



City of
WHITewater
Live • Learn • Work • Play

Employee Manual

Vision Statement

Building upon our rich history, we will continue to be a welcoming, safe, and dynamic community. We will embrace the cultural and educational opportunities that the presence of a thriving university and an increasingly diverse population offers.

We will seek to continually improve and make Whitewater strong by fostering public trust and confidence in our government. We will encourage a community characterized by a spirit of openness and fairness that encourages individuals to participate publicly and prosper personally. We will maintain a high quality of life through careful stewardship of all of our many resources.

Mission Statement

The City of Whitewater provides efficient and high-quality services which support living, learning, playing and working in an exceptional community.

City of Whitewater
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Updated and Revised XX.XX.XXXX

Contents

I. Overview	4
Welcome	4
About the City of Whitewater.....	4
Purpose of This Employee Handbook	5
Contractual Disclaimer/At Will.....	5
Amendments to this Handbook	5
Organization Chart.....	6
II. Employment	7
Hours of Work and Schedule	7
Paydays	7
Attendance	7
Reporting Absences from Work	8
Unusual or Undesirable Working Conditions (Severe Weather or Other Emergencies)	8
Time Records.....	9
Classifications.....	10
III. Compensation and Benefits	11
Compensation Philosophy	11
Benefits	12
IV. Policies and Procedures	24
Americans with Disabilities Act (ADA).....	25
Artificial Intelligence (AI).....	25
Bonding Requirement.....	26
Bulletin Boards	26
Chain of Command.....	26
Drug Free and Alcohol-Free Workplace	27
Equal Employment Opportunity.....	29
Ethics Policy	30
Flexible work Arrangements (FWA).....	30
Harassment & Retaliation in the Workplace Policy	31
Hiring Relatives/Employee Relationships	33
Information Technologies (IT) Polices & Standards.....	34
Political Activities	35
Portable Communication Devices While Driving (PCD).....	35
Professional Appearance - Dress for Your Day (DFYD).....	36
Smoking and Use of Tobacco.....	37
Social Networking Policy	37
Solicitations and Distributions.....	38
Weapons	38
Workplace Safety.....	39
Workplace Violence	43
V. Employee Development	44

Introduction.....	44
VI. Recruitment and Selection.....	46
VII. Employee Conduct.....	47
Expected Conduct.....	47
Unacceptable Conduct.....	47
Discipline Procedure.....	48
Immediate or Crisis Suspension.....	49
Grievance Process.....	50
VIII. Personnel Records and Administration.....	51
Personnel File Review.....	51
IX. Separation of Employment.....	51
Separation Policy.....	51
Workplace Policies Specific to Departments.....	55
Appendix A.....	56
Benefit Eligibility by Employee Classification.....	56
Appendix B.....	57
Longevity Pay and Sick Leave Conversion (Employees hired before June 29, 2011).....	57
Appendix C.....	58
City of Whitewater Map.....	58
Employee Handbook Receipt Acknowledgment.....	59

I. Overview

Welcome

Working for the City of Whitewater provides a dynamic opportunity to engage with various facets of municipal government and contribute meaningfully to the community's development. As an employee, you become part of a diverse team committed to upholding the city's values of transparency, accountability, and service excellence. Within the municipal government structure, which comprises approximately 200 dedicated employees, you may find yourself working with



departments such as the office of the City Manager, City Clerk, Public Works including Streets, Water and Wastewater, Parks and Recreation, Fire & EMS, Police, Economic Development/Neighborhood Services, Library and Finance. Each department plays a crucial role in ensuring the smooth functioning of essential services and the implementation of initiatives that enhance residents' quality of life. The City of Whitewater encourages employee

participation in decision-making processes and fosters a culture of continuous improvement through professional development opportunities and training programs. Working for the City of Whitewater means being at the forefront of local governance, where your efforts directly impact the well-being and prosperity of the community you serve.

About the City of Whitewater

On April 2, 1885, Whitewater became a City with the adoption of a City Charter. Whitewater is a vibrant city known for its scenic beauty, thriving community and rich history. Home to the University of Wisconsin-Whitewater, our city boasts a dynamic educational environment and a strong sense of academic achievement. Situated near the picturesque Kettle Moraine State Forest, outdoor enthusiasts enjoy a variety of recreational activities such as hiking, biking and kayaking. With a population of over 15,000 residents, Whitewater offers a welcoming small-town atmosphere while providing access to cultural events, local businesses and recreation.



Purpose of This Employee Handbook

This employee handbook is designed to provide you with important information regarding employment policies and procedures, salary and benefits, your responsibilities to your job, and City of Whitewater services available to you.

Please read the contents of this handbook carefully. This is one of the many channels of communication we maintain to create an enjoyable and productive work environment. Should you need further explanation of the items covered, contact your supervisor or the Human Resources Department.

Contractual Disclaimer/At Will

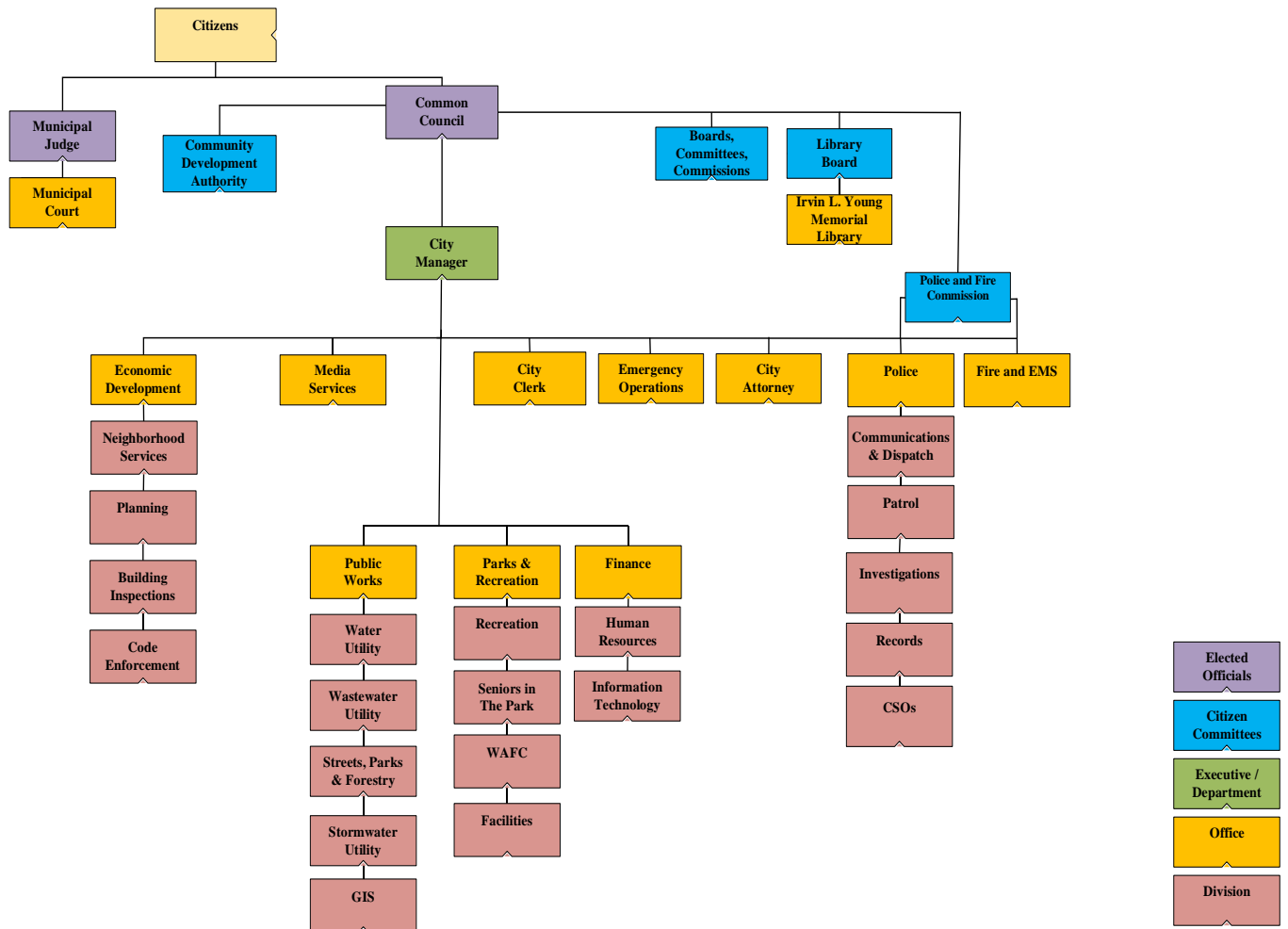
The handbook is simply a summary of the City's current policies, procedures, practices and benefits for your personal education and therefore should not be construed as a legal document. This handbook is not a contract of employment, it is only a guide that does not alter your at-will employment status. None of the statements, policies, procedures, rules or regulations contained in this handbook constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment express or implied. Unless otherwise specified by law, statute, ordinance, an employment contract or a collective bargaining agreement, all City employees are employed at will, 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 City or the employee.

For all employees covered by a collective bargaining agreement, on issues that may conflict with this handbook, the applicable collective bargaining agreement takes precedent over this handbook. Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate City documents. These documents supersede any statement made in this handbook or by any member of management.

Amendments to this Handbook

Circumstances may occur that result in the policies, procedures, practices, and benefits described in this handbook changing from time to time. The City may modify or eliminate the provisions set forth in this handbook at any time with or without notice. This employee handbook shall be reviewed and updated as needed at the discretion of the City Manager. Policy changes may be subject to Common Council approval. This handbook supersedes all previous handbooks, manuals, statements, policies, procedures, rules or regulations given to employees, whether verbal or written.

Organization Chart



II. Employment

Hours of Work and Schedule

The Municipal Building is generally open to the public for business Monday through Friday from 8:00 a.m. to 4:30 p.m. Other City buildings' hours for business may vary.

Library:	Monday – Thursday:	9:00 a.m. to 8:30 p.m.
	Friday:	9:00 a.m. to 5:30 p.m.
	Saturday:	9:00 a.m. to 3:00 p.m.
DPW:	Monday – Thursday:	6:00 a.m. to 3:30 p.m.
	Friday:	6:00 a.m. to 10:00 a.m.
WAFC:	Monday – Friday:	5:30 a.m. to 8:00 p.m.
	Saturday:	7:00 a.m. to 8:00 p.m.
	Sunday:	12:00 p.m. to 6:00 p.m.

An employee's particular hours of work and the scheduling of breaks is determined and assigned by the department director (or designee). To accommodate the needs of the business, at some point the City of Whitewater may need to change individual work schedules on either a short-term or long-term basis.

Paydays

Regular full-time employees, with the exception of public safety employees, are expected to work a minimum of 40 hours per week. Each pay period begins on Saturday and runs for two weeks (14 consecutive days). Pay day is normally every other Friday. The City of Whitewater requires employees to use direct deposit. Direct deposit will begin immediately after the appropriate documentation is received.



On payday, employees will receive an online earnings statement, which shows gross pay, taxes, deductions, net pay and deposit information. Employees shall notify Human Resources/Payroll immediately in the event their bank account is closed or changed.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Payroll immediately so the City can resolve the matter quickly.

Attendance

Employees are expected to be at work and ready to work at the beginning of their assigned work hours. Additionally, employees are expected to work until their designated quitting time each working day. Employees who need to work an alternate schedule must make arrangements with their supervisor. Failing to report for work, habitual lateness and/or absences will be cause for

corrective action up to and including termination.

Reporting Absences from Work

In the event an employee finds it necessary to be absent from work due to illness, injury, or other emergency, they must contact their immediate supervisor directly as soon as possible prior to the start of their scheduled work time, unless the employee is unable to give such notice because of the illness, etc. If the immediate supervisor cannot be reached, a voice mail message will be acceptable. When calling to report absences, employees should state: their name, department, shift, specific reason for the absence and the date they are expected to return to work.

