to any employee	100%	0%

Last updated: 06/10/2020

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, listed in Appendix N.

3.13 HEALTH SAVINGS ACCOUNT (HSA)

The HSA program is defined in Appendix L of this book.

Health Savings Account (HSA) is an individually owned trust account that employees can put money into to save for future medical expenses.

3.14 DENTAL INSURANCE

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

3.15 COBRA

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.

3.16 LIFE INSURANCE

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

3.17 LONG-TERM DISABILITY ELECTIVE INSURANCE

The Village will offer optional Long-Term Disability Insurance to interested full-time and part-time employees (who work at least 20 hours per week). Additional information, benefit details and current rates will be provided during the employees orientation, open enrollment or a qualifying event.

Long-Term Disability (LTD) Insurance coverage gets updated once a year (in January). The premiums are based on employees' annual salary rounded up to the nearest 1,000. If an employee receives a pay adjustment mid-year, their LTD coverage won't be adjusted until the following January. The STD contribution rates will be deducted on semi-monthly basis.

3.18 SHORT-TERM DISABILITY INSURANCE (ELECTIVE)

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.

3.19 RETIREMENT CONTRIBUTION

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

The amount of required employer and required employee contributions for 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.

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 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 WISCONSIN RETIREMENT SYSTEM

Additional details pertaining to this benefit are provided to employees during the orientation.

WRS coverage is immediate and mandatory for those eligible. Employees have no choice unless the employee is a WRS annuitant upon hire. Annuitants are required to fill out a "Rehired annuitant form" at the time of hire. You must meet the following requirements in order to be eligible for coverage under the WRS:

New Employee Has WRS Creditable Service Prior to July 1, 2011:

In order for these rules to apply, the employee must not have taken a WRS benefit. If a benefit was taken, they no longer retain their earlier rights under these rules.

To qualify for participation in the WRS, newly hired employees must meet both of the following WRS eligibility criteria:

1. Employee is expected to work at least one-third of what is considered full-time employment, as defined: 600 hours for all general and protected employment categories.
2. Employee is expected to be employed for at least one year (365 consecutive days, 366 in leap year) from employee's date of hire.

New Employee Has WRS Creditable Service Only On or After July 1, 2011:

To qualify for participation in the WRS, newly hired employees must meet both of the following eligibility criteria:

1. Employee is expected to work at least two-thirds of what is considered full-time employment, as defined: 1,200 hours for all general and protected employment categories

2. Employee is expected to be employed for at least one year (365 consecutive days, 366 in leap year) from employee's date of hire.

Please refer to [WRS ADMINISTRATION MANUAL for further information on eligibility.](#)

NOT ELIGIBLE AT THE TIME OF HIRE

If employee does not initially meet the WRS eligibility requirements, they can become eligible if their expectation of hours worked or a duration of employment changes. At the time of the expectation change, employee will be enrolled in the WRS. Employee's eligibility also will be re-evaluated for WRS eligibility on a one-year anniversary, and will be evaluated for any rolling pay cycle thereafter.

RETURNING TO WRS EMPLOYMENT WITHIN 12 MONTHS

Per Chapter 3, section 310 of the WI WRS Manual, If a WRS covered employee terminates their employment and subsequently is rehired within 12 months by the same employer, unless employee has taken a WRS benefit or became a rehired annuitant, such employee will be automatically re-enrolled in WRS immediately regardless of number of hours scheduled to work.

3.21 LIABILITY PROTECTION

The Village provides Public Official's Errors and Omissions Liability Insurance for all employees, elected officials and appointed officials. This insurance protection includes coverage for any actual or alleged misstatement or misleading statement or act or omission or neglect or breach of duty including misfeasance, malfeasance or nonfeasance by individuals individually or collectively in the discharge of their duties with the Village, or any matter claimed against them solely by reason of their being or having been public officials. The amount of such coverage, and the manner in which it is provided will be determined by the Village Board in consultation with the Village's liability insurance carriers.

In the event of any civil suit against any Village employee, elected official or appointed official, arising from the performance of the employee's or official's duties, and provided that such duties were performed in conformance with applicable laws, Village policies and departmental procedures, the Village shall designate an attorney to represent the employee or the official, with the cost of such legal assistance to be paid by the Village.

3.22 INFLUENZA IMMUNIZATIONS

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.

3.23 EMPLOYEE TRAINING, EDUCATION AND CONFERENCE ATTENDANCE

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 C at the back of this book.

3.24 CLOTHING ALLOWANCE AND SAFETY EQUIPMENT

Sworn police officers who are assigned to the following positions in the Police Department shall be eligible to receive a clothing allowance equal to the collective bargaining agreement. The eligible employees include:

Police Chief
Police Lieutenant(s)

Police Captain(s)
Police Sergeant(s)

Non-sworn officers who are required to wear a uniform are eligible to receive a clothing allowance of \$325 per calendar year for assigned work clothing.

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 BB** 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 BB** 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.

3.25 BENEFITS FOR PART-TIME

Wage proration for Part-time employees will be established by the hourly rate as determined by the Village Board annually, times the number of actual hours worked in a pay period.

For purposes of assigning benefits, all part-time employees who are regularly scheduled to work 20 hours or more each week shall be eligible, where possible by law, to receive a straight prorated share of the fringe benefits included in this Handbook except for health, dental, floating holidays and regular holidays. If a Part - Time employee, as part of their regular schedule, works on a Holiday Observance as outlined in Section 4.06, they will be paid their regular pay. The proration of benefits shall be calculated on the basis of the number of hours worked during the previous calendar year divided by 2,080.

All part time employees, who are regularly scheduled to work less than 20 hours each week, unless otherwise required by State law, will not be granted a straight prorated share of the fringe benefits included in this Handbook. The eligibility for any benefits and the manner in which the proration is calculated shall be at the discretion of the Village Administrator.

Seasonal or limited term employee shall be entitled only to those benefits required by law.

3.26 SEPARATION BENEFITS

A. Separation Benefits for Retirement or Death

Upon separation from employment with the Village, by retirement under the provisions of the Wisconsin

Retirement Plan, or upon the death of the employee, the following benefits shall accrue to the separated employee or his/her spouse or estate:

Vacation: All vacation earned but not used may, at the employee's option, be included in a single payment at the time of such separation; or be paid out in succeeding normal pay periods, until such funds are exhausted. The schedule of vacation accrual is provided under 3.01 of this Handbook, and the amount paid will be a portion of the vacation earned within that year. If employee chooses to use vacation leave time to extend the termination date, such employee will not earn any vacation accruals during that time. Vacation after the last day of employment, specifically used to extend the termination date will be considered "pensionable" in accordance with the WRS provisions.

Comp time:

- Non-exempt employees: comp time will be paid out at the time of termination (and will be treated as pensionable earnings)

- Exempt employees – unused comp time will be lost at the time of termination

Sick Leave: Provisions for the payment of unused sick leave are provided for in section 3.03.D of this Handbook.

Deferred Compensation: Upon termination of an employee, all deferred compensation accrued by that employee under the provisions of Section 3.15 of this Handbook, if requested, will be provided to the employee under the requirements of the deferred compensation plan. Employees may elect to remain under the deferred compensation plan even if terminated; however, no additional employee contributions are permitted.

Health Insurance: Retired employees shall be permitted to retain health insurance at their sole expense after retirement, and until eligible for Medicare, or until they secure comparable coverage from a successor employer, if the insurer permits. The retired employee shall make monthly payments of the premium due to the Village Treasurer. The premium cost for this coverage is determined annually.

- 1) If, however, a retired employee is 55 years of age or more and has fifteen (15) years of service or more with the Village, the Village shall pay \$125.00 per month toward the single premium and \$250.00 per month toward the family premium until the retiree is eligible for Medicare or becomes eligible for health insurance coverage by reason of the employment of the retiree or retiree's spouse.
- 2) If, however, a retired employee is 58 years of age or more and has eighteen (18) years of service or more with the Village, the Village shall pay \$150.00 per month toward the single premium and \$300.00 per month toward the family premium until the retiree is eligible for Medicare or becomes eligible for health insurance coverage by reason of the employment of the retiree or retiree's spouse.

The balance of the premium for health insurance after retirement shall be borne by the retiree.

Starting October 2016

If, however, a retired employee is 55 years of age or more (age 50 or more for the protective service category as defined by WRS) and has twenty (20) years of service or more with the Village, the Village shall pay \$150.00 per month toward the single premium and \$300.00 per month toward the family premium until the retiree is eligible for Medicare or becomes eligible for health insurance coverage by reason of the employment of the retiree or retiree's spouse.

Employees who are currently retired as of October 2016, will remain under the past benefit.

Upon retirement, an employee may continue to participate in group health insurance coverage provided by the Village of Kronenwetter, subject to contractual provisions, however, the fact that the employee has a spouse whose employment makes that employee eligible for group health insurance coverage provided by the other employer, shall under no circumstances disqualify an employee who has retired from continuing in his or her participation in group health insurance coverage provided by the Village.

Retiree must be actively enrolled in the insurance plans, for his/her dependents to be eligible to continue the insurance plan (unless COBRA rules apply).

For employees retired prior to 01/01/2023:

If a retiree ceases being a participant in the Village's health insurance program after retirement and, prior to becoming eligible for Medicare, the retiree is eligible to return to the Village's health insurance plan they were eligible prior to cancellation only if a qualifying event arose, or during the open enrollment period. It is retirees' responsibility to

contact HR during the month of November if they would like to return to the village's health insurance plan during the open enrollment period.

If retiree ceases being a participant in the Village's vision or dental program after retirement, the retiree is NOT eligible to return to the village dental and vision insurance plans.

For any employees retired after 01/01/2023:

If a retiree ceases being a participant in the Village's health insurance program after retirement and, prior to becoming eligible for Medicare, the retiree is NOT eligible to return to the Village's health insurance plan they once were eligible prior to the cancellation.

Use of Benefits for Payment of Health Premiums: At the election of the employee, any vacation or sick leave due the employee may be applied to the payment of health, dental or vision insurance premiums until all such funds are exhausted. Upon such election, these funds shall be retained in a Post-Retirement Healthcare Plan (PRHP) by the Village until paid out and any interest earned shall accrue to the Village. Any amount unexpended for this purpose shall be paid to the employee, his/her spouse, or estate.

B. Separation Benefits Other Than Retirement or Death

When separation from employment occurs with the Village, other than by death or retirement under the provisions of the Wisconsin Retirement Plan, the vacation, sick leave and deferred compensation benefits outlined in chapter 3. Above shall accrue to the separated employee who has completed their probationary period. Except for employees who were hired and quit during the same calendar year will be asked to repay all vacation paid (even if earned). Vacation and sick leave pay will be included in a single payment at the time of separation under this section.

Health Insurance coverage for employees under this separation category will only be afforded as required by Federal or State Law. The monthly premiums for participation will be the sole expense of the departing employee.

4. HOURS OF WORK AND PAY POLICIES

4.01 ATTENDANCE AND TARDINESS

It is expected that all employees will report to work on their scheduled work days. Any employee who must be absent from work for any reasons must notify his/her Supervisor or Department Head prior to the start of the employee's work day, in accordance with the reporting guidelines as set by individual department heads. Frequent and/or excessive absence is grounds for discipline, up to and including discharge. Any employee who does not report to work for three consecutive scheduled days and fails to notify his/her Supervisor, Department Head or the Village Administrator of the reason for such absence will be considered as having voluntarily terminated employment with the Village.

Employees are also expected to report to work on time as scheduled. If an employee realizes that he/she will be late for work, the employee must notify his/her Supervisor, Department Head or Village Administrator as soon as possible. If an employee is habitually tardy, he/she will be subject to discipline, up to and in including discharge.

More than six (6) absence "periods" in 12 months may be considered excessive. An absence "period" is any non-Family or Medical Leave Act qualifying sick period or other absence. For example, two (2) days of one non-Family or Medical Leave Act qualifying illness or absence is one period. If a person has more than six (6) periods of absence in 12 months, the situation may be examined and corrective action may be recommended. The Village may require medical verification for any sick leave request in excess of six (6) periods of absence in 12 months. Continued abuse of the sick leave privilege may constitute just cause for disciplinary action.

All instances of tardiness or absence should be noted on an employee's timesheet.

4.02 NORMAL WORKING HOURS

Non represented village employees who are considered full time with 100% FTE (full time equivalency) are required to work 40-hour work weeks on a schedule maintained by the individual Department Heads. All work schedules and all changes in work schedules must be approved by the Village Administrator before such schedules or changes are implemented.

All employees are expected to report for work on their assigned work day or shift on time and to remain at their place of work until the end of the assigned work day or shift. It is the responsibility of each Supervisor to ensure that their employees report to work on time and work for the assigned period.

Employees who are considered to be on an hourly wage are expected to report to work no sooner than 10 minutes prior to, or leave work no later than 10 minutes after their scheduled work hours. Scheduled work hours for hourly wage employees are to be determined by the employee's immediate supervisor or department head, and reviewed and approved by the Village Administrator.

Bi-weekly time sheets are to be kept for each employee, and Department Heads or Supervisors should familiarize their employees in the use of paper or electronic time sheets in the BSA Software/Police time sheet software, Aladtec. Employees must submit their bi-weekly time sheet to their Department Head and Supervisor for approval (through a paper form or electronic (BSA Software/Police software) form as established through the departmental processes at the conclusion of the work period. Department Heads must submit their bi-weekly time sheet to the Village Administrator for approval at the conclusion of the work period. Under all circumstances, time sheets must be submitted to the HR Representative for processing no later than 10:00 A.M. on the first work day following the conclusion of the work period.

Due to the changing nature of a municipal service organization and the demands placed upon it, the Village reserves the right to alter work schedules at any time, in accordance with any applicable labor contract provisions, to improve the quality of services provided by the Village. Please contact the Village Administrator to request temporary changes to work schedules.

4.03 OVERTIME AND COMPENSATORY TIME

Certain positions in the Village may require overtime work from time to time and as authorized by the Village Administrator or their designee. All full-time employees, except those classified as either professional or management employees ("exempt" classification), shall be eligible for overtime pay or compensatory time off, as set forth herein. Employees governed by collective bargaining agreements will be provided overtime pay or compensatory time off in accordance with each employee's respective collective bargaining agreement. Professional or management employees ("exempt" classification) shall not be eligible for overtime but shall be eligible for compensatory time off as provided below.

4.03.1 OVERTIME

Department Heads and Supervisors are encouraged to keep overtime in their departments to a minimum and use only when necessary. Overtime pay will be granted to eligible, non-exempt employees who work in excess of forty (40) hours worked per week. When calculating overtime wages, each week of employment “stands alone” and may not be “averaged” or combined with any other week. Only hours that have been “actually worked” may be included in overtime calculations. Vacation days, comp time, and sick leave are not considered as being “actually worked” when calculating overtime. Holiday’s will be considered “actually worked” when calculating overtime. For DPW employees (during the period of November 1st – March 30th), overtime will be calculated after 8 hours of work if the extra work resulted from the snow removal. If the employee is called in on their off day for snow removal but used paid time off during the same week, the paid time off will not count against the calculation of overtime. All overtime must be approved prior to working. Overtime worked, but not approved before, may result in disciplinary action.

When a full-time, non-exempt employee works for more than ten (10) minutes beyond his/her regularly scheduled work day, all extra time worked shall be considered as paid time and should be properly recorded on the employee’s weekly time sheet.

Eligible non-exempt employees recalled to duty on off days or after release from regular duty shall be recorded for a minimum of two (2) hours, unless otherwise directed by the Village Administrator and agreed to by the employee.

The overtime rate shall be determined by multiplying the hourly rate of pay times one and one-half (1.5). All overtime must be approved prior to working by the Supervisor. The overtime rate for the holidays listed in Section 4.06 of this Handbook shall be compensated at two times (2.0) the hourly rate, if the employee was not scheduled to work prior to the holiday. Holidays, for the purpose of recognizing OT paid at double time, are considered the actual company recognized holidays as well as the actual Holiday. For example, if Christmas Day Falls on Sunday, Holiday would be considered Sunday (actual date) as well as Monday (company observed holiday day).

4.03.2 Compensatory Time

General Guidelines for Compensatory Time off:

WRS rules will apply to any comp time payout. If comp time paid out was earned in the prior year, the comp time will be reported to the year it was earned per WRS statute. Any late fees or interest associated with this payout will be passed down to the employee (if still actively employed)

- Use of compensatory time off cannot be disruptive to the delivery of services to the public or to the smooth functioning of the organization. Compensatory time off should not be used in those instances where the employee's absence would pose an additional work load burden on fellow employees.
- Accounting Clerk will provide monthly report to the Village
- Administrator summarizing comp time usage.
- The abuse of compensatory time off privilege will result in the loss of this benefit. The decision of the Village Administrator in such cases shall be final, unless otherwise directed by the Village Board of Trustees.

Non-exempt Employees

Compensatory time off may be used by non-exempt employees as an alternate form of compensation for overtime hours worked. Employees will not earn compensatory time off until after they have worked more than 40 hours in a work week for full-time employees. The following provisions for the use of compensatory time off shall apply:

- Compensatory time off shall be granted in the same manner as overtime pay; one (1) hour of overtime work will accumulate one and one half (1.5) hours of compensatory time off.
- Use of compensatory time off shall be approved by the employee's Supervisor.
- Any overtime worked following the accumulation of 56 hours of compensatory time must be compensated with the time and one-half pay.

Management and Professional Employees

Compensatory time off may be used by management and professional employees ("exempt" classification) in order to provide some measure of compensation for those hours worked in excess of forty (40) hours per week. Some overtime work is expected to be performed by management and professional employees, without the expectation of additional compensation.

- Compensatory time off for management and professional employees shall be granted at a straight time, one for one rate to a maximum of 60 hours per year unless authorized by the Village Administrator.
- Use of compensatory time off by management or professional employees must be approved by either the Department Head or Village Administrator.
- Exempt employees are not eligible for comp time payout at the time of separation of employment.

4.04 MEAL AND BREAK PERIODS

4.04.1 Paid Meal Periods

Police Department employees in general, other than Management and Supervisory staff, are required to remain at or in close proximity to their work site and/or be readily available for return to work during their meal period. In accordance with this regular work assignment, those police department employees shall be granted a paid meal period or meal periods during each work day as follows:

- Employees considered on a 40-hour work week schedule shall be granted one (1) paid thirty (30) minute meal period.
- The manner and location in which these paid meal periods are to be taken shall be determined by the Supervisor.

4.04.2 Unpaid Meal Periods

Employees who are allowed to leave their work site during the meal period and who are not required to be readily available to return to work shall be granted one (1), 30 minute, unpaid meal period during the work day. Any request for changes in the length of meal periods must be made and evaluated in the same manner as alternate work schedules.

The Village Administrator will determine which employees are required to remain at or in close proximity to their work site and/or to be readily available to return to work during their meal period. The time at which meal periods are to be taken shall be determined by the Department Head or Supervisor. Meal periods shall be scheduled so as not to interrupt services as needed.

4.04.3 Break Periods

Unless otherwise specified by contractual agreement, full-time employees shall be granted two (2) paid rest periods during each work day, with each such rest period occurring, whenever possible, approximately in the middle of each half of the work day. Each paid rest period shall be fifteen (15) minutes long. The time at which these rest periods are to be taken shall be determined by the Department Head or Supervisor.

Paid rest periods are not to be considered or used as a meal period.

Part-time employees shall also be granted a paid rest period, provided that they are scheduled to work at least a four (4) hour block of time during the work day. Rest Periods for part-time employees shall be governed and administered in the same manner as rest periods for full-time employees.

4.05 SALARY AND PAY DAYS

Salary ranges are determined annually by the Village Board or through contractual agreement. Pay day in the Village occurs every other Thursday. If a pay day happens to fall on a holiday, employees are paid on the last regularly scheduled work day prior to the holiday. Employees are encouraged to review their pay and benefit information carefully. If you find a discrepancy or have any questions, report it to their supervisor and accounting clerk immediately.

4.06 WORK WEEK AND PREMIUM PAY

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.

4.07 PAYROLL DEDUCTIONS

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.

4.08 OUT OF CLASSIFICATION WORK

Hourly employees who are temporarily assigned by the Supervisor, Department Head, or Village Administrator to perform the duties defined in a higher-rated position for four (4) hours or more shall receive the higher hourly rate of pay for actual time worked in the higher-rated position. *****Applies to Public Works and Water Utility employees only.*****

4.09 HOLIDAY OBSERVANCE AND PAY

In observance of traditional holidays, all full-time employees will have time off and be paid for the following:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day after Thanksgiving
8. Christmas Eve Day
9. Christmas Day
10. New Year's Eve Day

If any of the above holidays fall on a Saturday or Sunday, the Village Administrator will determine whether the holiday will be observed on the preceding or following workday. For Community events, such as the 4th of July celebration, to accommodate the Library weekend schedule and /or other occasions, employees may be required to work on holidays. If the request is planned and scheduled, the employee will be granted an alternative day off in lieu of the holiday.

All full-time employees are also provided two (2) paid personal holidays, to be taken at the leisure of the employee as described in section 3.02. Employees are to schedule and request to use their personal holidays the same way in which vacation leave is requested, as per section 3.01.A of this Handbook. Personal holidays must be used during the calendar year in which they are granted and cannot be rolled over into the next year

4.10 NON-REPRESENTATIVE SALARY PLAN

The Non-Representative Salary Plan covers all classified permanent positions not covered by a collective bargaining agreement, professional services agreement, or grant agreement. The principal objectives of the Plan are to provide for a competitive salary structure and practice in order to enhance the recruitment and retention of a fully competent work force, and to provide a high level of internal equity in salary administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

4.08.1 Policy

The Village of Kronenwetter Board of Trustees, based upon the recommendation of the Village Administrator, shall establish the general policy governing the administration of the Plan and shall establish annually a pool of funds to be used for salary adjustment purposes.

4.08.2 Administration

The Village Administrator shall establish specific rules and procedures governing the overall administration of the Plan. The Village Administrator shall determine the specific amounts of salary adjustments to be provided individual employees consistent with the rules and procedures established by the Village Board.

The Village Administrator shall oversee the day-to-day administration of the Plan, shall implement the salary adjustments approved by the Village Board, and shall certify the compliance of any such adjustments with the established rules and procedures. He shall also be responsible for preparing recommendations and cost analysis relative to any revisions to the Plan, and shall report at least annually to the Village Board regarding the status of the Plan and the salaries of all covered employees.

4.08.3 Pay Grade Assignment

Pay grade ranges shall be assigned to individual positions, on an annual basis, by the Village Board based upon the results of a comparative salary analysis prepared by the Village Administrator and reviewed by the Village Board.

4.08.4 Pay Grade Adjustments

On an annual basis, the pay grades will be reviewed to match market conditions. Any adjustment in the range will also adjust the individual's rate within the range.

4.08.5 Re-Evaluations

The Village Administrator shall be responsible for keeping the job descriptions current and will recommend same to the Village Board when appropriate. Re-evaluation of job descriptions may be requested by position incumbents, their department heads, or the Village Administrator. The Village Board shall meet at least annually to consider such requests. Following Village Board action, the Village Administrator shall advise the requesting party.

4.08.6 Initial Salary Assignment

Upon hire, an employee shall be advised, in writing, as to his/her beginning salary. The beginning salary shall be within the salary range established for the position and shall normally be the rate in the range that doesn't exceed the mid-point. A department head may recommend that a particular appointment be made above the entrance pay rate. Such requests must be made in writing, approved in advance by the Village Administrator, and will be in recognition of exceptional qualifications. The Village Administrator will have the authority to assign an initial salary that does not exceed the maximum of the approved pay range.

4.08.7 Performance Review and Adjustment

Following the performance review, the Village Administrator may grant salary adjustments to employees in accordance with the performance review.

4.08.8 Special Adjustments

On an exceptional basis, the Village Board, based upon the recommendations of the Village Administrator, may authorize special salary adjustments for individual employees for the purposes of enhancing internal equity or effectively responding to current labor market conditions requiring immediate action.

4.08.9 Bonus and Merit Awards

The Village Board, based upon the recommendation of the Village Administrator, may authorize a bonus or merit award. Eligible employees are considered based on one or more of the following criteria: Development of cost saving work procedure; Outstanding work performance; Exceptional improvement in work performance; Performing in a temporary work assignment at a higher level of responsibility; and, An unusually high workload. Salary adjustments will be made when the Village Board authorizes merit pay.

4.08.10 Other Adjustments

The following actions may require a salary adjustment for an affected employee:

Transfer: When an employee is transferred from one department to another having the same job content, the salary rate in effect for the employee prior to the transfer shall remain in effect.

Promotion: When an employee is promoted to a position having a higher job content, he/she shall be eligible for a salary adjustment upon promotion. The usual salary adjustment is an increase to either the minimum of the pay range for the new classification or by 5% of the previous salary, whichever is greater. However, the increase will not exceed the midpoint of the pay grade.

Demotion: When an employee is demoted to a position having a lower job content, they shall continue to receive their current salary rate in effect prior to the date of demotion provided that such rate does not exceed the maximum rate in the new job classification. In the event the salary rate prior to the date of demotion exceeds the maximum rate in the new salary range, he/she shall receive the maximum rate in the new salary range.

Reinstatement: When an employee is reinstated to his/her former position, he/she shall normally be paid at the level in the salary range that corresponds with the rate that was in effect at the time that he/she left the position. When he/she is reinstated to a job with a lower pay range, the Village Administrator shall determine a new pay rate in accordance with the employee's experience and qualifications.

Compensation During Temporary Assignment: An employee who is temporarily assigned a higher classified position may be paid at a higher rate if deemed appropriate by the Village Administrator. The approval from the Village Board for compensation for a temporary assignment is only necessary if it exceeds budgeted wages and / or the Village Administrator is unable to approve the compensation due to leave or vacancy.

4.08.11 Professional Service Agreements

Upon approval of the Village Board, the Village Administrator shall have authority to execute Professional Services Agreements with individuals who provide services of a professional nature to the Village or any of its operating departments. Such agreements may differ in terms of salary practices and benefit levels from those provided to individuals covered under the Non-Representative Salary Plan.

4.11 PERFORMANCE REVIEWS AND WAGE CONSIDERATIONS

Unless otherwise specified in contractual agreement, newly hired employees will be placed on probation for a period of 6 months. After the first six (6) months of employment, the employee will have a performance review conducted by his/her Department Head or Supervisor and may be eligible for a salary adjustment. It is important for everyone to recognize that these salary adjustments are not automatic, but are based upon performance of the employee.

Performance evaluations should be completed on annual basis by the 2nd Friday of December, or upon completion of employee's probation period. Evaluations shall be signed by both parties and all evaluation materials provided to the Village Administrator.

Each employee of the Village will be evaluated at least once in each calendar year, or more frequently when deemed necessary by management. The purpose of the performance evaluation is to provide direct communication to the employee on their past performance, and to offer constructive suggestions for future improvement. This should also be an opportunity for feedback from the employee. The performance evaluation form, along with evaluation instructions, is attached as Attachment "D" and should assist Supervisors or Department Heads in evaluating employees. The evaluation process will generally begin toward the latter part of the calendar year, in September or October, and under all circumstances, evaluations will be completed at least by the end of each calendar year, unless permission to extend is granted by the Village Administrator.

Following the employee's successful completion of the Probationary Period, he/she will be evaluated at least once in each calendar year. The same performance evaluation form in Attachment " D" should be used. Sworn employees of the Police Department will be evaluated using a form authorized by the Chief of Police.

4.12 FLEX-TIME / WORK FROM HOME POLICY

Flexible Work Schedules are an arrangement whereby an employee may, under certain circumstances, be authorized to develop a work schedule which varies from that otherwise established above. A flexible work schedule must be considered by the Village Administrator upon the recommendation of the employee's Supervisor. A flexible work schedule will be approved only when it can be shown that the proposed hours of work will benefit the Department or the business operations of the Village. The personal convenience of the employee alone will not be considered sufficient justification for approving a flexible work schedule. In the case of managerial employees, it must be satisfactorily shown that the employee's proposed schedule will not interfere with carrying out assigned supervisory duties.

Any required meal periods and rest periods must continue to be included in the flexible work schedule. An employee who is allowed a flexible work schedule is required to work eight (8) hours

per day, 40 hours per week, and the flexible work schedule will be that employee's set hours until further notification by the Department Head or immediate supervisor.

Any employee wishing to use a flexible work schedule must submit a written request to his/her Supervisor showing the proposed hours of work and explaining the benefit to the Department, the business operations of the Village and the employee. All requests will be evaluated by the Supervisor based upon considerations such as:

- Will the proposed work schedule interfere with the orderly conduct of Village business, especially with regard to work performed by fellow employees?
- Will the proposed work schedule cause any inconvenience to the public, especially during peak service demands?
- Does the proposed work schedule have any impact on the security of Village facilities?

After such evaluation by the Supervisor, the request, with the appropriate Department Head recommendation for approval or denial, shall be forwarded to the Village Administrator. The Village Administrator shall determine whether or not the schedule is acceptable and may stipulate certain conditions as deemed necessary.

If the Village Administrator or Department Head at any time determines that an approved flexible work schedule is no longer in the best interest of the Village or the employee involved, the flexible work schedule will be discontinued, with proper advanced notification to the affected employee.

The village designed a work from home policy to address the need for such policy and to assure the coverage of services when the situation doesn't allow for the employee to perform their essential tasks from the office.

The village's work from home policy applies to the employees who cannot perform their essential task on premises due to conditions that arose beyond their control (such as inclement weather, care for their dependents during school closings, pandemic, etc) and whose tasks (when not performed) can cause undue hardship to the village. The Village remote work policy is outlined in HR-016, located in Appendix P, of this handbook.

The approval or denial of such a request will be made based on the following factors:

- whether being unable to work on premises will cause undue hardship to the village's operations
- whether it is necessary for the employee to be on the premises to perform the essential job tasks
- whether there is anyone else who can perform these tasks on temporary basis

The request should be sent to the Village Administrator stating:

- the requested duration
- days / times the remote work is requested
- projects & tasks that need to be completed remotely (that can't be completed in person)
- reason for the remote work need

4.13 LAYOFFS

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.

5. GENERAL POLICIES, RULES AND REGULATIONS

5.01 WORK RULES ESTABLISHED

The Village Administrator is hereby granted the authority to establish work rules and other regulations consistent with this Article. The authority to establish regulations for specific Departments may be delegated to Department Heads, provided that the regulations are approved by the Village Administrator. No work rules may be established that constitute an extension of compensation, benefits or which conflict with the Employee Handbook.

From time to time, it becomes necessary for the Village to adopt policies for the benefit of employees and the entire organization. These policies are intended to clearly set forth rules and regulations in the work place that will provide information to all. The Village cannot predict the future and therefore, differing situations may arise that will require additional rules and regulations. In this event, please see the Village Administrator for requesting additions to this document.

5.02 TRAVEL AND TRAINING EXPENSE POLICY

Employees traveling at Village expense are expected to exercise good judgement when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions provided within HR-007, **Business Mileage and Travel Policy** is located in Appendix G, in this handbook.

The Village encourages all employees, whenever possible, to plan and conduct business maximizing the use of the telephone, postal services and/or electronic technologies. Whenever this is not possible, employees are encouraged to plan all travel utilizing sound fiscal practices. Out of state travel must receive pre-approval by the employee's supervisor. Department Head out of state travel must receive pre-approval of the Village Administrator.

The Village will not authorize or reimburse travel expenses for spouses of employees. With respect to lodging, the amount reimbursable will be equal to the rate for a single room.

Deviations from standards and procedures contained herein can only be allowed when prior authorization by the Village Administrator is obtained and supported with evidence that such deviation is necessary, unavoidable, and in the best interests of the Village.

A. Travel Expense Reimbursement - Air Travel

Reimbursement for commercial air travel shall be limited to the fare for the lowest class available. No reimbursement will be made for first class travel. Employees are encouraged to seek competitive air fares, including the purchase of the airline ticket in advance for maximum discount.

B. Travel Expense Reimbursement - Ground Transportation

Village Owned Vehicles: Employees are encouraged to use Village owned vehicles whenever the conduct of official Village business requires travel by automobile. Emergency repairs to Village vehicles while out of town will be reimbursed upon presentation of receipts. All attempts should be made, however, to return the Village vehicle to the Village for repairs. Costs incurred for traffic citations and parking tickets are the responsibility of the vehicle operator.

Privately Owned Vehicles: Privately owned vehicles may be used when Village vehicles are not available. Employees shall be reimbursed at the prevailing IRS rate. Charges for repairs, tow services, maintenance, traffic citations, parking tickets are not reimbursable. Information on the prevailing IRS rate is available from the Finance Director.

Rental Vehicles: The rental of motor vehicles will only be authorized when demonstrated that it is the only means of transportation or the most efficient alternative when attending a national conference.

Employees are encouraged to use airport shuttles, complimentary conference shuttles, or mass transportation as means of ground travel when attending national conferences. Only when it is demonstrated that these transportation facilities do not exist will rental of motor vehicles be approved.

Reimbursable Limits: For travel between points convenient to be reached by railroad, bus or commercial airline without reasonable loss of time, the allowance for the use of a personal automobile shall not exceed the lowest cost of the most practical means of mass transportation between such points.

C. Meals Expense

All claims for reimbursement for meals must represent actual, reasonable and necessary expenses. No reimbursement will be made for alcoholic beverages. Receipts are required for all meal expenses for which the employee claims reimbursement. Meals will be reimbursed at actual cost, but not exceeding the IRS Per Diem Rate (as printed in IRS Publication 1542, table 2) or reasonable proportions thereof if less than three meals are involved. Information on the current IRS Per Diem Rate is available from the Finance Director.

D. Lodging Expense

The original machine printed receipt, furnished by most hotels or motels, must support all lodging expenses. When registering in hotels or motels, Village employees shall use their business address and identification and request the available government discount and tax exemption. Lodging will be reimbursed at actual cost for the prevailing single occupancy rate at the conference hotel/motel or alternate location not to exceed the prevailing conference rate. Conference hotel rates must be substantiated in writing and on conference brochures.

5.03 PURCHASING CARD USE

Some employees will be issued Village purchasing cards, at the discretion of the Village Administrator and Finance Director, in order to provide a more rapid turnaround of requisitions for low dollar value goods, emergency purchases, and travel/training expenditures, and to reduce paperwork and handling costs. Employees who have been issued purchasing cards will also receive the Village Issued Purchasing Cards Policy, which contains additional guidelines and procedures for coordinating and controlling the use of the purchasing cards. Under no circumstances shall Purchasing Cards be used for personal use. FIN-001, **Business Credit Card Policy and Agreement** is located in Appendix S, of this handbook.

5.04 INCLEMENT WEATHER

The Village will attempt to maintain regular business hours during all inclement weather; however, due to the severity of weather employees may be sent home, and the Village Hall closed. Employees may still be asked to do work from home during the inclement weather depending on business needs.

In most instances the Village Hall and Library will remain open for business to those employees who can make it to work. On days that have been declared as inclement weather, employees, other than essential, shall report to work at their discretion.

The following employees of the Village are designated as essential to the Village's emergency response capability and must report to duty during normal business hours or during their assigned times or shift, or when called upon by their supervisor: Police Officers; Public Works Employees; Building Maintenance; and, other employees designated by the Village Administrator from time to time.

Essential employees are workers who are essential to maintain critical infrastructure and continue critical services and functions of the village. (Example: police staff, DPW workers during the snow storm, healthcare workers during a health crisis, payroll staff during the payroll processing week on the snow storm, etc.)

Employees who are unable to report to work on days declared as "inclement weather", other than those defined as essential, will not be penalized for not reporting to work. The missed hours of work will be considered worked when an employee has reported to work the day previous to, and the day after the occurrence of inclement weather day. If an employee is not in attendance on the day before or after, they may use either vacation, compensatory or unpaid leave for the inclement weather day.

The essential employees that report for work on a declared inclement weather day will be granted additional compensatory time off for those hours worked. For example, if an employee reports to work for six (6) hours on a declared inclement weather day, then the employee will accrue an additional six (6) hours of compensatory time off to be utilized in the year accrued

Employees will receive pay due to inclement weather only if the offices of Village of Kronenwetter or Library have been officially closed for business. Other times, when the manager allows employees to leave early (but the facility continuous to be open for business), those employees who choose to go home will have an option of using accrued "paid time off" if they would like to get compensated for the time missed.

5.05 VEHICLE USE AND REFUELING

All Village vehicles will be refueled at a designated local service station. The following procedures shall be adhered to when refueling a Village vehicle:

- A vehicle fueling card will be assigned to a specific Village vehicle and the card will remain in the assigned vehicle. Report all losses of vehicle fueling cards to your immediate supervisor, who in turn, must immediately notify the Finance Director.
 - Fueling will be from self-service pumps only.
 - Pump only the fuel required by the owner's Handbook for the vehicle. If adding oil to the vehicle, use only the grade of oil identified by the owner's Handbook.
 - Only fuel and motor oil are to be purchased with the vehicle fueling cards.
 - When presenting the vehicle fueling card for payment, the mileage must be recorded on the charge receipt and the receipt must be signed upon request from the supervisor. The Village will refuse to pay for any product purchased as a result of incomplete or insufficient information.
 - Any deviation from the above policy shall be immediately reported to the Department Head, with subsequent notification to the Finance Director and/or Village Administrator.
-
- Any deviation from the above policy may result in disciplinary action.

5.06 SMOKE-FREE WORK ENVIRONMENT

In an effort to provide a safe and healthy work environment for all Village employees and citizens, there shall be no use or smoking of tobacco products in the Village Hall or Village-owned vehicles, unless otherwise authorized by the Village Administrator. Employees who violate this policy will be subject to disciplinary action.

5.07 SERIOUS ILLNESS & ACCOMMODATION OF DISABILITIES

The Village is committed to maintaining a safe and healthy work environment for all employees and the public they serve.

The Village recognizes that employees with serious illness may wish to continue to work. Whenever possible, the Village will attempt to accommodate those that wish to continue to work under these circumstances as long as the performance of duties remain at an acceptable level.

The Village recognizes that employees who have or may have certain illnesses are covered by laws and regulations protecting people with disabilities against discrimination. The Village will not exclude disabled individuals from employment or services, and will make reasonable accommodations for handicapped employees, as indicated by laws and regulations.

The Village will also observe the following guidelines for the handling of employees and others with serious illnesses:

- The Village, in accordance with Wisconsin Statutes Chapter 103, will not require HIV testing of employees or prospective employees.
- The Village will diligently strive to ensure that discrimination against people with any serious illness, including AIDS and HIV infections in general, does not occur.
- The Village recognizes that health conditions and records are personal and confidential. Precautions will be taken to protect such information from unauthorized access.
- The Village will not grant special transfer requests to employees who feel threatened by a coworker's illness, when medical information indicates such requests are unreasonable and unjustified.
- If and when medically necessary, the Village will take precautions to protect employees with illnesses and other employees from infectious or contagious conditions. Precautions will be taken as indicated by the Centers for Disease Control, the Occupational Safety and Health Administration, and other reasonable parties.
- The Village will make information on serious illnesses available through the Health Department.

5.08 PARKING

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.

5.09 VISITORS

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.

5.10 WORKPLACE VIOLENCE AND THREATS PREVENTION

The Village is committed to providing a safe and secure working environment for our employees and citizens. Therefore, the Village will not tolerate any harassment, intimidation, violent act, or threat of violence against any employee or visitor. This includes any direct, conditional or implied threat, intentional act, or other conduct, which reasonably arouses fear, hostility, intimidation, or the apprehension of harm.

All employees have a responsibility for fostering and maintaining a safe and secure workplace. All employees are also expected to adhere to specific security and safety procedures as prescribed by their division or worksite management. All employees have a duty to report any knowledge of such acts or threats to their supervisors. When notified that an employee has been assaulted, threatened with bodily harm or has threatened to harm themselves, supervisors have a responsibility to respond in a timely and appropriate manner.

Employees (except for sworn police officers) will not be allowed to carry concealed weapons into the buildings and Village owned vehicles.

5.11 ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS

To better serve our citizens and give our workforce the best tools to do their jobs, the Village of Kronenwetter continues to adopt and make use of new means of communication and information exchange. This means that many Village employees have access to one or more forms of electronic media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, pagers, voice mail, fax machines, external electronic bulletin boards, wire services, on-line services, the Internet, and the World Wide Web.

The Village encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all employees and everyone connected with the Village should remember that electronic media and services provided by the Village are Village property and their purpose is to facilitate and support Village business. No expectation of privacy regarding the use of the Village's electronic communication systems should be expected.

Use of the telephone is perhaps the most frequent and direct contact that many employees have with the public. Projecting a positive image over the telephone is just as important as meeting the public face-to-face. Being prompt, courteous, and attentive in dealing with Village citizens over the telephone will go a long way in building a positive rapport.

Village telephones are for business purposes. Telephone calls may be monitored and/or recorded by the Village for business purposes. Incoming and outgoing personal phone calls are to be kept to a minimum and should not interfere with or prevent employees from providing quality care to our customers. Personal calls should be made during your lunch or break periods. If personal long distance phone calls are made, the cost of the call should be reimbursed to the Village.

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 T 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.

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 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.

5.12.1 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 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.

5.12.2 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.

5.12.3 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 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.

5.13 PERSONAL APPEARANCE, DRESS CODE AND Demeanor

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, or sandals.

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.

Repeated disregard for this dress and grooming policy may result in disciplinary action up to and including termination of employment.

Our appearance has a direct bearing on how the public views its Village employees and officials. Professional and proper attire should be worn by the management staff of the Village. It is equally important for the entire Village staff to be properly and neatly dressed while on the job, obviously in accordance with job duties and responsibilities. Common sense should dictate the importance of good personal hygiene, clean and pressed clothing, and comfortable shoes.

Employees are relied upon heavily to convey a positive image and provide correct information to the residents of Kronenwetter and the citizens that we serve. Employees should treat citizens in a manner in which they themselves would want to be treated. This includes listening carefully, patiently, and treating people with courtesy.

The Village strives to create an environment that is free from any type of offensive or inappropriate conduct. Thus, the use of profanity in the presence of, or directed towards, other employees or citizens is inappropriate conduct while on the Village's premises or time.

5.13 SOLICITATION / DISTRIBUTION

Employees may not engage in solicitation of any kind during their working time or during the working time of the employee being solicited. Employees may not engage in the distribution of literature of any kind during their working time or during the working time of the employee receiving the literature. "Working time" does not include the time before the employee's scheduled workday

begins, the time after the employee's scheduled work day ends, or the employee's breaks or lunch period.

Persons who are not employees of the Village may not solicit or distribute literature for any purpose anywhere on Village property, unless prior approval is provided by the Village Administrator.

5.14 GENERAL HOUSEKEEPING

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.

5.15 USE OF VILLAGE PROPERTY AND EQUIPMENT

The Village relies heavily upon the copier, printers, computer system and facsimile machine for everyday operations. These pieces of equipment are available for the purpose of completing Village business and are not intended for personal use.

5.16 GIFTS AND TIPS

Employees may not accept cash, gift cards, tips, or any form of payment from anyone at any time. Occasionally, a citizen or businessperson may be particularly satisfied with the service received from the Village and offer some form of payment to an employee. The employee must courteously decline to accept such a gift and explain that it is against Village policy to accept such gifts, and that the service rendered is a normal activity of the Village.

It is important to note that no Village employee, while performing duties as required by their position, shall intentionally solicit or accept for the performance of any service or duty anything of value including, but not limited to, any gift, loan, favor, gift card, or service, given for the purpose of influencing them in the discharge of their official duties.

5.17 SUBSTANCE ABUSE AND DRUG-FREE WORKPLACE

The Village, in a positive effort to provide a healthy and safe working environment for all its employees and citizens of the community, has adopted a substance abuse and drug-free workplace policy. No alcohol or other drugs may be kept or used at or in any Village owned building or facility at any time. Nor shall any employee come to or be at work with alcohol or another drug in his or her system, except as otherwise provided by this policy. Medications prescribed by a physician may be possessed and used on premises during working hours by the employee for whom they were prescribed, as long as they have been legally prescribed for the using employee, are kept in their original container and are used in strict accordance with the prescription. In the event an employee is prescribed a medication that might adversely impact his or her behavior, attitude or performance, the employee must give notice of that possibility to his or her supervisor prior to reporting for work or working with the medication in his or her system.

5.18 OUTSIDE EMPLOYMENT

Full-time employees are discouraged from holding another full-time or part-time job if it is likely that in doing so the employee's efficiency or effectiveness as a Village employee may be impaired; if the

nature of the outside employment is such that it will reflect adversely on the Village; or if there is the potential for a conflict of interest. Full-time employees contemplating outside employment must secure the approval of the Village Administrator.

For the purpose of preventing employee burnout, the village discourages full-time employees from holding more than two jobs at the time (outside of the village).

5.19 POLITICAL ACTIVITY

Employees are to refrain from political activities while on duty. No employee is eligible to be elected as Village Trustee or President in the Village of Kronenwetter while employed by the Village.

5.20 MEDIA

To ensure that accurate and proper information is disseminated to the public via the media, all media contacts concerning municipal affairs are the responsibility of the Village Administrator or his/her designee. Staff shall refrain from making public media announcements without the permission of the Village Administrator or designee.

Requests from outside parties as filed under the "Open Records Request" state statute will, under all circumstances, be discussed with the Village Administrator. In many instances, common sense should dictate information that is confidential and that which is not confidential. The Village Administrator must be consulted with any questions pertaining to confidential information.

5.21 EMPLOYEE CONDUCT GUIDELINES

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.

- 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.
- 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.
- Gambling on Village property.
- Lying to or misleading supervisors, elected officials, or appointed officials, and/or contacting elected or appointed officials regarding issues that should be directed to Department Heads or to the Village Administrator. See Policy HR-002 **Problem Resolution** which can be found in Appendix B.

Depending on the circumstances involved, disciplinary action may include an oral warning, a written warning, suspension without pay, or discharge. Progressive discipline may not be followed in all cases. Depending on the nature of the violation and other circumstances, including, but not limited to, the employee's past conduct, one or more "steps" may be repeated or skipped. In some circumstances, immediate discharge may result.

5.22 RETURN OF PROPERTY

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 necessary legal actions to recover or protect its property.

5.23 EMPLOYMENT TERMINATION

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.

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.

6. SAFETY

6.1 SAFETY AND SECURITY

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 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.

6.2 Village Vehicles

The majority of municipal vehicles are highly visible and often subject to public observation and scrutiny. As a result, criticism is frequently received from the general public concerning perceived or unethical use of municipal vehicles. With the adoption of a policy on municipal vehicle use, accountability surrounding vehicles will increase, therefore, placing Village officials in a strong position to justify and defend usage of municipal vehicles on a uniform basis.

Some Village personnel may be assigned a Village vehicle. A Department Director may recommend that an employee take a vehicle home overnight on a temporary basis if the needs of the Village so dictate. Determination to authorize a vehicle for overnight use will be made by the Department Director and Employee Resources Manager. Vehicles assigned may be used by the employee for transportation to and from work, for non-recurring personal errands on the way to and from work (provided these errands are within a reasonable distance on a reasonably direct route between home and work) and may transport other Village employees and family members as long as a reasonably direct route between home and work is maintained.

Below is a list of Safety Rules and Regulations for safe operation of Village vehicles:

Village employees who need or are required to use Village vehicles must hold a valid State of Wisconsin driver's license.

Anyone who fails to maintain their driver license or Commercial Driver's License CDL, which is a requisite of employment, is subject to disciplinary action up-to and including discharge.

Village vehicles are to be used for Village business only and must not be used for personal use.

Only authorized passengers or drivers will be allowed to either operate or ride as a passenger in a Village vehicle.

All State of Wisconsin Motor Vehicle laws must be adhered to.

While driving a Village vehicle, employees should not exceed the posted speed limits. Seat belts will be worn at all time while either operating or riding as a passenger in Village vehicles.

Village vehicles are to be operated only when in a safe operating condition. Each employee driving a vehicle shall inspect the vehicle to assure that the vehicle is in a safe operating condition.

All accidents must be reported to the local police department and your Department Head immediately.

Drivers must notify their Department Head of any traffic or parking citations, including warnings, received while operating a Village vehicle.

Drivers are personally responsible for paying any traffic or parking fines incurred while they are operating a Village vehicle.

Whenever possible use a spotter when backing up a Village vehicle.

Maintain a safe cushion of space while operating a Village vehicle. For every 10 miles per hour, maintain one car/truck length of space.

Drivers will not operate a Village vehicle under the influence of drugs and or with an alcohol concentration of 0.02 or greater, while on duty for the Village of Kronenwetter as indicated by an alcohol breath test or blood alcohol test. Doing so may result in disciplinary action up to and including termination or employment.

Anyone who fails to maintain their driver license or Commercial Driver's License CDL, which is a requisite of employment, is subject to disciplinary action up-to and including discharge.

On occasion, you may be asked to use your personal vehicle for Village of Kronenwetter's business. The Village requires you have adequate automobile insurance before driving any vehicle on Village business.

The Village requires that you carry liability insurance for your vehicle.

If you are in an accident with your vehicle while on the Village's business, your insurance is primary. As with any accident, report it to your immediate Department Director immediately.

6.3 Weapons and Firearms

Definitions:

Employee - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of The Village.

Weapon - Including but not limited to any type of knife, electric weapon, and firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.

Workplace - All Village-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Village Employees in an official capacity for the Village. State law allows employees

to have weapons/firearms in their vehicles if parked on Village property. The Village will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for Village business purposes.

Employees who have been granted permission under Sec. 54.102.(b) Firearms and Weapons Restricted Where Prohibited. Article I. In General. Chapter 54. Offenses and Miscellaneous Provisions are exempt from Sec. 10.21 Weapons and Firearms (3). of this Chapter 10 Employee Conduct and Behavior.

Village employees are prohibited from carrying weapons when conducting Village business. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees.

Village employees are prohibited from being in possession of dangerous or unauthorized materials, such as explosives on the premises, weapons, or firearms, in the workplace and possession of weapons or firearms on the premises without a permit.

7. Employee Handbook Receipt & Acknowledgement



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.

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:** _____

APPENDICES

1. Appendix A – HR-001 **Exempt Employees – Work Hour & Schedules**
2. Appendix B – HR-002 **Problem Resolution**

3. Appendix C – HR-003 **Employee Training, Education & Conferences**
4. Appendix D – HR-004 **Personnel Requisition-Procedure**
5. Appendix E – HR-005 **Employee Performance Program**
6. Appendix F – HR-006 **Progressive Discipline Policy**
7. Appendix G – HR-007 **Business Mileage and Travel Policy**
8. Appendix H – HR-008 **Employee Use of Municipal Facilities-Fitness Center**
9. Appendix I – HR-009 **Grievance Procedure Policy**
10. Appendix J – HR-010 **Catastrophic Illness/Injury Account**
11. Appendix K – HR-011 **Internal Promotion Policy**
12. Appendix L – HR-012 **Health Saving Account Policy**
13. Appendix M – HR-013 **Insurance Contribution Rates**
14. Appendix N – HR-014 **Insurance “Opt Out” Policy**
15. Appendix O – HR-015 **Village Administrator Evaluation**
16. Appendix P – HR-016 **Remote Work Policy**
17. Appendix Q – HR-017 **Exit Interview Policy**
18. Appendix R – HR-018 **Wage Tracking Policy**
19. Appendix S – FIN-001 **Business Credit Cardholder Policy and Agreement**
20. Appendix T – FIN-002 **Employee Cellular Telephone Policy**
21. Appendix U – FIN-003 **Accounts Payable Policy**
22. Appendix V – FIN-004 **Purchasing Policy**
23. Appendix W – FIN-005 **Investment Policy**
24. Appendix X – FIN-006 **Disposal of Surplus Property**
25. Appendix Y – FIN-007 **Post-Issuance Compliance Policy for Tax Exempt and Tax Advantaged Obligations and Continuing Disclosure**
26. Appendix Z – FIN-008 **Credit Card Rewards Point Plan 2014**
27. Appendix AA – FIN-009 **Capital Projects Fund**
28. Appendix BB – **Reimbursement Pay Schedule**
29. Appendix CC – **Health Insurance List of Coverages**
30. Appendix DD - **Vacation Time Pay Out Request Form**
31. Appendix EE – **Unused Sick Leave Designee Appointment**
32. Appendix FF - **Ordinance 115-15 Code of Conduct for Elected Officials**
33. Appendix GG- **Revisions Record**

REIMBURSEMENT	AMOUNT	POLICY REFERENCE
Regular full-time public works safety related and winter clothing reimbursement	\$150/year	Employee Handbook 3.22
Regular full-time office employee uniform reimbursement	\$35/year	Employee Handbook 3.22
Frequent User-Cellular Phone	\$40/month	Policy FIN-002
Occasional User-Cellular Phone	\$20/month	Policy FIN-002

*****Recommend Increasing Safety Related Reimbursement to \$200/year beginning January 1, 2026.*****

COVERAGE	COST TO EMPLOYEE- % OF TOTAL PREMIUM	COST TO THE VILLAGE- % OF TOTAL PREMIUM
Central States Combined Insurance Coverage-Offered Only to Full-time Teamster members and includes Health, Dental, Life, Vision and Short-term disability	10%	90%
WEA Trust Health Insurance-Offered only to non-Teamster full-time employees	10%	90%
United Health Care Dental Coverage-Offered only to non-Teamster full-time employees	0%	100%
The Hartford Life Insurance - Offered only to non-Teamster full-time employees Police Officers-\$80,000 of coverage General Government-\$40,0000 of coverage	0%	100%
Superior Vision Coverage-Offered to any employee	100%	0%



Village of Kronenwetter

Unused Sick Leave

Designee Appointment

Employee Name: _____ Date: _____

Department: _____ Position: _____

Date of Hire: _____

In the event of termination due to the death of the employee, the payment of unused accumulated sick leave shall be made to the employee's designee.

Designated Individual's Name: _____

Designated Individual's Address: _____

I have read and understand the Village's *Earned Unused Sick Leave Policy* on in Section 3.20.2 of the Employee Handout.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Scanned copies to be sent to the Village Clerk for filing in personnel file of employee.



Village of Kronenwetter
Vacation Time Pay Out
Request Form

Employee Name:_____Date:_____

Department:_____Position:_____

Date of Hire:_____

Hours of Vacation Time Requesting for Payout:_____

Payout Amount:_____

I have read and understand the Village's vacation time pay out policy on in Section 3.7 of the Employee Handout.

Signature of Employee:_____Date:_____

Signature of Supervisor:_____Date:_____

Scanned copies to be sent to the Village Clerk for filing in personnel file of employee.

VILLAGE OF KRONENWETTER
Marathon County, Wisconsin
An Ordinance Amending the Code of the Village of Kronenwetter
Part I: Administrative Legislation
Chapter 115 Village Board
Creating Section 115-13 entitled "Code of Conduct"

The Village Board of the Village of Kronenwetter do ordain as follows:

Section 1: Part I: Administrative Legislation, Chapter 115 Officers and Employees, Section 115-13 entitled "Code of Conduct" of the Code of the Village of Kronenwetter is hereby created to provide as follows:

§ 115-13 Code of Conduct.

A. Application.

- (1) This Code of Conduct Ordinance is applicable to those persons holding an elected office of the Village. See Wis. Stat. §§ 61.32 & 61.34(1).
- (2) Statutes cited herein are incorporated into this Ordinance by reference and as from time to time they are amended.

B. Complaint Procedure.

- (1) Any elected official, appointed official, resident, or employee of the Village may file a sworn written complaint regarding a person holding an elected office of the Village at the office of the Village Clerk alleging one or more violations of this Code of Conduct Ordinance.
 - (a) "Resident" means a person who is an eligible elector of the Village under the Wisconsin statutes.
- (2) The office of the Village Clerk shall determine whether a complaint is in order.
- (3) The office of the Village Clerk shall notify the Village Board of a submitted complaint that is found to be in order.
- (4) A complaint may be taken up by the Village Board in the sole discretion of the Village Board, subject to the following:

- (a) The written assent of at least four (4) Village Board members is required for a complaint to be taken up.
- (b) A complaint expires if the Village Board fails to take it up within 60 days of its notice having been made to the Village Board by the office of the Village Clerk.

C. Violations may be any of the following:

- (1) For "cause," which means inefficiency, neglect of duty, official misconduct, or malfeasance in office under Wis. Stat. § 17.001.
- (2) Continued physical inability to perform the duties of office or gross neglect of duty under Wis. Stat. § 17.13.
- (3) Failure to maintain a fiduciary responsibility to the Village.
- (4) Violations of the open meetings law under Wis. Stat. ch. 19 Subch. II.
- (5) Violation of the statutory ethics code for local officials under Wis. Stat. ch. 19 Subch. III.
- (6) Violations of the public records law under Wis. Stat. ch. 19 Subch. V.
- (7) Refusal to keep order at a meeting as directed by the person authorized to conduct the meeting.
- (8) The unauthorized disclosure of information discussed at a closed session or from records that are not subject to disclosure under the public records law under Wis. Stat. ch. 19 Subch. V.
- (9) Electioneering prohibited by Wis. Stat. § 12.03.
- (10) Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office or employment within the time or in the manner required by law. Wis. Stat. § 946.12(1).
- (11) In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity. Wis. Stat. § 946.12(2).

- (12) Whether by act of commission or omission, in the officer's or employee's capacity as such officer or employee exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office or employment or the rights of others and with intent to obtain a dishonest advantage for the officer or employee or another. Wis. Stat. § 946.12(3).
- (13) In the officer's or employee's capacity as such officer or employee, makes an entry in an account or record book or return, certificate, report or statement which in a material respect the officer or employee intentionally falsifies. Wis. Stat. § 946.12(4).
- (14) Under color of the officer's or employee's office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law. Wis. Stat. § 946.12(5).
- (15) Misuse of this Ordinance.

D. Violation Procedures:

- (1) For removal from office because of continued physical inability to perform the duties of office or gross neglect of duty, by a majority vote of all the members of the Village Board under Wis. Stat. § 17.13.
- (2) For removal from office due to cause under Wis. Stat. § 17.16.
- (3) For all other matters, in the manner that the Village Board determines to proceed.

E. Penalties to be selected in the sole discretion of the Village Board:

- (1) No action.
- (2) A public censure.
- (3) A citation for a forfeiture in an amount to be determined by the Village Board of not less than \$25 nor more than \$200.
- (4) Removal from Village committees, commissions, or other bodies under Village Code § 14-6.
- (5) Removal from elected office of the Village under Wis. Stat. §§ 17.13 and/or 17.16.

- (6) Referral of a matter to the office of the District Attorney and/or other law enforcement as appropriate.

Section 2: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provision or application of this Ordinance that can be given effect without the invalid or unconstitutional provision or application.

Section 3: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall be in full force and effect from and after its date of adoption and notice to the public as required by law.

Section 5: Village personnel are hereby authorized and directed to make all changes to the Village Code necessary to reflect this amendment.

Adopted this 26TH day of August, 2024.

VILLAGE OF KRONENWETTER

By: 
Chris Voll, President

ATTEST:

By: 
Bobbi Jo Birk-LaBarge, Clerk

Noticed to the public on: Aug. 28, 2024.

- **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
 - Removed 8.0 Appendix Three-Ethics Code-Ordinance removed by the Village Board 05/26/20
 -
- **REVISION 5 -**
 - Village Board approved December 27, 2022 - Revision to HR-012 Health Savings Account
- **REVISION 6 -**
 - Village Board approved April 14, 2025 – Update to Section 4.5 Out of Classification Work, Update to Section 3.22 Uniforms – Reimbursement for required safety related items, Complete overhaul of the layout of the Village of Kronenwetter Employee Handbook to incorporate many items of a pertinent and informational nature: