

THE VILLAGE OF



RIDGEWAY

Employee Handbook

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Article 1 AUTHORIZATION AND SCOPE

Section 1.01 Authorization

The following Employee Handbook was approved and adopted by the Village Board on December 13, 2016, pursuant to the authority granted under State Statutes. The overall authority and responsibility to administer the Employee Handbook is vested in the Village Board. The Village Clerk/Treasurer shall be responsible for the day-to-day administration of the Personnel Rules.

NOTE: All items in this handbook stating “VILLAGE” are hereby meaning “VILLAGE BOARD”

Section 1.02 Compliance with Policies, Rules, and Expectations of Conduct

The Village has established these policies and its rules of conduct in furtherance of the effective operation of the Village and to provide high quality service to all Ridgeway citizens, those persons interacting with the Village, and visitors. The Village expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public.

Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career in the Village. Failure to comply with these policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the Village must have in that employee.

The Village treats all violations of policy, the rules and general expectations of conduct very seriously. Violations of these policies, the rules, and general expectations of conduct can subject an employee to discipline, up to and including discharge.

Section 1.03 Scope

The Handbook sets forth employment policy guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees are expected to follow.

None of the statements, policies, procedures, rules, or regulations contained herein constitutes 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 employees are employed "at will" unless covered by Civil Service provisions, 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.

Section 1.04 Amendments

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the Village Board with or without notice. Amendments and or supplements to this manual will be issued to update or revise present rules and policies as deemed necessary.

Section 1.05 Conflicting Policies

The policies contained in this handbook may cover subjects addressed in other sources, such as, State or Federal laws, Village ordinances, resolutions or policies. Where the same subject is addressed in these policies and State or Federal law, Wisconsin Department of Natural Resources or Wisconsin Public Service Commission regulations the State or Federal law or regulation will control.

The personnel rules shall be applicable to all Village employees, except as modified by employment agreements, State or Federal laws, Village ordinances or resolutions.

Section 1.06 Handbook Distribution

This Employee Handbook should be distributed by the Village Clerk/Treasurer to every Village employee. Each manual shall be assigned a control number. A log listing the copies issued, date and recipient shall be created and maintained by the Village Clerk/Treasurer. Village employees should maintain a current copy of this booklet and become familiar with its contents. Employees shall be required to individually acknowledge receipt of a copy of this Manual by signing and dating the Acknowledgment of Receipt form found at the end of this Manual. This handbook is Village property and must be returned when employment ends with the Village.

Article II DEFINITION OF EMPLOYMENT CLASSES

Section 2.01 Unclassified Employees

Unclassified employees shall be exempt from the provisions of these regulations except as noted below. Unclassified employees are: members of the Village Board; members of any Board, Committee, or Commission appointed by the Village President and confirmed by the Village Board. These employees are not; however, exempt from the Village Harassment Policy, the Drug and Alcohol Policy or the Technology Policy, which are parts of this manual.

Section 2.02 Classified Employees

Residency Requirements

As required by Wisconsin Statutes, an elected official must be a resident of the Village of Ridgeway. Residency requirements for appointed officials are determined by the Village Board. There are no residency requirements for employees.

Regular Full-time

An employee who consistently works a workweek of thirty-two (32) hours year round with a 30 minute per day unpaid lunch break and has been properly appointed to a Village position by the Village Board per Wisconsin State Statute 108.02(15s).

Regular Part-time

An employee who consistently works a schedule of less than thirty-two (32) hours, but whose workload is regular and constant, and has been properly appointed to a Village position by the Village Board. All regular part-time employees, who are regularly scheduled to work an average of less than thirty-two (32) hours each week, shall not be eligible to receive fringe benefits.

Seasonal and Temporary

An employee who normally works full-time or part-time for temporary periods of time, such as summer help, temporary, or substitute staff support, in positions having irregular workloads, or in experimental positions. Such employees shall not be entitled to any benefits except as mandated by Wisconsin Statutes.

Article III EMPLOYMENT PRACTICES

Section 3.01 Equal Employment Policy

The Village of Ridgeway is an equal opportunity employer. It is the policy of the Village of Ridgeway to give equal employment opportunity in accordance with law to all employees and applicants. This policy is an effort to ensure that the Village of Ridgeway personnel programs are free from discrimination on the basis of age, race, religion, color, sex, national origin, physical or mental handicap or disability, creed, sexual orientation, ancestry, arrest or conviction record except where job related, citizenship status, marital status, veteran status or membership in the National Guard or any reserve component of the military forces of the United States or the State of Wisconsin, political affiliation, or any other characteristic protected by law. All employees and applicants will be accorded fair treatment and equal opportunity, through the adoption of appropriate policies.

It is the Village's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the Village to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) and other State and Federal laws. The Village will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments

connected with the job and provided that any accommodations made do not impose an undue hardship on the Village.

The Village is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the Village will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures as outlined in specific policies. All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including termination.

Section 3.02 Anti-Harassment Policy

The Village of Ridgeway is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the Village will not tolerate harassment of Village employees by anyone, including any supervisor, co-worker, elected or appointed official, vendor, citizen or customer of the Village.

Harassment consists of unwelcome conduct, whether verbal, physical, electronic or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status. The Village will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment when:

Submission to such conduct is an explicit or implicit term or condition of employment;

An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching or brushing against

another's body. Sexual harassment also includes conduct directed by a person at another person of the same or opposite gender.

a) **Reporting Harassment**

All Village employees are responsible for helping to assure that harassment is avoided. If you feel that you have experienced or witnessed harassment, you are to immediately notify the Village President, your supervisor, any Department Head or any board member. The Village forbids retaliation against anyone who has reported harassment.

b) **Investigation of Harassment**

The Village's policy is to investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and prevent this misconduct from reoccurring. To the fullest extent allowed, the Village will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Village will take corrective action, including discipline up to and including immediate termination of employment, as is appropriate.

Section 3.03 Recruitment

Recruitment shall be tailored to the position to be filled and shall be directed to sources likely to yield qualified candidates. The Village seeks to hire the best quality and best qualified candidates who fit the needs and culture of the Village. When in the interests of the Village, the Village may attempt to fill the position from within the organization though external candidates may also be considered.

Section 3.04 Job Announcements

All positions with the Village of Ridgeway will be advertised in the local newspaper, posted on the village website and posted in at least three places throughout the village, unless the position is offered to a current employee of the Village. Positions which require a broader search may require additional advertising as determined by the Village Board.

Section 3.05 Applying for Employment

All applications and resumes will be screened for completeness and position requirements by the Village Board and with input from the Department Supervisor if applicable. The Officer In Charge will screen their police officer applicants as necessary before recommendations are made to the Village Board. Only complete applications will be accepted for further consideration. Qualified applicants will then be interviewed by the Village Board and other department personnel as needed. The Village Board will make the final selection.

Section 3.06 Notification of Applicants

Applicants not selected will be notified in writing that the position has been filled and that their application will be kept on file for future employment opportunities for six (6) months.

The selected applicant will be offered the position by phone or in writing by the Village President and asked to respond at that time. If the position requires it, the employment offer will be conditional upon passing a physical examination and a drug/alcohol screening test.

Section 3.07 Background Investigations

Background Check

Prospective employees of the Village may be subject to a background check. The data will be evaluated in relation to the applicant's perceived ability to perform the duties and responsibilities of the specific position applied for. Such information will remain confidential to the fullest extent possible.

Screening

Depending on the nature of the position and the applicants applying for the position, the employer may conduct varying levels of background screening to determine whether candidates for employment, promotion, reassignment or transfer are suitable for the position they desire to obtain. Information that may be obtained or requested includes information relating to references, past employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation and driving records. The employer may also obtain information from a consumer reporting agency. Before denying an extension, assignment, promotion, or other benefit of employment, based in whole or in part, on information obtained in the credit report, the employer will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act.

Employee Orientations

The Village Clerk/Treasurer will have the responsibility to give a copy of this manual to all employees. Any questions regarding the policies and procedures will be taken up with either the department supervisor or the Village Board within 30 days of hiring. The employee will be required to sign a statement that he/she understands and agrees to follow the policies and procedures as described in the handbook.

Section 3.08 Nepotism

No employees from the same immediate family will hold regular full or part-time jobs which involve supervision of, or being supervised by, another member of the same immediate family. "Immediate relative" is defined as the employee's spouse, child, parent, brother, sister, grandparents, grandchildren, brother-in-law sister-in-law, father-in-law, mother-in-law, son in law, daughter in law, uncle, aunt, niece, nephew or first cousin.

Section 3.09 Work Schedules

Work schedules vary throughout the organization. Village departments may have different hours for employees due to the special nature of their operations. Scheduled hours of work are set by the Department Heads and will be designated by the department to which the employee is assigned. Working hours, lunch periods and work breaks will be explained by Supervisors, Department Heads or Village President.

Section 3.10 Promotions

When positions above the entrance level are vacant, they may be filled by promotion of employees in lower positions. Promotional examinations may be utilized. The Department Head may recommend promotion of an employee to the Village Board. Employees are

encouraged to discuss promotional opportunities with their supervisors, Department Heads and Village Board.

Section 3.11 Performance Evaluations

Performance evaluations will be part of any performance evaluation program to assist in assessing work effectiveness, to suggest constructive action for improvement, and to provide feedback in areas of performance. Performance evaluations will be considered in the decisions affecting placement, employee status, salary adjustments, promotions, demotions, dismissal, re-employment, training, and other job-related actions.

Some of the job factors that are reviewed include: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, initiative, cooperation, ability to get along with others, public service mindset, attitude and attendance. It is the employee's responsibility to improve his or her performance. The practices for departments or positions for the evaluation process may vary.

Performance evaluations will be done annually in August or September as part of the employee review and budget process. Performance evaluation regarding pay and benefits will be effective on January 1st of the next year.

Section 3.12 Separation from Employment

Categories of Separation

Resignation with Notice

If an employee decides to leave the Village, then the employee is expected to advise the Village Board in writing at least two (2) weeks prior to his/her date of departure so that an orderly transition can be made. The Village Board reserves its right to terminate the employee before that date. The employee will be paid all proper compensation up to his/her final day of employment. In addition, the Village will pay any prorated accrued but unused vacation as is required by this manual. All unused sick leave will be forfeited.

Resignation without Notice

If an employee decides to leave the Village and the employee fails to provide written notice at least two (2) weeks prior to his/her date of departure, then the employee's resignation will not be treated as a Resignation with Notice. The Village Board reserves its right to terminate the employee before the chosen date. The employee will be paid all proper compensation for actual hours worked up to his/her final day of employment, but the employee will not be paid any accrued but unused vacation, holiday or sick leave.

Work hour reduction with Notice

If an employee decides to reduce their work hours for the Village, then the employee is expected to advise the Village Board in writing at least two (2) weeks prior to his/her date of reduction. If the employee is reducing from full-time to part-time he/she will be paid all proper compensation up to his/her final day of full-time employment. In addition, the Village will pay any prorated accrued but unused vacation as is required by this manual. All unused sick leave will be forfeited. The Village Board reserves its right to terminate the employee before the effective date of reduction.

Work hour reduction without Notice

If an employee decides to reduce their work hours for the Village and the employee fails to provide written notice at least two (2) weeks prior to his/her date of reduction, then the employee's reduction will not be treated as a Reduction with Notice and will result in the nonpayment of any accrued but unused vacation or sick leave. The Village Board reserves its right to terminate the employee before the chosen date. The employee will be paid all proper compensation for actual hours worked up to his/her final day of employment.

Termination

If the Village decides to terminate an employee for reasons other than for violating policies or rules, then the employee will be notified of the Board's decision. The employee will be paid all proper compensation for actual hours worked up to his/her final day of employment and any prorated accrued but unused vacation.

Termination for a Policy or Rule Violation

Should an employee be terminated for a violation of the policies and rules, then the employee will be paid for any earned and unused vacation time.

Reduction-In-Force

Any time a selection is to be made among employees for a reduction-in-force; consideration will be given to an employee's performance, knowledge, skill, ability, efficiency, reliability, attendance, overall record, and length of service with the Village of Ridgeway.

Final Paycheck

An employee who resigns will receive his/her final paycheck on his/her next regularly scheduled payday. Information regarding insurance continuation and other benefit plans will be sent in the mail per this manual. An employee who is terminated will get their final paycheck on the day termination.

Exit Interview

In all cases of separation of employment, an exit interview may be conducted by the Village.

Return of Property, Records, Forms

Upon separation, the employee must return all property, records, keys, and completed required forms prior to receiving final payment.

Section 3.13 *Personnel Files*

Maintenance of Records

The Village Clerk/Treasurer shall be responsible for the maintenance of the official personnel files for all Village employees. These files shall be confidential and contain the complete employment history of each employee during employment with the Village. The personnel files shall contain, but are not limited to the following information: employment applications, medical records, dates and records of injuries, commendations, education and special training received, reprimands, performance evaluations, wage data, promotions and other relevant personnel documents. The privacy of employee personnel files will be governed and administered in accordance with Federal and State law.

Employee Rights

Employees are permitted to inspect and copy any material which is contained in their personnel file, provided that they submit a written request to their immediate supervisor. Upon approval by the supervisor the Village will permit the employee, or a representative, to inspect certain personnel documents in the employee's personal file as required under Section 103.13 of the Wisconsin Statutes. Employees may obtain copies of documents from their file, after paying a reasonable fee for the copies. The inspection provisions required under Section 103.13 of the Wisconsin Statutes are summarized as follows:

Employees are allowed no more than two (2) requests per calendar year to inspect their personnel file.

The Village will respond within seven (7) working days of such request. The inspection must take place reasonably near the workplace and during normal working hours, unless otherwise allowed by the Village.

If an employee disagrees with any information contained in the personnel records, removal or correction of that information may be mutually agreed upon by the Village Board and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position, which will be attached to the disputed portion of the personnel record.

The right of the employee, or employee's designated representative, to inspect personnel records includes the right to inspect any personal medical records concerning the employee in the Village's files. If the Village Board and/or supervisor believe that disclosure of an employee's medical records would have a detrimental effect on the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

The following are exceptions to disclosure:

Records relating to the investigation of possible criminal offenses committed by the employee.

Letters of reference for that employee.

Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.

Materials used by the Village Board or supervisor for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the village's planning purposes.

Information of personal nature about a person other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

Records relevant to any other pending claim between the village and the employee which may be discovered in a judicial proceeding.

If an open records request is received concerning a record in the employee's personnel file, it is the responsibility of the Village Board to balance the right of the public to know with the confidentiality of the employee. The employee will be notified of such a request and the Village Board's decision.

Modifying Personnel File Information

If factual information is demonstrated to be incorrect by the employee, it will be corrected. If an employee disagrees with certain items in his/her file, he/she may submit a concise statement of disagreement for inclusion in his/her personnel file.

Section 3.14 Reimbursement Policy

Purpose

The objective of this policy is to establish a procedure for billing travel, meeting and professional development expenses to the Village of Ridgeway. This policy is applicable to all Village of Ridgeway Personnel charging travel, meeting and/or professional development expenses to the Village of Ridgeway. The Village Board reserves the right to reject any or all expense reports. Exceptions to these may be granted by the Village Board if extenuating circumstances exist. Employees on Village business may take family members or other persons with them on the trip at their own expense.

Documentation

The employee must complete and sign the Mileage and Expense Reimbursement Form which is found in the back of this manual. Travel must be pre-approved by the Village Board. The form must be approved by the employee's Department Head, Supervisor or Village President.

Automobile Travel

Employees are encouraged to use Village owned vehicles when traveling on Village business if vehicles are available. Mileage for the use of an employee's personal vehicle on official Village business shall be reimbursed at the allowable IRS rate. (See the Village Clerk/Treasurer-Treasurer for the current rate.) Employees who utilize their personal vehicles on travel assignments are responsible to carry liability insurance on said vehicle of no less than \$100,000 bodily injury per person, \$300,000 bodily injury per occurrence and \$50,000 property damage. The Village's insurance coverage will be secondary to the employee's insurance coverage. The mileage reimbursement for attending authorized functions shall begin and end at the Village Hall. Elected Officials and employees will not be reimbursed for mileage incurred to attend scheduled Board meetings. Employees will not be reimbursed for mileage incurred driving to or from the Village Hall for work, unless it is more economical to leave from home. All mileage shall be documented showing date, destination, reason and mileage.

Meals

Meal expenses for an employee when on Village business outside of the employee's normal work environment or in the course of Village business are eligible for reimbursement. This also includes time when the employee is staying overnight out of Village on official Village business. Allowance will be as follows, Breakfast - \$8.00 leave before 7:00 am. Lunch - \$10.00 leave before 11:00 am. Dinner - \$20.00 leave before 6:00 pm or return from travel by 6:00 pm. Meal allowance will not be given if meal cost is included in registration.

Lodging

Reimbursement is provided if for official Village business. The maximum allowance for lodging will be defined by IRS guidelines. Except for extenuating circumstances, no reimbursement will be allowed for lodging if location of meeting or business activity is within a reasonable driving distance from home. Overnight lodging shall be based on cost, with consideration given to

accessibility in conduction of business. Conference/Convention stays will be allowed at the site of conference/convention.

Educational Programs

Reimbursement is provided including registration fees and related materials if applicable to employment with the Village of Ridgeway and pre-approved by the Village Board.

Article IV EMPLOYEE BENEFITS (per Ordinance 1.06)

Section 4.01 Federal and State Tax implications

Employees should be aware that certain benefits, like tuition reimbursement or cell phone reimbursement, may be subject to State and/or Federal tax. The Village assumes no responsibility as to items taxed or as the amount of such taxes.

Section 4.02 Vacation Leave

Leave Schedule

An employee is considered full-time if he or she works the equivalent of thirty-two (32) hours per week. All full-time village employees shall be entitled to paid vacations starting at the beginning of each year in accordance with the following:

One to three years:	2 weeks
Four to seven years	3 weeks
8 years and up	4 weeks

During the first year of employment, an employee is allowed two (2) weeks of vacation or annual leave. This vacation may only be taken after the employee has successfully completed six (6) months of employment and with supervisor approval.

In appropriate circumstances, as determined in the sole discretion of the Village Board, the Village Board may waive the requirement that an employee complete six (6) months of employment prior to using vacation. For example, if an employee was hired January 1st, he or she could not take vacation until July 1st, without special permission from the Village Board. The employee would have from July 1st to December 31st to use their vacation.

Vacation may be taken by the day or divided into hours. The Village Clerk/Treasurer must be notified by each employee or official of the intent to take vacation time.

If an employee leaves employment prior to completing a full year, vacation will be prorated. If the employee has used more vacation than he/she has earned on a prorated basis, that amount shall be deducted from the employee's final check. If the employee has not used as much vacation as he/she has earned on a prorated basis, any remaining amount is lost.

Unused

All current year unused time must be used by March 31 of the following year or lose all remaining hours from the previous year.

Section 4.03 Sick Leave

Full-Time Employees

Regular full-time employees will earn four (4) hours of sick leave per month or six (6) days per year, with pay, for completion of each full month of employment. Sick leave is accumulated for the employee with 30 days of prior continuous employment beginning with the employment date, not the fiscal year. Sick leave may be used for the employee or his/her immediate family member's medical appointments.

Part-Time/Seasonal Employees

No sick leave for regular part-time or seasonal employees.

Rules

Sick leave is subject to the following rules:

- a) No paid sick leave will be authorized during the first thirty (30) days of employment.
- b) Sick leave allowed to any employee shall be approved by the immediate supervisor or by a medical certificate of the attending physician.
- c) Sick leave shall not be considered as an entitlement which an employee may use at his/her discretion. It shall be allowed only for actual sickness of the employee, to meet medical or dental appointments, or because of illness in the employee's immediate family which necessitates his/her absence from employment. "Immediate family" shall be defined as defined in the FMLA.
- d) Employees shall make every reasonable effort to schedule medical appointments at the start or end of the work day in accordance with departmental needs, so as not to conflict with the work schedule of the day.
- e) Sick leave may be used by the day or in hourly increments.
- f) No pay for sick leave exceeding three (3) consecutive days shall be granted to an employee except upon presentation of a physician's certificate.
- g) At the discretion of the Immediate Supervisor the employee may be required to submit a physician's certificate to confirm that the employee was ill and be eligible for sick pay for leave taken immediately before or after a holiday, weekend, or vacation. If such a certificate is not forthcoming, any pay granted for such leave may be deducted from the next paycheck.
- h) In order to receive paid sick leave, an employee shall notify his/her immediate supervisor of his/her absence no later than one-half (1/2) hour before the start of the normal workday, unless the employee is unable to do so because of circumstances beyond the employee's control. The employee must indicate the reason for the absence, and if the call is late, the reason the employee could not contact his/her supervisor at least one-half hour before the employee's scheduled starting time.
- i) The Village President may investigate or assign a representative to investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action up to and including dismissal.
- j) Up to 240 hours of earned sick leave may be accumulated. Any amount over 240 hours will be forfeited. Upon resignation of an employee, or transfer to a part-time position, the accumulated hours shall be forfeited.

Section 4.04 Holidays

Holidays

The following shall constitute holidays recognized for observation and pay purposes by the Village of Ridgeway:

New Year's Day, January 1	Floating Holiday
Good Friday (4 hours)	Thanksgiving Day, 4th Thursday in November
Memorial Day, last Monday in May	Christmas Eve, December 24 (4 hours)
Independence Day	Christmas Day, December 25
Labor Day, 1st Monday in September	

Weekends

In most cases, when one of the above holidays falls on Saturday the holiday will be observed on Friday, depending on department needs. If the holiday falls on Sunday it will be observed on Monday, depending on department needs.

Section 4.05 Military Leave

The Village complies with all applicable laws concerning military duty. Leave will be granted pursuant to law to any employee who is required to serve in the armed forces. The employee status upon return will be as though the employee had been in continuous employment.

Section 4.06 Funeral Leave

Each employee of the Village shall have the right upon a death in the family to be granted leave of absence with pay as follows:

In the case of death in the immediate family (mother, father, spouse, brother/sister or child) of an employee funeral leave shall not exceed three (3) consecutive workdays. This provision shall include step relationships of the named family members as well as foster children. In the event that the mother-in-law, father-in-law, grandparent, brother-in-law, or sister-in-law of an employee dies, the employee shall be entitled to funeral leave of one (1) day. Depending on the circumstances, the employee has the option to use vacation or sick time or take unpaid leave of absence per Village approval.

Section 4.07 Jury Duty

Leave of absence for jury duty, or for mandated court obligations or appearances before a public body in connection with Village business, will be granted with pay. Proof of court service and compensation will be required, so employees must retain all receipts. In the case of jury duty, employees will receive their regular straight-time wage for scheduled straight-time hours during the period of absence provided that the payment received for jury duty, less parking expenses, is provided to the Village for deduction of the next paycheck. When an employee is not assigned to a case, or is released from jury duty before the normal quitting time, the employee shall return to work unless excused by his/her supervisor.

Section 4.08 Adverse Weather Leave

All employees are expected to report to work during adverse weather conditions, particularly those employees in the DPW and Police Departments. However, if adverse weather conditions prevent a Village employee from coming to work or requires him/her to leave work early, the employee must make the time up or take the time off without pay. The employee may elect to use accrued vacation to receive time off with pay, consistent with department policy.

Section 4.09 Family and Medical Leave

Introduction

Eligible employees will be allowed up to six (6) workweeks of unpaid leave as a result of a birth or placement of a child for adoption or foster care or when a serious health condition is suffered by the employee or the employee's parents, child or spouse. This leave will be run concurrently with any other leave which is available to the employee, whether under state or federal law or under the policies of the Village, including workers compensation and short-term disability. All or a portion of this period may be paid in certain instances. The taking of leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises or discipline.

Eligibility for Leave

It is the Policy of the Village to provide employees with family or medical leave if they have worked for at least twelve (12) months and completed 1,000 hours of employment in the twelve (12) month period prior to the time leave begins. The leave taken under this Policy will count toward the leave to which an employee may be entitled under federal and/or Wisconsin law.

Amount of Leave Available

Employees are generally entitled to twelve (12) workweeks of unpaid leave during a calendar year for any one or combination of the following reasons:

a) Birth or Placement for Adoption or Foster Care of a Son or Daughter:

Unpaid leave may be taken by an eligible employee on the birth or placement for adoption or foster care of a child with the employee. Leave must be taken all at once unless the Village agrees otherwise. Any accrued vacation or sick leave days the employee may have at the time leave begins may be used, or may be required to be used, for this otherwise unpaid time. The paid time used will not be available later. Extensions of family leave will not be permitted except as required by law or as may be granted by the Village Board.

b) Serious Health Condition of Employee:

Unpaid leave may be taken by the employee in the event he/she experiences a "serious health condition." A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care which requires a schedule of continuing treatment by a health care provider. Medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job. An employee must provide the Village with a Healthcare Provider Certification completed by the treating health care provider. Healthcare Provider Certification Forms are available from the Village Clerk/Treasurer. Any accrued vacation or sick leave the employee may have at the time the leave begins may be used, or may be required to be used, for all or a portion of unpaid leave period. If the leave is

required due to a work-related injury, workers' compensation leave will run concurrently with the leave an employee is entitled to under the law. Any paid leave used will not be available later. Extensions of medical leave will not be allowed, except as required by law or as may be granted by the Village Board.

c) **Serious Health Condition of a Child, Parent or Spouse:**

Unpaid leave may be taken to care for a son, daughter, spouse or parent with a "serious health condition." If leave is requested for such individuals, the employee must provide the Village with a Healthcare Provider Certification prepared by the treating health care provider which states that the individual has a serious health condition and that the employee is needed to care for the person. Healthcare Provider Certification Forms are available from the Village Clerk/Treasurer. The medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job at the Village. Any accrued vacation or sick leave the employee has at the time leave begins may be used, or may be required to be used, for all or a portion of the unpaid time. This paid time will not be available later. Extensions of your leave will not be allowed, except as required by law or as may be granted by the Village Board.

Notifying the Village of Your Need for Family or Medical Leave

In the event an employee would like family or medical leave, the Village must be notified, in writing, at least fifteen (15) days before the date on which leave is to begin, except in the case of an emergency. The Family and Medical Leave Request Form is available in the back of this handbook. In an emergency situation, notice must be given as to the need for leave as soon as possible. The failure to timely notify the Village of the need for leave may result in the delaying of leave until proper notice is received.

Health Insurance

The employee may continue to receive health insurance coverage while on a family or medical leave by paying the full regular cost of coverage for active employees. Other employment benefits may also be continued during the leave. An employee must notify the Village of his or her intent to continue health insurance coverage while on leave.

Additional Certifications

The Village may request that an employee provide additional health care provider certifications from a health care provider chosen, and paid for, by the Village. The Village may also request that an employee re-certify as to the continuation of the serious health condition at various points in time, at the expense of the employee.

Return to Your Position at End of Leave

At the end of an employee's family or medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment with the Village. If an employee wants to return to work before his/her leave is to end, and work is available, the employee must notify the Village two (2) days prior to the desired return date. If the reason for leave was due to the serious health condition of the employee, a medical release must be provided to the Village before the employee returns to work.

Failure to Meet Policy Requirements

If you fail to meet the requirements of this Policy for family or medical leave, your request for leave may be denied or delayed until the requirements are met.

Section 4.10 Extended Medical Leave

If an employee requires a medical leave of absence beyond what is provided for under the Wisconsin Family and Medical Leave Act or the Federal Family and Medical Leave Act, such absence in any calendar year will be provided by the Village under the Village's Extended Medical Leave Policy. If the employee is not eligible for Wisconsin Family or Medical Leave or Federal Family or Medical Leave, or if, after exhausting the allotted amount of time under these Policies, the employee is still unable to return to work due to a serious health condition, the employee may apply to the Department Head or Village Clerk/Treasurer for an Extended Medical Leave of Absence. Although medical leave may be extended by the Village under this policy, such Extended Medical Leave will no longer be governed by the Wisconsin Family and Medical Leave law or the Federal Family and Medical Leave law, but will instead be governed by the rules set forth below. An employee is not eligible to take an Extended Medical Leave until he/she has satisfactorily completed his/her initial training period of employment. Medical leaves under this policy must be of at least five (5) consecutive working days in duration. Absences of less than five (5) consecutive working days will not be treated as a medical leave of absence.

At the time the employee requests an Extended Medical Leave, a doctor's certificate must be provided.

The Village reserves the right, within its sole discretion, and upon proper certification by a doctor of continued disability due to a serious health condition, to extend this leave beyond the point at which employment would normally terminate. In no event, however, will such leave be extended beyond a total of one (1) year.

Before returning from an Extended Medical Leave, the employee must notify the Village. The employee must also provide a written doctor's release authorizing your return to work. The Village reserves the right to secure a second medical opinion at its expense.

Upon an employee's return to work, he/she will be reinstated to the same job to which he/she was regularly assigned in the department provided the job still exists, and provided the employee is able to perform the job according to present existing conditions.

If an employee loses his/her right to return to his/her assigned job under the foregoing condition, he/she may:

Take a temporary transfer to an available job he/she is capable of performing in the judgment of the Department Head or Village Board;

Exercise his/her right to affect a Regular transfer by applying for posted jobs, subject to approval of the Department Head or Village Board.

Any Extended Medical Leave provided by the Village is unpaid. The employee may continue his/her health insurance by paying the entire monthly premium to the Village in accordance with applicable law.

Vacation benefits will not accrue during the period of time lost during the leave. No holiday pay will be paid to any employee on a medical leave of absence.

Section 4.11 Personal Leaves of Absence

Personal leaves of absence without pay may be granted for compelling reasons for a period of time between three (3) days up to one (1) year. To request a personal leave, the employee must make written application to the immediate supervisor or Department Head seven (7) calendar days prior to the desired starting date of the leave, unless there is a reasonable cause which prohibits advance, written notice. Leaves are required to be approved by the Immediate Supervisor and the Village Board or Village President in the event the board is not available.

Failure to comply with the conditions of the leave, such as the date to return to work, may result in discharge.

The employee may continue his/her health insurance by payment to the Village of the entire monthly premium in accordance with applicable law.

Vacation, sick benefits and personal days will not accrue for the period of time lost during the leave. No holiday pay will be paid to any employee on a personal leave of absence.

Section 4.12 Health Insurance (Revised 12/05/2024)

Policy

The Village currently makes health insurance available to full-time employees through the State of Wisconsin Employee Trust Fund. The Village currently pays 80% of the premium, based on the Tier 1 plan premium. Any changes will be noted on a yearly basis at budget time. Eligible employees will have the option of not being included in the program and will not be compensated for not participating.

Contribution

Employees pay the remaining balance of the premium for the carrier of their choice, from the plan the Village has chosen. The employee portion will be paid through a payroll deduction.

Effective Date

Health insurance will be effective beginning the first day of the month following the start of employment, and continues through the month in which the final paycheck is received.

Change in Carriers

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

Section 4.13 Retirement Contribution (Revised 11/14/2023)

Pursuant to legislatively legally recognized effective date of Wisconsin Act 10, the Village pays the employer percentage of Wisconsin Retirement System (WRS) contribution for all employees who are eligible for the benefit. All employees are required to pay the employee percentage of the WRS contribution required by Act 10, with the exception of Police Union employees whose contribution is determined by the existing labor agreement, and pursuant to Act 32, Police Supervisors whose contribution must be aligned with that contribution unless a new hire to the village. The Village of Ridgeway also offers to its employees participation in employee funded deferred compensation programs. Information about these programs and additional information about WRS can be obtained from the Village Clerk/Treasurer.

Section 4.14 Dental Insurance (Revised 12/05/2024)

Policy

The Village currently makes dental insurance available to full-time employees through the State of Wisconsin Employee Trust Fund. Dental coverage may or may not be chosen by the employee. The employee may choose to participate in dental coverage. Uniform Dental is included in the premium for health insurance. Additional dental coverage may be added. The employer does not pay any portion of the additional coverage. Eligible employees will have the option of not being included in the program and will not be compensated for not participating.

Section 4.15 Life Insurance

The Village will provide Life Insurance to full-time employees through a vendor approved by the Board of Trustees. The amount of coverage is equivalent to the annual salary of the employee. The employee may purchase additional coverage at their own expense as a payroll deduction. Any changes will be noted on a yearly basis at budget time.

Section 4.16 Worker's Compensation

Payment

Should an employee become injured while performing Village duties or contract a disease directly traceable to employment at the Village it is the employee's responsibility to immediately notify the Village Clerk/Treasurer, who will then provide the appropriate accident report forms. An employee absent from work because of injury or illness sustained in the course of employment by the Village shall receive worker's compensation coverage as required by law.

Sick Leave

While on Workers' Compensation, sick leave will not accrue.

Section 4.18 Unemployment Compensation

Village employment is covered by Wisconsin Unemployment Compensation laws.

Section 4.19 Uniform Allowance

Full-time Public Works employees will be provided 5 uniform shirts and pants from a vendor approved by the Village Board, when employment starts. They will also be provided 2 jackets. They are expected to wear these while working for the Village. The vendor will provide laundering services weekly. Replacement of worn or damaged garments is also provided by the vendor. Protective footwear will be reimbursed at 50%. Police Officers will be provided full uniforms. Purchase and replacement of uniforms will be at the Village Board's discretion.

Section 4.20 Commercial Driver's License

Certain employees may be required by the Village to obtain and maintain a commercial driver's license (CDL). The village will pay for required testing and training. If CDL Employee resigns or is terminated for any reason within three years of obtaining certification, employee will be required to reimburse the village a pro-rated amount for the costs of training and testing.

Employees who are required to have a CDL and who are convicted of any traffic violation (except parking) or any alcohol or drug related offense shall notify the Department Head, Village Clerk/Treasurer or Village President immediately. Failure to do so may require disciplinary action, up to and including dismissal.

Article V WAGE AND SALARY ADMINISTRATION

Section 5.01 Pay for Regular Full-Time Employees

Regular employees shall be paid his/her hourly rate times the number of hours worked.

Section 5.02 Pay for Regular Part-Time Employees

Regular part-time employees shall be paid his/her hourly rate times the number of hours actually worked.

Section 5.03 Overtime/Premium pay

Non-Exempt Employees (paid hourly)

Full time non-exempt employees shall be compensated for actual time worked to a maximum of a forty (40) hour work week, which shall be inclusive of actual hours worked; not to include vacation, and other authorized leaves. Full-time employees required to work additional hours in excess of forty (40) hours per week shall be paid overtime in the form of compensatory time off, subject to the provisions of the Fair Labor Standards Act. Overtime shall be paid at the rate of time and one half. The Village Board shall have authority to control the amount and application of compensatory time.

Non-Exempt Employees - Vacation

When a nonexempt employee is called to work in an emergency and the employee is on a scheduled vacation, the employee shall be paid at the regular rate for the time worked, and shall be offered an alternative date for the use of the vacation time.

Non-Exempt Employees - Holidays

Non-Exempt employees who work on an actual holiday will be paid at the regular rate for the hours worked, plus the holiday pay.

Public Works/Streets on Call

The Director of Public Works shall prepare an annual schedule for DPW employees to be on call weekends and holidays for snow removal and sewer & water emergency work. It shall be required for each employee whose name is listed to be available for on-call work and be able to respond within thirty (30) minutes.

Compensation for an emergency call out will be any hours actually worked during the call period or a minimum of two (2) hours per call.

Hours considered on call for a weekend are from 3:30 PM on Friday to 7 AM on Monday. Holidays are from 3:30 PM of the last scheduled work day before the holiday to 7 AM of the next scheduled work day after the holiday. Should the person scheduled for a specific weekend or

holiday not be able to respond through illness or other extreme emergency, he/she shall notify the Village President or a Village Board Trustee.

Exempt Employees (salaried employees)

Exempt employees shall not earn overtime pay.

Section 5.04 Pay Periods

The pay period for hourly employees is every two weeks on every other Sunday with payday being the Wednesday of the next week (10 days later). The payday may be adjusted if the payday is on a holiday.

All employees will have their paychecks directly deposited into their bank account. In general, deposits are made available to the employee's account the morning of the designated payday. It is the employee's obligation to make sure that all of their direct deposit information is current and to advise the Village Clerk/Treasurer whenever there has been a change in their bank or deposit information.

Section 5.05 Payroll Deductions

Automatic payroll deductions shall be made as required by applicable State and Federal law. The following items are deductions that may be made from an employee's gross pay, although not all are applicable to every employee and some are paid by the Village: Federal income taxes, State income taxes, FICA (Social Security), charity deductions, deferred compensation program deductions, wage assignments, health insurance deductions, dental insurance deductions, life insurance deductions and other deductions as required by law.

Section 5.06 Emergency Response Leave

Any employee responding to emergency response calls as a member of a recognized emergency response team who regularly performs volunteer emergency duties and services will be allowed to respond to the call. Employees are expected to return to work as soon as possible. Employees will be paid while responding to calls during normal working hours effective May 9, 2023. Any additional compensation received by the employee for responding to the ambulance run and/or fire call will be reimbursed to the Village in a timely manner.

Responding during working hours cannot be disruptive to the delivery of services to the public or to the smooth functioning of the organization. Responding to calls should not be done in those instances where the employee's absence would pose an additional work load, stress or burden on fellow employees or will cause the Village to incur any overtime expense.

Article VI DISCIPLINE AND GRIEVANCE PROCEDURE

Section 6.01 Discipline

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's

performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Village of Ridgeway. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Ridgeway reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances. Progressive discipline is a system of discipline where the penalties increase upon repeat occurrences.

This term is often used in an employment or human resources context where rather than terminating employees for first or minor infractions, there is a system of escalating responses intended to correct the negative behavior rather than to punish the employee.

The typical stages of progressive discipline in a workplace are:

- 1) Counselling or a verbal warning;
- 2) A written warning;
- 3) Suspension or demotion; and
- 4) Termination.

Section 6.02 Grievance Procedure

Policy

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

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

- a) Placing an employee on paid or unpaid administrative leave pending an internal investigation;
- b) Counseling, meetings or other pre-disciplinary action;
- c) Actions taken to address work performance, including use of a performance improvement plan or job targets; or
- d) Other personnel actions taken by the employer that are not a form of progressive discipline.

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

- a) Voluntary quit;
- b) Layoff or failure to be recalled from layoff at the expiration of the recall period;
- c) Retirement;
- d) Job abandonment, "no-call, no-show", or other failure to report to work; or

- e) Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

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

Written Grievance

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 Procedure

Employees should first discuss complaints or 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.

- a) Step 1 – Written Grievance Filed with the Department Head or Village Clerk/Treasurer.

The employee must prepare and file a written grievance with the Department Head or Village Clerk/Treasurer 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 or Village President 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 Clerk/Treasurer, who shall conduct the Step 1 investigation.

- b) Step 2 – Review by the Village President.

If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village President within five (5) business days of the receipt of the decision of the Department Head at Step 1. The Village President 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.

- c) 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 President's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. 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.

d) Step 4 – Review by the Village Board.

If the grievance is not resolved after Step 3, the employee or the Village Clerk/Treasurer 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 all 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.

Time Limits

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

Article VII RULES OF CONDUCT

Section 7.01 Policy

A certain number of rules are necessary at work. Actually, common sense tells most of us what should or should not be done. In other instances, rules are established from time to time to govern conduct while at work.

Any employee violating any Village policy, procedure, rule, or regulation, whether written or unwritten, shall be subject to disciplinary action from the Village Board, which may, but need not, include verbal warnings, written warnings, and suspension with or without pay, work restrictions, termination or any other form of discipline deemed necessary. The nature of the discipline will depend upon the nature and severity of the violation and the surrounding circumstances.

The following are rules of conduct employees of the Village of Ridgeway are expected to adhere to. The following are guidelines.

Section 7.02 Policy on Spending

The Village Board has authorized the Department Heads and Supervisors to spend a maximum of \$500.00 without prior authorization, as long as the expense is within the approved budget and in the open market after such inquiry as necessary to ensure that the price obtained is the most advantages.

For purchases and contracts from \$501 to \$5,000, the Village Board shall use competitive negotiation and invite offers orally, by telephone, or in writing from at least three suppliers if they are available in the locality.

For purchases in excess of \$5,000 (or as required by State Law), the Village Board shall use formal advertising methods and shall solicit bids by advertisement in at least one newspaper of general circulation, or by mailing solicitations for bids to all available dealers or by a combination of such methods.

For purchases specified above, lack of competition is permissible when an emergency exists which permits no delay because of the possibility of injury, loss of life or destruction of property, or when only one source of supply is available.

The Department Head or Supervisor shall verify and approve all charges and bills before payment. In case of emergencies, the Village President may authorize the expenditure of funds over the \$500.00 limit, up to \$2000.00. Any bill and/or charge slip shall contain the signature of the person authorizing the payment.

Section 7.03 Improper Conduct

Improper or inappropriate conduct includes the following list. This list is not meant to be all inclusive and the fact that a possible violation is not listed does not mean it will not result in discipline. Conduct as listed below may result in disciplinary action up to and including termination.

- a) Falsification of hours worked or other village records or omission of information requested of village records or documents. Falsification of employment application will be grounds for removal from the hiring process and removal from the department, if hired at the time.
- b) Loafing, loitering, or otherwise wasting time during working hours;
- c) Horseplay, such as running, shoving, pushing, throwing objects and/or any type of horseplay which could jeopardize the safety of others;
- d) Excessive tardiness or absenteeism;
- e) Being absent from work without permission or proper notification;
- f) Unsatisfactory job performance;
- g) Taking breaks at unauthorized times or places;
- h) Using abusive, profane or threatening language toward other employees or members of the public;
- i) Discourtesy toward other employees or members of the public;
- j) Insubordination or failure to perform duties as instructed; willful and intentional refusal to perform work assignment, or to follow orders of supervision;
- k) Posting, defacing, or removing notices, signs or writing on the bulletin boards or other Village property at any time without specific authorization from supervisor;

- l) Using, possessing, dispensing, distributing or receiving alcohol, intoxicants, illegal drugs or other controlled substances on Village premises or while engaged in Village business;
- m) Reporting to work under the influence or with any measurable amount of alcohol, intoxicants, illegal drugs or other controlled substances in their system;
- n) Other employees or the public;
- o) Physical assault of anyone;
- p) False statements or omissions from an application form or other employment-related record or document;
- q) Theft or unauthorized removal of property belonging to others or to the Village;
- r) Gross neglect or negligence;
- s) Unauthorized use of Village property;
- t) Failure to immediately report injuries or refusing to give information to a supervisor;
- u) Violation of any safety procedure, program, or rule; causing unsafe conditions or carelessness in regard to safety to self or others, or failure to properly use safety devices or tampering with safety equipment or
- v) Refusal to work overtime.

Section 7.04 Public Contact

The major responsibility of employees is to serve the public. The residents of Ridgeway are considered your employers and are entitled to courtesy, prompt service, and impartial attention.

Section 7.05 Personal Appearance

Your personal appearance is also important. The neat, well-groomed and appropriately dressed employee, as determined by each department, creates the best impression. Always keep in mind that every time an employee has a business or personal contact with the public some kind of impression is registered. All these impressions, when combined, create the reputation of the Village of Ridgeway.

Section 7.06 Punctuality and Attendance

Regular attendance at work and being prompt are extremely important. Absenteeism and tardiness result in reduced productivity, greater expense and often imposes unfair burdens on fellow employees.

If an employee is going to be late or absent from work, he/she must notify his/her immediate supervisor or Village President as soon as possible, but no later than thirty (30) minutes prior to his/her starting time. It is the employee's responsibility to see that proper notification is given. Asking another employee, friend or relative to give this notification is not considered proper, except in emergency situations.

If an employee is absent and does not call in, he/she will be assessed with an unexcused absence. If the employee is absent for three (3) consecutive days without calling, he/she will be presumed to have voluntarily quit and employment will be terminated.

In some cases, an employee may be absent due to a reason for which Wisconsin Family or Medical Leave, Federal Family or Medical Leave, Extended Medical Leave, or Personal Leave

is available to the employee. Please refer to the policies on leaves of absence. If an employee feels that he/she is entitled to a leave, he/she must notify the Village Clerk/Treasurer and Department Head by applying for it as set forth in the leave of absence policy. The Village will not take disciplinary action with respect to an absence that constitutes Wisconsin Family and Medical Leave, Federal Family and Medical Leave, Extended Medical Leave or Personal Leave. If the absence is not characterized as a leave of absence, in accordance with the Village policy and applicable law, such absence will be considered in determining whether disciplinary action is appropriate.

Section 7.07 Tobacco Use Policy

No employee will be permitted to use tobacco products while in a Village building or in Village owned property, pursuant to Section 101.123, Wis. Stats.

Section 7.08 Political Activity

Employees will not be discriminated in favor or against because of political contribution, permitted political activity or neutrality. Employees may not solicit, be solicited nor receive political contributions or services on the job. Employees may not engage in any form of political activity on-the-job. Employees may not engage in political activity off-the-job to such an extent that it interferes with doing his/her job well.

Section 7.09 Safety

The Village regards your safety on the job as a vital responsibility. Always be alert to unsafe conditions, faulty equipment, or other on-the-job hazards. Employees must use safety equipment if required. Employees are responsible for reporting unsafe conditions or accidents to their supervisor, complying with any laws or safety codes, and maintaining concern for the safety of yourself and co-workers. Failure to use proper safety equipment or follow safety instructions may result in disciplinary action.

Section 7.10 Changes in Employee Information

It is the responsibility of all employees to report any kind of changes such as address, telephone number or personal data such as marital status, number of dependents, etc. to the Village Clerk/Treasurer within 30 days of such change. Employees who change direct deposit instructions for their pay checks must advise the Village Clerk/Treasurer within 5 days of making such change so that the pay check may be processed correctly.

Section 7.11 Use of Village Equipment/Property

Village owned vehicles; equipment, materials and property are to be used for Village purposes and may not be used for profit or personal use.

Section 7.12 Conflicts of Interest

The successful operation and reputation of the Village of Ridgeway, our employees and leaders is built upon the principles of fair dealing and ethical conduct of our employees. The Village's reputation for integrity and excellence requires careful observation of the spirit and letter of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct, trust and personal integrity.

The continued success of the Village is dependent upon maintaining the public's trust and of those with whom each employee serves. Employees owe a duty to the Village, the public and each other, to act in a way that furthers the interests of the public and in a way that will merit the continued trust and confidence of each other and the public. Employees will conduct business in accordance with the letter, spirit, and intent of all relevant laws and employees will refrain from any illegal, dishonest, or unethical conduct.

No employee shall engage in any business transaction with the employer, or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties or will tend to impair his or her independence, judgment or action in the performance of his or her official duties. Any employee who has a financial interest, including employment, in any business entity entering into, proposing to enter into or bidding on any transaction with the employer, or who, as part of his or her official duties, will be making an official decision or recommendation significantly affecting a business competitor, client or regular customer, shall disclose such interest to the Village.

No employee, including persons or firms engaged to provide professional services to the employer, shall represent, for compensation, private interests before the employer without disclosure of the private business relationship and without explicit consent of the employer.

No employee shall disclose or use confidential information of the employer to advance the financial or other private interest of the employee or others.

No employee shall accept anything of value whether in the form of a gift, service loan or promise from any person, who, to the employee's knowledge, has a direct financial interest in any transaction or official business with the employer, which may tend to impair his independence of judgment or action in the performance of his official duties.

Section 7.13 Gifts and Gratuities

No employee or official of this Village shall accept, receive or solicit, either directly or indirectly, any gift or gratuity of any value when the receipt of such gift or gratuity can reasonably be interpreted as intended to influence the employee or official in the execution of his/her official duties.

Section 7.14 Confidentiality

Because of an employee's responsibilities at the Village, an employee may have access to confidential Village, resident, personnel, or other sensitive information. This may include information concerning a resident's financial status, employee records and the Village's business practices including purchasing and negotiating strategies. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such

information or to persons outside the Village organization without the determination of the Village Clerk/Treasurer or Department Heads as designated and authorized by the Village President. All employees are responsible for protecting the confidentiality of this information.

Section 7.15 Village Property

It is the Village's intent to provide its employees, during the course of their employment, with access to and the use of various property for the purpose of conducting business for the Village. Employees should have no reasonable expectation of privacy in the use of the Village's and the public's property. The Village may access its property with or without the prior consent or knowledge of the employee to the extent permitted by law. Village property is to be used judiciously by employees at all times and only in the manner for which the employer and public intends the property to be used.

Employees must maintain their work spaces in a clean, orderly and professional manner. Employees must report any suspected misuse or abuse of the employer's property.

Employees are encouraged to exercise care and attention in safeguarding personal property brought to the workplace. The Village does not assume liability for the loss, theft or damage of personal property brought to the workplace.

The Village reserves the right to access, replace or utilize any of its property without prior permission of the employee to whom it was provided to the extent permitted by law. Circumstances warranting a need to access property in the employee's absence include, but are not limited to, the following:

The Village has a need to search for business items or information that is needed in a timely manner.

The Village is complying with applicable laws regarding review and disclosure of records and information.

The Village has reasonable suspicion to believe that the employee is engaging in illegal or improper activities, in conjunction with committing a violation of policy, rules or general expectations of conduct, or in a way that may jeopardize the health and well-being of other.

For any other lawful reason.

Under these circumstances, employees may be required, upon the request of the Village, to submit to a search of any personal property brought onto the employer's premises to the extent permitted by law.

Section 7.16 Secondary Employment

Employment with the Village by regular part-time and regular full-time employees should be considered the employee's primary employment. Secondary employment with other entities must not conflict, whether real or implied, with the duties of the employee. The Village has priority to call upon the services of its employees regardless of any conflict with secondary employment. An employee who engages in secondary employment must clearly define himself or herself as an employee of the secondary employer and not act or treat himself or herself as

an employee or agent of to the Village. Employees must still comply with all policies, rules and general expectations of conduct when engaging in off-duty behavior regardless of such secondary employment. The Village may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, whether real or implied exists, where the interests of the Village are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the Village or its employees. An employee will not be permitted to work for another employer while on a leave of absence or while absent for illness from the Village. An employee who desires to hold secondary employment while employed by the Village must obtain the written permission of the Village Board to maintain both sources of employment.

Employees who engage in outside employment shall not conduct any business related to such employment on Village premises or during hours in which such employees are working for the Village or advertise their outside employment either directly or indirectly on Village premises during work.

Section 7.17 Complaint Procedure

A complaint may be verbal; however, written documentation may be required and is suggested. The Village President or designee shall immediately investigate the complaint and provide an initial response back to the complaining person within thirty (30) days. A written record of the complaint sent to the complaining party, where appropriate. The incident/complaint form is available in the back of this handbook.

Reporting Unethical Conduct

Any employee wishing to report misconduct or a grievance can contact any Trustee and request a closed session in accordance with the Wisconsin Statute 19.85 (1)(b).

Disciplinary Action

Action taken will be reviewed by the Personnel Committee and Village Board to insure compliance with rules, regulations, and policy. The goal of the disciplinary action is to enhance performance and not punish. All attempts will be made to solve problems without the need of disciplinary action. When action is deemed necessary, progressive action may be utilized depending upon the circumstances. This policy does not prohibit the Village from taking suspension and/or termination action immediately, if the Village, in its sole discretion, determines that suspension or termination is warranted.

Procedures

- a) Prior to any disciplinary action the supervisor and/or Village Board will investigate and review the alleged violations and/or need for action.
- b) If the allegations are serious enough, the supervisor and/or Village Board may suspend from duty the affected employee, pending the outcome of the investigation.
- c) If, based on the initial investigation, the Personnel Committee, Village Board and the supervisor(s) determines that termination from the department may be warranted, the employee will be given a hearing before the Village Board in which the allegations shall be stated and evidence presented.
- d) The hearing will be in closed session unless an open hearing is requested by the employee. The employee may be represented by his/her counsel at this hearing, if they

so wish. The employee may present arguments and evidence at the hearing. After the hearing, the Village Board will decide if the situation warrants termination.

Article VIII *DRUG & ALCOHOL POLICY*

Section 8.01 Drug Free Workplace

The Village prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on Village property, in Village vehicles, or while off the premises performing work for the Village. Employees are prohibited from reporting for work while under the influence of a controlled substance, except non-impairing medication taken as prescribed, or illegal drug. When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the Village's expense with the results of such test, or tests, to be disclosed to and used by the Village.

If the Village has any reason to suspect that an employee is violating this policy, the employee may be asked to immediately submit to a search of his or her vehicle, desk, briefcase, purse, wallet, packages, personal possessions, or other items on the premises which he or she has access to, or where circumstances require, to a search of his or her person by supervisor or manager of the same sex. Disciplinary action or termination will result if an employee is found in violation of this policy.

Section 8.02 Village Drug & Alcohol Policy

Purpose

The Village recognizes that the use and/or abuse of illegal drugs and/or alcohol, as well as the abuse of prescribed medications, can have a significant impact on the workplace in terms of safety, worker's compensation claims, sick pay benefits, absenteeism and productivity. The Village also recognizes the legal duty to provide a safe workplace. Moreover, the Village is concerned about the health and well-being of those employees who use and/or abuse drugs and/or alcohol.

Policy Statement

It is the Village's policy that employee use, manufacture, distribution, possession or sale of illegal drugs at any time, and on the job use of or impairment by drugs and/or alcohol is prohibited. The Village will subject its employees to drug and/or alcohol testing as set forth in this policy.

This policy supplements the Village's D.O.T. drug and alcohol testing policy (8.05) covering employees who are regularly or occasionally operating a commercial motor vehicle (including mechanics and supervisors required to have a CDL) as defined by D.O.T. regulations and will apply to situations not covered under that policy. For employees covered under the D.O.T. drug and alcohol testing policy, in the event a more restrictive provision applies under the already existing policies, the more restrictive provision will apply.

Types of Testing

a) Pre-employment Testing

Every selected applicant for employment, whether full time, part time, or seasonal, will be required to undergo and pass a drug test before he/she may commence employment at the Village. Each job applicant will be advised that a drug test will be required as a part of a pre-placement examination and that any job offer is contingent upon, among other things, successful passage of that test.

b) Reasonable Suspicion Testing

If at any time, the Village determines, there is reasonable suspicion that an employee is under the influence of drugs and/or alcohol, the employee will be required to submit to a drug and/or alcohol test. Reasonable suspicion will be determined by a Department Head or Village Board member if available. Reasonable suspicion will be based upon observable actions, alone or in conjunction with other factors including, but not by way of limitation: (1) dangerous or accident-prone conduct; (2) decreased job performance which is unexplained; (3) unexplained increased absenteeism; (4) complaints from co-employees and other problems with interpersonal relations; (5) drug-related signs such as paraphernalia; (6) reduced short-term memory; (7) physical symptoms such as bloodshot eyes; (8) dilated pupils, stuffy or runny nose; (9) anxiety; and/or (10) inability to concentrate.

c) Post-Accident Testing

If an employee is involved in an accident the Village may require post-accident testing. The Village will require testing if any of the following have occurred:

The employee was performing a safety-sensitive function as defined in 8.05

An accident involving bodily injury or fatality.

An accident involving significant property damage.

A citation is issued to the employee under state or local law for a moving traffic violation arising from the accident.

This section shall apply to both the injured employee and any other employee whose actions may have contributed to the occurrence of the accident.

d) Random Testing

Pursuant to the Omnibus Transportation Employee Testing Act of 1991, all employees required to hold commercial driver's licenses (CDLs) shall be required to participate in random drug and alcohol testing. Testing shall be conducted in accordance with Village policy.

Disciplinary Procedures

Any employee who tests positive for any illegal drugs or controlled substances, except medication taken as prescribed, will be subject to discipline up to and including discharge. No employee who tests positive for any illegal drugs or controlled substances, except medication taken as prescribed, will be allowed to work until that individual has successfully completed assessment and/or treatment as described below and has been certified by a qualified physician as free from the use of drugs or in the case of a positive test for prescribed drugs, that there is no impairment. In the event of a reasonable suspicion test for alcohol, an employee will be

subject to discipline up to and including discharge as the result of a positive test for alcohol which reveals a blood/alcohol content of .00 or greater.

Employee Consent to Testing

Each employee/applicant directed for testing will be required to complete and sign a form by which he/she consents to and authorizes testing and disclosure of test results to the Village. If the employee refuses to complete and sign the consent/authorization form, or the chain of custody form at the collection site or if the employee refuses to provide the specimen for testing, such refusal will constitute grounds for termination. Providing an adulterated sample will result in immediate termination.

Supervisor's Role/Responsibilities

The Supervisor, supervisor representative or Village Board member is to transport the employee to the collection site for drug and/or alcohol testing immediately, but no later than eight (8) hours for an alcohol test or twenty-four (24) hours for a drug test, having determined that there is reasonable suspicion to believe that the employee is using or is under the influence of alcohol or drugs. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours after the Supervisor makes such reasonable suspicion determination, the Supervisor will complete a report explaining the reason for the delay in conducting the drug or alcohol test. The Supervisor or supervisor representative is to wait at the clinic with the employee until the breath test has been completed or the urine sample or hair follicle sample has been taken. If the alcohol test is not conducted within eight (8) hours after the supervisor makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor will complete a report explaining the reasons why the test was not conducted. Except for DOT random testing, the supervisor or supervisor representative shall transport the employee to the testing facility for all tests and back to the employment site. For a positive DOT random test, supervisor or supervisor representative shall transport employee from testing facility back to employment site.

Once the alcohol testing has been completed and a positive confirmatory test result has been received, the employee will not be permitted to drive his/her own vehicle home at that time. The employee must make alternative transportation arrangements in order to leave the employment site.

The employee is to be advised not to report for work as she/he will be placed on administrative leave without pay. If the blood alcohol, urine test, and/or hair follicle test has been administered, the Village will contact the employee once the test results are known (this normally takes 24- 48 hours) and a decision has been made as to the employee's status.

The results of the drug or alcohol testing will be sent directly to the Village President. When the results are obtained, the employee's supervisor and Village President will meet with the Village Clerk/Treasurer to determine the appropriate course of action to be taken. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or discipline action with anyone who does not need to know.

Once the test has been completed and the employee has been sent home, the supervisor or Department Head must submit a written report to the Village President outlining, in detail, the event and the behavior observed that led the supervisor to believe the employee was under the

influence of alcohol and/or drugs. This report must be done within 24 hours of the testing. This information will assist the Village President in assessing the appropriate discipline to be considered.

Collection of Specimens

Specimens to be tested will be urine and/or hair follicles in the case of a drug test and breath or saliva in the case of a test for alcohol where there is reasonable suspicion of alcohol use or impairment on the job.

The Village respects its applicants and employees and therefore subscribes to the collection protocol set forth by the Department of Health and Human Services (hereafter called DHHS) which protects the privacy and confidentiality of the donor. This protocol allows for the submission of the specimen under closely structured conditions but behind either a closed door or a privacy partition. It must be understood, however, that under circumstances established by DHHS the donor may be asked to provide a fresh specimen in the presence of a witness of the collector has reason to believe; (1) that the specimen is not that of the donor; (2) that the specimen has been adulterated or altered; (3) that the collection is part of a post-treatment monitoring program; or (4) that the donor has been known or suspected of adulterating previous specimen(s). All specimens are collected and processed by social security number and accession number for complete confidentiality.

Custody and Control Form

All specimens will be processed and monitored by way of an approved Custody and Control Form which is used to track the specimen from point of submission to point of destruction. Employees will be required to sign the chain of custody form. Failure to do so will result in the need for a retest. However, an employee who refuses to sign after being requested to do so will be subject to discipline up to and including discharge.

Laboratory Aspects of Drug Testing

In order to assure our applicants and employees the greatest accuracy and confidentiality, all drug testing is to be conducted by a laboratory certified by DHHS and will be conducted in two parts: (1) screening for five classes of drugs by EMIT testing procedures - amphetamines, benzoylecgonine (cocaine metabolite), opiates, PCP, THC (marijuana metabolites); and (2) confirmation by GC/MS. However, the Village reserves the right to perform tests for other illegal substances as well. No specimen will be considered "positive" (positive is defined as the presence of one or more controlled substances at or above levels determined by DHHS) until it has been confirmed at the cut-off levels established by DHHS. In the event that no such levels have been established for that drug, Village will rely on the laboratory and its consultants to establish a "forensically accepted level."

Reporting Results

All positive drug test results will be first reported to the Medical Review Officer (MRO). If the specimen is positive, the MRO will attempt to contact the employee at the daytime number provided at the time of urine and/or follicle specimen submission for the purpose of discussing the test results. Should the MRO fail to make contact on that attempt, he/she may contact the Village Clerk/Treasurer to ask for assistance in reaching the employee. If the MRO does not make contact within an additional maximum of five days or if the result appears to create immediate safety concerns, the MRO may disclose the results to Village President prior to speaking with the employee. The Village Board reserves the right to immediately remove that

employee from active duty until such time as the MRO is able to make contact and provide a final result. If, when the MRO reaches the employee, the employee is able to provide substantiation of legitimate use, the positive result will be reported to Village as "negative" (negative is defined as the absence of a controlled substance at or above the levels of detection determined by DHHS). If no legitimate reason for the positive result is found, that positive result will be provided to Village Board.

Prescription Medications

Nothing in this policy prohibits the appropriate use of prescription medication legally prescribed by a licensed physician. However, it is the employee's duty to discuss any effects which that medication may have on ability to safely perform his/her job and to inform Village of any adverse effects. Failure to do so may result in discipline up to and including discharge.

Section 8.03 *Employee Assistance and Rehabilitation*

In the Event of a Positive Test

The Village has a primary interest in the safety, health and well-being of its employees as well as the public and supports those who make a commitment to resolving their substance abuse problems. In the event of a positive test, the Village may offer the employee an opportunity to enter a treatment program in lieu of termination. If the Village determines that a treatment option will be offered, the Village will provide a list of acceptable resources available to the employee for assessment and/or treatment. Although such assessment and/or treatment is conducted at the sole expense of the employee or his/her insurance carrier, the Village requires that a certified professional actively involved in the substance abuse field be utilized.

The Village may at its discretion reinstate an individual after completing a Village approved rehabilitation program. Prior to entering rehabilitation, the employee will be required to sign a form consenting to the release by the treatment center of information regarding the progress and results of rehabilitation. Failure to sign this consent form will result in Village's inability to assess the employee's rehabilitation and the employee will remain unqualified until a professional in substance abuse treatment certifies the employee's rehabilitation. Should the resource selected by the employee not meet these criteria, Village may request a second evaluation by an acceptable treatment professional at Village's expense. This evaluation will be conclusive evidence of the employee's rehabilitation or failure to rehabilitate. If rehabilitation will require time away from the job, that time will be unpaid unless the employee has accrued benefits for vacation, sick leave or other earned time which may be applied in lieu of unpaid leave. The employee's position of seniority will be maintained for a thirty-day period. The employee may be permitted to return to work if/when he/she is able to demonstrate the successful completion of such assessment and/or any recommended treatment.

An employee who is allowed and selects rehabilitation will comply with all requirements of that program to completion. Failure to do so or failure to make every effort at rehabilitation will constitute grounds for termination. Upon return, Village will maintain contact with the treatment professional to assure the ongoing compliance with recommended treatment. Further, as a condition of return, the employee will be required to submit, on demand, urine, and/or hair follicle specimens for analysis for a period of up to sixty months. The number and frequency of such specimens is determined by Village at its sole discretion. A positive test during or following the monitoring period will result in immediate termination without further consideration

of future employment. Village may, at its sole discretion, elect to offer special consideration to any individual who comes forth voluntarily as opposed to those who are detected through the regular testing process. Reinstatement after a positive test, if permitted at all, will be permitted only one time. Reinstatement, if permitted will be conditioned upon the individual signing an agreement acknowledging that he/she will be terminated upon a subsequent violation of this policy.

Section 8.04 Confidentiality

Results of all drug/alcohol tests will be kept separate from personnel files and treated as confidential information and access to such results shall be limited. Results will not be communicated to others outside of the employee's direct supervisory chain except where necessary in connection with any rehabilitation.

Section 8.05 CDL/Safety Sensitive Positions Alcohol and Drug Policy

Policy

The CDL and Safety Sensitive Positions Alcohol and Drug Policy is supplemental to the Village's Alcohol and Drug Policy and pertains to employees whose position includes safety-sensitive job functions.

The Village may require an employee to undergo a drug/alcohol test when the Village has a reasonable suspicion that the employee is in violation of this policy. If the employee is suspected to be under the influence of alcohol, he or she will be given a preliminary Breath Test (PBT) by a member of the police department. If the results come back higher than 0.00, the employee will be transported to a certified testing facility for completion of the test. Refusal to cooperate with the test will be treated as a positive test result and appropriate disciplinary action up to and including termination will be taken. All test results will be maintained under strict confidence by the employer and the testing facility. Except as may be required by law, these records will not be released to others without the written consent of the employee.

An employee must immediately notify the Village of any criminal drug statute conviction for a violation on Village property or while performing work for the Village off Village property.

This policy will be applied in a manner consistent with the Village's obligations under state and federal disability laws.

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued rules (49 CFR Part 40 and 382) requiring alcohol and controlled substance testing of drivers who are required to have a commercial driver's license. These rules include procedures for urine drug testing and breath alcohol testing. This policy has been established to comply with DOT and FHWA rules and to help prevent accidents and injuries resulting from the misuse of alcohol and the use of controlled substances by service personnel and drivers of commercial motor vehicles.

Scope

All employees who are required to maintain a commercial driver's license (CDL) or perform service on a commercial motor vehicle are subject to the requirements of this policy. The Village and the DOT prohibit the use of alcohol and/or controlled substances by employees who

are performing, ready to perform or who are required to be immediately available to perform any safety-sensitive job function. Safety-sensitive job function is defined as any of the following:

- a) Inspecting, servicing or repairing a commercial motor vehicle.
- b) Driving or operating a commercial motor vehicle.
- c) Alcohol Prohibitions
- d) Alcohol use is prohibited under the following circumstances:
- e) While performing safety-sensitive functions.
- f) During the four-hour period prior to performing safety-sensitive functions.
- g) Reporting to work or being on stand-by to perform safety sensitive functions with an alcohol concentration of 0.00 or greater.
- h) Possession of alcohol at work. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packing seal is unbroken.
- i) During the eight-hour period following an accident or until the employee undergoes a post-accident test.
- j) Drug Prohibitions
- k) Drug use is prohibited under the following circumstances:
- l) Use of any drug, except by doctor's prescription and then only if the doctor has advised the employer that the drug will not adversely affect the employee's ability to perform safety-sensitive functions.
- m) Use of any drug or controlled substance including but not limited to:
- n) Marijuana (THC)
- o) Cocaine
- p) Opiates (including Heroin)
- q) Phencyclidine (PCP)
- r) Amphetamines (including Methamphetamine)
- s) Prescribed and Over the Counter Medications

It is the employee's responsibility to inform the physician of the type of safety-sensitive function that the employee performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance by the employee in duties with or operation of commercial motor vehicles. The employee will notify the employer of any prescribed medications or over-the-counter medications that can interfere with the employee's performance of a safety-sensitive function.

The employer will not unlawfully discriminate against an employee based on information relating to the use of a prescribed medication and the disability requiring the use of that medication. This information will be treated as a confidential medical record, maintained in a separate, confidential medical file along with the employee's other medical records.

Testing Circumstances

The DOT regulations require the following types of testing:

- a) Pre-Employment
- b) Post-Accident
- c) Reasonable Suspicion
- d) Random
- e) Return-To-Work
- f) Follow-Up

For alcohol testing, an evidential breath testing (EBT) device will be used. For drug testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services is required. The drugs to be tested for are marijuana (THC), cocaine, opiates (including heroin), phencyclidine (PCP) and amphetamines (including methamphetamine).

Pre-Employment Testing

Prior to the first time an employee performs a safety-sensitive function, the employee must submit to testing for alcohol and drugs. This includes job applicants, new employees and transferred employees to a position where a safety-sensitive function will be performed and includes employees who are later required to perform safety-sensitive functions.

Post-Accident Testing

As soon as possible following an accident involving a commercial motor vehicle, the employee involved must be tested for alcohol and drugs when any of the following occurs:

- a) The employee was performing a safety-sensitive function.
- b) An accident involving bodily injury or fatality.
- c) An accident involving significant property damage.
- d) A citation is issued to the employee under state or local law for a moving traffic violation arising from the accident.

The alcohol breath test must be administered as soon as possible, but no later than eight (8) hours following the accident. The drug test must be administered within thirty-two (32) hours after the accident.

Any employee subject to post-accident testing, who leaves the scene of the accident before tests can be administered or fails to remain available for testing, may be deemed by the employer to have refused to submit to testing. Such a refusal is treated as if the employee recorded 0.00 or greater on an alcohol test and tested positive on a drug test. However, the testing requirement is not intended to delay necessary medical attention for injured people or to prohibit an employee from leaving the scene to obtain necessary assistance.

In lieu of administering a post-accident test, the employer may substitute a test administered by on-site police or public safety officials under separate authority. The employer is allowed to substitute a blood or breathe alcohol test and a urine drug test performed by such officials, using procedures required by those jurisdictions.

If the involved employee is not tested for alcohol and drugs by law enforcement or public safety officials, the employee is required to immediately report for such tests, following the procedures detailed in the "Post-Accident Testing Checklist".

Until the test results confirm a positive test for alcohol or drugs, the employee will be allowed to return to work and perform safety-sensitive functions. If reasonable suspicion occurs, then the employee will not be allowed to return to work except as allowed under the provisions for reasonable suspicion testing.

Reasonable Suspicion Testing

Reasonable suspicion testing will be conducted on an employee involved in a safety-sensitive function if the employer observes behavior or appearance that is characteristic of alcohol or

drug misuse. The observer will immediately escort the suspected employee to the testing site. The employer will make arrangements for transporting the employee home after the tests are completed.

Employer personnel who are authorized to make reasonable suspicion testing determinations are required to receive training on alcohol misuse and on use of controlled substances.

An employee required to take reasonable suspicion testing will be placed on administrative leave without pay until the results are reported to the employer. If the alcohol results are less than 0.00 and the drug results are a verified negative, the employee will return to work and receive back wages for time while on administrative leave.

Random Testing

Employees will be randomly selected for testing from a “pool” of employees subject to testing. The testing dates and times will be unannounced and will be spread reasonably throughout the calendar year.

Random alcohol testing will be administered at a minimum rate of 25% of the average number of covered employees. Random drug testing will be administered at a minimum annual rate of 50% of the average number of covered employees. The FHWA will publish its decision to increase or decrease the minimum annual percentage rates for random alcohol and drug testing based upon the reported violation rate for the entire industry.

A covered employee will be tested for alcohol and drugs at any time while at work for the employer.

Selection of covered employees will be administered by the Village Clerk/Treasurer using random selection software. This method will be a computer software-based random selection program that is matched with employee social security numbers. The employer will ensure that random tests are unannounced and spread reasonably throughout the year. Employees who are selected for random tests must proceed immediately to the testing site upon notification of being selected. In event that a selected employee is on vacation, sick leave or other approved absence, the Village Clerk/Treasurer will randomly select another employee using random software for testing or keep the original selection confidential until the employee returns.

Return-to Work Testing

After engaging in prohibited conduct regarding alcohol misuse, the employee shall undergo a return-to-work alcohol test before performing a safety-sensitive function. The test result must indicate a breath alcohol concentration of less than 0.00.

After engaging in prohibited conduct regarding drug use, the employee shall undergo a return-to-work drug test before performing a safety-sensitive function. The test result must indicate a verified negative result for drug use.

In the event a return-to-work test is required, the employee must also be evaluated by a Substance Abuse Professional (SAP) and participate in any assistance program prescribed. Return-to-work tests need not be confined to the substance involved in the violation. If the SAP determines that an employee needs assistance with a poly-substance abuse problem, the SAP may require, for example, alcohol tests to be performed along with the required drug tests after the employee has violated the drug testing prohibition.

Follow-Up Testing

If a substance abuse professional (SAP) determines that an employee needs assistance resolving problems associated with alcohol or drug use, the employer will ensure that the employee is subjected to unannounced follow-up testing following the employee's return to work. The number and frequency of the tests are to be determined by the SAP, but must consist of six tests during the first twelve (12) months following the employee's return to work. Follow-up testing may be done for up to sixty (60) months. The SAP can terminate the requirement for the follow-up testing in excess of the minimum at any time if the SAP determines that the testing is no longer necessary.

The follow-up tests need not be confined to the substance involved in the violation. If the SAP determines that an employee needs assistance with a poly-substance abuse problem the SAP may require, for example, alcohol tests to be performed along with the required drug tests after the employee has violated the drug testing prohibition.

Follow-up testing for alcohol will only be performed while the employee is at work for the employer.

Testing Procedures

Alcohol Testing Procedures

To ensure the integrity and accuracy of each alcohol test, all specimen collection, analysis and laboratory procedures shall be conducted in accordance with DOT's procedural protocols and safeguards set forth in 49 CFR, Part 40. Testing will be conducted using evidential breath testing (EBT) devices. Two (2) breath tests are required to determine if a person has prohibited alcohol concentration. An employee is considered positive for alcohol with a testing level of 0.00 or greater. Any employee who tests 0.00 or greater must be removed from performing a safety-sensitive function. In the event an employee is unable to provide an adequate amount of breath, the employee will be required to submit to an evaluation by a licensed medical physician to determine whether a valid medical condition exists.

Employees will be randomly selected for testing via a computer program. Testing dates and times are unannounced and will occur with unpredictable frequency through the year. Each calendar year, the number of random tests conducted must equal at least 25% from a "pool" of employees subject to testing. All testing will take place during working hours.

Drug Testing Procedures

To ensure the integrity and accuracy of each drug test, all specimen collection, analysis and laboratory procedures shall be conducted in accordance with DOT's procedural protocols and safeguards set forth in 49 CFR Part 40. Testing will be conducted by urine specimen analysis. All urine specimens will be analyzed for the following drugs:

- a) Marijuana (THC)
- b) Cocaine
- c) Opiates (including Heroin)
- d) Phencyclidine (PCP)
- e) Amphetamines (including Methamphetamine)

Chain of custody documents will be maintained on each sample submitted for screening. Each specimen is evaluated prior to screening to verify that it has not been altered or tampered. Split

samples will be prepared. Analysis will be performed at a laboratory certified and monitored by the U.S. Department of Health and Human Services. All the results will be reviewed and interpreted by a physician medical review officer (MRO) before the tests are reported to the employer.

In the event of a positive test, the MRO will contact the employee to determine if there is an alternative medical explanation for drugs found in the employee's specimen, such as prescribed drugs for medical uses.

If the employee provided appropriate documentation and the MRO determines that it is a legitimate medical use of the prohibited drug, the drug test's result is reported as negative to the employer.

Employees will be randomly selected for testing via a computer program. Testing dates and times are unannounced and will occur with unpredictable frequency throughout the year. Each calendar year, the number of random tests conducted must equal at least 50% from a "pool" of employees subject to testing. All testing will take place during the working hours.

Refusals

DOT rules prohibit an employee from refusing to submit to any of the required tests. The consequences of refusal are the same as if the employee has tested positive. The employer is prohibited from permitting an employee who refuses to submit to testing to perform or continue to perform safety-sensitive functions.

Consequences of a Positive Test

a) Positive Alcohol Test

An employee who tests positive with an alcohol concentration 0.00 or greater will not be allowed to drive or operate a commercial motor vehicle or to perform other safety-sensitive functions. The employee will be subjected to discipline up to and including discharge.

An employee who tests positive for alcohol is required to submit to and pass an alcohol test under the return-to-work testing.

An employee who tests positive for alcohol must be referred to a substance abuse professional (SAP). The SAP can be either a physician, licensed certified psychologist, social worker or employee assistance program (EPA) professional for evaluation and determination of required rehabilitation.

An employee must comply with recommended rehabilitation, test negative and be subject to follow-up testing to monitor abstinence before the employer can allow the employee to return to safety-sensitive functions. The employee must be re-evaluated by SAP to determine whether the employee has successfully complied with the treatment program prescribed following the initial evaluation.

The employer is not required under DOT regulations to provide rehabilitation, pay for treatment, pay for re-tests after initial positive test or to reinstate the employee.

b) Positive Drug Test

An employee who tests positive for drug use will have seventy-two (72) hours to request that a secondary specimen be tested. The employee will be removed from performing safety-sensitive functions during the testing of the secondary specimen. Before the test results are confirmed

positive for drugs, the medical review officer (MRO) will interview the employee and determine that the positive drug test resulted from the unauthorized use of a controlled substance. An employee whose test results are confirmed positive for drugs will be considered unable to perform safety-sensitive functions. The employee will be subjected to discipline up to and including discharge.

An employee who tests positive for drugs is required to submit to and pass a drug test under the return-to-work testing.

An employee who tests positive for drugs must be referred to a substance abuse professional (SAP). The SAP can be either a physician, licensed certified psychologist, social worker or employee assistance program (EPA) professional for evaluation and determination of required rehabilitation.

An employee must comply with recommended rehabilitation, test negative and be subject to follow-up testing to monitor abstinence before the employer can allow the employee to return to safety-sensitive functions. The employee must be re-evaluated by a SAP to determine whether the employee has successfully complied with the treatment program prescribed following the initial evaluation.

The employer is not required under DOT regulations to provide rehabilitation, pay for treatment, pay for re-tests after initial positive test or to reinstate the employee.

c) Discipline for a Positive Test

Any employee who tests positive for either alcohol or drugs faces discipline, up to and including termination of employment. The Village will consider all facts and circumstances in determining the appropriate level of discipline to impose. The Village may, but is not required, to offer a leave of absence for treatment/rehabilitation from a substance abuse professional in lieu of termination of employment for a positive test result.

d) Recordkeeping

All employee test results and records will be maintained under strict confidentiality by the employer, the drug testing laboratory and the medical review officer. Except by law, these records will not be released to others without the written consent of the employee. Exceptions to this confidentiality provision are limited to DOT agencies when license or certification actions are required or to a decision maker in arbitration, litigation or administrative proceedings arising from a positive test.

Drug and Alcohol Information

Any driver who engages in any conduct prohibited under this policy will be provided with information regarding resources available to evaluate and resolve a drug or alcohol problem. This information will provide names, addresses and telephone numbers of substance abuse professionals, counseling and treatment programs available in the area.

Conclusion

The Village is committed to the health, productivity and stability of the Village, its employees and the safety of the general public. It is with a sense of sincere concern that this program is implemented. The Village is firmly committed to the fair and equal treatment of all employees under this policy and expects that all employees will participate fully, willingly and with the knowledge that a safe, healthful and productive work environment is to the benefit of all.

Article IX

TECHNOLOGY USE

Section 9.01 Policy

The policies regarding technology use apply to all Village electronic equipment whether used by classified or unclassified employees. The policies apply to all Village departments.

The employer's computers, networks, programs, communication devices and tools, other technology, and internet (collectively "technology") are intended as tools for the employer to serve the public and the Village, and are provided so employees may better perform their job-related responsibilities. Inappropriate use can adversely affect the Village and interfere with the work of its employees, increase its costs, and even expose the Employer to damage, liability and security risks.

No written policy can list every conceivable circumstance that relates to proper use. The Employer's employees are professionals who are expected to exercise responsible professional judgment. The Employer has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The Employer may ask employees to stop any use it believes is improper. In addition, the Employer may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use or discipline up to and including termination.

This policy does not cover employee owned computers being used for Village work. However, employee owned computers will be standalone and will not be permanently connected to the Village network.

Section 9.02 Property of the Village

All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the Village, remain the property of the Village.

The Village retains the right to access, inspect, monitor, and/or disclose any data stored on any Chromebook computer owned by the Village, whether transmitted or received via electronic information systems (including information downloaded from the internet or received or sent via e-mail), media of any kind, and/or any other means of data input.

Information stored, saved, or maintained on any Village computer (including Electronic Devices) is considered public information and is therefore subject to public disclosure. Further, authorized Village Staff shall have access to Village computers (including Electronic Devices) at any time so as to be able to inspect and monitor the material thereon.

Section 9.03 Disclosure/Privacy

In order to protect the interests of the Employer, the Employer reserves its right to monitor all use by employees of technology. No employee should expect privacy or secrecy in the use of technology. Employee use constitutes acceptance of the Employer's monitoring and disclosure of the employee's use. Use of the Employer's property can be limited by the Employer at any time for any reason. The Employer may consent to the disclosure of information from use of

technology or any other property, and the Employer may consent or authorize a law enforcement agency to search or review the Employer's technology, and the Employer may use such information for its intentions and purposes.

Section 9.04 Prohibited Activities

The following activities are prohibited and may lead to discipline, up to and including discharge:

Copying, disseminating or printing copyrighted or other protected materials, which can include articles, images, games and other software, in violation of the law.

Accessing, sending, soliciting, displaying, printing, creating or otherwise disseminating material that is reasonably likely to harass, threaten or embarrass others or that is sexually explicit, fraudulent, and offensive in nature, a racial slur, obscene, vulgar or otherwise inappropriate in a professional environment.

Searching for, accessing or transmitting content that is reasonably likely to be perceived as offensive or disparaging of others, including content that is sexually explicit, profane, pornographic, disrespectful, disparaging based on race, national origin, sex, sexual orientation, age, disability, religious or political beliefs or other legally protected basis.

Engaging in personal, non-Employer related activities including activities for gain or profit, for example, consulting for pay or advertising or selling goods or services for personal gain.

Engaging in illegal activities or using the technology for any illegal purposes, including initiating or receiving communications that violate any laws or regulations.

Interfering with or disrupting the work of other employees.

Except as specifically authorized, gaining access by using any access control mechanism (e.g., login name, password, etc.) not assigned to the user, or permitting any person to have access by using another person's access control mechanism.

Unauthorized access or attempting to gain unauthorized access to any technology or stored information.

Engaging in any transaction or other conduct that, if done through means other than over the use of technology, would not be authorized.

Using Village electronic equipment for political campaign purposes including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.

To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from Village files.

To represent oneself directly or indirectly as conducting Village business when using such equipment for incidental personal purposes.

To create web pages - No personal web pages may be created, regardless upon what server they may reside. Web pages representing official Village information may be created in coordination with the Village Board.

For any purpose that would be a violation of any Village work rules, Village ordinance or State or Federal law, regulation, or order.

If an employee has a question about whether a particular use of the Employer's technology is proper, then he or she should consult his or her supervisor before engaging in such use.

Section 9.05 Use

The Employer provides some of its employees with electronic communication tools such as email, voicemail, cell phones, text messaging, pagers, computers and other communication tools and devices so they may better perform their job-related duties. The Employer's electronic communications system includes all messages sent through the Employer's computer network either externally via the internet or internally and through Employer issued communications devices and networks. Electronic communications should be sent only to those individuals who have a legitimate reason to receive them. Distribution lists should be kept current and updated regularly to reflect changes in responsibility or employment status.

Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other written communication. All electronic communications are unavoidably attributed to the Employer. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the Employer.

The Employer's electronic communications systems should not be used for personal communications unless an emergency exists or unless such use is incidental or not the fault of the employee. Employee 's are expected to use their personal computer, email and cell phone accounts from their home computers or personal cell phones on the employee's own time for internet use and drafting, sending, receiving or reading personal electronic communications. Exceptions to this rule may only be granted by the employee's supervisor. Use of electronic devices for personal reasons may be grounds for discipline up to and including dismissal.

Electronic communications may reside on the system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of their existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of Employer records, it is likely that electronic communications will be requested and potentially disclosed. Moreover, employees should not delete any communications that are records under Wisconsin's Public Records Law.

No one should expect privacy or secrecy in the use of Employer technology or Employer-issued communication devices such as email, text messages, cell phone messages or calls. Employer supervisors may have access to information pertaining to individual employees on the Employer's technology. The Employer does not condone "snooping"; employees should not read or review communications not sent to them except for legitimate business reasons. If an internal communication is confidential, it should be distributed personally or by a confidential routing envelope and not by e-mail. Employees should not presume an electronic communication sent via the internet is confidential unless it has been encrypted by the

Employer. The passwording of electronic communications systems is permitted, but all passwords are to be disclosed to the Village upon request.

Electronic signatures should be used on all external messages and should clearly identify the originator of the message. The following information should be included: full name, title, Employer name, e-mail address and phone number.

If an employee has a question about whether a particular use or electronic communication is appropriate, then he or she should consult with their supervisor before making such communication.

Section 9.06 Village Owned Electronic Devices

Policy

The Village of Ridgeway will issue Electronic Devices to its board members or employees. Each device serial number is assigned to the individual it has been issued to and that individual will sign a document acknowledging they have Village property. If the device is damaged, lost, stolen, or not useable, the employee may have to reimburse the Village for a replacement upon investigation and verification of misuse. In addition to the other provisions of Article X; Workplace Safety of this Handbook, these employees must also abide by the following provisions as they relate to Electronic Devices.

General

Information stored, saved, or maintained on a Village Electronic Device is considered public information and is therefore subject to public disclosure. The user of device will be the custodian of the stored information, and must take reasonable steps to maintain and preserve the stored information. Further, authorized Village staff shall have access to Village Electronic Devices at any time so as to be able to inspect and monitor the material contained thereon.

Incidental and occasional limited personal use of the Electronic Device is permitted subject to the limitations, conditions, and regulations contained in this Handbook. Assigned Electronic Devices may not be used in a way that:

Directly or indirectly interferes with Village operations of computing facilities or e-mail services.

Is contrary to or damages the Village's interest.

Results in any incremental costs to the Village.

Interferes with any Village Officer or employee's work duties, performance, or other obligations to the Village. Examples include but are not limited to excessive use of games, surfing the internet, etc.

Any personal use shall be at the risk of the person engaging therein. The Village is not responsible or liable for the consequences. Such use shall be limited to individualized personal communications and not mass distribution of materials. Use of computer resources for such incidental personal purposes is a privilege and can be withdrawn at any time by the Village Board.

Installed Applications

Only applications in the Google Play Store may be installed on the Village owned Chromebooks.

Electronic Mail (Internal and External) and Access to the World Wide Web and other Servers.

Village Chromebooks do not need a firewall or antivirus software and are intended to be used to access electronic mail (e-mail), Dropbox, or access the World Wide Web.

Transmission of any material in violation of U.S. or state laws or regulations is prohibited.

While the Internet is an effective network for its purpose, it is not and should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive data or messages.

Security

Electronic device users will be expected to take reasonable precautions to protect any device assigned to them from damage, destruction, or theft. If a device is rendered unusable because of carelessness, employee shall reimburse Village for a new one.

Electronic device users are encouraged to take appropriate steps to protect the security of networks and files by the use of assigned passwords and by taking all necessary steps to maintain the integrity of passwords. While the Village Clerk/Treasurer shall have the right to know all passwords, passwords should not otherwise be shared, nor should they be posted.

Any suspected breach of security, damage, destruction, or theft of any Electronic Device owned by the Village should be reported to the Village Clerk/Treasurer as soon as possible.

Users are cautioned that backups are only available for data imported by the Village Clerk/Treasurer's office and that any other data may be lost in the event of malfunction, damage, or theft to their assigned device.

Section 9.07 Social Media Policy

Policy

The Village of Ridgeway will use social media for the following purposes:

- a) To increase public awareness of the Village's programs, policies and services.
- b) To promote the value and importance of the Village's programs, policies and services among government officials, civic leaders and the general public.
- c) To maintain open, professional and responsive communications with members of the public and the news media.

The purpose of this policy is to ensure the proper use of the Village's Social Networking Sites technologies. Publicly posted information will be professional and reflect positively on the Village of Ridgeway, its employees, volunteers, programs, policies and services. Employees will check facts, cite sources, present balanced views, acknowledge and correct errors and check spelling and grammar before publishing any posts. Further, employees are personally responsible for the content they publish on blogs, wikis or any other form of user-generated media. The rules in Section 7.03 of this handbook still apply.

Ownership

All social media communications messages composed, sent or received on the Village's computers or other equipment are the property of the Village of Ridgeway. The Village of Ridgeway reserves the right not to publish any posting, or to remove any posting at any time.

Management of Social Web Applications

The Village Clerk/Treasurer's office is responsible for overall social media administration, including, but not limited to, blogs, wikis, video sharing and business pages and social networking sites. The Village Clerk/Treasurer's office will also:

Maintain the sites, including the look and feel and pages for the comment policy, descriptions, etc.

Review each post. This will primarily be for policy and legal issues; editing will be essentially only to correct spelling or grammatical errors.

Coordinate review with the Village Attorney's office for legal issues.

Upload posts (repeat bloggers/posters may be authorized to post themselves).

Moderate comments (see Moderating Public Comments).

All department and Village service-related social media sites must be approved before an account may be set-up. Each site should have wording that indicates who the owner of the site is and an email link back to the individual who maintains it. The name of the Village should be on the site.

External Links

To meet its purpose, the Village's Social Networking Sites may contain links to other social networking sites or websites that are not owned, regularly reviewed or controlled by the Village. The Village's Social Networking Sites do not provide links to external sites that are strictly political or religious in nature. The provision of direct links should not be construed as an endorsement or sponsorship of these external sites, their content or their hosts. The Village specifically disavows legal responsibility for what a user may find on another site, whether or not operated by the Village. The views and opinions of the authors of documents published on or linked to the Village's Social Networking Sites do not necessarily state or reflect the opinion, policy or position of the Village.

The Village of Ridgeway is not responsible for the content, quality, accuracy or completeness of any off-site materials referenced by or linked through the Village's Social Networking Sites. By using the Village's Social Networking Sites, the user acknowledges and accepts the risk of injury or damage from viewing, hearing, downloading or storing such materials rests entirely with the user and that the Village is not responsible for any materials stored on other social networking sites or websites, nor is it liable for any inaccurate, defamatory, offensive or illegal materials found on other social networking sites or websites.

The Village does not endorse any content, viewpoints, products or services linked from its Social Networking Sites and shall not be held liable for any losses caused by reliance on the accuracy, reliability or timeliness of such information. The Village does not warrant the accuracy or reliability of or endorse any products or service providers listed or linked to its site.

Links to other social networking sites or websites are approved if they meet the following criteria:

They are state, regional, local or federal government agencies, special purpose districts, hospitals, scientific or cultural organizations serving the Village of Ridgeway' community and public educational institutions.

They are community festivals and events that are open to the general public and that are endorsed, sponsored or cosponsored by the Village.

Providers of search engines from the Ridgeway websites.

No links are allowed to sites containing inappropriate material or to information irrelevant to the Village's mission or services.

They are approved by the Village Board or the Village Clerk/Treasurer.

The Village Clerk/Treasurer is authorized to order removal of material that is inconsistent with these guidelines.

Links shall not be made to sites that are associated with, sponsored by, or serve a candidate for elected office or any political party or organization supporting or seeking to defeat any candidate for elective office or any ballot proposal.

Privacy & Security

The Village has the right to monitor employees' social media use on Village equipment and will exercise its right as necessary. Users do not and should not have any expectation of privacy. When using Village of Ridgeway Social Networking Site technologies, Village employees will:

Identify themselves by name and as an employee of the Village of Ridgeway.

Use appropriate language and refrain from ethnic slurs, personal insults, obscenity or engage in any conduct that would not be acceptable in the Village's workplace.

Demonstrate proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory, such as politics and religion.

Be aware that what is written will not only reflect on the writer, but also on the elected officials of the Village of Ridgeway and other Village employees.

Not provide confidential information about citizens or employees, including names, or use such material as part of any content added to a site.

Not comment on business partners or their competitors' practices or services or use such as part of content added to a site.

Not provide others with confidential or proprietary information that would compromise negotiations or including such as part of content added to a site

Without permission to publish or report on conversations that are meant to be private or internal.

Be aware that all content added to a site may be subject to Wisconsin's Public Records & Open Meetings Laws and may be subject to discovery in legal cases.

Insure that any content published to any website outside of the Village of Ridgeway that is related to an employee's work or subjects associated with the Village of Ridgeway will include the following disclaimer: "The postings on this site are my own and do not necessarily represent the Village of Ridgeway' positions, strategies or opinions."

Moderating Public Comments

Where moderation of comments is an available option, comments from the public will be moderated by the Village Clerk/Treasurer's office before posting in compliance with this policy.

In general, comments that are abusive, obscene, defamatory, in violation of copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate or incorrect will not be posted.

Where moderation prior to posting is not an option, sites will be regularly monitored by the Village.

Postings must not violate any federal, state or municipal laws. For example, they may not:

- a) Reveal information about ongoing investigations.
- b) Discuss deliberative materials.
- c) Violate the regulatory process.
- d) Circumvent Public Records & Open Meetings Laws.
- e) Violate privacy or copyright.
- f) Violate other legal issues that may apply.

Article X WORKPLACE SAFETY AND REPORTING INJURIES OR ILLNESSES

Section 10.01 Policy

Job safety is very important to each employee and the Village. Employees must conduct themselves carefully at all times. Most accidents are caused by carelessness and horseplay. All employees must act in a safe manner and practice good safety procedures. A listing of where the First Aid Kits are located within the Village is in the back of this handbook. Similarly, all work areas are to be kept clean and free from debris, and tools and equipment are to be kept clean and in good repair.

Section 10.02 Reporting Unsafe Conditions

Any accident, hazards or potentially unsafe conditions of equipment are to be reported to an employee's supervisor immediately for action. If the unsafe condition can be corrected immediately as to avoid any additional hazard, then the employee should implement the corrective action.

Section 10.03 Reporting Injuries/Illness

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available department head. Employees should render any assistance requested by that

department head. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee and immediate supervisor must complete an injury reporting form and return it to Human Resources/Village Clerk as soon as possible. Reporting should not delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources/Village Clerk, including a determination as to whether the injured employee may return to work.

The Department Head will call to report a workplace injury to a registered nurse via the Telehealth phone number 855-438-4577 provided through village insurance. All emergencies are reported directly to 911.

If the accident/injury occurs while operating village equipment, and/or if there is damage to third party equipment, employee will call Iowa County Dispatch at 608-930-9500 x 2 to report the accident. Proof of auto insurance will be carried in all vehicles at all times. Employee will notify Village Clerk as soon as practicable to complete the Mutual Insurance Statewide Claim Form/Incident Notice.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and without speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, the Village has an independent interest in making its facilities a safe and healthy place to work. The Village recognizes that employees may be able to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, immediately to a department head or village trustee. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

Section 10.04 Workers Compensation

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a qualifying job-related injury or illness. Upon returning to work after a work related injury, an employee may be required to provide certification from his or her treating physician verifying that the employee is able to safely and adequately perform his or her regular job functions.

Section 10.05 Evacuation

The employer has established the following protocols for evacuation of the premises. When employees are advised to evacuate the building, the employees should:

Stop all work immediately.

Contact outside emergency response agencies, if needed.

Shut off all electrical equipment and machines, if possible.

Walk to the nearest exit, including emergency exit doors.

Exit quickly, but do not run. Do not stop for personal belongings.

Proceed, in an orderly fashion, to a parking lot near the building.

Do not re-enter the building until instructed to do so.

Employees must know the location of fire extinguishers, emergency exits and first aid kits and make sure they are accessible at all times.

Article XI WORKPLACE VIOLENCE AND WEAPONS

Section 11.01 Policy

The Village prohibits workplace threats or violence. Acts or threats of physical violence, including intimidation, harassment, or coercion, which involve or affect personnel or property or which occurs on the employer's property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating so as to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on Employer premises, regardless of the relationship between the Employer and the parties involved.

All threats or acts of violence occurring off Employer premises involving someone who is acting in the capacity of a representative of the employer.

Examples of conduct that may be considered threats or acts of violence in violation of this Policy include, but are not limited to, the following:

Hitting, touching, or physically harming an individual.

Threatening an individual or his or her family, friends, associates, or property with harm.

Damaging or threatening to harm Employer property or the property of others.

Making harassing or threatening communications.

Harassing surveillance or stalking (following or watching someone).

Unauthorized possession or inappropriate use of firearms or weapons.

Prohibition against threats and acts of violence applies to all persons. Every employee is required to report incidents of workplace threats or acts of physical violence or damage of property.

Article XII VILLAGE BOARD AND COMMITTEES

Section 12.01 Village Board

The Village Board consists of the following elected officials: Village President; elected for a two (2) year term. Trustees; elected for a two (2) year term. There are six (6) Trustee positions in which three (3) are elected in the even year and the other three (3) are elected in the odd year. All Village Board members must be a resident of the Village of Ridgeway. The Village Board members are paid annually in December for attended meetings.

Section 12.02 Commissions & Committees

- *Plan Commission (Planning, Zoning, Development)*

The Plan Commission is outlined in Village Ordinance 1.04(3) and is composed of the the Village President, the Director of Public Works, a Trustee and four citizens.

- *Park & Recreation Commission*

The Park & Recreation Commission is outlined in Village Ordinance 1.04(5) and is composed of the the Village President, the Streets & Parks Superintendent, two Trustees and three citizens.

- *Public Works, Safety, & Health Committee (Emergency services, Ordinances, Streets, Sidewalks)*

The Public Safety & Health Committee is a three (3) member committee comprised of Village Trustees appointed by the Village President. The members may not be on the same term for Village Trustee.

- *Finance Committee (Finance, Insurance, Personnel)*

The Finance Committee is comprised of the Village President and two (2) Village Trustees appointed by the Village President, who are not on the same term for Village Trustee.

- *Board of Review*

The Board of Review is made up of six (6) members. One (1) member shall be the Village President. Another member is the Village Clerk/Treasurer. The remaining six (6) members are Village Trustees for the length of their term.

- *Board of Zoning Appeals*

The Board of Zoning Appeals is made up of five (5) citizen members and one alternate.