Should an employee be unable to return to work by the “expected date,” they must notify their supervisor providing the same information as noted above. Employees not calling in will be considered absent, with “no report.”

An employee off work due to illness or injury for an extended period must keep their supervisor informed weekly of updates if changes occur.

Employees who are absent for three (3) consecutive work days without notifying their supervisor will be considered as having voluntarily resigned unless failure to do so is for proper cause. If an employee has been under a doctor’s care for an injury, they must obtain a doctor’s release before they will be allowed to return to work. In addition, employees off with an illness of three (3) or more consecutive work days may be required to provide a dated doctor’s slip stating the nature of the illness.

Unusual or Undesirable Working Conditions (Severe Weather or Other Emergencies)

When Municipal Buildings are closed by the City Manager or designee because of inclement weather, loss of adequate building heat, light, or use of all sanitary facilities for a period of time in excess of four (4) hours, employees shall choose from one of the following options:

1. If already at work, be paid for actual hours worked and choose to use vacation time, sick leave or compensatory time for hours not worked.
2. Not report for work and utilize a day of vacation, sick leave or compensatory time.
3. Make up the lost time at a date agreeable between the supervisor and the employee.
4. Hourly, non-exempt employees may take the time unpaid if all vacation, sick leave and compensatory time has been used or with supervisor approval.

In any case, employees should notify the supervisor immediately upon notice of their choice.

In the event the Municipal Buildings are NOT closed by the City Manager or designee and an employee does not report to work due to inclement weather they shall choose from one of the following options:

1. Utilize a day of vacation, sick leave or compensatory time with supervisor approval.
2. Make up the time at a date agreeable between the supervisor and the employee.
3. Hourly, non-exempt employees may take the time unpaid with supervisor's approval.

In any case, employees should notify the supervisor immediately upon notice of their choice.

Time Records

Hourly or non-exempt employees must report all hours of work, and all time taken off on their biweekly payroll sheet. Salaried or exempt employees must report paid time-off on their biweekly payroll sheet. This payroll sheet must be verified and approved by the employee's supervisor and/or department director. Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including termination.

Overtime Pay

Non-exempt employees are eligible to receive overtime pay of one and one-half (1 ½) times their regular hourly wages for approved hours worked over forty (40) hours in one (1) week. Time off during the week resulting from use of paid leave such as vacation or compensatory leave will be considered as hours worked for the purpose of determining the payment of overtime. All overtime must be approved in advance by the employee's immediate supervisor.

Compensatory Time Off

The City gives non-exempt employees the option of receiving compensatory time off in lieu of overtime pay for overtime hours worked. The agreement to use compensatory time in lieu of monetary overtime must be agreed upon before the performance of work. Compensatory time cannot be earned and taken in the same pay period. All compensatory time off is accrued at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Compensatory time off scheduling will be done at the discretion of the supervisor so as not to disrupt the work in the department. The Compensatory time bank may be regenerated during the course of the year, but will not be allowed to exceed 48 hours at any one time within the bank. Compensatory time off bank/accrual does not carryover and any unused balance will be paid out on the final paycheck of the year.

Call-in Pay

Non-exempt employees reporting for work with supervisor approval, at a time other than their regularly scheduled starting time, shall be paid a minimum of two hours worked. Fire & EMS employees reporting to work shall be paid a minimum of one hour worked. Call-ins must be approved by the employee's supervisor. Reporting early for a shift, shift extensions, scheduled meetings, remote work or schedule changes do not qualify for call-in pay. Eligibility for call-in pay is determined based on the work requirements and schedules of each division.

On-Call Pay

Employees designated to be On-Call outside of normal working hours will be compensated for every hour On-Call. The On-Call hours will not count toward the forty-hour work week for purposes of overtime pay.

Paid on Call (Fire & EMS)

Part-time Fire & EMS employees receive compensation for their time and services rendered when they respond to emergency calls or participate in training activities.

Flex Time Off (Exempt Employees)

Because much of the City's affairs are conducted during board and commission meetings held after normal business hours, it is the expectation of the City that periodic attendance at these meetings is part of the compensation set for these positions. However, exempt employees will be allowed freedom for flexible work hours when personal needs and convenience demand. Exempt employees may, with the approval of their supervisor, work flexible hours. While department directors and other exempt employees are generally expected to conform to the normal business hours of their departments, they are afforded flexibility in the application of their time to the responsibility involved in managing their job responsibilities.

These hours are not to be misconstrued as an accruing balance that is owed to the employee. The hours are not guaranteed time off nor will they be paid out in the form of wages to employees at any time during employment or upon separation.

Flex Time (Non-exempt)

Flex time for non-exempt employees refers to a scheduling arrangement where employees have some flexibility in choosing start and end times for work, while still being subject to the regulations of the Fair Labor Standards Act regarding overtime pay. Flex time arrangements require supervisory, and in most cases City Manager approval.

Classifications

Employees are classified as regular full-time, regular part-time, part-time, temporary, seasonal or in-training. In addition, all employees are classified as exempt or non-exempt, as determined by the Fair Labor Standards Act (FLSA) and applicable state laws. If you are non-exempt, you are eligible for overtime for hours worked in excess of 40 per week, and must record hours worked. If you are exempt, you are not eligible for overtime.

Regular Full-time

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City's policies or as required by law.

Regular Part-time

A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee receives prorated employment benefits from the City unless specifically identified in the City's policies or as required by law.

Part-time

A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Temporary

A temporary employee is an employee who is in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12-month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

Seasonal

Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year.

In-Training

In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employees are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Department until position qualifications are met. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.

III. Compensation and Benefits

Compensation Philosophy

The City of Whitewater strives to compensate all employees fairly based on the Common Council's established pay plan and based on negotiated labor agreements.

Annually, the Common Council adopts a pay plan for City employees. This is done by resolution (salary resolution) of the Common Council. The resolution is generally done in December for the following fiscal year, thus for January through December. All positions are reflected in the pay plan.

The salary resolution adopted by the Council will reflect compensation for employees covered by a collective bargaining agreement in accordance with the pay as provided for in the collective bargaining agreement in effect.

Benefits

Benefits are approved by the Common Council and may be amended or deleted from time to time. See the Human Resources Department for additional information on the following benefits.

The City provides group health, dental, vision, life, accident and income continuation insurance, WRS pension and Deferred Compensation (457 Plan) benefits under the State of Wisconsin Public Employers Insurance Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition. The specific benefits provided are as defined and limited in the literature provided by the Wisconsin Department of Employee Trust Funds. Please refer to Appendix B for more information regarding benefit eligibility by employee classification.

Health Insurance

Full-time employees enrolled in City sponsored health insurance will contribute 15% of the health insurance premiums on a monthly basis. Part-time employees working 1,200-2,079 hours per year will contribute a prorated percentage of the health insurance premiums based on hours worked per year.

Full-time employees who are otherwise eligible for health insurance coverage may opt out of the plan or seek reduced coverage and are then eligible for an insurance buyout payment. These payments are not wages for purposes of overtime or any other benefit calculated based upon earnings.

The payment buyout is as follows:

1. Employees who are eligible for family health insurance coverage, but who choose not to enroll in the City's program will receive \$400.00 per month.
2. Employees who are eligible for single coverage, but who choose not to enroll in the City's program will receive \$200.00 per month.
3. Employees who are eligible for family coverage but who elect single coverage will receive \$200.00 per month

Dental and Vision Insurance

Employees will contribute 100% of the dental and vision insurance premiums on a monthly basis.

Life Insurance

Employees are eligible to participate in the group Life Insurance program for life insurance for self, spouse or children. Premiums shall be paid by the employee.

Accident Plan

The Accident Plan provides a cash benefit paid directly to an employee to help cover out-of-pocket expenses regardless of health insurance coverage. Premiums shall be paid by the employee.

Income Continuation Insurance (ICI)

ICI is an income replacement plan that replaces a portion of your income if you are unable to work because of sickness or injury both short and long term. The City will provide at no cost a 180-day elimination period. The employee can choose to reduce the elimination period at their cost.

Health Reimbursement Arrangement (HRA)



The City offers employee participation in a Health Reimbursement Arrangement under Section 125 of the Internal Revenue Code to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition. The HRA is a City-funded benefit plan designed to help employees offset medical expenses such as deductibles, copayments, co-insurance, prescriptions, and other healthcare-related costs.

Flexible Spending Account (FSA)

The City offers employee participation in a Flexible Spending Account under Section 125 of the Internal Revenue Code to those employees that meet the Wisconsin Retirement System eligibility definition. The plan provides employees with an opportunity to set aside money on a pre-tax basis to pay for qualified health care and dependent care expenses.

Retirement Plan

The City participates in the Wisconsin Retirement System (WRS) Plan. Those employees that meet the WRS eligibility definition are automatically enrolled in the Plan. The City will contribute 50% of the required annual WRS retirement contribution as defined by the Department of Employee Trust Funds. The employee is required to contribute the other 50% of the required WRS contribution on a pre-tax basis.

Deferred Compensation Program

The City offers employees participation in the Wisconsin Deferred Compensation Program (WDC). The WDC program provides eligible employees with the opportunity to set aside a portion of their annual earnings on a tax-deferred basis to supplement retirement income as regulated by Section 457 of the Internal Revenue Code. Participation in the deferred compensation program is voluntary and is 100% funded by the employee. The WDC offers both Traditional and Roth IRA options for the elective deferrals.

Holidays

Regular full-time and regular part-time (pro-rated basis) employees are eligible for 8 hours of Holiday Pay.

The following holidays are recognized by the City as paid holidays:

- New Year's Day
- Martin Luther King, Jr Day
- Spring Holiday (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the City Manager.

Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.

An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay. Excused paid time off is approved vacation, compensatory time/flex time, sick time, funeral leave, court leave (jury or witness), military leave (first two weeks only), absence resulting from an injury involving workers compensation (first four months only) or where an employee would be on paid leave and a documented situation prevents their timely return to work.

Unless otherwise specified in an employment agreement, non-exempt employees who work on the observed holiday shall be paid at a rate of time and one-half; non-exempt employees who work on the actual holiday shall be paid at a rate of two times their regular hourly rate.

Employees are also granted one floating holiday that can be used at their discretion subject to their supervisor's or department director's approval. Employees hired before July 1st will be eligible for the floating holiday during their first year of employment. Floating holidays are not subject to any year-end payout or carryover provisions.

In lieu of receiving paid time on New Year's Day and MLK Day holidays, employees of the Fire & EMS Department will add the hours to their floating holiday time for use at their discretion.

Sick Pay/Leave

Regular full-time and regular part-time (pro-rated basis) employees accumulate sick pay at the rate of 8 hours for each month of continuous service. Sick pay accumulation shall not exceed 96 hours during any one calendar year. Fire and EMS Department employees accumulate sick pay at the rate of 10.16 hours for each month of continuous service, with a maximum accumulation of 122 hours during any one calendar year. Unused sick pay can be carried over into the subsequent calendar years for future use. In case of the death of an active employee, the employee's survivors shall receive a cash payout of 100% of that entire employee's accumulated sick leave.

Employees may use accumulated sick leave with pay for absences necessitated by their injury, illness, or that of a member of their immediate family. Immediate family to include parent, spouse, child or anyone living with the employee. Sick leave may also be used for those medical appointments that cannot be scheduled outside of working hours. Doctor's documentation may be required when requesting sick leave. Sick leave may not be used in place of other forms of paid leave.

Employees may donate accrued sick leave on an hour to hour basis to fellow employees facing prolonged illnesses or medical emergencies. Donations are voluntary and made anonymously through the Human Resources Department. Recipients must have exhausted all their own sick leave balances and meet criteria determined by HR. Donated sick leave will be credited to the recipient's account and should not exceed the amount necessary to cover the absence. The City Manager reserves the right to review and approve or deny all sick leave donations on a case by case basis to ensure fairness and compliance with applicable regulations.

Vacation

Vacation is intended not only to reward an employee for service to the City but also to provide employees with a break from their normal routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted. Each eligible employee should take a period of time away from work, at least once a year. Vacation may not be accumulated beyond the amounts authorized.

Regular full-time employees who are not otherwise bound by an employment agreement will be eligible for vacation time based on the following schedule:

- 1 year of service = 80 hours (10 days)
- 3 years of service = 96 hours (12 days)
- 5 years of service = 112 hours (14 days)
- 8 years of service = 128 hours (16 days)
- 10 years of service = 144 hours (18 days)
- 12 years of service = 160 hours (20 days)
- 15 years of service = 176 hours (22 days)

20 years of service = 200 hours (25 days)
25 years of service = 224 hours (28 days)

Regular full-time employees of the Fire and EMS Department will be eligible for vacation time based on the following schedule:

1 year of service = 120 hours (5 days)
5 years of service = 144 hours (6 days)
8 years of service = 168 hours (7 days)
10 years of service = 192 hours (8 days)
15 years of service = 216 hours (9 days)
20 years of service = 264 hours (11 days)
25 years of service = 312 hours (13 days)

Regular full-time and regular part-time (pro-rated basis) employees are eligible to receive vacation. New employees are eligible for prorated vacation time based on their start date.

All employees must have the approval of their supervisor or department director in writing before beginning vacation. Employees may be required by their supervisor or department director to take one vacation consisting of at least five (5) consecutive workdays during each calendar year of employment.

Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less). An employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act.

Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.

Vacation leave will be awarded on a calendar-year basis. As a benefit to employees, full vacation balances are available in January, however the vacation time is earned on a monthly basis. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law.

Year-end vacation balances of 40 hours or less will automatically carryover to the following year. Any balances in excess of 40 hours will require approval of the City Manager.

Any employee leaving service to the City in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for vacation earned to the date of separation. No employee will be permitted to waive vacation for the purpose of receiving double

pay. Employees who are transferred from one department to another will have their annual vacation credits transferred with them.

Workers Compensation Insurance

The City of Whitewater provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation provides benefits after a short waiting period as specified by the Wisconsin Department of Industry, Labor and Human Relations.

Employees who sustain work-related injuries or illnesses should report to their Supervisor and Human Resources. No matter how minor an on-the job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Bereavement (Funeral) Leave

In the event there is a death in the immediate family of an employee, consisting of spouse, parent, grandparent, child, brother, sister, grandchild, mother or father in law, son or daughter in law, brother or sister in law, or that of anyone living with the employee, and the employee attends the funeral or memorial service, such employee shall be granted up to a three (3) day leave of absence with full pay. Any employee shall be granted up to one day absence with pay in case of a death in the family or the death of a close friend of such employee, provided the employee attends the service. Extension of a bereavement leave shall only be granted in writing by the department director and approved by the City Manager. Extensions may be approved with unpaid leave or may be approved with vacation or comp time.

Lactation Accommodations

The City of Whitewater will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child, in accordance with and to the extent required by applicable law. The break time, if possible and permitted by applicable law, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The City will make reasonable efforts to provide employees with the use of a room or location in close proximity to the employee's work area, other than a bathroom, to express milk in private. This location may be the employee's private office, if applicable. Please consult the HR Manager with questions regarding this policy.

Employees should advise management if they need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

Employee Referral Awards

The City of Whitewater encourages all employees to refer qualified job applicants for available job openings. Other than managers in the line of authority and Human Resources personnel, all employees are eligible to receive employee referral awards. When making referrals, instruct the applicant to list the employee's name on their employment application as the referral source. If the referral is hired, the employee is eligible to receive \$250 for regular full-time hires, \$125 for regular part-time hires or \$50 for part-time/non-seasonal hires. If the referred employee completes 6 months of service and is still employed by the City, the referring employee will be eligible to receive an additional \$250 for regular full-time hires, \$125 for regular part-time hires or \$50 for part-time/non-seasonal employees.

Organ and Bone Marrow Donor Leave

Employees may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of serving as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, employees must provide the City with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations (subject to the approval of the bone marrow or organ recipient's health care provider).

Family/Medical Leave Act (FMLA)

The City provides family and medical leave to eligible employees consistent with Wisconsin and Federal laws. In general, eligible employees shall be allowed up to twelve (12) work weeks of unpaid leave per calendar year for the birth or placement of a child for adoption or foster care, or for the employee's own serious health condition or when the employee is needed to care for the employee's parent, spouse, or child with a serious health condition, or when an employee has a qualifying exigency as a result of a parent, spouse or child serving in active military duty. Eligible employees are allowed twenty-six (26) weeks of unpaid leave to care for a parent, spouse, child, or next of kin who is on active duty and sustains a serious injury or illness which renders the service member medically unfit to perform their duties. Wisconsin and Federal family and medical leave will run concurrently with each other and with any other leave which is available to the employee under the policies of the City or other Federal and State laws. Unless provided for under a different leave policy, the family and medical leave will be unpaid.

The taking of leave under this policy will not be used in any employment decision involving the employee including the determination of raises or disciplinary action.

Eligibility for Leave - An employee, who has worked for the City for at least fifty-two (52) consecutive weeks and has been paid by the City for at least one thousand (1,000) hours in the

twelve (12) months immediately preceding the date the leave begins, is eligible for leave under the Wisconsin family and medical leave law. An employee, who has worked for the City for at least twelve (12) months and has worked at least one thousand two hundred fifty (1,250) hours for the City in the twelve (12) month period immediately preceding the date the leave begins, will be eligible for Federal family and medical leave. The leave taken under this policy will be counted toward the leave to which an employee may be entitled under Federal and/or Wisconsin leave laws.

Reasons for a Leave - Eligible employees are generally entitled to an unpaid leave under this policy during a calendar year for one or a combination of the following reasons:

1. Birth or Placement for Adoption or Foster Care of a Son or Daughter. Unpaid leave of up to twelve (12) weeks under Federal law and/or six (6) weeks under Wisconsin law is available to an eligible employee. Leave for this purpose may not be taken on an intermittent basis unless the City agrees otherwise or as required by law. Leave under this provision must commence within sixteen (16) weeks of the date of the birth or placement for adoption. Any accrued paid leave for which the employee is eligible at the time the leave begins may be substituted, or may be required to be substituted, for this otherwise unpaid time. Entitlement to leave for the birth or placement for adoption or foster care ends twelve (12) months after the birth or placement for adoption or foster care.
2. Serious Health Condition of Employee. Unpaid leave of up to twelve (12) weeks under Federal law and/or two (2) weeks under Wisconsin law may be taken by an eligible employee for the employee's own "serious health condition." A serious health condition generally occurs when an employee receives inpatient care at a hospital, hospice or nursing home or outpatient care which requires a schedule of continuing treatments by a health care provider and the employee is incapable of performing the functions of their position because of the condition. Leave for this reason may be taken all at once or in smaller increments as necessary. If the leave is taken in smaller increments, the employee may be temporarily transferred to a different job. In general, the City will consider any absence of more than three (3) full days due to illness or injury to be absence for a serious health condition. If the leave is required due to a work-related injury, for any employee who is on leave for more than two (2) weeks, the family and medical leave will run concurrently with the workers compensation leave.
3. Serious Health Condition of a Child, Spouse, or Parent Unpaid leave of up to twelve (12) weeks under Federal law and two (2) weeks under Wisconsin law may be taken by an eligible employee, who is needed to care for a child, spouse, or parent with a "serious health condition."
4. Qualifying Exigency of Active Duty Spouse, Child or Parent Unpaid leave of up to twelve (12) work weeks under Federal law may be used to address certain qualifying exigencies when a spouse, child or parent is on active military leave or is called to active duty in the uniformed services. Qualifying exigencies may include attending certain military events,

arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending certain post-deployment reintegration briefings.

5. Serious Injury or Illness of Covered Servicemember Unpaid leave of up to twenty-six (26) work weeks under Federal law may be used to care for a covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a veteran, who has a serious injury or illness incurred or aggravated in the line of duty within the last five (5) years that may render the servicemember medically unfit to perform his or her duties and for which the servicemember is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list.

Substitution of Paid Leave – In general, both Wisconsin and Federal FMLA leaves are unpaid. The City of Whitewater may require employees, or employees may choose, to substitute paid leave for which they are eligible (such as sick leave, compensatory time or vacation days) for unpaid leave available under the Federal FMLA; or employees may choose to substitute available accrued leave for unpaid Wisconsin FMLA. The City of Whitewater will require that any leave provided by a City of Whitewater collective bargaining agreement be substituted for Federal FMLA leave.

If the leave is not taken all at once, but is taken in smaller increments, the employee may be temporarily transferred to another job at the City. Once the employee has exhausted any paid time off the remainder of the leave will be unpaid. Any paid leave used will not be available later.

Notification to the City - In the event the need for a leave under this policy is foreseeable, the employee shall notify the City, in writing, at least thirty (30) calendar days before the start date of the leave. In the event of an emergency, written notice must be received by the City promptly after the leave commences, and such notice must comply with the City's policies regarding notice of absence from work. Failure to provide the required notification may result in the delaying of the leave.

Certification of Need for Leave - Within fifteen (15) days of requesting a leave under this policy, the employee must file the appropriate completed certification with their department director or Human Resources or the leave may not be classified as a leave under this policy. The certification forms are available from the Human Resources Department. If the City determines that the medical certification is incomplete or insufficient, the employee will be notified in writing. The employee must provide the additional information/documentation within seven (7) days. The City may also contact the health care provider directly to authenticate or clarify the information provided on the medical certification form.

Benefits Coverage - If an employee is participating in the City's group insurance programs prior to the start of the leave, the employee may continue to receive coverage under those plans. The City shall continue to provide insurance at the same level and under the same conditions as if the

employee was continuing to work, for the duration of the leave. The employee shall continue to be responsible for the employee's share of the premiums (if any is required for similarly situated active employees). If the employee has paid time off substituted for the otherwise unpaid leave, the employee's share of the premiums will be paid through the normal payroll deduction method. If the leave, or any portion thereof, is unpaid, the employee shall pay for the employee's portion of the premiums (if any is required for similarly situated active employees) during the leave. All premiums for coverage must be received by the City no later than the first day of the month to which the coverage relates. Certain other benefits may also be continued during a leave provided under this policy. An employee who does not want to continue health or any other insurance coverage while on leave shall notify the Human Resources Department, in writing; otherwise, it will be assumed that the employee chooses to continue such coverage. If an employee fails to return to work at the City or fails to remain at work for a period provided by law, the City may recover its portion of the premium paid for health plan coverage during the leave.

Additional Certification - The City may require an employee to provide additional Health Care Provider Certifications from a health care provider chosen, and paid for by the City. The City may also require that an employee re-certify as to the continuation of the serious health condition at various points in time under certain circumstances.

Return to Position at End of Leave - An employee, who returns to work at the City at the end of a family or medical leave, shall be returned to the position the employee held at the commencement of the leave or, if the position has been filled, to equivalent employment with the City. If an employee wishes to return to work before the previously approved end date of the leave, the employee shall give the City reasonable advance notice prior to the desired return date. If the reason for the leave was the employee's own serious health condition, the employee shall provide the City with a medical release from the employee's health care provider before returning to work. Failure to provide such a release will delay the employee's return to work until such release is provided to the City.

[FMLA Policy Link 1]

Jury Duty/Court Leave

The City of Whitewater realizes that it is the obligation of all U.S. citizens to serve on a jury or to appear in court when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty or appear in court and verification of their service.

Employees also are expected to keep management informed of the expected length of service or appearance and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty or a court appearance.

Leave with pay for jury duty or court appearance may be granted by the supervisor and must be submitted to Human Resources to ensure accountability and that employees can fulfill their civic

duty with minimal financial burden. No overtime shall be paid for work performed by an employee on leave with pay and any expenses incurred as City expenses must be authorized by the City Manager.

Police officers may be required to appear in court as witnesses, to provide testimony or to fulfill other duties related to law enforcement activities. In these instances, the court appearance is considered duty-related, and the activity would be covered as part of the collective bargaining agreement.

Military Leave

Employees who are called to active duty with one of the armed forces shall receive the rights and privileges authorized by federal military and veterans' laws with respect to leave, status, and reemployment. An employee who is a member of one of the military reserve units or a National Guard unit will, after presentation of their order, receive leave with pay not to exceed seventeen (17) calendar days in a twelve (12) month period.

Unpaid Leave (Non-FMLA)

Unpaid leave may be granted at the discretion of the or department director, in conjunction with the Human Resources Department, on a case by case basis. Employees granted an unpaid leave of absence will be responsible for the payment of benefit premiums (both the employee contribution and the City contribution) and will not accrue benefits such as vacation time, sick time, etc. The review of an unpaid leave request will at minimum take into consideration the reason for leave, duration, impact on workload and operations and alternative solutions (i.e., flexible work arrangements or temporary reassignments).

Compulsory Leave

When, in the opinion of a department director, any employee is unable to perform duties due to any non-service connected injury, illness, or disability, the employee may be required to submit to a physical examination by a physician named by the City Manager.

If the report of the medical examination indicates the employee is unable to perform their duties effectively, the department director may require the employee to take such leave as is medically determined sufficient to restore them to normal health.

Firefighter/Emergency Responder Leave

Employees who become a member of a volunteer fire department member must notify the City of Whitewater in writing that they are a volunteer firefighter, EMT, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the City of the change.

When an employee serving as an emergency responder or firefighter responds to a call during the regular work day, said employee shall be considered to be in pay status for the duration of the call

and return to work, if applicable, provided such affected employees comply with the applicable policies set forth in this handbook.

Spanish Speaking Stipend

The City recognizes the value of diversity and the importance of fostering a multilingual workforce. To support our employees' professional development and promote cultural understanding, we offer a stipend program for learning to speak Spanish. The City will pay an annual stipend of \$1,500.00 to employees who are able to fluently speak and read Spanish. In order to be eligible for the stipend, employees must prove fluency by submitting to testing by a qualified agency approved by the City Manager. The City will be responsible for the cost of fluency testing upon employee's successful completion of fluency testing. The employee will be responsible for the cost of testing if unsuccessful. The City expects that the fluency will be actively employed as part of its routine operations during standard business hours.

Volunteer Time Off

The City of Whitewater values community engagement and recognizes the importance of supporting employees' involvement in local clubs and organizations. As such, eligible employees may receive up to 8 hours of paid time off per year to volunteer for clubs or organizations within the City of Whitewater. To qualify for this benefit, employees must submit a request for paid time off to their immediate supervisor, specifying the date(s) and duration of the volunteer activity, along with verification of their participation from the club or organization. Paid time off for volunteering is subject to supervisor approval and must be scheduled in advance to ensure minimal disruption to departmental operations. This policy aims to encourage civic involvement among our workforce while fostering stronger connections between the City of Whitewater and our community.

Employee Assistance Program (EAP)

The City sponsors an Employee Assistance Program (EAP) to support the emotional and physical wellbeing of employees and their families, providing short-term counseling and referral services for various personal issues such as physical, emotional, financial, drug, alcohol, marital, legal, or family problems. The EAP offers confidential services including up to six counseling sessions per issue (available in-person, telephonically, or virtually) with 24/7/365 support, life coaching, legal and financial consultations (including a free 30-minute session per issue and a 25% discount for additional services), medical advocacy, personal assistance for daily tasks, and child and elder care resources.

Employees and their immediate family members can use the EAP voluntarily, with the option for additional sessions facilitated through referrals. Referrals are encouraged through self-referral or informal supervisor referral. A formal referral may be initiated as an alternative to discipline or as part of a last chance agreement where the employee is agreeing to assessment, referral and subsequent treatment as a method to retain their job with the City. Appointments can be scheduled via FEI Behavioral Health at 1-800-638-3327, and the online portal can be accessed through the

FEI Landing Page using the company code "whitewater."

The EAP maintains strict confidentiality unless consent is given or disclosure is legally required. Costs not covered by insurance are the employee's responsibility, and sick leave or unpaid leave may be used for treatment or rehabilitation. The EAP aims to ensure employees have access to assistance for personal or work-related issues, supporting them in maintaining productivity and wellbeing.

[Employee Assistance Program Link 2]



Whitewater Aquatic & Fitness Center (WAFC) Membership Discount

The City understands the importance of health and wellness in the workplace, and we are committed to supporting employee well-being. Employees can enjoy discounted memberships at the WAFC with the convenience of having membership fees deducted directly from their paychecks.

Employee Recognition Program

The City of Whitewater values the dedication and contributions of each employee towards our collective success. The purpose of the Employee Recognition Program is to acknowledge and celebrate the efforts, achievements and positive behaviors demonstrated by our employees. Recognitions include thank you cards, tokens of appreciation, monetary gifts, additional vacation hours and yearly commemorations.

[Employee Recognition Link 3]

Longevity Pay

Longevity Pay only applies to those employees hired on or before June 29, 2011. Please see Appendix B for more information on Longevity Pay.

IV. Policies and Procedures

The City of Whitewater adopts policies as statements of the City's position on a variety of matters. This section of the Employee Handbook provides information for employees on various policies the City has adopted. The policies are listed in this section in alphabetical order so that they may be easily referenced. Please be aware that some of the policies have been summarized for you and may not represent the full policy document language. Full policies may be accessed by clicking on the policy name. Policies that are unique to a specific City Department rather than a City-Wide Policy may be maintained by the department director rather than appear in this handbook.

Americans with Disabilities Act (ADA)

The City of Whitewater is committed to providing reasonable accommodations to individuals in compliance with applicable laws, including the Americans with Disabilities Act (ADA). It is the City's policy not to discriminate against qualified applicants or employees with regard to any term or condition of employment because of such individual's disability, perceived disability, or record of disability, so long as the employee can perform their job with or without reasonable accommodation. Consistent with this policy, the City will provide reasonable accommodations to otherwise qualified disabled applicants or employees, as required by applicable laws, provided that such accommodation does not constitute an undue hardship on the City.

Any employee with a disability who believes they may need an accommodation to perform their job should contact their supervisor and/or the HR Manager. Upon receipt of an accommodation request, the City will work with the employee to identify functional limitations and possible accommodations. Consistent with applicable law, appropriate medical documentation may be requested to support any request for accommodation. The City reserves the right to choose among reasonable accommodations.

[ADA Policy Link 4]

Artificial Intelligence (AI)

The City recognizes that the use of AI tools can potentially assist employees with the performance of job duties. To ensure the protection of confidential information and the integrity of our operations, as set forth below, all employees who wish to use AI tools must comply with the below best practices.

Evaluation of AI tools

Employees must evaluate the utility and security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees should also review the reputation of the tool developer and any third-party services used by the tool.

Protection of confidential data

In using any AI tool, employees must not upload or share any confidential, proprietary or protected data without prior written approval from the IT Director. This includes data related to customers, employees or partners. Similarly, employees must ensure any AI tool does not utilize confidential or copyrighted information of a third party.

Access control

Employees must not give access to any AI tools approved for business use to anyone outside the company without prior approval from the IT Director and implementation of processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

Compliance with security policies

Employees must apply the same security best practices used for all City and customer data. This includes using strong passwords, keeping software up-to-date, and following the City's data retention and disposal policies.

Bonding Requirement

Employees whose employment with the City requires them to handle other people's property or that requires them to handle money, may be required to be bonded. Whitewater will pay the cost of bonding in that event.

Bulletin Boards

Important notices and items of general interest are continually posted on City of Whitewater bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at the City of Whitewater. To avoid confusion, employees should not post or remove any material from the bulletin board.

Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the City of Whitewater resides by law with the Common Council under the leadership of the City Manager. The department directors of the City are part of the management team and report to the City Manager. Supervisors and managers subordinate to the Directors are also members of the management team. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with Common Council and City Manager to promote effective service delivery for the community.

Each employee is responsible for informing their immediate supervisor of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of their job, then those questions, opinions or suggestions must be directed through the chain of supervision.

The City recognizes that many employees interact with or receive requests from the Public on a daily basis as part of their positions. The City expects that employees will use sound judgment and common sense to determine which requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a request should be reported, the employee should discuss it with their supervisor. Any employee who receives inappropriate requests for special treatment from an individual citizen, business representative or elected or appointed official must immediately report such request to their supervisor. No specific requests should be fulfilled unless permission to do so is given by an employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem,

then the employee should address the problem through the employee's immediate supervisor and onward through the chain of supervision and management.

As citizens, City employees retain constitutional rights to address matters of public concern with elected officials in a professional manner. However, City employees are expected to use the management chain to address any matters related to the performance of their specific job duties or responsibilities.

Drug Free and Alcohol-Free Workplace

The City of Whitewater has Alcohol and Substance Abuse and Testing Policies to meet our obligations to provide a safe workplace and to comply with current laws. Each day our employees are entrusted to safely operate vehicles, tools, and other City equipment, as well as interact with citizens. The City understands that the employee's ability to perform these duties safely is compromised when employees use controlled substances and/or alcohol. These policies balance our respect for our employees while maintaining an alcohol and drug-free environment to promote the safety and well-being of each individual and the general public. Therefore, compliance with our policies is to the benefit of all City employees.

At the same time, these policies comply with and promote the requirements of Federal and State laws, including but not limited to OSHA standards, Wisconsin Department of Transportation regulations, Wisconsin Department Safety and Professional Services standards, safe work place requirements, and our legal duty to the public.

If any conflict occurs between State and local laws and any requirement of the Federal regulations, the Federal regulations prevail. However, Federal regulations do not preempt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse; whether the provisions apply specifically to transportation employees, employers, or the public in general.

There are two different categories of employees that are subject to testing:

1. **Non-safety sensitive employees or Non-DOT** - are those employees not covered by the DOT regulations, but subject to the City's drug and alcohol testing policies.
2. **Safety sensitive employees or DOT**- are those employees subject to the Department of Transportation's (DOT) drug and alcohol testing regulations. This applies to any employee who operates a commercial motor vehicle subject to the DOT's drug and alcohol testing regulations.

Drugs and Alcohol

The manufacture, distribution, dispensation, possession, use of, or being under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized

prescription medication, is prohibited on City premises, in City vehicles, at City worksites, or during the performance of City job duties.

Reasonable Suspicion Testing

All employees shall be required to undergo alcohol and drug testing at any time the City has reasonable suspicion to believe that the employee has violated the City's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty. The City's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will be treated the same as a positive test and will result in disciplinary action, up to and including termination of employment.

Pre-Employment Drug Testing

As a condition of an employment offer, a pre-employment drug test may be required for regular employees. For other identified positions (i.e. Police Officers, CDL Drivers and Fire and EMS Staff) the applicant offered employment is required to take and pass a pre-employment drug screen. If a non-negative test result is obtained, any offer of employment will be rescinded.

Post-Accident Testing

If an employee is involved in an accident and the accident cannot be explained to the satisfaction of City representatives, the employee is involved in an accident for which the employee is issued a citation for a moving violation, the accident involves a fatality or the accident causes disabling vehicle damage, the employee shall be required to submit to a drug and/or alcohol test. This section shall apply to the employee operating the City motor vehicle and any other employee whose actions may have contributed to the occurrence of the accident.

Additional Testing and Requirements

Employees required to possess a commercial driver's license are required to undergo additional drug testing in accordance with relevant law, policy, and administrative rules. Furthermore, before working for the City, a driver must complete and turn in the "Employee Acknowledgement Form – Drug and Alcohol Policy".



Refusal to Consent

Refusal to consent to testing under any of the circumstances provided in the sections above and/or refusal to consent to the release of the results of any such testing to the City will be treated the same as a positive test and will result in disciplinary action, up to and including termination of employment.

Notice of Use of Prescription Medications

An employee, who is taking medications prescribed to that individual by a medical provider which may impact the employee's ability to safely perform the duties of the employee's position, must provide written notice to their supervisor from the treating provider of the following information 1) the name/dosage of the medication prescribed to the employee, 2) how long the employee is expected to be taking the prescribed medication and 3) whether or not, in the opinion of the medical provider, the employee may safely perform the duties of their position while taking the prescribed medication. The City reserves the right to have an independent medical provider review the written information provided by the employee's treating medical provider to determine if the employee may safely perform the duties of their position.

An employee must notify the immediate supervisor of any criminal drug statute conviction for a violation occurring on City premises or while conducting City business in writing no later than 5 calendar days after such conviction.

At the discretion of the City, any employee who violates the drug-free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the City's satisfaction in an approved drug assistance or rehabilitation program.

[DOT Employee Policy Link 5]

[Non-DOT Employee Policy Link 6]

Equal Employment Opportunity

The City of Whitewater is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The City of Whitewater's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources Manager. The City of Whitewater will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources Department. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

Ethics Policy

Because Whitewater believes strongly in good government, the Common Council has passed an

ordinance that provides that the business of the City and thus the conduct of its employees be ethical. This means that employees must be impartial and responsible to the citizens of Whitewater and decisions and policies are best made through the proper channels of open government. These guidelines aim to maintain transparency, accountability, and public trust in Whitewater's government. Key guidelines include:

1. **Responsibility of Public Office:** Employees must uphold the law, prioritize the public interest, and conduct their duties impartially.
2. **Dedicated Service:** Loyalty to the objectives set by voters and adherence to established work standards are expected.
3. **Fair and Equal Treatment:** Employees must not misuse city resources or grant special privileges to any individual.
4. **Conflict of Interest:** Employees should avoid any business or transaction that conflicts with their official duties or personal interests.
5. **Confidentiality:** Disclosure of confidential information for personal gain is strictly prohibited.
6. **Gifts and Favors:** Acceptance of gifts that could influence judgment or actions is prohibited, except for nominal advertising items.
7. **Solicitation and Acceptance:** Employees cannot solicit or accept anything of value that could influence their official actions.
8. **Hospitality:** Employees must avoid accepting hospitality if it appears to influence their actions.
9. **Representation:** Employees cannot represent private interests before city agencies if they have jurisdiction over the matter.
10. **Contracts with the City:** Employees cannot participate in contracts where they have a financial interest unless permitted by law or through competitive bidding.
11. **Disclosure:** Employees must disclose any financial or personal interests in proposed legislative actions.

Additionally, the City of Whitewater has created an Ethics Committee which handles complaints regarding ethics violations, ensuring due process is followed.

[Ethics Policy Link 7]

Flexible Work Arrangements (FWA)

The City of Whitewater supports flexible work arrangements to improve operational efficiency and address employee work-life balance needs. The policy includes remote work (employee works from an alternative location, typically home), flextime (employee has flexibility in setting daily start and end times within a standard 40-hour workweek) and compressed workweek options (employee works 40 hours in less than five full workdays).

Flexible work arrangements are at the discretion of departments and based on job suitability. Arrangements undergo a trial period and annual review, subject to management approval.

Employees must maintain a safe work environment, adhere to work hours, and ensure productivity and availability. The City may provide equipment on a case-by-case basis, and employees must follow City policies regarding its use.

Employees submit a request to their supervisor, including details of remote work. Flexible work arrangements must be approved by the supervisor and department director, considering operational needs and employee performance. Employees are encouraged to review the full policy and obtain approval before implementing flexible work arrangements.

[FWA Policy Link 8]

Harassment & Retaliation in the Workplace Policy

The City endorses the principle that all employees have the right to work in an environment free from verbal, physical or any other form of harassment, discrimination or retaliation. The City is committed to maintaining a workplace that is pleasant, courteous and free of harassment, discrimination or retaliation and is prepared to take all necessary steps to reasonably ensure a harassment, discrimination and retaliation free workplace.

Harassment of any employee on the basis of race, color, creed, sex, national origin, age, disability, marital status, sexual orientation or any other class protected by state or federal law, will not be tolerated and is prohibited in our workplace. This includes harassment by another employee, supervisor, customer, vendor, visitor, elected official or any other individual with whom the employee interacts as part of his or her job. This policy encompasses any situation in which an employee is serving in the capacity of a City employee or is otherwise representing the City, regardless of the location.

Recognizing Harassment

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment

Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.

2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on age, ancestry, arrest & conviction record, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race, religion, sex (including sexual harassment), sexual orientation, and use or nonuse of lawful products on the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City.

Retaliation

1. Retaliation against any employee or applicant for filing a harassment or discrimination complaint, for assisting, testifying or participating in the investigation of such a complaint, or for requesting a protected leave of absence or reasonable accommodation, is illegal and is prohibited by the City and by federal statutes.
2. Retaliation can occur from a variety of sources, including co-workers, supervisors or elected officials.
3. Generally, any materially adverse action taken against an employee or applicant "because of" protected conduct is prohibited. The scope of retaliation goes beyond workplace-related or employment-related actions and includes conduct that would dissuade a reasonable worker from making or supporting a charge of discrimination. The significance of any given act of retaliation may depend upon the particular circumstances, but must be considered "materially adverse", thus separating significant from trivial harms that normally will not deter discrimination victims from filing a complaint

Complaint Reporting and Investigation Procedure

1. Any employee encountering harassment or retaliation is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment and retaliation in order to provide the fullest basis for investigation.
2. Any employee who has unsuccessfully attempted to terminate the harassment or retaliation by means of Section 1 and who believes that they are being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment or retaliation, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead file a complaint with another supervisor, Human Resources, the City Attorney or City Manager.
3. An employee should utilize the City's internal reporting procedure first. However, if after utilizing this procedure the complainant does not feel the complaint has been adequately addressed, the employee may file a complaint with either or both of the following:
 - a. **State of Wisconsin – Equal Rights Division**
201 East Washington Avenue
Madison, WI 53703
Phone: 608-266-6860
 - b. **Equal Employment Opportunity Commission**

210 Martin Luther King Boulevard
Madison, WI 53703
Phone: 608-266-4910

4. The internal investigation authority shall be responsible for investigating any complaint alleging harassment, discrimination or retaliation.
5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying or participating in the investigation of such a complaint.
6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
7. Complaints of employees accused of harassment and/or retaliation may file a grievance/appeal in accordance with City procedures when they disagree with the investigation or disposition of a harassment or retaliation claim.

[Anti-Harassment & Retaliation Policy Link 9]

Hiring Relatives/Employee Relationships

The City of Whitewater wishes to ensure that its personnel practices including employee hiring, promotion and transfer maintain an equitable working environment and do not create the potential for conflict of interest or favoritism. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a direct or indirect reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, parents (in-laws), grandparents, children (in-laws), uncle, aunt, nephew, niece, siblings (in-law), step relatives, cousins, and relatives of a domestic partner. Direct reporting responsibility includes when a close relative is the employee's immediate supervisor. Indirect reporting responsibility is when a close relative (1) supervises the immediate supervisor of a close relative and has the ability to influence the decisions of the immediate supervisor, or (2) serves as the ultimate supervisor in the chain of command and is responsible for auditing, controlling or reviewing the work of the employees in the chain of command who supervise a close relative.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a supervisory position over the other, both employees are required to inform their management chain and Human Resources of the relationship. The supervisor and Human Resources will confer as to the best method to resolve the potential conflict.

Management personnel are prohibited from having romantic or sexual relationships with subordinate employees in their supervisory chain. Possible violations should be reported to Human Resources.

The City reserves the right to take appropriate action to maintain fairness in its personnel policies and practices when there is the potential for a conflict of interest because of the relationship between employees.

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the City.



Information Technologies (IT) Policies & Standards

The City of Whitewater's IT Policy is designed to ensure the responsible, ethical, and effective use of Information Technology (IT) resources by all employees. These resources, including email, internet access, hardware, and software, are critical assets owned by the City and must be used in a manner that aligns with our mission, legal standards, and job responsibilities. Requests for assistance or support from the IT department must be submitted formally, either in writing or through the City's designated ticketing system, except in cases of emergencies where immediate action is necessary.

Policy Overview

Property Rights - IT resources are the property of the City. Employees should have no expectation of privacy regarding their use of these resources, as the City reserves the right to monitor all activity.

Access and Use - Access to IT resources is granted for official City business and limited personal use. Employees must adhere to guidelines that prohibit inappropriate content, unauthorized software/hardware installation, and misuse of email and internet services.

Security and Confidentiality - Maintaining the security and confidentiality of City information is paramount. Employees are responsible for safeguarding their accounts and must not disclose sensitive information without proper authorization.

Compliance - All use of IT resources must comply with federal and state laws, city ordinances, and City policies. Violations of the IT Policy may result in disciplinary action, up to and including termination.

Key Points

Email and Internet Usage - City email accounts and internet access are provided for work-related purposes, with minimal personal use allowed. Employees are accountable for the content and use of their email accounts.

Hardware and Software - Only approved hardware and software may be used, and all IT-related purchases must be authorized by the IT Department to ensure compatibility and security.

Network Access - Connections to the City's network require approval, and employees must adhere to security protocols to protect City data and resources.

Telecommunications - Use of City telecommunication devices, including phones and fax machines, is primarily for City business. Personal use is restricted and may incur reimbursement to the City for associated costs.

Resource Usage and Privacy - The City reserves the right to monitor and audit all IT resource usage. While employee productivity is not routinely monitored, specific instances may warrant review by authorized personnel.

Adherence to the IT Policy ensures that the City's IT resources are used efficiently, securely, and responsibly. Employees are encouraged to refer to the full IT Policy document for detailed information and to contact their supervisor, department director, or Human Resources with any questions or concerns regarding the policy.

[Link 10 – Information Technologies Policies & Standards]

Political Activities

Any employee of the City may not directly or indirectly use their authority or the influence of their position to control or modify the political action of another person. An employee of the City may not engage in political activity during working hours.

Portable Communication Devices While Driving (PCD)

Employees who drive on City business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

Professional Appearance - Dress for Your Day (DFYD)

The City of Whitewater's Dress for Your Day policy encourages personal discretion by allowing **non-uniformed** staff to determine their clothing choices based upon the day-to-day demands of their role and the work that they perform. DFYD work attire is intended to be more casual or relaxed when employees have a workday that does not include meetings with external customers, clients, vendors or the like. The expectation is that employees will wear professional clothing appropriate for the nature of the business and the type of work performed. When involved in meetings with external customers, vendors, clients, outside third parties or the like, employees are expected to wear business casual attire. Traditional business attire is always acceptable.

General Dress Standards and Guidelines

Suitable work attire can range and generally includes City special dress days, casual or relaxed dress, business casual, and business professional or traditional attire. Staff should consider their day's schedule, tasks being performed, the people with whom they'll be interacting, and manager's expectations when determining what to wear for the day. Good judgement should always be applied and used by staff when making decisions on workday attire.

To provide guidance, some minimum dress standards or guidelines are outlined below.

1. Attire should be clean, neat and appropriate to the workday.
2. Staff are expected to practice good personal hygiene.
3. Attire should not be offensive or disruptive to others.
4. Business professional or traditional attire may be necessary for meetings with customers, non-City staff, Board/Commission meetings or other formal gatherings.
5. If an employee is not sure if their clothing meets the City's dress standards, they should consult with their supervisor or HR prior to wearing the questionable attire to work.

Inappropriate Work Attire

Some examples of inappropriate or unprofessional work attire are listed below. This list is not intended to be exhaustive.

1. Garments that are dirty, wrinkled, ripped or faded.
2. Logos and other wording on clothing must be appropriate for the workplace and not offensive.
3. Sleepwear/loungewear, including slippers.
4. Beachwear, including shorts and flip flops.

5. Clothing that is tight or exposes an excessive amount of skin.
6. Exercise gear is generally not appropriate, but may be worn when participating in wellness, recreational or other outdoor activities.

Additional Expectations

1. Departments may have unique attire expectations or requirements that prompt adoption of additional staff dress guidelines specific to that area.
2. Managers who are onboarding new staff should include expectations for dress as one of their onboarding topics.
3. Although the City values individual expression and personal choice, safety is always a priority. Clothing should always be suitable and safe for the work being performed. Staff may not opt out of using/wearing personal protective equipment (PPE) whenever it is required.
4. If an employee comes to work in inappropriate dress, the employee may be asked to go home, change into appropriate attire and return to work. In this circumstance, the employee will be required to use their paid leave time.

Smoking and Use of Tobacco

In keeping with the City of Whitewater's intent to provide a safe and healthful work environment, smoking (including e-cigarettes) and the use of tobacco products, is prohibited on City premises and in all City vehicles. This policy applies to all employees, members, suppliers and visitors.

Social Networking Policy

City Sponsored Social Media

The City Sponsored Social Media Policy establishes guidelines for the appropriate use of social media platforms by city employees and representatives engaged in official city-sponsored activities. The policy emphasizes transparency, respect, compliance, accuracy, accessibility, security, and engagement as guiding principles.

Key Guidelines include:

1. Designated officials manage official city-sponsored social media accounts.
2. Content shared aligns with the city's mission and values, avoiding political, discriminatory, or offensive material.
3. Moderation ensures discussions remain civil, relevant, and constructive.
4. Personal social media accounts must distinguish personal views from official city positions.
5. Endorsement of commercial products or services is prohibited without explicit authorization.
6. Records management ensures compliance with public records laws and retention policies.
7. Training and oversight are provided to ensure compliance with the policy.
8. Enforcement measures include disciplinary action for violations, with periodic review and updates to the policy to adapt to changing technology, regulations, and community needs.

Employee Sponsored Social Media

Employees of the City of Whitewater may use personal social media profiles for personal purposes, but they must understand that such use remains public despite privacy settings and can be easily shared. City email accounts or passwords should not be used for personal social media. Even if an employee identifies their association with the City of Whitewater, they must be cautious as personal views can be linked to their employment. Guidelines for personal social media use include: clearly stating when speaking as a private citizen, considering the permanence and accessibility of posts, aligning personal activity with the City of Whitewater policies, and accepting personal responsibility for consequences of personal social media activity.

[Social Networking Policy Link 11]

Solicitations and Distributions

Solicitation within the workplace is to be conducted with discretion and sensitivity to the working environment. While we encourage a congenial atmosphere among colleagues, solicitation for personal or outside business purposes should be kept to a minimum during work hours. Additionally, solicitation should not disrupt work activities or interfere with the productivity of others. Employees are encouraged to utilize appropriate channels, such as designated bulletin boards or electronic communication platforms, for approved workplace-related announcements or activities. Any concerns or questions regarding solicitation should be directed to the HR Department.

Weapons

Possession or use of dangerous weapons, including handguns and firearms, by City employees and volunteers is prohibited on City property and while performing work or training on behalf of the City, in City vehicles, while driving or while riding as a passenger in a personal vehicle.

Exceptions to this policy are as follows:

1. Employees may possess firearms in City-owned parking areas if the employee holds a valid permit (provided one is required) and if the firearm is secured within an attended personal vehicle or concealed from view within a locked, unattended personal vehicle while the employee is working on City property.
2. This policy does not apply to an employee who is showing or transferring the weapon or firearm to law enforcement officers as part of an investigation.
3. This policy does not apply to sworn law enforcement officers, either on or off duty.

Workplace Safety



Emergency Procedures Manual

The Emergency Procedures Manual is distributed to all City departments within the City of Whitewater to be shared with employees. It contains an overview of how employees shall respond to emergencies. It is the responsibility of each employee to read, become familiar with, and follow the procedures outlined in the manual.

[Emergency Procedures Manual Link 12]

Emergency Evacuation

When employees are advised to evacuate the building in which they are working, they should:

1. Stop all work immediately
2. Contact outside emergency response agencies, if needed
3. Shut off all electrical equipment and machines, if possible
4. Walk to the nearest exit, including emergency exit doors
5. Exit quickly but do not run
6. Proceed, in an orderly fashion, to a parking lot near the building or other such safe location
7. Do not re-enter the building until instructed to do so

Fire Prevention

Employees should generally familiarize themselves with the location of fire extinguishers in their work area. They should assist in keeping the area around the fire extinguisher clear at all times so that it is easily accessible. In the case of fire, follow the emergency evacuation procedures noted above.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms that are present in blood, tissue, blood products, and other potential infectious materials. In accordance with the Federal Office of Safety and Health Administration, all employees with occupational exposure will participate in an annual training program as well as at the time of initial assignment. Training will occur during working hours and the City will provide the training program.

[Bloodborne Pathogen Policy Link 13]

Hazardous Materials Policy

The City desires to develop and maintain a hazardous materials purchase-through disposal plan which meets federal and state regulations and which is safe, cost effective, and sustainable. The City desires to promote awareness concerning hazardous materials and to educate all levels of personnel, maintain an accurate management system and monitor policy effectiveness through random audits.

Departments are required to maintain an inventory of hazardous materials, listing them alphabetically by product label name and including manufacturer details. Employees responsible for procurement are encouraged to seek non-hazardous alternatives whenever feasible.

All hazardous material containers must be properly labeled with product identity and hazard warnings, with labels matching information in the hazardous materials list and Material Safety Data Sheets (MSDS). Departments are responsible for ensuring labels remain intact and legible, even upon transfer to new containers.

Each department must maintain a complete and accessible MSDS library for hazardous materials used in their location. MSDSs should be readily available to employees during work shifts.

Initial Hazardous Communication Standard and Right to Know training is provided by the Human Resources Office to all employees. Department-specific training covers hazardous materials exposure, proper handling, safety precautions, spill procedures, and disposal protocols. MSDS training and accessibility are emphasized during department-specific training.

[Hazardous Materials Policy Link 14]

Loss Prevention Program

The safety and health of each of our employees is of primary importance. Our loss prevention program includes:

1. Training of all employees in safety and health requirements
2. Promoting safety awareness and participation
3. Development and follow-up on all safety and health rules for all employees
4. Providing personal protective equipment and instructions on the appropriate use
5. Providing mechanical and physical safeguards to insure maximum protection to all employees
6. Conducting safety inspections and observation to improve present methods and standards as related to health and safety
7. Performing accident investigations to seek and eliminate any unsafe conditions or acts which may cause recurrences

Employees are required to exercise due care during work to prevent injuries to themselves and others and to conserve materials. Each employee will: report all unsafe conditions to their supervisor; keep work areas clean and orderly; report all accidents immediately; avoid engaging in any horseplay and avoid distracting others from their work; obey all safety rules and procedures; operate only equipment that they have been authorized to operate; use only prescribed equipment for the job and handle it properly; wear protective equipment when working in hazardous operation areas.

City Safety Committee

This ad hoc committee will consist of the Human Resources Department and representatives of City Departments deemed essential to assure productive discussion of safety problems encountered City-wide or in high hazard area operations. Functions of the committee may include, but not be limited to, the following:

1. Hold periodic meetings to review and evaluate the progress of the City's accident prevention efforts.
2. Discuss safety problems and recommend solutions for their elimination and refer serious safety problems to the City's insurance carrier for recommendation.
3. Coordinate a training program which will develop in all members of the organization a strong safety awareness and a clear-cut understanding of specific requirements.
4. Assist in accident investigation.
5. Record and file minutes.

Safety Equipment

The City promotes the safety of employees. The City has personal protective equipment available and/or issued to employees to provide a safe working environment. Common sense must be utilized to determine under which conditions different equipment should be worn. General City guidelines are as follows:

1. Hard hats must be worn when overhead hazard is present.
2. Proper eye protection must be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals or any other operation where eye injuries may result.
3. Proper personal protective equipment (PPE) is required for job duties being performed including equipment for dealing with bloodborne pathogens.
4. Approved hearing protection must be worn where high noise levels exist. If you must raise your voice to be heard, you need hearing protection.
5. Shoes that are "work wise" and in serviceable condition for the operation to which the employee is assigned are required.
6. When working with materials that have rough edges or abrasiveness that may cause lacerations, punctures, or burns to the hands, wearing gloves is mandatory.
7. Reflective traffic vests must be worn when performing work adjacent to or in traffic.
8. Approved respirators must be worn when a hazard is present and may be used for no other purpose.
9. Approved harnesses must be worn when a fall hazard is present and may be used for no other purpose.

In order for safety equipment to be effective, it must be inspected periodically to assess its condition, it must be worn properly, and employees must comply with the orders and directions given to them by supervisors and management. Safety equipment is available (through a clothing allowance) or is issued to permanent City employees. Seasonal employees are responsible for appropriate footwear and clothing. Head, ear, and eye protection is available from the employees'

supervisor.

Prescription Safety Glasses and Safety Toe Boots

For employees that wear prescription eyeglasses, the City may reimburse 50% of the cost, up to \$150, for the purchase of prescription safety glasses. The City will provide this reimbursement for no more than one pair of prescription safety glasses per employee in any 1-year period. Safety glasses must meet safety standards for personal protective equipment in the employees' respective department in order to be eligible for reimbursement. The City may require the employee to obtain an eye examination at the employee's expense prior to granting the reimbursement. Eye examination costs will not be eligible for reimbursement.

For employees required to wear safety toe boots, the City may pay up to \$75.00 towards the cost for the purchase of safety toe boots per year. The safety toe boots must meet safety standards for protective equipment in the employees' department in order to receive the payment.

Vehicle Collision Control and Accident Prevention

The operation of motor vehicles is often necessary in conducting City business. The City works toward ensuring that the employees of the City who operate motor vehicles for their work, whether City or personally owned, operate vehicles in the safest manner possible both for their benefit and the City's. In the event of an accident or incident, preventable or non-preventable, no matter what extent the damages or injuries, report the accident or incident immediately to your supervisor.

All employees hired to operate motor vehicles in the course of their employment must have an excellent driving record and substantial experience in the operation of the particular type of vehicle they may be required to drive for the City. An excellent driving record must be maintained throughout the time an employee works for the City.

Citations or arrests for violations received while operating City or personal vehicles while on City business, moving or otherwise, must be reported by the next business day to their supervisor who will in turn report the information to the Human Resources Department. The information will be placed in the employee's personnel file. Employees issued tickets may subject themselves to disciplinary procedure, up to and including termination.

An employee must report to their department director and the Human Resources Department any revocation or suspension of their driving privileges before the start of the following business day. Failure to notify the department director and Human Resources may subject the employee to discipline.

Employees required to operate a motor vehicle in order to perform the duties of their position who are convicted of a violation resulting in suspension or revocation of their driving privileges may have the duties of their position reviewed at that time. If the suspension or revocation hinders the City in the accomplishment of the duties assigned to the position, the employee may be placed on unpaid leave of absence.

All City vehicles must be inspected prior to use and all vehicles in need of repair must be reported to the supervisor immediately in writing.

The Human Resources Department is responsible for requesting and maintaining motor vehicle/driver records from the Department of Motor Vehicles for all employees operating either a City owned vehicle or their privately-owned non-commercial motor vehicle for business purposes.

Use of an employee's personal automobile in the course of City business shall be reimbursed at the I.R.S. approved rate per mile, in accordance with the City Ordinance and with prior approval of the department director and receipts.

[Workplace Safety Policy Link 15]

Workplace Violence

The City of Whitewater is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to City and personal property.

The City of Whitewater does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. The City of Whitewater specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, the City of Whitewater does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in City policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any City employee WILL NOT BE TOLERATED. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive,

injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto City premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede the City of Whitewater's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the City determines, after an appropriate good faith investigation, that someone has violated this policy, the City will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the City to be aware of any potential danger in its offices. The City wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

[Workplace Violence Link 16]

V. Employee Development

Introduction

The City of Whitewater desires to provide an interesting, challenging, and rewarding workplace and work experience. To that end, the City believes in and supports employee education, training and professional development.

New Employee Orientation

Within the first week, new employees will be invited to the Human Resources Department for an orientation session. This session serves as an introduction to our City's policies, rules and benefits programs, ensuring employees' have a solid understanding of the framework within which the City operates. Additionally, this session will ensure that all necessary employment paperwork is completed promptly. The employee's supervisor will continue orientation by reviewing job duties and responsibilities, outlining the hours of work, providing training on safety protocols and departmental rules.

As part of the onboarding process, HR will conduct a three-month check-up to assess progress and address any concerns or questions an employee may have. This check-up provides an opportunity

for open dialogue, allowing the City to fine-tune the employee experience and support growth within the organization.

Training

The City recognizes the need for the growth and development of its employees, understanding that continuous learning is key to fostering job satisfaction and facilitating high-quality performance in their respective roles. With this in mind, the City actively encourages and supports employees in seeking out training and educational opportunities that enhance their knowledge, skills and abilities.

On an annual basis, the City allocates resources within budget constraints to ensure that each department has access to funds designated specifically for job-related education and training initiatives. These funds are distributed in accordance with general guidelines aligned with the City's mission, with the primary goal of empowering employees to pursue opportunities that challenge them to reach higher levels of achievement and service excellence.

Performance Evaluation

The City of Whitewater believes in recognizing and celebrating the hard work and dedication of our employees through annual performance reviews. These evaluations provide valuable opportunities to acknowledge achievements, identify areas for growth, and chart a path toward continued success. While a positive performance evaluation reflects our appreciation for outstanding contributions, it's important to note that it may not always result in immediate changes such as salary increases, promotions, or guaranteed employment continuation.

The City values the input and feedback of both employees and supervisors, fostering open communication channels that encourage ongoing discussions about job performance throughout the year. By engaging in regular conversations, the City aims to provide support, guidance and opportunities for professional development, ultimately fostering a culture of growth and excellence within our organization.

The City of Whitewater has established a performance evaluation system for all regular full-time and regular part-time employees. The performance evaluation system is designed to:

1. Facilitate continuous two-way communication between employee and supervisor.
2. Review employee performance in relation to City goals and objectives and department expectations.
3. Recognize the achievements, accomplishments and contributions of employees.
4. Identify areas for employee training and development.
5. Provide a basis for planning future performance.
6. Identify and correct performance problems.

Performance feedback is an ongoing process. It provides for communication between the employee and supervisor, planning and goal setting and evaluation of the employee's performance. An annual performance evaluation will typically be conducted for all employees. This evaluation

provides an opportunity to review job responsibilities, performance and to review and update department and employee goals. The employee should be a participant in the evaluation process to ensure that two-way communication is taking place.

VI. Recruitment and Selection

Generally, an official announcement of a regular full-time or part-time position opening at the City of Whitewater will be posted on the City's recruitment web site. Each announcement will typically include specific information about the position, the application process, and the application deadline, if any.

Selection Process

The department director will work with the City Manager and Human Resources Department to develop the selection process for any vacancies. The process may include written/performance tests, evaluation of training and experience, oral interviews, developmental assessment, or any combination of these. The process may include checking references before any job offer is made. The selection process for police, fire and certain library personnel is governed by the Police & Fire Commission and Library Board in accordance with Wisconsin State Statutes.

Physical or Psychological Exams

Some applicants may also be required to complete a physical examination, psychological examination, and/or drug and alcohol test as a condition of employment. The City will select the physician or psychologist to assess the candidate's ability to perform the essential functions of the job. The cost of the examination or drug and alcohol test will be paid by the City.

Background Checks

It is the policy of the City to conduct a criminal history background investigation on all applicants and volunteers. The City of Whitewater Police Department is authorized to access data in accordance with applicable law for positions at the City in which the City is required to, or chooses to, conduct a criminal history background investigation in order to screen employment and volunteer applicants. Any data that is accessed and acquired will be maintained at the Police Department under the care and custody of the Chief of Police or designee. A summary of the results of the criminal history data may be released by the Police Department to the hiring authority, including the City Manager or other City staff involved in the hiring process. All information obtained during the background investigation will be confidential except to the extent required by Chapter 19, Wis. Stats. or other applicable law. After having served the purpose for which they are intended, the reports will be filed and maintained as a confidential record, to the extent permitted by law, and separate from the employee's personnel file. Before the investigation is undertaken, the applicant must authorize the City by written consent to undertake the investigation.

VII. Employee Conduct

It is the City's objective to promote the well-being of its employees in the workplace and to maintain high standards of professional conduct and work performance. Accordingly, this policy sets forth the (1) standards for professional conduct, (2) behavior that is unacceptable, and (3) corrective actions that the City may impose to address behavior and employment problems.



To ensure orderly operations and provide the best possible work environment, the City of Whitewater expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

All full-time and part-time employees are covered under this policy unless provisions of a collective bargaining agreement in effect apply to an employee.

Expected Conduct

Employees are expected to conduct themselves in a positive and professional manner in order to promote the best interests of the City. Examples of appropriate employee conduct include the following (this list is NOT intended to be all-inclusive):

1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
2. Refraining from conduct that is offensive;
3. Reporting to management suspicious, unethical or illegal conduct by co-workers, citizens or business associates of the City;
4. Cooperating with any City investigation;
5. Complying with all City safety and security regulations;
6. Wearing clothing appropriate for the work being performed;
7. Performing assigned tasks efficiently and in accord with established standards;
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
9. Giving proper advance notice whenever unable to work or report on time;
10. Maintaining cleanliness and order in the workplace and work areas.

Unacceptable Conduct

Any conduct that interferes with operations, discredits the City, or is offensive to citizens or co-workers will not be tolerated. The following are examples of unacceptable conduct that may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive.

1. Unauthorized possession of firearms or other weapons on City property (unless employee

- is required to carry a firearm or other weapon as a condition of employment);
2. Fighting or assaulting a co-worker or citizen;
 3. Threatening or intimidating co-workers, citizens, business associates or guests;
 4. Engaging in any form of sexual or other harassment or retaliation;
 5. Reporting to work under the influence of alcohol, drugs, controlled substances or other narcotics;
 6. Disclosing confidential City information;
 7. Falsifying or altering any City record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
 8. Stealing, destroying, defacing, or misusing City property or another employee's or citizen's property;
 9. Misusing City communications systems, including electronic mail, computers, internet and telephones;
 10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
 11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
 12. Smoking where prohibited by local ordinance or City rules;
 13. Using abusive language;
 14. Sleeping on the job without authorization;
 15. Accepting tips or gifts in the course of work;
 16. Claiming leave under false pretenses;
 17. Working unauthorized overtime;
 18. Deliberately restricting work output or encouraging another employee to do so;
 19. Illegal, immoral, offensive or indecent conduct during the workday.
 20. Illegal, immoral or indecent conduct off the job if it tarnishes the image of the employer or impacts an employee's ability to effectively interact with other employees.

[Employee Conduct Link 17]

Discipline Procedure

The City of Whitewater's progressive discipline policy and procedures are designed to provide a process to improve and prevent a recurrence of undesirable behavior and performance issues. This procedure applies to all employees of the City, with the exception of those covered by a collective bargaining agreement that sets out a different disciplinary procedure.

Under normal circumstances, department directors and supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. There may also be times when the City may decide to repeat a disciplinary step. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances. Furthermore, employees may be terminated for any reason, at the discretion of the City as determined on a case-by-case basis and without prior notice or disciplinary action.

Unacceptable conduct which does not lead to immediate dismissal may be dealt with using the following steps in progression if conduct does not improve within established time periods:

1. **Counseling** - Employee counseling usually entails an informal meeting between the employee and supervisor to address inappropriate behavior or rule violations and provide improvement guidance. If necessary, formal counseling involving a third party is conducted, especially for issues related to alcohol, drugs, or personal problems. The goal of counseling is to resolve issues early and prevent punitive measures.
2. **Verbal warning** - A verbal warning is issued by a supervisor when an employee's behavior, performance, or rule violation remains unacceptable or when prior counseling has not been effective. The supervisor privately discusses the issue and future expectations with the employee, explaining the consequences of not correcting the problem. All verbal warnings must be documented in writing. This documentation should include specific details of the violation, prior related discipline, future conduct standards, warnings of further corrective actions, and any follow-up plans. The written memorandum should be given to the employee and forwarded to Human Resources.
3. **Written Warning** - A written notice is issued when an employee's behavior, misconduct, or poor performance is formally documented in a letter stored in their personnel file. This notice includes details such as the specific violation(s), date and time of occurrence, prior related discipline, expectations for future conduct (potentially with timelines), warnings of further corrective measures for non-compliance, and any planned follow-up actions.
4. **Suspension** - A suspension involves the involuntary removal of an employee from work for a set number of days, either with or without pay. It usually happens when previous warnings have failed to rectify behavior or when the misconduct or violation is serious.
5. **Termination** - Termination refers to permanently removing an employee from City employment. It is enacted when previous efforts to rectify the employee's behavior have been unsuccessful or when the severity of misconduct warrants it.

Immediate or Crisis Suspension

An employee who is alleged to have engaged in serious misconduct may be suspended with or without pay pending an investigation of the situation.

[Discipline Link 18]

Grievance Process

The City complies with Section 66.0509, Wis. Stats., and provides a grievance process addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, other than police and fire employees subject to Section 62.13(5), Wis. Stats.

Step One

Step One of the grievance process requires employees to submit a written grievance to their department director within five business days of becoming aware of the issue. The written grievance should include the employee's name and position, a statement of the grievance, the date of the event, steps taken to discuss the matter with their supervisor, and the employee's signature. The department director will investigate and respond to the grievance within ten business days. If the grievance involves the department director, it should be filed with the HR Department, who will conduct the investigation with the assistance of the City Manager.

In the event the grievance or complaint involves the City Manager, the employee may initially file the grievance with the HR Manager or City Attorney, who shall coordinate the investigation with an impartial hearing officer. The impartial hearing officer in this case would be selected by the HR Manager or City Attorney.

Step Two

If the grievance is not settled at Step One, the employee may appeal the grievance to the City Manager within five business days of the receipt of the decision of the department director at Step One. The City Manager or designee will review the matter and inform the employee of their decision, if possible within ten business days of receipt of the grievance.

Step Three

If the grievance remains unsettled after Step Two, the employee has the option to request a written review by an impartial hearing officer within five business days of receiving the City Manager's decision. The City Manager will appoint the hearing officer from a list of candidates approved by the Common Council. The hearing officer cannot be a City employee. Depending on the nature of the grievance, the hearing officer will decide whether a formal hearing is necessary or if the case can be resolved through the submission of written documents. Ultimately, the impartial hearing officer will issue a written decision upon concluding the review process.

Step Four

If the grievance is not resolved after Step Three, the employee or the City Manager shall request a written review by the Governing Body within five business days of receiving the hearing officer's decision. For Library employees, the appeal process is directed to the Library Board, while for all other employees, it's directed to the Common Council for review during its next regularly scheduled meeting. During this review, the Council is restricted from taking testimony or additional evidence; its role is solely to assess whether the hearing officer arrived at an arbitrary or incorrect decision based on the existing record. Within ten business days of the meeting, the Council or its representative will communicate their findings and decision to the employee in writing. The Common Council will make its determination via majority vote, and this decision will be considered final and binding.

[Grievance Process Link 19]

VIII. Personnel Records and Administration

The Human Resources Department is responsible for handling personnel records and maintaining them in a secure location within the Human Resources office.

Employees must inform the City of any necessary updates to their personnel file, such as change of address, contact information, emergency contact, marital status, number of dependents, or military status. Employees should also inform their supervisor or Human Resources of any outside training, professional certifications, education, or any other change in status.

Personnel File Review

The City is required to permit employees to inspect any personnel document used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records at least 2 times per calendar year (unless otherwise provided for more days in a labor agreement), within 7 working days after the request for inspection, at a location reasonably near the employee's place of employment and during normal working hours.

Information contained in personnel records that is disagreed upon may be removed or corrected, at the mutual agreement of the City and employee. At minimum, an employee may submit a written statement explaining their position, which shall be attached to the disputed portion of the personnel record.

[Personnel Records & Retention Policy Link 20]

IX. Separation of Employment

Separation Policy

The purpose of this policy is to establish a procedure for employee separation with the City of Whitewater by retirement, resignation, termination, or reduction in force. The procedures are designated to provide the least disruption and inconvenience to the employee and the City.

It is the policy of the City to terminate employment due to an employee's resignation, incapacity, termination or retirement; or a permanent reduction in or restructuring of the City's workforce. In the absence of a specific written agreement, an employee is free to resign at any time and for any reason, and the City reserves the right to terminate an at-will employee at any time and for any reason not prohibited by law.

Types of Separation

Resignation: Resignation is a voluntary act initiated by an employee to end employment with the City. The employee must provide a minimum of two-week's notice prior to the resignation, to leave employment in good standing. If advance notice is not provided or the employee fails to work their remaining weeks(s) of employment, the employee will be ineligible for rehire. The employee's supervisor should confirm the resignation in writing to the employee, and ensure the resignation is properly documented. Upon receipt of the resignation, the supervisor should notify the Human Resources Department.

Retirement: Employees who wish to retire are required to notify their supervisor and the Human Resources Department in writing at least 30 days prior to the planned retirement date. Additionally, the Wisconsin Retirement System (WRS) prefers notification of one year for members wishing to retire. Employees should contact WRS for more information.

Job Abandonment: Employees who fail to report to work or contact their supervisor for three consecutive work days or employees who fail to return from approved leaves of absence [i.e. FMLA, worker's compensation, unpaid leave of absence] on a specified return date without prior notice to their supervisor shall be considered to have abandoned their job without notice. Supervisors shall notify HR at the expiration of the third work day and initiate the paperwork to terminate the employee.

Lay-Off: A lay-off is a separation which results as a consequence of organizational restructuring, work redesign or reduced staffing requirements. Procedures set forth in the City's collective bargaining agreements will be followed, as applicable. For employees not covered by a collective bargaining agreement a lay-off is an involuntary separation initiated by the City Manager upon approval of the Common Council due to shortage of funds or work, the elimination of a position(s), other material changes in the duties or organization, or for related reasons which do not reflect unfavorably upon the service of the employee. The City Manager will determine which job classes within a department are subject to the reduction. Within a department and job class, the City Manager, after consulting with department directors as appropriate, will use factors such as qualifications, job performance, length of service, and organizational needs when determining which employees within a particular job class will be affected. If a reduction in force were to occur, employees would be given as much notice as practical and typically at least one month in advance.

Involuntary Termination: Employees may be involuntarily separated from employment through termination. Grounds for termination may include poor performance, misconduct, or other violations of the City's Rules of Conduct or Ethics Policy as set forth in the Employee Handbook.

Completion of Assignment - Employees hired to fill limited term positions will be separated upon completion of the duties for which the position was established. These employees are not eligible for benefit provisions of the City.

Benefits

A separating employee is eligible to receive benefits, as long as the appropriate procedures are followed, as stated above. Two weeks' notice must be given and the employee must work the full two weeks.

Vacation: Unused earned vacation will be paid out on the employee's final paycheck. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law. Vacation cannot be used to extend a separation date.

Compensatory Time: Unused, accrued compensatory time will be paid out on the employee's final paycheck.

Sick Leave: Unused sick leave is not eligible for payout upon separation for most employees. Employees hired on or before June 29, 2011 should refer to Appendix B for more information regarding the conversion of sick leave at separation or retirement.

Health Insurance: Health insurance terminates the last day of the month of employment. Employees will be required to pay their share of health premiums through the end of the month following separation. Extended coverage of the health insurance benefit plan is provided in accordance with conditions outlined through the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Vision and Dental Insurance: Vision and dental insurance terminates the last day of the month of employment. Employees will be required to pay their share of dental and vision premiums through the end of the month following separation.

Accident and Income Continuation Insurance: Accident and Income Continuation Insurance ends on the last day of employment.

Flexible Spending Accounts: FSA plans conclude on the last day of employment. Funds remaining at the end of the coverage period are forfeited. However, there is a thirty-day grace period for the filing of claims following the end of the coverage period.

Health Reimbursement Arrangement: HRA plans conclude on the last day of the month of employment. There is a thirty-day grace period for the filing of claims following the end of the coverage period.

Life Insurance: Life insurance ends on the last day of employment. Employees retiring through the Wisconsin Retirement System may have options for life insurance coverage through WRS.

W2: Departing employees are advised to ensure their miPayOnline accounts are kept up-to-date to facilitate the receipt of their W2s at the end of the year. This includes the important step of updating email addresses from the City-sponsored email to a personal email address.

Rehire/Reinstatement

A former employee who has attained regular status may be reinstated to their former position if they resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and the reinstatement is recommended by the department director and approved by the City Manager and the Police and Fire Commission for positions under the jurisdiction of this Commission.

Procedure

The department shall notify Human Resources and Payroll immediately when they know an employee has resigned or plans to retire. Human Resources will offboard the employee and make arrangements for the exit interview. Forms should be forwarded to the Human Resources Department.

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e. cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the City and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. Additionally, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

The Human Resources Department will conduct the exit interview and document any issues that the departing employee identifies. The HR staff will verify that the department check out process has occurred, ensure that the exit questionnaire is completed, process any benefit information and distribute the required information to the departing employee.

Information obtained from the exit interview will be shared with the appropriate department managers and/or staff.

[Separation Policy Link 21]

Workplace Policies Specific to Departments

The City has in place a variety of policies that affect the work of specific employee groups only. Employees shall be aware of workplace policies that are specific to their work and they shall receive regular training in regard to the implementation of these policies. Such policies shall be maintained and made available to employees and their respective departments.

Appendix A – Benefit Eligibility by Employee Classification

Benefit	Regular Full-time	Regular Part-time (WRS Eligible)	Part-time	Temporary /Seasonal
Health Insurance	X	X		
Dental Insurance	X	X		
Vision Insurance	X	X		
Life Insurance	X	X		
Accident Plan	X	X		
Income Continuation	X	X		
Health Reimbursement	X	X		
Flexible Spending Account	X	X		
WRS Retirement Plan	X	X		
Deferred Compensation	X	X	X	
Holidays	X	X		
Sick Pay/Leave	X	X		
Vacation	X	X		
Workers Compensation	X	X	X	X
Bereavement Leave	X	X		
Lactation Accommodations	X	X	X	X
Employee Referral Bonus	X	X	X	X
Organ & Bone Marrow Donor Leave	X	X		
Family Medical Leave	X	X		
Jury Duty/Court Leave	X	X		
Military Leave	X	X		
Firefighter/Emergency Responder Leave	X	X		
Spanish Stipend	X	X	X	X
Volunteer Time Off	X	X		
Employee Assistance Program	X	X	X	X
Aquatic & Fitness Center Discount	X	X	X	X
Employee Recognition Program	X	X		

Some benefits for regular part-time, part-time and temporary/seasonal employees may be pro-rated.

Appendix B – Longevity Pay and Sick Leave Conversion (Employees hired before June 29, 2011)

Longevity Pay

This benefit does not apply to those employees who were:

- Hired on or after June 29, 2011
- Promoted to an exempt status position on or after January 1, 2012.
- Classified as exempt employees and hired on or after January 1, 2007; and
- Those employees excluded from this benefit per their employment agreement.

Full-time, regular employees with three (3) or more years of continuous service will be eligible for longevity pay. Semi-annual payments will be paid in June and December of each year. The basis for payments shall be:

- Two percent (2%) of employee's current base pay after the completion of three (3) years of service,
- Four percent (4%) of employee's current base pay after the completion of six (6) years of service,
- Six percent (6%) of employee's current base pay after the completion of nine (9) years of service,
- Eight percent (8%) of employee's current base pay after the completion of twelve (12) years of service, and
- The total annual payment to any one individual shall not exceed \$1,000.

Employees with authorized leaves of absence, who return to City employment on or before the expiration date of said leave will be regarded as having continuous employment for longevity pay purposes. Any individual whose employment with the City has been terminated for any reason except an authorized leave of absence after January 1, 1974, will be considered as a new employee upon return to City employment.

During the calendar year in which an employee retires under the City's retirement plan, they shall be entitled to receive, at the time of the semi-annual payment of longevity, a prorated portion of their longevity pay based on days worked.

“Current base pay” is defined as the amount of annual salary being received by the employee at the time the longevity payment becomes due and payable. An hourly employee's base pay will be determined by multiplying the hourly rate times 2080 hours to determine the annual wage. Current base pay does not include overtime. Longevity pay is taxable income.

Conversion of Sick Leave at Separation

This benefit is only available to employees hired on or before June 29, 2011. For employees hired after June 29, 2011, no sick leave payout option exists. Employees resigning from service with the

City after providing a minimum of two (2) weeks' notice after having worked for the City for a minimum of five (5) consecutive years are eligible to receive a cash payout of fifty percent (50%) of that entire employee's accumulated sick leave. Accrual of sick days for this purpose shall be a maximum of one-hundred eighty (180) days. Therefore, the maximum payout of accumulated sick leave shall not exceed ninety (90) days.

Conversion of Sick Leave at Retirement

General Employees (This option does not exist for employees hired after June 29, 2011): Upon an employee's retirement, all accumulated sick leave days, up to a maximum of 90 days, may be converted to a dollar value and used for the payment of group health insurance premiums. (Conversion formula: the last full year's base wage divided by two thousand eighty (2080) hours multiplied by eight (8) hours multiplied by the number of days of accumulated sick leave). Base wages may include longevity pay. Such premium contributions by the City may continue thereafter unless any of the following events are applicable to the employee: primary insured dies, or primary insured is accepted into a substantially similar program of health insurance coverage.

If the employee later chooses to stop buying into the City' group health plan prior to exhaustion of the accumulated sick leave funds, the City will then reimburse the remaining balance without any interest earnings.

Appendix C – City of Whitewater Map



Employee Handbook Receipt Acknowledgment

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Handbook, as well as policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Handbook provides guidelines and information, but this Handbook is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be in writing, intended to be a contract, and authorized and approved by the Common Council at a duly-noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipt of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook and my compensation and benefits may be changed by the City at any time, with or without notice to the extent permitted by law.

I understand that, unless I am otherwise subject to an individual employment contract, collective bargaining agreement or statutory provision providing a specific process for discipline or removal, I am an at-will employee and my employment can be terminated at the option of either the City or me, at any time for no reason or any lawful reason

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the City. By distributing this handbook, the City expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I have received a copy of the Employee Handbook. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

Employee's signature

Employee's name (print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE