



## NOTICE

Please take notice that meetings of the **STANDING COMMITTEES** and the **REGULAR VILLAGE BOARD** will be held in hybrid meeting format (in-person and videoconference) on **Monday February 2, 2026 in the Village Hall, 3930 N Murray Ave., at the times listed below.**

**Please note: the videoconference platform has been modified to Zoom.**

### **JUDICIARY, PERSONNEL AND LICENSING COMMITTEE , Committee Room, 6:30m**

Join Zoom Meeting

<https://zoom.us/j/4454590215?pwd=Q3Z5T1FIU2ZEZlFNUTRhT0tIZkltZD09&omn=97075693974>

Meeting ID: 445 459 0215

Passcode: 487960

1. Consider Class "B" and "Class B" licenses for Baumkuchen, LLC dba Old Form, 2518 E Capitol Drive, Shorewood WI 53211
2. Consider Class "B" and "Class B" licenses for The Slab, LLC, 4451 N Oakland Ave, Shorewood WI 53211
3. Consider Utility Lead Job Descriptions
4. Consider revisions to Human Resource Manual

### **PUBLIC WORKS COMMITTEE, Board Room, 6:30pm**

Join Zoom Meeting

<https://zoom.us/j/9637448179?pwd=SmlQN1VvZGZKYU8wR1F5VW9Wb0o5UT09&omn=92132410243>

Meeting ID: 963 744 8179

Passcode: 572278

1. Consider TAPR request - Eastwood Condos
2. Consider recommendation regarding Code modification to allow for the provision of residential recycling service to four-unit dwellings
3. Consider streetlight charge appeals:
  - a. 1004 E. Glendale
  - b. 1916 Elmdale Court
  - c. 1320 E. Lawnwood Place
  - d. 2120 E. Olive Street
  - e. 4200 N. Murray

**REGULAR MEETING OF THE VILLAGE BOARD, Board Room, 7:30pm**

Join Zoom Meeting

<https://zoom.us/j/9637448179?pwd=SmlQN1VvZGZKYU8wR1F5VW9Wb0o5UT09&omn=92132410243>

Meeting ID: 963 744 8179

Passcode: 572278

Members of the public will be muted and will have their video turned off upon entry. Comments will be taken during citizens' comments and if the Village Board accepts comments at other times during an agenda item. When the Village Board starts accepting citizen's comments, members of the public will have the ability to unmute themselves and appear by video by raising their virtual hand (selecting the raise hand icon under "Reactions" at the bottom banner of Zoom) after being called upon by the Chair. IF YOU PLAN ON SPEAKING AT THE MEETING, please email the Village Clerk at [tharrell@shorewoodwi.gov](mailto:tharrell@shorewoodwi.gov) by 3p.m. on the meeting day.

The President will be leading the meeting and Board members will be called upon to speak. If there are members of the public on the call that desire to speak on a topic that is NOT on the agenda, they will be provided an opportunity to do so under "Citizen's to be Heard" on the agenda. The President may also allow for the public to speak following Village Board member discussion on an item following the Village Board discussion. To ensure an efficient meeting, members of the public should not speak until called upon to do so.

1. Call to Order
2. Roll Call
3. Statement of Public Notice
4. Special Order of Business-
5. Consent Agenda Items - items under the consent agenda may be acted upon by one motion. If in the judgement of any Village Board Members, a consent agenda item needs discussion, the item can be placed in the items removed from the consent

agenda.

- a. Presentation of accounts - February 2, 2026
  - b. Consider regular Village Board minutes – January 21, 2026
  - c. Consider RFP for Planning for Neighborhood Greenways and the Development of a Traffic Calming Program
  - d. Consider receipt of annual update to the Village of Shorewood Housing Affordability Report
  - e. Consider agreement for parking and citation management system.
6. Items Removed from the Consent Agenda
  7. Public Hearing
  8. Citizens to be Heard – this item is for matters not on the agenda. Discussion may follow comments on non-agenda items or discussion, and action may come at future meetings.
  9. New Business
    - a. Consider Resolution 3078 - Sanitary Sewer User Charges
    - b. Consider Senior Resource Center proposal for available space in Village Center lower-level.
    - c. Consider recommendation on service delivery study.
    - d. Consider Utility Lead Job Descriptions
    - e. Consider revisions to Human Resource Manual
  10. Report of village Officials
    - a. Village President
    - b. Village Trustees- Provide Committee updates as either a liaison or member.
    - c. Village Manager
      - i. Updates on ReFed Catalytic Grant fund submission.
  11. Future items of Consideration
  12. Closed Session
    - a. The Village Board will adjourn into closed session pursuant to 19.85(1)(c) to discuss the annual performance evaluation of the village manager.
  13. Adjournment

Dated this 29<sup>th</sup> day of January at Shorewood, 2026.

Toya Harrell, MMC, WCPC, Village Clerk

Should you have any questions or comments regarding any items on this agenda, contact the Village Clerk at 414- 847-2608. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will

be made to accommodate the needs of all individual abilities.

The Village Board of Shorewood currently holds meetings in person at Village Hall, or an alternative physical location as allowed by the Village Code. As a courtesy to citizens, Board meetings will also be made available live on the Zoom virtual platform for viewing and possible participation. However, the Village cannot guarantee the technology supporting the virtual viewing option will operate perfectly and continuously, or that the platform will work with every computer or mobile device. The only way to guarantee the ability to offer public comment, or view the Board meeting uninterrupted, is to appear in person. If the Zoom platform fails, the meeting will continue as scheduled.

Form  
**AB-200**

## Alcohol Beverage License Application

License(s) Requested: (up to two boxes may be checked)

- |   |   |
|---|---|
| <input type="checkbox"/> Class "A" Beer . . . . . \$ _____      | <input checked="" type="checkbox"/> Class "B" Beer . . . . . \$ _____   |
| <input type="checkbox"/> "Class A" Liquor . . . . . \$ _____    | <input checked="" type="checkbox"/> "Class B" Liquor . . . . . \$ _____ |
| <input type="checkbox"/> "Class A" Liquor (cider only) \$ _____ | <input type="checkbox"/> Reserve "Class B" Liquor \$ _____              |
| <input type="checkbox"/> "Class C" Liquor (wine only) \$ _____  |   |

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$
<b>Total Fees</b>	<b>\$</b>

### Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <b>Baumkuchen, LLC</b>			
2. Business Trade Name or DBA <b>Old Form</b>			
3. FEIN <b>86-1380075</b>		4. Wisconsin Seller's Permit Number <b>456-1030538102-02</b>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <b>Wi</b>		7. Date of Organization <b>3/20/25</b>	8. Wisconsin DFI Registration Number <b>B100690</b>
9. Premises Address <b>2518 E Capitol Dr</b>			
10. City <b>Shorewood</b>		11. State <b>WI</b>	12. Zip Code <b>53211</b>
13. County <b>Milwaukee</b>	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: <b>Shorewood</b>		15. Aldermanic District <b>n/a</b>
16. Premises Phone <b>[REDACTED]</b>	17. Premises Email <b>[REDACTED]@gmailcom</b>		18. Website <b>www.oldformbar.com</b>
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  <b>(see attached diagram)</b>			
20. Mailing Address (if different from premises address) <b>2518 E Capitol Dr</b>			
21. City <b>Shorewood</b>		22. State <b>WI</b>	23. Zip Code <b>53211</b>

### Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.  Yes  No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages.  Yes  No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor?  Yes  No  
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity?  Yes  No  
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion.  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees?  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

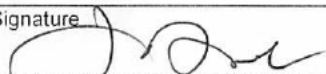
Last Name	First Name	Title	Phone
Lalor	Justin	Agent	[REDACTED]

**Part D: Attestation**

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lalor	First Name Justin	M.I. E
Title Agent	Email [REDACTED]@gmail.com	Phone [REDACTED]
Signature 	Date 11/21/2025 11/12/2025	

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form AB-101

Alcohol Beverage Appointment of Agent

Date 7/18/2025

**Agent Type** (check one)

Original (no fee)       Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)  
Baumkuchen, LLC

2. Business Trade Name or DBA  
Old Form

3. Entity Type (check one)  
 Limited Liability Company       Corporation       Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)  
 Municipal Retail License       State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

**Part B: Agent Information**

1. Last Name: Lator      2. First Name: Justin      3. M.I.: E

4. Email: [redacted]@gmail.com      5. Phone: [redacted]

6. Home Address: [redacted] Rd

7. City: Fox Point      8. State: WI      9. Zip Code: 53217      10. Date of Birth: [redacted]

11. Drivers License/State ID Number: [redacted]      12. Drivers License/State ID State of Issuance: WI

**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? .....  Yes     No  
Submit proof of completion.

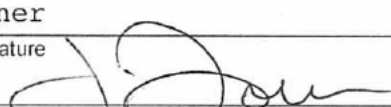
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? .....  Yes     No

3. Have you been a Wisconsin resident for at least 90 continuous days? .....  Yes     No  
See instructions for exceptions.

Continued →

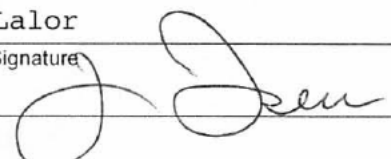
**Part D: Business Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lalor		First Name Justin		M.I. E
Title Owner	Email [REDACTED]@gmail.com		Phone [REDACTED]	
Signature 			Date 7/18/2025	

**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Lalor		First Name Justin		M.I. E
Signature 			Date <del>7/18/2025</del> 11/12/2025	



WISCONSIN DEPARTMENT OF REVENUE  
 PO BOX 8902  
 MADISON, WI 53708-8902

**Contact Information:**

2135 RIMROCK RD PO BOX 8902  
 MADISON, WI 53708-8902  
 ph: 608-266-2776 fax: 608-224-5761  
 email: DORBusinessTax@wisconsin.gov  
 website: revenue.wi.gov

000254

Letter ID L2066023600

BAUMKUCHEN LLC  
 7760 N REGENT RD  
 FOX POINT WI 53217-3249

## Wisconsin Department of Revenue Seller's Permit

**Legal/real name:** BAUMKUCHEN LLC  
**Business name:** OLD FORM  
 2518 E CAPITOL DR  
 SHOREWOOD WI 53211-2136

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type	Account Type	Account Number
Sales & Use Tax	Seller's Permit	456-1030538102-02

Form  
AB-100

# Alcohol Beverage Individual Questionnaire

Date  
7/18/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.


Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) Baumkuchen, LLC	
2. Business Trade Name or DBA Old Form	
3. Entity Type (check one)	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	

Part B: Individual Information			
1. Last Name Lalor	2. First Name Justin	3. M.I. E	
4. Relationship to Business (Title) Owner	5. Email [REDACTED]@gmail.com	6. Phone [REDACTED]	
7. Home Address [REDACTED] Rd			
8. City Fox Point	9. State WI	10. Zip Code 53217	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]		13. Drivers License/State ID State of Issuance WI	

Part C: Address History							
1. Do you currently live in Wisconsin? .....			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide the month and year when you permanently moved to Wisconsin .....			(MM/YYYY) 07/2018				
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 [REDACTED] St	City Shorewood	State WI	Zip Code 53211				
Previous Address 2	City	State	Zip Code				
Previous Address 3	City	State	Zip Code				
Previous Address 4	City	State	Zip Code				
Previous Address 5	City	State	Zip Code				
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State WI	County Milwaukee	State CA	County San Francisco	State OH	County Hamilton	State KY	County Kenton
State FL	County Alachua	State GA	County Douglas	State	County	State	County

Continued →

Part D: Criminal History		
1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . . <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.		
Law/Ordinance Violated WI statute 346.63(1)(a)	Location Milwaukee County	Conviction Date 12/22
Penalty Imposed Fine, license suspension, AODA		Was sentence completed? . . . . . <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . . <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.		

Part E: Attestation	
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.	
Signature 	Date 7/21/2025 11/12/2025



### EMPLOYEE TRAINING ACKNOWLEDGEMENT LEGAL RESTRICTION ON TOBACCO SALES TO MINORS

**Use of form:** This is a required form. Personally identifiable information on this form is collected to determine compliance with the statutes and will only be used for that purpose.

**Instructions:** Sign form and retain on premises in personnel file.

Employee - Name (print) Justin Lalor		Driver's License Number [REDACTED]
Address Online	City, State, Zip Statewide, WI	
Home Telephone [REDACTED]	Date of Birth (Day, Month, Year) [REDACTED]	
Store Name Wisconsin Tobacco Training & Test - for ServSafe Alcohol Students		Store Number (if applicable)

Name - Supervisor  
JUSTIN LALOR

I acknowledge (Choose one):

- I have successfully completed a responsible beverage server training course at a technical college that conforms to curriculum guidelines specified by the technical college system board or a comparable training course that is approved by the department or the educational approval board. (Wis. Stat. § 125.04)
- I have received training from my employer on compliance with Wis. Stat. § 134.66.

I further acknowledge:

- I understand that federal law prohibits selling tobacco products to any person under the age of 21. Failure to comply with these restrictions may result in a citation.

[Signature]  
SIGNATURE - Employee  
11-12-25  
Date Signed

[Signature]  
SIGNATURE - Supervisor  
11-12-25  
Date Signed

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

## JUSTIN LALOR

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the ANSI (American National Standards Institute) National Accreditation Board (ANAB)–Conference for Food Protection (CFP).

28223568

CERTIFICATE NUMBER

11/5/2025

DATE OF EXAMINATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

10926

EXAM FORM NUMBER

11/5/2030

DATE OF EXPIRATION



#0655

A handwritten signature in black ink that reads "Sherman L. Brown".

Sherman Brown  
Executive Vice President, Business Services



In accordance with Maritime Labour Convention 2006, Resolution ADM N Q68-2018 (Regulation 3.2, Standard A3.2).

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Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.

# Congratulations!

You have successfully completed the ServSafe® Training and Certificate Program. This is your official ServSafe Alcohol Certificate Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

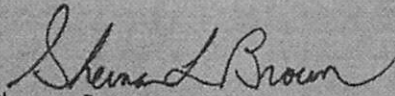
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Executive Vice President, National Restaurant Association Solutions



ID # 27404545

CARD # 28249955

## ServSafe Alcohol® CERTIFICATE

JUSTIN LALOR

NAME

11/11/2025

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.



**NOTE:** You can access your score and certification information anytime at [ServSafe.com](http://ServSafe.com).

If you have any questions regarding your certification please contact the National Restaurant Association Service Center at [ServiceCenter@restaurant.org](mailto:ServiceCenter@restaurant.org) or 800.765.2122, ext. 6703.

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Sherman Brown  
Executive Vice President, National Restaurant Association Solutions

This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.



233 South Wacker Drive  
Suite 3600  
Chicago, IL 60606-6383  
1.800.SERVSAFE  
312.715.1010 In the Chicago area  
[ServSafe.com](http://ServSafe.com)

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49429



**COMMERCIAL DEVELOPMENT APPLICATION**

Planning & Development Department  
 3930 N. Murray Ave., Shorewood, WI 53211  
 Phone (414) 847-2640 Fax (414) 847-2606  
 pad@shorewoodwi.gov  
 www.villageofshorwood.org

Village of Shorewood  
 Date 07/21/2025 10:48:03 AM  
 # 00049429  
 Receipt 238947  
 Amount \$150.00

Date Received: 7.21.25

(x)	APPLICATION TYPE	FEE	REQUIRED MATERIALS**	PERMIT #
<input checked="" type="checkbox"/>	Commercial Occupancy	\$150	Plan of Operations Floor Plan	25-0011
<input type="checkbox"/>	Commercial Occupancy Renewal/Amendment			
<input type="checkbox"/>	400 sq. ft. or less	\$50	Plan of Operations Floor Plan	
<input type="checkbox"/>	401 – 1,000 sq. ft.	\$100		
<input type="checkbox"/>	1,001 sq. ft. or more	\$150		
<input type="checkbox"/>	Temporary Use	\$50/month	Plan of Operations Floor Plan	
<input type="checkbox"/>	Multi-Unit Residential Occupancy (# of units _____)	\$50/unit	Floor Plan	
<input type="checkbox"/>	Conditional Use Permit	\$250*	Required Findings	
<input type="checkbox"/>	Design Review – Level 1 (projects under \$25,000)	\$100	Elevations Site Plans	
<input type="checkbox"/>	Design Review – Level 2 (new construction and projects \$25,000+)	\$500		
<input type="checkbox"/>	Design Adjustment	\$200	Required Findings	
<input type="checkbox"/>	Planning Adjustment	\$250	Required Findings	
<input type="checkbox"/>	Sign Permit	\$100	Sign Plan	
<input type="checkbox"/>	Sandwich Board Sign	\$100	Sign Plan Proof of Insurance	
<input type="checkbox"/>	Special Exception ( <input type="checkbox"/> Parking <input type="checkbox"/> Signage)	\$200-\$250	Required Findings	
<input type="checkbox"/>	Certified Survey Map/Vacation/Discontinuance	\$500	Survey	
<input type="checkbox"/>	Request to Rezone	\$500	Narrative	
<input type="checkbox"/>	Zoning Review – Accessory Structure	\$150*	Site Plan/Survey	
<input type="checkbox"/>	Zoning Review – Addition	\$300*	Site Plan/Survey	
<input type="checkbox"/>	Zoning Review – New Building	\$500*	Site Plan/Survey	

\*plus Engineer/Legal Fees at \$210/hour, if applicable

\*\*See back of page for more details. All materials shall be provided in a digital format to pad@shorewoodwi.gov. Additional materials may be requested by the Planning & Development Department, Plan Commission or Design Review Board.

<b>Property Address:</b> <u>2518 Capitol</u>	<b>Zoning:</b> <u>MX-1</u>
<b>Owner's Information</b>	<b>Applicant's Information, if not owner</b>
Name: Hargarten Housing Project LLC	Name: Justin Lalor
Address: N55W34685 Road E	Company: Baumkuchen, LLC dba Old Form
City/State/Zip: Oconomowoc, WI 53066	Address: 2518 E Capitol Dr
Phone: n/a	City/State/Zip: Shorewood, WI 53211
Email: n/a	Phone: [REDACTED]
	Email: [REDACTED]

Business, if applicable	OFFICE USE ONLY
Business Name: Baumkuchen, LLC dba Old Form	Zoning Reference: <u>535-25D (3) + TABLE 535-25-1</u>
Business Type: restaurant/bar	Zoning Notes: <u>EATING &amp; DRINKING PLACE - PERMITTED</u>
Contact Name: Justin Lalor	Zoning Approval: <u>OK - (3) 7/25/25</u>
Phone: [REDACTED]	PC Meeting/Outcome: <u>N/A</u>
Email: lalorjustin@gmail.com	DRB Meeting/Outcome: <u>N/A</u>
	Temporary Occupancy:
	Final Occupancy:
<b>Staff comments and DRB/PC findings:</b>	

TOTAL PROJECT COST: \_\_\_\_\_

[Signature]  
 Applicant's signature

7-21-25  
 Date

**PROPOSED IMPROVEMENTS/MODIFICATIONS:** (Submit as separate document, if more space is needed.)  
(see attached)

**ACCESS TO PROPERTY.** If a Development Application is submitted, please note that a site inspection may take place and photographs of the applicant's property may be taken prior to consideration/approval. Submission of a Development Application serves as notice and acceptance that Village staff may access your property.

**OCCUPANCY PERMITS.** Buildings, tenant spaces and/or dwellings within commercial buildings are not allowed to be occupied without a current Certificate of Occupancy. Applicable spaces must be inspected and approved for occupancy before they may open to the public. Business or property owners are responsible for scheduling all inspection appointments. If an appointment is not scheduled within a reasonable amount of time, an inspection may be completed at a date and time determined by the Building Inspector. A Certificate of Occupancy will be issued upon approval and shall be visibly displayed to the public on the premise. Temporary Occupancy may be issued for 30-day periods with a \$25 fee to allow businesses to open while corrections related to non-life safety requirements take place. Certificates of Occupancy are valid for 5 years and must be renewed.

**DESIGN REVIEW BOARD.** The Design Review Board meets twice a month on the second and fourth Thursday at 5:00 pm, except in November and December when they meet on the first and third Thursday at 5:00 pm. All required materials, including 9 sets of paper copies (11"x17" preferred) shall be submitted with the application. Applications will not be placed onto an agenda without the review and approval of the Zoning Administrator. **All plans shall be drawn to scale.**

**NEW BUILDINGS:**

- Elevations and Floor Plans
- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion
- Renderings and material samples, preferred

**ADDITIONS/MODIFICATIONS:**

- Elevations and Floor Plans associated with addition/modified area
  - Accurate representation of window and doors, including trim
- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion
- Renderings and material samples, preferred

**SITE IMPROVEMENTS:**

- Site, Landscaping, Screening, Parking, Circulation and Lighting Plans, as applicable
- Survey, including as-built upon completion

**DESIGN ADJUSTMENT:**

- Elevations; Site, Landscaping and Screening Plans; as applicable
- Narrative description per (535-31G(5))

**SIGNS:**

- Elevation of sign, in color with full dimensions
- Description of all proposed materials
- Elevation of building on which sign will be affixed, including the proposed sign
- Monument signs shall also include a site and landscaping plan (plant type and quantity), including the location of the proposed sign
- Material samples, preferred

**PLAN COMMISSION.** The Plan Commission meets once a month on the fourth Tuesday at 6:30 pm. Applications for Conditional Use Permits, Planning Adjustments and Special Exceptions, and all associated/required materials shall be on file with the Planning & Development Department by 4:30 pm at least 4 weeks prior to the next available meeting in order to publish and mail required notices.

## COMMERCIAL OCCUPANCY - PLAN OF OPERATIONS

A Plan of Operations is required for submittal with all Applications for Commercial Occupancy. The Plan of Operations components listed below represent an assortment of possible topics to include. The description should be as complete as possible. This description not only provides the Village of Shorewood information helpful to determining conformance to the Zoning Code, but also other reviews, licenses and permits that may be required, as well. Please provide all of the information that applies to your proposal, as applicable. If you do not believe a particular item applies, please indicate why.

1. Name of business **Baumkuchen, LLC dba "Old Form"**
2. Business address **2518 E Capital Dr, Shorewood, WI 53211**
3. Brief overview of proposed type of use(s)/service(s) to be offered  
**Small (< 800sf) bar with full food service.**
4. Previous experience (i.e. new business, relocation or expansion)  
**New business.**
  - a. Existing or proposed licenses required for operations  
**combination Class "B" liquor licensure, food facility licensure**
5. Building/tenant space description (entire building, floor number, suite number, etc.); including sq. ft. of occupancy  
**2518-2524, the Hargarten Building, occupying approx 800sf of first floor at 2518 E Capital Dr.**
6. Brief description of onsite operations
  - a. Days of week and hours of operation  
**Thursday, Friday, Saturday, 4pm-12am.**
  - b. Total number of employees, and maximum number of employees per shift  
**Three total employees, maximum per shift: three (3)**
  - c. Expected number of customers per hour/day  
**15-18**
  - d. Traffic circulation and parking provisions  
**Street parking for customers, rear private lot shared by business owners/tenants.**
  - e. Location and frequency of onsite deliveries  
**Front door, one day a week (Wednesdays).**
  - f. Any expected noise, odors, glare, dust, fire hazards or smoke resulting from use  
**None.**
  - g. Do you intend to display any merchandise or occupy space outside?  
**None.**

7. Interior or exterior modifications to the tenant space, building or site associated with your occupancy  
Interior will have a tile floor and modular bar system installed, no dimensional changes to
8. Signage plans  
Hand-stenciled gold leaf signage, similar to Blindsight Barber Company.
9. Plans for refuse and recycling storage, collection and screening.  
Waste and recycling containers in rear of building, picked up twice a week (Mon, Fri)
10. Plans for any other storage, interior or exterior, including vehicles, associated with this occupancy.  
No.
11. Expected date of occupancy  
October 1st.



535-25 Principal Uses  
**535-25B Use Classifications**

**Table 535-25-1. Principal Use Table**

USE GROUP Use Category	DISTRICTS												Conditions/ Supplemental Regulations
	Commercial & Mixed-Use				Residential						Public		
	MX1 MX2	CX	GX1 GX2 GX3	RX	R-1 R-2 R-3 R-4	R-5	R-6	R-7	R-8	R-9 R-10	P-1	P-3	
<b>RESIDENTIAL (535-25C)</b>													
Household Living, 1 unit	●	●	●	●	●	●	●	●	●	●	-	-	
Household Living, 2 units	●	●	●	●	-	-	●	-	●	●	-	-	
Household Living, 3+ units	●	●	●	●	-	-	-	-	●	●	-	-	
<b>Group Living</b>													
Community Living Arrangement, Small	●	●	●	●	●	●	●	●	●	●	-	-	535-25C(2)(b)
Community Living Arrangement, Large	●○	○	○	○	-	-	-	-	○	○	-	-	535-25C(2)(b)
Residential Care Facility	●	●	●	●	-	-	-	-	●	●	-	-	
<b>COMMERCIAL (535-25D)</b>													
Consumer Service	●	●	●	-	-	-	-	-	-	-	-	-	
Child Care Center, 8 or fewer individuals	●	●	●	●	●	●	●	●	●	●	●	-	
Child Care Center, 9 or more individuals	●	●	●	-	-	-	-	-	-	-	●	-	
Eating & Drinking Place	●	●	●	-	-	-	-	-	-	-	-	-	
Entertainment, Indoor	●	●	●	-	-	-	-	-	-	-	●	●	
Event Venue	●	●	●	-	-	-	-	-	-	-	●	●	
Funeral & Mortuary Service	-	-	●	-	-	-	-	-	-	-	-	-	
Lodging	●	●	●	●	-	-	-	-	-	-	-	-	
Manufacturing & Production, Artisan	●	●	●	-	-	-	-	-	-	-	-	-	535-25D(8)
Medical-Dental Clinic-Office	●	●	●	-	-	-	-	-	-	-	-	-	
Office	●*	●	●	-	-	-	-	-	-	-	-	-	
Personal Credit Establishment	○	○	-	-	-	-	-	-	-	-	-	-	535-25D(11)
Retail Sales, General	●	●	●	-	-	-	-	-	-	-	-	-	
Retail Sales, Donated Goods	○	○	-	-	-	-	-	-	-	-	-	-	535-25D(13)(b)
Vehicle Service	-	○	-	-	-	-	-	-	-	-	-	-	535-25D(14)(b)
<b>CIVIC &amp; INSTITUTIONAL (535-25E)</b>													
College	●	●	●	-	-	-	-	-	-	-	●	-	
Community Assembly	●	●	●	-	-	-	-	-	-	-	●	-	
Cultural Facility	●	●	●	-	-	-	-	-	-	-	●	-	
Hospital	-	-	●	-	-	-	-	-	-	-	●	-	
Parks & Open Space	-	-	-	-	-	-	-	-	-	-	●	●	
Safety Service	●	●	●	-	-	-	-	-	-	-	●	-	
School	●	●	●	-	-	-	-	-	-	-	●	-	
Utilities & Services, Minor	●	●	●	●	●	●	●	●	●	●	●	●	
Utilities & Services, Major	-	-	-	-	-	-	-	-	-	-	●	●	
<b>OTHER USES (535-25F)</b>													
Parking Lot	-	○	○	○	-	-	-	-	-	-	○	○	535-25F(1)(b)

KEY: ● = Permitted as-of-right ○ = Permitted as-of-right, subject to location restrictions

● = Permitted as-of-right (floor area not to exceed 25% of building footprint or in the rear of the ground story per 535-25A(2)) ○ = Conditional use permit approval required

\*primary facade restrictions - = Prohibited

§ 535-25 Principal uses.

\* \* \*

D. Commercial use group. The commercial use group includes uses that provide a business service or involve the selling, leasing or renting of merchandise to the general public.

- (3) Eating and drinking places. The eating and drinking places use category includes establishments that prepare and serve food or beverages for on- or off-premises consumption. The category includes full-service restaurants, take-out restaurants, ice cream and yogurt shops, bars, taverns, brewpubs, and banquet halls. Eating and drinking places with drive-up or drive-through service are allowed only where accessory drive-through service is allowed, in accordance with the building type regulations of § 535-22.

\* \* \*

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Permitted uses. Uses identified with a "●" are permitted as-of-right in the subject zone, subject to compliance with all other applicable regulations of this chapter.

Permitted as-of-right, subject to location restrictions. Uses identified with a "●" are permitted as-of-right in the subject zone but only when located above the ground floor in upper stories of the building or in the rear of the ground story, a minimum of 20 feet from the primary facade. The first 20 feet behind the primary facade must contain occupied building space of an allowed use. See § 535-6A for definition of "occupied building space."

Uses identified with a "\*" shall not be located along the primary façade within 60 feet from a street corner (measured from the corner of the building), and may only be located within buildings with at least 120 linear feet of primary frontage, so long as those total uses, not including a lobby, occupy no more than 90 linear feet or 50% of the frontage along the primary façade, whichever is less.

Permitted in limited portion of building footprint. Uses identified with a "●" are permitted as-of-right in the subject zone in any floor of the building, provided that the total cumulative floor area occupied by such uses does not exceed 25% of the ground story building footprint. A planning adjustment may be requested for up to an additional 10% of the footprint, maximum 35%.

Conditional uses. Uses identified with a "o" are allowed only if reviewed and approved in accordance with the conditional-use permit procedures of § 535-31F.

Prohibited uses. Uses identified with a "—" are expressly prohibited. Uses that are not listed in the Use Table and that cannot be reasonably interpreted (as stated in § 535-25B) to fall within any defined use category or subcategory are also prohibited.



# VILLAGE OF SHOREWOOD

## JUDICIARY, PERSONNEL AND LICENSING COMMITTEE

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**Agenda Item:** Consider Class “B” and “Class B” licenses for The Slab, LLC, 4451 N Oakland Ave, Shorewood WI 53211

**Date:** February 2, 2026

**Presenter:** Toya Harrell, MMC, WCPC, Village Clerk

**Department:** Clerk

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**History** – Please include a timeline of historical relevant events related to this agenda item. This to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.

All intoxicating liquor and fermented malt beverage license applications are reviewed by the Judiciary, Personnel, and Licensing Committee for recommendation prior to consideration and approval by the full Board.

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**Agenda Item Discussion** – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

After reviewing the application and completing an appropriate background check, the establishment listed has been approved by the appropriate departments.

---

**Community and Business Outreach** – If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes                       No

If Yes, identify how and what community groups and businesses were notified.

---

**Action Required / Recommended** – Please include the recommended motion or possible actions for this agenda item.

Recommend Motion: “I move to recommend the Class “B” and “Class B” licenses for The Slab, LLC, located at 4451 N Oakland Ave to full Village Board for approval consideration.”

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**Attachments** – Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.

1. Application

2201

Form AB-200

# Alcohol Beverage License Application

For Municipal Use Only	
Receipt	Municipality 7011
Receipt	242606
License Period	
Amount	\$622.00

License(s) Requested: (up to two boxes may be checked)

- Class "A" Beer ..... \$ \_\_\_\_\_
- Class "B" Beer ..... \$ 100
- "Class A" Liquor ..... \$ \_\_\_\_\_
- "Class B" Liquor ..... \$ 500
- "Class A" Liquor (cider only) \$ \_\_\_\_\_
- Reserve "Class B" Liquor \$ \_\_\_\_\_
- "Class C" Liquor (wine only) \$ \_\_\_\_\_

Fees	
License Fees	\$ <u>600</u>
Background Check Fee	\$ 7
Publication Fee	\$ 15
<b>Total Fees</b>	\$ <u>622</u>

### Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) The Slab, LLC			
2. Business Trade Name or DBA			
3. FEIN 41-3020361		4. Wisconsin Seller's Permit Number 456-1032223164-04	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization WI		7. Date of Organization 12/10/2025	8. Wisconsin DFI Registration Number T117855
9. Premises Address 4451 N Oakland Ave			
10. City Shorewood		11. State WI	12. Zip Code 53211
13. County Milwaukee	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input checked="" type="checkbox"/> Village of: Shorewood		15. Aldermanic District
16. Premises Phone (414) 522-6297	17. Premises Email info@theslab.net		18. Website https://www.theslab.net
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  Please see attached drawings and narrative statement.			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

### Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages.  Yes  No  
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . .  Yes  No beverages.  
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . .  Yes  No  
 If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . .  Yes  No  
 If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity Sconnie Solutions, LLC	4b. Business Entity FEIN 45-1355191
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5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . .  Yes  No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . .  Yes  No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . .  Yes  No

**Part C: Individual Information**

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Bergholz	Andrew	Member Manager	

**Part D: Attestation**

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Bergholz	First Name Andrew	M.I. R
Title Owner, Manager, Agent	Email 	Phone 
Signature 		Date 1/8/26

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

## Alcohol Beverage Individual Questionnaire

Date  
1-8-2020

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

<b>Part A: Business Information</b>				
1. Legal Business Name (individual name if sole proprietor) The Slab, LLC				
2. Business Trade Name or DBA				
3. Entity Type (check one)				
<input type="checkbox"/> Sole Proprietor		<input type="checkbox"/> Partnership		<input checked="" type="checkbox"/> Limited Liability Company
			<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit Organization

<b>Part B: Individual Information</b>				
1. Last Name Bergholz		2. First Name Andrew		3. M.I. R
4. Relationship to Business (Title) Owner-Manager-Agent		5. Email [REDACTED].com		6. Phone [REDACTED]
7. Home Address [REDACTED] Dr				
8. City Whitefish Bay		9. State WI	10. Zip Code 53217	11. Date of Birth [REDACTED]
12. Drivers License/State ID Number [REDACTED]			13. Drivers License/State ID State of Issuance WI	

<b>Part C: Address History</b>					
1. Do you currently live in Wisconsin? .....				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide the month and year when you permanently moved to Wisconsin .....				(MM/YYYY) 07/1981	
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.					
Previous Address 1 [REDACTED] Dr		City Whitefish Bay	State WI	Zip Code 53217	
Previous Address 2		City	State	Zip Code	
Previous Address 3		City	State	Zip Code	
Previous Address 4		City	State	Zip Code	
Previous Address 5		City	State	Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.					
State WI	County Milwaukee	State WI	County Walworth	State	County
State	County	State	County	State	County

Continued →

**Part D: Criminal History**


1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? . . . . .  Yes  No  
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

**Part E: Attestation**

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 1/8/26
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## Alcohol Beverage Appointment of Agent

Date 1-8-2020

**Agent Type** (check one)

- Original (no fee)       Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor) <b>The Slab, LLC</b>	
2. Business Trade Name or DBA	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input checked="" type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number
6. Describe the reason for appointing a successor agent, if successor is checked above.	

**Part B: Agent Information**

1. Last Name <b>Bergholz</b>	2. First Name <b>Andrew</b>	3. M.I. <b>R</b>
4. Email [REDACTED].com		5. Phone [REDACTED]
6. Home Address [REDACTED] Dr		
7. City <b>Whitefish Bay</b>	8. State <b>WI</b>	9. Zip Code <b>53217</b>
10. Date of Birth [REDACTED]		
11. Drivers License/State ID Number [REDACTED]	12. Drivers License/State ID State of Issuance <b>WI</b>	


**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Submit proof of completion.
2. Have you completed Form AB-100, <i>Alcohol Beverage Individual Questionnaire</i> (licensee) or Form AB-300, <i>Alcohol Beverage Personal Questionnaire</i> (permittee)? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? ..... <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See instructions for exceptions.

*Continued* →

**Part D: Business Attestation**

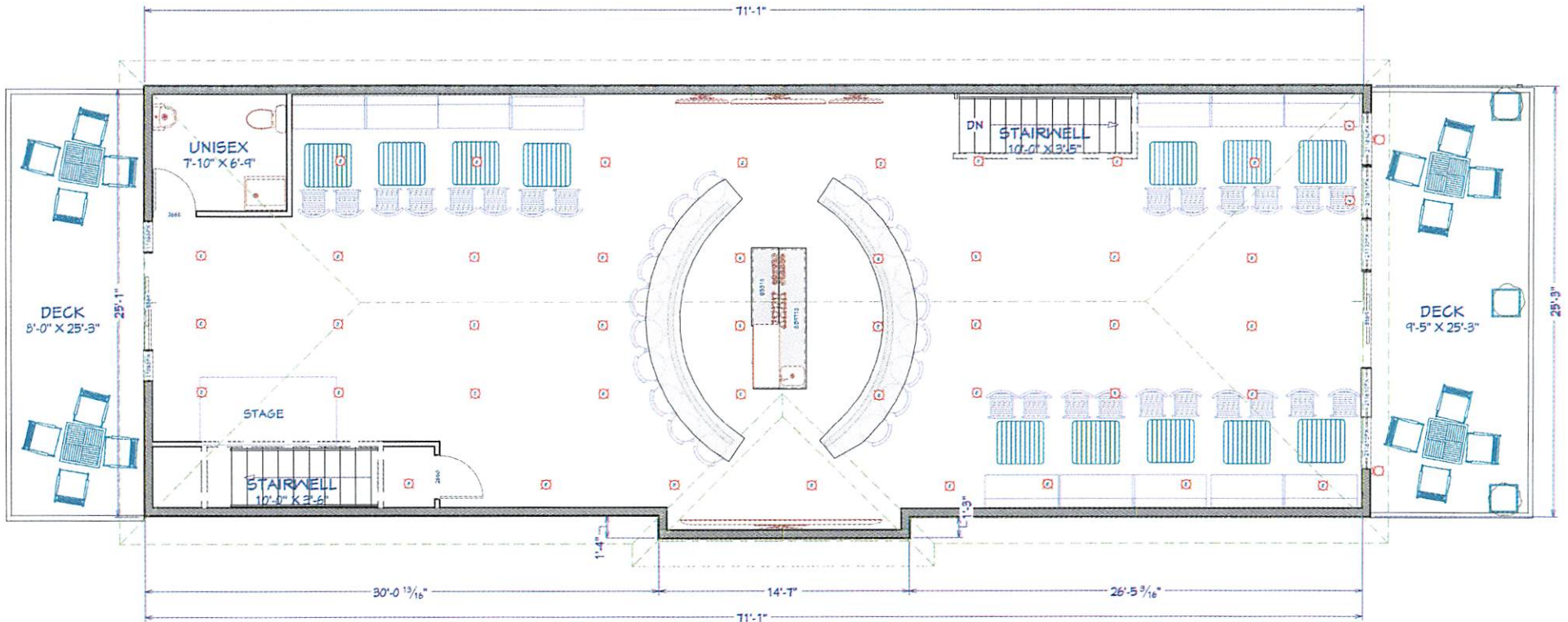
READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Bergholz		First Name Andrew		M.I. R
Title Member-Manager	Email [REDACTED]		Phone [REDACTED]	
Signature 			Date 1/8/20	

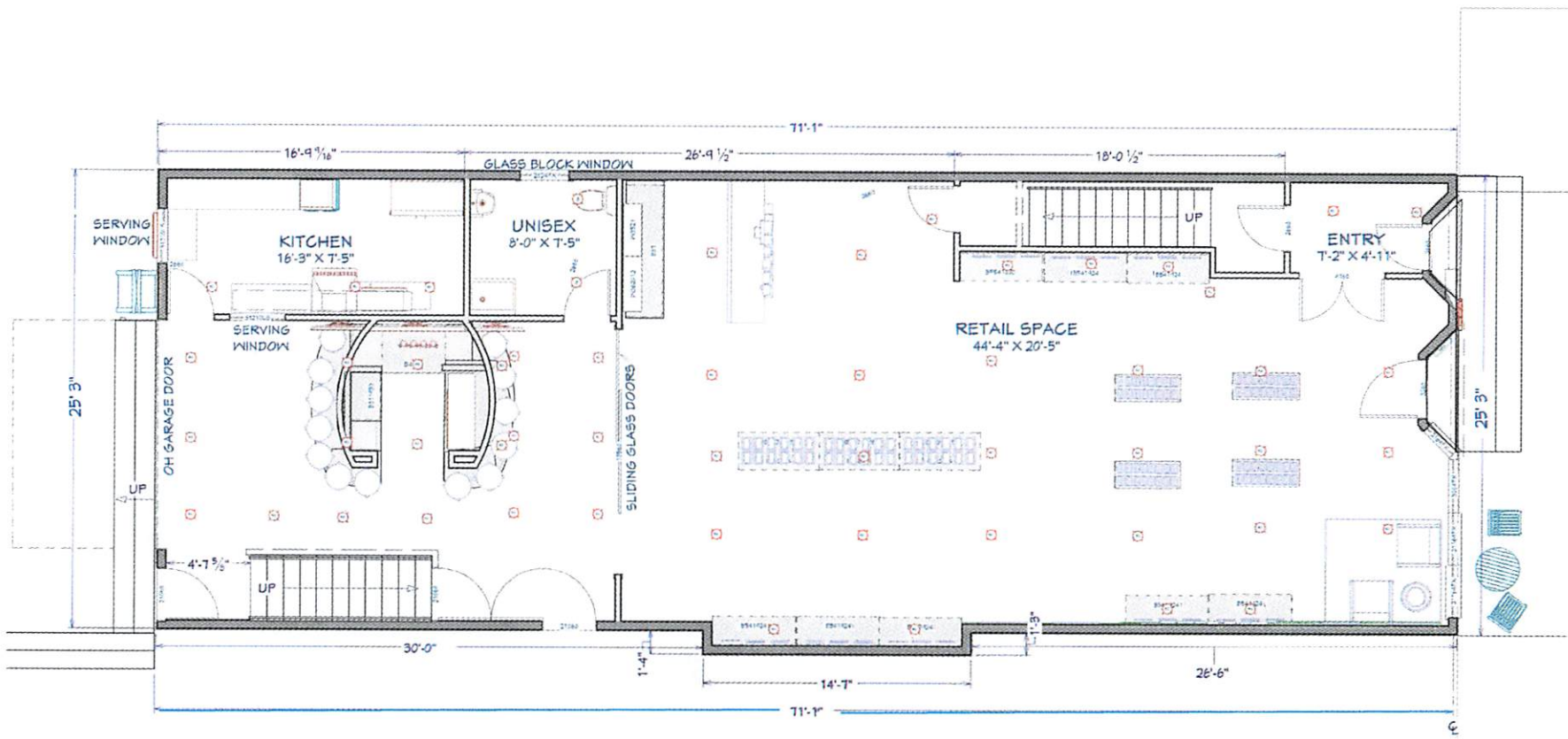
**Part E: Agent Attestation**

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

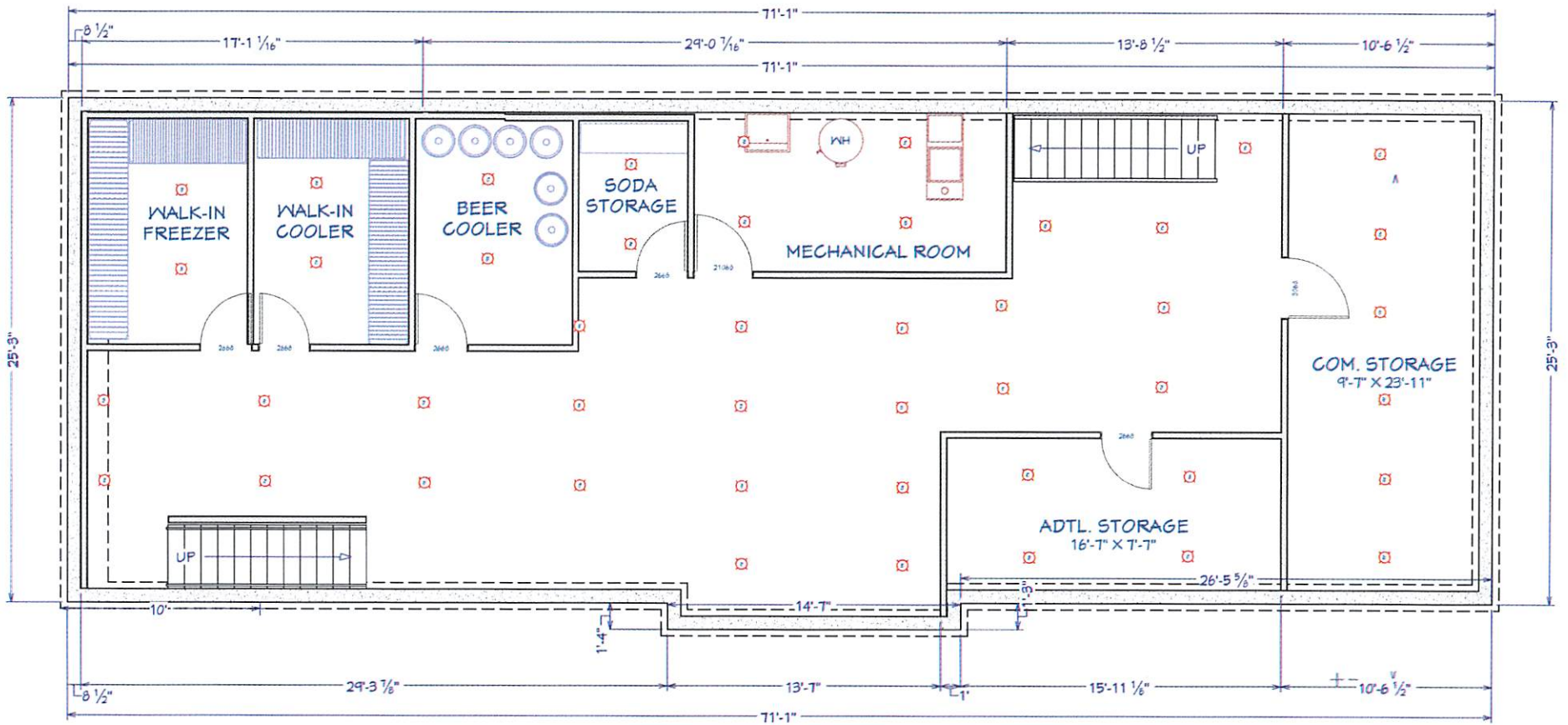
Last Name Bergholz		First Name Andrew		M.I. R
Signature			Date	



2ND FLOOR CONCEPT DRAWING



1ST FLOOR CONCEPT DRAWING



BASEMENT CONCEPT DRAWING

## **2025 Form AB 200, Question 19: Narrative Addendum**

### **Applicant: The Slab, LLC**

Please see the attached drawings for reference to the narrative description that follows. The Slab, LLC will operate out of the building with a current address range of 4449-4453 N Oakland Ave, Shorewood, WI 53211. The building is a 2-story mixed-use building with a basement. It is currently undergoing renovations that will eliminate the residential apartments on the 2<sup>nd</sup> floor of the building. The first floor has already gone through demolition, and the former residential apartment had been removed. When the renovation is complete, alcohol beverages will be sold, stored, and consumed, and related records will be kept in the following locations:

#### **1. Basement**

Alcohol beverages will be stored in coolers located in the southeast corner of the basement. On the attached basement drawing, these coolers are labeled "Walk-In Freezer," "Walk-In Cooler," and "Beer Cooler." Alcohol beverages and related records may also be stored along the western portion of the basement and northwestern portion of the basement in the locations labeled, "Com. Storage" and "Adtl. Storage."

#### **2. First Floor**

Alcohol beverages will be sold, stored, and consumed, and related records will be stored, in all locations except the bathroom located along northern wall, identified on the 1<sup>st</sup> floor Concept Drawing as "Unisex." During normal retail hours, alcohol beverages will only be sold and consumed in the public space to the north of the "Sliding Glass Doors" identified on the 1<sup>st</sup> Floor Concept Drawing. The sliding glass doors will be used to ensure that alcohol beverages are not present in the eastern portion of the building identified on the 1<sup>st</sup> Floor Concept Drawing as "Retail Space" during normal retail hours when unaccompanied minors are present. The business will remain open after normal retail hours to adults and adult-accompanied minors only and during these extended hours, alcohol beverages will be sold and consumed in the entirety of the first floor, excepting the "Unisex" bathroom identified on the 1<sup>st</sup> Floor Concept Drawing.

#### **3. Second Floor**

The second floor of the building will be primarily utilized as an event space during scheduled events. Depending on patron volume, the second floor may be open to adult

patrons during normal hours to accommodate increased patron traffic. Alcohol Beverages will be sold, consumed, stored, and related records may be stored on the entirety of the second floor except for the bathroom, which will be located in the northwest corner of the second floor and is identified as "Unisex" on the 2<sup>nd</sup> Floor Concept Drawing." Alcohol beverages will also be sold and consumed on the decks located on the east and west sides of the second floor as identified on the 2<sup>nd</sup> Floor Concept Drawings, with the eastern deck having dimensions of 9'5" x 25'3" and the western deck having dimensions of 8'0" x 25'1".

#### 4. Outdoor Spaces.

Alcohol beverages will be sold, consumed, and stored in the patio spaces along the back (west side) of the building (40' x 21'), the south side of the building (101' x 13'5), and the front (east side) of the building (9' x 38'8").



# VILLAGE OF SHOREWOOD

## JUDICIARY, PERSONNEL AND LICENSING COMMITTEE

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**Agenda Item:** Consider Class “B” and “Class B” licenses for Baumkuchen, LLC dba Old Form, 2518 E Capitol Drive, Shorewood WI 53211

**Date:** February 2, 2026

**Presenter:** Toya Harrell, MMC, WCPC, Village Clerk

**Department:** Clerk

---

**History** – *Please include a timeline of historical relevant events related to this agenda item. This to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

All intoxicating liquor and fermented malt beverage license applications are reviewed by the Judiciary, Personnel, and Licensing Committee for recommendation prior to consideration and approval by the full Board.

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**Agenda Item Discussion** – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

After reviewing the application and completing an appropriate background check, the establishment listed has been approved by the appropriate departments.

---

**Community and Business Outreach** – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes                       No

If Yes, identify how and what community groups and businesses were notified.

---

**Action Required / Recommended** – *Please include the recommended motion or possible actions for this agenda item.*

Recommend Motion: “I move to recommend the Class “B” and “Class B” licenses for Baumkuchen, LLC dba Old Form, 2518 E Capitol Drive to full Village Board for approval consideration.”

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**Attachments** – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Application



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Consider Utility Lead Job Descriptions**

**Date: February 2, 2026**

**Presenter: Nicole Berzin, Assistant Village Manager    Department: Village Manager's Office**

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### **History**

The Department of Public Works has undergone several recent organizational changes as part of an ongoing effort to improve operations and strengthen supervision. Most recently, the Utility Superintendent position was created, and the department has now moved to a model that includes two Lead positions in place of a single Foreman. These changes are intended to provide greater oversight, clearer lines of responsibility, and improved operational efficiency across the department.

---

### **Overview**

New job descriptions were developed to support the updated supervisory structure under the management of the Utility Superintendent. These positions, Utility Lead – Sewer and Utility Lead – Water, are intended to provide leadership, day-to-day coordination, and support efficiency within the department.

The primary distinction between these positions and the Utility Operator or Utility Equipment Operator roles is the added supervisory responsibility outlined in the third item under Essential Duties and Responsibilities. In addition, these positions will help ensure compliance with Local, State, and Federal regulations and provide direct support to the Utility Superintendent in managing projects and daily operations.

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### **Financial Impact:**

An increase in salary of \$2.04 totaling \$4,243.20 annually.

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### **Possible motion:**

Recommend motion "I move to forward the Utility Lead Job Descriptions to Village Board for adoption."

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### **Attachments:**

1. Utility Lead – Sewer job description
2. Utility Lead – Water job description



## Village of Shorewood, Wisconsin

### ***Job Description***

**POSITION TITLE:** Utility Lead - Sewer

**REPORTS TO:** Utility Superintendent / Director of Public Works

**DEPARTMENT:** Department of Public Works

### **GENERAL NATURE OF POSITION**

---

Employee is responsible for supervising and assisting in the operation, maintenance, repairs, record keeping, and all related activities of the Village's water distribution and sewer collection systems with emphasis on sewer system operation.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensure safe working practices and adherence to Village policy, Public Service Commission rules, DNR and DSPS regulations, the Wisconsin Administrative Code and all applicable laws.

Assist the Utility Superintendent and Director of Public Works in the establishment and implementation of total "Standard Operating Procedure for Sewer and Water Operations and Maintenance in the Village of Shorewood."

Coordinate and schedule all activities of the sewer collection system maintenance and operations, including but not limited to:

- Sewer cleaning, jetting, rooting, televising and repair of mains.
- Manhole inspection, rehabilitation and repair.
- Catch basin cleaning, rehabilitation and repair.
- Outfall inspections as required.
- Compliance with all aspects of Village's CMOM program.
- Compliance with all aspects of the Village's WPDES permits.
- Compliance with all aspects of the Village's MS4 permit.
- Proper and accurate documentation of maintenance activities performed.
- Proper restoration of utility excavations.

- Coordinating rat baiting of the sewer mains.
- Maintenance of accurate materials inventory.
- Monitoring and maintenance of the sewer overflow monitoring system.
- Assistance in the development of ongoing sewer lining projects.
- Operation of all types of equipment necessary to accomplish utility tasks.
- Identification and planning of actions and resources necessary to most efficiently maintain the sewer collection system for each budget year.

Assist Water Lead in scheduling and coordinating all activities of the water distribution system maintenance and operations.

Assist the Utility Superintendent and Director of Public Works in the coordination of winter storm operations as needed.

Participate in winter operations including salting, plowing, hauling snow from Village streets, alleys, parking lots and sidewalks.

Other duties as assigned.

**CERTIFICATES, LICENSES & REGISTRATIONS:** Possession of a valid Wisconsin Commercial Driver's License with Air Brake and Tanker Endorsement (CDL). A valid Grade I-D Waterworks Operators License is required.

**SUPERVISION RECEIVED & RESPONSIBILITIES:** With assistance from the Water Lead, directly oversees four to six employees and may operate the entire Public Works Department in the absence of the Utility Superintendent, DPW Superintendent, or Director. Involved in twenty-four hour "on call" rotation with aforementioned staff and other foremen. The employee will carry out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: training employees, planning, assigning and directing work, addressing complaints and resolving problems with customers and residents.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) and at least eight years of experience in the maintenance and repair of sewer and water distribution systems and facilities; two of which must have been in a supervisory capacity, or an equivalent combination of experience and training.

**LANGUAGE SKILLS:** Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.

**MATHEMATICAL SKILLS:** Employee must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. The ability to apply concepts of basic algebra and geometry is needed.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**OTHER SKILLS AND ABILITIES:** Ability to schedule work and oversee crews. Familiarity with Village policies, Wisconsin Administrative Code, DNR and DSPS regulations. Ability to work closely with management and maintain good relations between management and staff. A thorough knowledge of, and the ability to, use and implement any tools or equipment used in the operation, maintenance and repair of vehicles, equipment, building and facilities, sign, signal and electrical. Ability to present and transmit ideas, both orally and in writing. Ability to write clear and concise reports. Ability to interpret engineering plans and drawings.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; and talk and hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually loud.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992)



## Village of Shorewood, Wisconsin

### ***Job Description***

**POSITION TITLE:** Utility Lead - Water

**REPORTS TO:** Utility Superintendent / Director of Public Works

**DEPARTMENT:** Department of Public Works

### **GENERAL NATURE OF POSITION**

---

Employee is responsible for supervising and assisting in the operation, maintenance, repairs, record keeping, and all related activities of the Village's water distribution and sewer collection systems with emphasis on water system operations.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

---

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensure safe working practices and adherence to Village policy, Public Service Commission rules, EPA, DNR and DSPS regulations, the Wisconsin Administrative Code and all applicable laws.

Assist the Utility Superintendent and Director of Public Works in the establishment and implementation of a total "Standard Operating Procedure for Sewer and Water Operations and Maintenance in the Village of Shorewood."

Coordinate and schedule all activities of the water distribution system maintenance and operations, including but not limited to:

- Safe drinking water sampling and monitoring..
- Emergency repair or replacement of watermains, service lines, valves, hydrants and other system infrastructure.
- Regular system maintenance including but not limited to exercising of valves; flushing draining and repair of hydrants; removal, testing, repair and installation of meters; monitoring of system pressure and cleaning of PRVs; monitoring and cleaning of chlorine analyzing equipment.
- Maintenance of accurate materials inventory and work order records.
- Proper communication with the residents and public during emergency repairs.

- Proper restoration of utility excavations.
- Identifying and planning actions and resources necessary to most efficiently maintain the water distribution system for each budget year.

Ability to operate all types of equipment necessary to accomplish utility tasks.

Assist the Utility Superintendent and Director of Public Works in the implementation of the Village's Lead Service Line Replacement Program.

Assist Sewer Lead in scheduling and coordinating all activities of the sewer collection system maintenance and operations.

Assist the Utility Superintendent and Director of Public Works in the coordination of winter storm operations as needed

Participate in winter operations including salting, plowing, hauling snow from Village streets, alleys, parking lots and sidewalks.

**SUPERVISION RECEIVED & RESPONSIBILITIES:** With assistance from the Sewer Lead, directly oversees four to six employees and may operate the entire Public Works Department in the absence of the Utility Superintendent, DPW Superintendent, or Director. Involved in twenty-four hour "on call" rotation with aforementioned staff and foremen. The employee will carry out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, addressing complaints and resolving problems with customers and residents.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**CERTIFICATES, LICENSES & REGISTRATIONS:** Possession of a valid Wisconsin Commercial Driver's License with Air Brake and Tanker Endorsement (CDL). A valid Grade I-D Waterworks Operators License is required.

**OTHER SKILLS AND ABILITIES:** Ability to schedule work and oversee crews. Familiarity with Village policies, Wisconsin Administrative Code, DNR and DSPS regulations. Ability to work closely with management and maintain good relations between management and staff. A thorough knowledge of, and the ability to, use and implement any tools or equipment used in the operation, maintenance and repair of vehicles, equipment, building and facilities, sign, signal and electrical. Ability to present and transmit ideas, both orally and in writing. Ability to write clear and concise reports. Ability to interpret engineering plans and drawings.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; and talk and hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually loud.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992)



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Consider Revisions to Human Resource Manual**

**Date: February 2, 2026**

**Presenter: Nicole Berzin, Assistant Village Manager    Department: Village Manager's Office**

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### History

Annually the Human Resource Manual is brought to the Judiciary, Personnel, and Licensing Committee along with the Village Board for approval of revisions. Due to the Assistant Village Manager transition, personnel manual updates were delayed, and 3% COLA was implemented for salaries on January 1 pursuant to the approved 2026 budget.

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### Overview

The Judiciary, Personnel, and Licensing Committee along with the Village Board are asked annually to consider proposed changes from staff to update the Village's Human Resources Manual. The following are the highlights of the proposed changes to the 2025 version:

- Pg. 6 - 1E: Regular Full-Time Employees: The chief works 2080 hours – this was not reflected in the manual.
  - Pg. 13 - 2G: Employee Dress and Uniforms: Clarifying language added to expand from Sergeants to all sworn department employees. Also changed \$100 replacement cost to \$250 per Labor Contract.
  - Pg. 29 - 6C: Annual Vacation Leave (Captains and Sergeants): Changed second to last bullet point to read "unless approved by the Police Chief"
  - Pg. 38 - 8: Employee Conduct and Customer Service: Addition of "(Police Department employees must adhere to the Police Department Mission, Vision, Core Values, and Policies.)"
  - Pg. 95-97 - Appendix S: Updated salary tables based on 3% COLA budgeted for 2026.
  - Pg. 99 - Appendix T: Wellness Policy: Timeline of Program: Revised language to be board in scope
- 

### Financial Impact:

No fiscal impact.

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### Possible motion:

Recommend motion "I move to forward the 2025 Human Resources Manual to the full Village Board for adoption."

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### Attachments:

1. Human Resource Manual



# Human Resources Manual

**Adopted by the Village Board of Trustees on November 4, 2024**

**Adopted by the Library Board on October 9, 2024**

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## **1. INTRODUCTION TO YOUR NEW EMPLOYER**

### **1. A. Purpose of Manual**

**Welcome to the Village of Shorewood!** The intention of this manual is to establish and maintain a fair and reasonable system for administration of all personnel matters. In addition, the guidelines set forth in this manual were established to develop a safe, effective, and efficient working environment.

This manual is designed to provide information and direction to all Village of Shorewood employees on a wide variety of personnel matters. Please read through this manual carefully. It will provide you with basic information regarding employment with the Village.

This employee manual has been prepared for informational purposes only. None of the statements, policies, procedures, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Generally, Village employees are employed "at will", and employment is not for any definite period. Employment "at will" means that you may terminate your employment with the Village, or the Village may terminate your employment with or without notice at any time, for any reason. Any or all provisions, policies and procedures set forth in this manual may be altered, modified, changed, suspended, or eliminated at any time by the Village Board with or without notice to the employee. The policies, practices, and benefits of the Village will be applied to a particular situation and interpreted by the Village as it, in its sole discretion, deems appropriate.

All new employees shall be given a copy or access to a copy of this manual before initiating the duties of their position. New employees shall read the manual and complete the Acknowledgement and Understanding Form found in the appendices section. **This form shall be submitted to the Assistant Village Manager/Human Resources Manager within seven (7) days of employment.**

**Periodically, current employees may also be required to complete additional Acknowledgement and Understanding forms at the request of the Village.**

### **1. B. The Village of Shorewood**

Shorewood is a Village incorporated under the general statutes of the State of Wisconsin. The Village citizens elect the Village President and six (6) Village Trustees who together make up the Village Board of the Village of Shorewood. The Village President and Trustees are elected at-large for three (3) year terms. The Village Board establishes policy of the Village, approves the annual budget, approves annual capital improvement programs, and establishes wages and conditions of employment.

The administrative operation of the Village is under the authority of the Village Manager, who is hired by the Village Board. The Village Manager is the chief executive officer of the Village and is responsible for the operation of the Village, the hiring and termination of most employees, the supervising of employees, the preparation of the annual budget, administration of the budget after it is approved by the Village Board, the purchase of Village supplies, and the coordination of the activities of all departments of the Village. The staff of the Village is responsible to the Village Manager for their activities. The Village Manager is responsible to the Village Board.

Wisconsin State law treats municipal libraries differently than other Village departments, so additional amendments will be added throughout the Human Resource manual.

The Shorewood Public Library is authorized under Wisconsin State Statute 43.52 and is part of Village government. The library is governed by a seven-member Library Board of Trustees appointed by the Village President following approval by

the Village Board. Library Trustees serve 3-year terms. The Library Board has unique powers compared to other Village departments. The Library Board establishes library policy, approves and controls all funding for library services, hires the Director of Library Services, and establishes the duties and compensation for library employees.

The administrative operation of the Library is under the authority of the Director of Library Services, who is hired by the Library Board. The Director is the chief executive officer of the Library and is responsible for the operation of the Library, the hiring and termination of employees, the supervising of employees, preparation of the annual budget, the administration of the budget after it is approved by the Library Board, the purchasing of Library supplies, and the coordination of the activities of all departments of the Library. The staff of the Library is responsible to the Director for their activities. The Director is responsible to the Library Board.

#### **1. C. Scope of this Manual**

This manual covers all employees of the Village, elected officials, appointed members of boards and committees and other volunteers.

This manual may be updated or revised from time to time, as the Village deems necessary or desirable. The Village Board or its authorized delegate reserves the right to make any revision, addition, deletion, or other change to the manual's provisions at any time and without advanced notice. The Library Board may make any revision, addition, deletion or change to the manual's provisions impacting only library employees, at any time and without advance notice.

All previous Village of Shorewood Personnel Manuals that state the personnel policies, practices and procedures of the Village are considered to be null and void with the publication and distribution of this manual.

#### **1. D. Conflicts**

If and to the extent that any provision contained in this manual conflicts with any civil service regulation, statute, law, contract or collective bargaining agreement, the latter shall prevail.

#### **1. E. Definitions**

The Village maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

**Department Head or "Department Manager"**. Management staff with direct supervision and oversight of one of the following seven (7) departments:

- Clerk's Department
- Finance Department
- Library
- Planning and Development
- Police Department
- Public Works (Administration and Operations)
- Senior Resource Center
- Village Manager's Office

**Elected Officials**. The six Village Trustees and Village President elected to office by Shorewood residents and are a separate class from Village employees in this manual.

**Exempt Employee**. Employees whose positions meet the requirements established by the Fair Labor Standards Act (FLSA) and State Law, and who are exempt from overtime pay requirements.

**Seasonal/Temporary Employees.** General class employees who work less than 1040 hours and Police employees working less than 976 hours in a calendar year or hold jobs of a limited duration due to peak workloads, special projects, or emergencies. These employees are only eligible for benefits required by law.

**Regular Full-time Employee.** An employee who works at least 1,664 hours (32 hours per week), [for Police Department employees working a 4–2 schedule \(four days on, two days off\), 2,013 or 2,080 hours in any calendar year, or 2,013 hours for Police Department employees who work a 4-2 \(4 on 2 off\) in any calendar year](#), has been properly appointed to a Village position under law, and is employed in a non-temporary position. Regular full-time employees are eligible for all Village benefits. Employees who work under 40 hours per week but at least 20 hours per week are eligible for prorated benefits related to medical, dental and accrual leave benefits. Prorated benefits are determined based on the Village’s premium contribution and reduced by the number of hours worked by the employee in comparison to a 40-hour work week. For example, if an employee works a 30 hour work week, the Village is willing to contribute 75 percent of the approved Village contribution for medical, dental and accrual leave benefits.

**Regular Part-time Employee.** An employee who works at least 1,040 hours in a calendar year, whose workload is regular and constant, who have been properly appointed to a Village position under law and is employed in a non-temporary position. Regular part-time employees are eligible for prorated benefits as defined in the previous section.

**Retirement.** Employee meets the criteria to be considered eligible for retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

**Village Manager.** An employee under the direction and authority of the Village Board, who supervises, administers and coordinates the activities and functions of the Village.

**Volunteers.** Individuals who provide assistance to the Village of Shorewood without financial gain.

#### **1. F. Organizational Structure**

Operations of any government agency depend on an effective organizational structure. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Manager. As stated in the Definitions section, the Village Manager is the chief administrative officer of the Village, the primary professional advisor to the Board and head of the management team. Department heads of the Village are part of the management team and report to the Village Manager. Supervisors subordinate to the department heads are also members of the management team. Possessing a strong management team who can make strong recommendations and implement decisions establishes order and consistency for the organization. It is important for management personnel to unite with the Village Board to promote effective services for the community. Employees have the obligation to further the professional advisement of the Village Board through the organization’s lines of communication.

All staff members and supervisors shall be responsible to the Village Board and/or Library Board through the Village Manager/Library Director. Each shall refer matters requiring administrative attention to their supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Village Manager (Library Director). Each employee is to keep the person that the employee reports to informed 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 manual or about any other aspect of their job, then those questions, opinions or suggestions must be directed through the organization’s lines of communication.

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The Village Manager and department heads, supervisors and employees directed by the Village Manager shall attend meetings when requested, when feasible. Administrative participation shall be by professional counsel, guidance and recommendation – as distinct from deliberation, debate and voting of Village Board members.

Any employees who receive directives or requests from any individual citizen, business representative or elected/appointed official are to immediately report such directive or request to the employee's supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

## **2. EMPLOYMENT POLICIES AND PRACTICES**

### **2. A. Equal Employment Opportunity Policy**

It has been and shall continue to be the policy of the Village of Shorewood to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals pursuant to applicable law regardless of race, age (40 or over), sex, creed or religion, color, qualified disability, marital status, military or veteran status, sexual orientation, genetic information, national origin, ancestry, arrest record, conviction record (unless there is a substantial relationship between nature and timing of the crime and the nature of the job), or any other characteristic protected by law. This policy applies to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination, and other conditions of employment.

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

### **2. B. Non-Harassment Policy**

Every employee of the Village has the right to work in an environment free from harassment. Harassment of any employee on the basis of their race, religion, color, national origin, age, gender, sexual orientation, marital status, or the presence of any physical, mental, or sensory disability is a serious violation of Village policy and will not be tolerated.

Harassment is a form of discrimination which is offensive, impairs morale, undermines the integrity of employment relationships, and causes serious harm to the productivity, efficiency, and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, gender, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. The basis of the harassment does not matter. The Village prohibits all forms of harassment, including, but not limited to:

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.

This policy will be issued to all current employees and during orientation of new employees.

#### **2. B. 1. Definitions**

In general, harassment means persistent and unwelcome conduct or actions on any of the basis outlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- Making unwelcome sexual advances or requests for sexual favors;
- Sexually motivated physical contact; or
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, gender, age, sexual orientation, disability, etc. ) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual;
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

You cannot be forced to submit to a sexual harassment as basis for any employment decision. In addition, the Village will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

#### 2. B. 2. Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does NOT refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients and vendors.

#### 2. B. 3. Examples of Prohibited Conduct

The following conduct will be considered to be sexual harassment or another form of harassment or inappropriate behavior in our workplace or in connection with work-related activities:

Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc. ), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling, cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether your particular conduct is prohibited under this policy should be discussed with your supervisor or the Assistant Village Manager.

#### 2. B. 4. Procedures for Handling Harassment Claims

No employee, elected official, or appointee to a board or committee shall engage in any conduct contrary to these provisions. Violations may result in termination of employment or removal from office.

If any employee feels that they have witnessed or have been subject to any harassment, they should immediately report the harassment to their immediate supervisor, the Department Head, or the Assistant Village Manager. If the harassment involves the immediate supervisor or Department Head, it should be immediately reported to the Village Manager. If the harassment involves the Village Manager, it should be immediately reported to the Village President. If the harassment involves the Library Director, it should be immediately reported to the Library Board President. If the harassment involves a Village Trustee, Village President, Municipal Judge, or a volunteer it should be immediately reported to the Village Manager. If the harassment involves a Library Trustee, it should be immediately reported to the Library Director.

The Village will promptly and thoroughly investigate complaints, and if the Village determines that an employee is guilty of harassing or discriminating against another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The Village Board will not be involved in such an investigation unless the employee who is being investigated pursuant to this procedure is the Village Manager.

The Village understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence.

The Village prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

If you are not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, you should contact the Assistant Village Manager promptly. If you believe that you have been retaliated against for bringing a complaint or providing information related to a complaint, the Village urges you to use the reporting procedure described in this policy.

### **2. C. Recruitment, Selection and Orientation**

The Village will attempt to select the candidate it determines is most qualified for any position. The Village will execute recruitment and selection processes that embraces diversity. As such, the following guidelines will be considered in the recruitment, selection, and orientation process.

#### **2. C. 1. Recruitment and Application Process**

When a position becomes vacant or when a new position is requested, the Department Head will review the position with the Assistant Village Manager, its job description and the need for such a position prior to any posting or advertisement of the vacancy. The Department Head will prepare and submit a written request to fill the position to the Village Manager or the Assistant Village Manager. The position will be posted and/or advertised only after the Village Manager or the Assistant Village Manager has approved the request and the Village Board has also approved the filling of the position (budgeted positions only require the approval of the Village Manager, while reclassifications, changes to the scale, or changes to the organizational structure will require Village Board approval); With regard to Library and Police positions, the Department Head seeks approval from the Library Board and Police Commission, respectively.

With respect to recruitment of employees, the following applies:

The Library Board is charged with the duties as outlined in Section 43.58 Wis. Stats., with relation to library employees.

The Police Commission is charged with the duties as outlined in Chapter 16, Section 6, Police Commission-Creation and Functions, of the General Ordinances of the Village of Shorewood, with relation to law enforcement officers.

#### 2. C. 2. Application Process

All applications for employment must be submitted to either (1) the Village Manager's Office as noted on the application or (2) the Department that is requesting to fill the position. All applications should be fully completed, signed, and dated by the applicant to be considered. Resumes and a cover letter may be submitted in addition to the application, if agreed upon by the Village Manager. Any applicant supplying false or misleading information is subject to immediate disqualification or termination, if hired. The Village will consider all applicants, including current employees, who have applied for the vacant position. Residency within the Village generally will not be a condition of initial or continued employment, provided, however, that an employee's selection of residence does not interfere with the daily performance of their duties and responsibilities.

Applicants for positions for which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid Wisconsin driver's license upon employment with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Village, may be disqualified for employment with the Village in positions requiring operation of Village owned vehicles.

The Village may conduct certain background procedures as required by law or Village policy. Examples of such procedures include: criminal background checks, pre-employment credit checks, reference checks, requiring applicants/employees who have unsupervised access to children and developmentally disabled adults to complete a disclosure statement. Applicants may be disqualified from employment as a result of background checks. The Village may administer pre-employment examinations to test the qualifications and ability of applicants as determined necessary by the Village. The Village may contract with any competent agency or individual to prepare and/or administer the examination. The Village reserves the right to perform psychological tests upon job applicants, as determined to be necessary by the Village Manager, Assistant Village Manager and the Department Head. Any Village testing procedure, if it is applied, shall be uniformly conducted. All information provided to the Village will be maintained in confidence in accordance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

The Village Manager or the Assistant Village Manager may request a criminal records check through the Wisconsin Department of Justice or other appropriate agencies, prior to an offer of employment. A conviction, plea of no contest, plea of guilty, or pending charge which the candidate has acknowledged in writing, will not prohibit employment unless the circumstances of the offense are substantially related to the responsibilities or duties of the job for which the applicant is applying. If a criminal records check reveals a conviction, plea of no contest, plea of guilty, or pending charge the employee has failed to disclose when such information was requested on the application, the finding may constitute grounds for dismissal or refusal to hire the applicant.

The Village needs to complete a review of the prospective employee's driving record through the federal CDL Clearinghouse database if the position requires a CDL. This is a federal requirement for all positions requiring a CDL.

Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action of hiring.

The Police Department hiring process will be in accordance with department policy and Police Commission rules and regulations.

#### 2. C. 3. Pre-Employment Medical Examination

After a conditional offer of employment has been made and prior to commencement of employment, the Village may require persons selected for employment in some job classifications to successfully pass a medical examination (which may include testing for illegal and controlled substances). The purpose of the examination is to determine if the individual is physically able to perform the essential functions of the job without creating a direct threat to the health, safety or wellbeing of other employees or the public. The offer of employment may be conditioned on the results of the examination.

If a medical examination is required, all information provided to the Village will be maintained in confidence with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). All applicants required to take a medical examination will be required to sign the standard consent and release form permitting the examining physician to disclose the results of the physical examination to the Village. If the applicant questions the result of the physical examination, they will be given an opportunity to comment, submit conditional information including statements from other physicians, and/or request another physical examination (at the cost of the Village).

A candidate may be withdrawn from consideration if found physically unable to perform the essential functions of the position with reasonable accommodation; the candidate refuses to submit to a medical examination or complete medical history forms; or if the exam reveals the use of illegal and/or controlled substances.

#### 2. C. 4. Volunteers

Volunteers may be recruited by individual Department Heads to assist with the provision of Village programs/services. All volunteers must complete a Village application form including references if requested. All volunteers will be supervised by a regular employee or a designated volunteer supervisor. This section does not include volunteers appointed on a Village committee or board.

### **2. D. Employment Policies**

The Village is committed to complying fully with the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Immigration Reform Act, Health Insurance Portability and Accountability Act (HIPAA), Family and Medical Leave Act (FMLA), Worker's Compensation, and all other applicable federal and state laws.

The Village will hire individuals upon the basis of their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's knowledge, skills, and ability to perform the functions of the applied-for position efficiently and effectively. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

### **2. E. Policy on Hiring of Immediate Relatives**

Relatives of current employees of the Village will be considered on an equal basis for employment. However, you may not directly supervise, or be supervised by, an immediate relative (defined as your: spouse, domestic partner as defined by state FMLA, children and their spouses and children, parents and their siblings, siblings and their spouses and children,

grandparents, spouse's siblings and their children, or anyone living in your household; the foregoing categories include adoptive, step and foster relationships as well as the blood and marital relationships encompassed by these categories). Pursuant to Wis. Stat. § 111. 345, a spouse may indirectly supervise their spouse.

In the event that the marriage or cohabitation of employees places them in violation of this policy, they will be given the opportunity to decide between themselves which of them is to resign or, if feasible, they may be given the opportunity to transfer to a different position within the Village where this policy would not be violated. This policy does not provide any assurance or guarantee that another position in the Village will be available under such circumstances. If the employees fail to make this election within thirty (30) calendar days from the start of violation of this policy, the employee with the shorter length of service with the Village will be transferred or discharged. If persons employed by the Village as of 12/31/06 are married as of that date or prior, they will be exempt from this provision.

#### **2. F. Employees of Other Agencies**

Employees of other agencies who may be providing services to the Village under inter-local or other agreements shall not be considered employees of the Village even if they are supervised or assigned work by Village personnel.

#### **2. G. Employee Dress and Uniforms**

As a Village employee, your appearance reflects upon the Village. You are expected to present yourself for work in a well-groomed manner at all times, in attire appropriate to the position you hold, with safety in mind for the functions you perform. In general, employees should wear clean clothing without holes or inappropriate content. All general class employees can wear blue jeans on Fridays. Department heads can approve wearing blue jeans other days if appropriate. Public works and Police employees should follow the uniform policy established for their departments. Dress shoes and safety boots are proper footwear during the work week.

General class employees (excluding DPW employees) may wear tennis shoes on Friday or the end of working week due to holidays. Other footwear should be appropriate for the employee's position and duties. Issues with safety, appearance, or appropriateness shall be addressed by the department head. Dress pants, skirts and dresses that are appropriate length (knees or lower) and other professional slacks which are not see-through is allowable. Casual capris, jeggings, leggings, or anything see-through, frayed, or with cut-outs is not allowed. If you have questions about appropriate attire or appearance, please see your Department Head. Library employees adhere to the Dress Guidelines policy adopted by the Library Board. Police Department employees adhere to policies contained in the Police Department Policy and Procedure Manual. Public Works Department employees adhere to policies contained in the DPW Uniform Policy.

For Police command staff the employer shall pay to each employee a uniform allowance as shown below on the second check of each January. For Sergeants, the annual clothing allowance shall be what the patrol officers receive based on the union contract. For the Captains and Police Chief, the annual clothing allowance shall be what the detectives receive based on the union contract. These amounts shall be considered an expense reimbursement for tax purposes and shall not be included on each employee's W-2 form. Employees who separate from employment prior to the end of the calendar year shall be required to repay any unearned portion of the uniform allowance on a prorated basis based on the month the separation occurs.

For sworn Police Department employees-Sergeants, the Village agrees to reimburse any employee who damages their clothing or personal items while acting in their official capacity as a law enforcement officer, provided however, personal items that are replaced shall not be replaced for a cost exceeding two hundred and fifty dollars (\$250) ~~one hundred dollars (\$100)~~ per incident, subject to the approval of the Police Chief. Payment for these replaced items shall not be deducted from the officer's personal clothing allowance account. The Village will provide armor vests to Police Department personnel ~~Sergeants~~ who request them and function in a patrol or street assignment, referring to language reflected in

the active union agreement. Employees who have a vest provided by the Village shall be required to wear the vest at all times, unless the employee is in training, in court, teaching a class, or any other event which is mutually agreed to by the Police Chief or their designee and the employee that a vest is not required to be worn.

Uniforms with the Village emblem affixed to them shall be required to be worn by each regular employee on each working day in those departments in which uniforms are to be worn by employees. Village emblems to be attached to the uniforms will be provided by the Village. Village uniforms shall not be worn outside of working hours on personal time.

Uniforms, other than as outlined in department policy, shall not be worn unless permission is obtained from the Department Head/Village Manager.

#### 2. G. 1. Employee Uniform Reimbursement

Full-time employees, who are eligible to receive uniform reimbursement, shall be reimbursed upon presentation of receipts for the items purchased, in an amount which does not exceed four hundred dollars (\$425) per year. This reimbursement shall be for employee purchase of uniform items identified in the policies of the department in which the employee is working. The annual reimbursement account may be drawn upon as each employee purchases uniforms and submits validated paid receipts for the items purchased. If the employee decides to use the vendor provided by the Village, the vendor will submit the bill directly to the Village for payment.

Police Department employees shall be subject to the terms of Article XVIII of the currently active collective bargaining agreement between the Village and the Shorewood Police Association Local 307.

The Village will pay up to one hundred dollars (\$100) of the cost of safety lenses and up to seventy-five dollars (\$75) toward the cost of safety frames per year for all regular full-time employees who require prescription safety glasses. Should the lenses and/or frames be broken on the job, they shall be replaced by the Village pursuant to the above cost-sharing guidelines. The Public Works Director will be responsible for making the determination whether seasonal DPW staff require safety lenses for their tasks.

#### 2. G. 2. Employee Uniforms

Employees who wear uniforms are obligated to maintain their uniforms, keeping them clean, neat, and free of holes and frays.

#### 2. G. 3. Casual Dress Day

The Village Hall has a casual/jean day every Friday or the end of the work week. Although the day is termed "casual", Village employees are expected to dress in an acceptable fashion. Appropriate casual day dress shall be governed by applicable department policy. Shorts are not permissible unless position is working outdoors and granted by department head. Shirts should have a collar (dress crew, polo, or Henley) and should not display any inappropriate advertising, graphics, or slogans. Brand names such as Chaps and Guess and municipal memberships are permissible. All clothing must be clean, neat and free of holes and frays. Clean athletic shoes are permissible. Sandals that are of a professional appearance are permissible. Flip flops and open toed shoes are not permissible unless granted by the department head. If you have questions about appropriate attire or appearance, please see your Department Head. Public Works and Police Department employees must adhere to Department directives.

#### 2. H. Alcohol and Substance Abuse

The Village's philosophy on substance abuse focuses on two (2) areas:

- 1) a concern for the well-being of the employee; and

2) a concern for the safety of other employees and members of the public.

It is the policy of the Village of Shorewood to maintain a drug-free workplace. The manufacture, distribution, dispensation, possession, use or being under the influence of unlawful drugs or alcohol on Village premises, in Village vehicles, or during work hours by Village employees is strictly prohibited. Moreover, at no time will any employee enter an establishment during working hours to drink an alcoholic beverage. This does not apply to persons taking prescription drugs, as directed by a physician or dentist, provided such use shall not endanger the employee or others. It is the employee's responsibility to verify with their physician, dentist, or pharmacist whether or not a prescription or over-the-counter drug will impair performance and to notify their supervisor of the impairment and the period of time the medication will be used. The Department Head or Village Manager may elect to place an employee on a leave of absence if the Department Head or Village Manager determines that the use of the prescription or drug while on duty by the employee in question will constitute an imminent risk or danger to the employee in question, other Village employees or members of the public. Such a leave of absence will be on a paid or unpaid basis as determined to be appropriate by the Village Manager or their designee. The Village will take all steps necessary and reasonable to accommodate employees whose disabilities require them to take legal drugs.

Availability of Rehabilitation or Treatment: As part of the employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Village is fully committed to helping employees who voluntarily come forward to overcome substance abuse problems. In many cases, the expense of treatment may be fully or partially covered by the Village's insurance program. In recognition of the sensitive nature of these matters, all discussions will be kept confidential.

When Employee is Under the Influence: Although the Village is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee is under the influence of drugs or alcohol on the job. "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or a combination of a drug and alcohol in a detectable manner. The symptoms of influence are not confined to those consistent with misconduct, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, in some cases, by a layperson's opinion.

An employee may be required to submit to alcohol, illegal or controlled substance testing when the Village has reasonable suspicion that the employee is under the influence of controlled substances or alcohol while on the job. Employees that agree to take the test must sign a consent form, authorizing the test and the Village's use of the test results for purposes of administering its disciplinary policy. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination. Tests are paid for and are the property of the Village. The examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law and regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies or the employee's doctor.

The presence of any detectable amount of any illegal drug in an employee while performing Village business or while in a Village facility is strictly prohibited.

Substance Abuse Policy for Operators of Commercial Motor Vehicles: Village employees who hold commercial driver's licenses (CDL) and who operate commercial motor vehicles while employed by the Village are subject to additional rules and regulations imposed by the Federal Government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:

- o Pre-employment;
- o Reasonable suspicion;
- o Post-accident;
- o Return to duty testing; and
- o Random testing

CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination. CDL holders should consult the Village Manager for additional details concerning these rules.

Disciplinary Action: Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, illegally manufacturing, or selling them on premises and work sites. Employees should note that a violation of this policy can result in disciplinary action, up to and including termination, even for the first offense.

Non-Discrimination: The Village maintains that it will provide a drug free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under federal, state or local laws. The Village will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the Village (which arrest did not lead to conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the Village.

Anyone having questions about this policy should contact their Department Head.

Safety Committee: A safety committee, consisting of representatives of different departments or within a department, which may discuss work related safety issues, may be established if deemed necessary by the Village Manager and Department Heads.

### **2. I. Employees Contacting the Village Manager**

All Village employees have the right to go straight to the Village Manager to discuss their concerns over any work-related issues. The Village Manager will have the discretion of how to proceed based on the concerns raised by the employee.

### **2. J. Whistleblower Protection**

- o Section 1007 of the Sarbanes-Oxley Act provides certain protections for whistleblowers and criminal penalties for actions taken in retaliation against whistleblowers. The Act makes it illegal for an employer to retaliate against a whistleblower. The Act also prohibits any person with the intent to retaliate from knowingly taking any action harmful to any employee, including interference with lawful employment or livelihood of any person, for providing a law enforcement officer any truthful information relating to the commission or possible commission of any federal offense.
- o A whistleblower can be defined as an employee who reports suspected illegal or unethical activities within an organization.
- o Employees are encouraged to report unlawful or unethical activities related to the following:
  - o Competition for, or negotiation of, a contract or grant
  - o Abuse of authority
  - o Gross waste of funds

- Gross mismanagement of a contract or grant
  - Fraud
  - Embezzlement
  - Theft
  - Improper destruction of records
  - Providing false information
  - A substantial and specific danger to public health or safety
  - Misconduct
- Even if claims are subsequently found to be unfounded, the Village will not reprimand, discharge, demote, discriminate against, or otherwise retaliate against the person making such reports as long as the person has acted in good faith and with a reasonable belief or suspicion that an unlawful or unethical activity exists. Any allegations that prove not to be substantiated and which prove to be made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to including termination of employment.
  - Village will not take or threaten to take disciplinary or other retaliatory action against any employee for good faith cooperation with or release of information to appropriate law enforcement authorities or other entities authorized to receive such cooperation or information consistent with any applicable law or rule of professional conduct.
  - If an employee has a problem with a coworker, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, the employee will then be asked to go through the chain of command as outlined in this section.
  - An employee who seeks to report a suspected unlawful and unethical activity shall report the activity to their immediate supervisor unless the activity involves their supervisor, which the allegation should be directly reported to the Village Manager; the supervisor shall immediately report the allegation to the Village Manager, unless the allegation involves the Village Manager or Library Director, in which the supervisor shall report the allegation to the President of the Village Board or Library Board.
  - The Village Manager, or in the alternative the President of the Village Board, shall investigate the allegation and shall undertake such actions as may be necessary and proper to determine whether the allegation is justified. If the allegation involves library operations, the Library Director or President of the Library Board shall investigate. If appropriate, the person reviewing the allegation shall make a report to the Village Board relative to the resolution of the matter and shall detail how the problems have either been resolved or why no resolution was deemed necessary. To the extent possible and consistent with an effective investigation, every effort shall be made to keep the matter confidential until the investigation is completed so as to avoid unjustified damage to any person's reputation.

### **3. Pay Practices** {See Appendices "M" and "N"}

#### **3. A. Salary Determination**

The Shorewood Village Board established a salary policy that encourages employee career growth by establishing a grading system reflecting compensation levels based on skill and responsibility. This includes the establishment of schedules, hourly salary ranges and monthly exempt salary ranges, which can be found in the Appendices section of this manual. These ranges and guidelines provide a basis for employee performance and responsibility. The Village Manager is directed to implement this policy and provide the Village Board with updated schedules as necessary. The Library Board sets the salary range for library employees. For more information regarding the Village's salary determination/merit pay policy, see the Appendices section of this manual.

### **3. B. Time Sheets**

Time sheets must be submitted in compliance with the timesheet policy found in the Appendices section of this manual. The Village Manager may request that the Department Head detail in writing any time sheet data showing inconsistencies.

The use of time clocks for the purpose of record-keeping shall be at the sole discretion of the Department Head and Village Manager.

The time sheet must be an actual reflection of time worked and/or leave taken. With the exception of a planned leave, time sheets should not be filled out in advance of hours worked. In order to receive compensation, overtime work must be approved in advance, except in the case of an emergency. Knowingly falsifying time sheet information may lead to disciplinary action up to and including termination.

### **3. C. Pay Period and Pay Day**

#### **3. C. 1. Pay for Regular Full-Time Employees**

Unless salaried, regular employees shall be paid their hourly rate multiplied by the number of hours worked. Time earned shall be calculated to the nearest quarter of an hour.

#### **3. C. 2. Pay for Regular Part-Time Employees**

Unless an employee is a salaried employee, the employee shall be paid only their hourly rate multiplied by the number of hours actually worked. Time earned shall be calculated to the nearest quarter of an hour.

#### **3. C. 3. Pay for Exempt Salaried Employees**

Exempt employees shall be paid their yearly wage divided by 26 pay periods. Fringe benefits such as holidays, sick leave and vacation are also given and will be posted through the time sheet process.

#### **3. C. 4. Pay for Non-Exempt Employees**

Non-exempt hourly employees will be paid their hourly rate multiplied by the number of hours worked. Fringe benefits such as holidays, sick leave and vacation are also given and will be posted through the time sheet process.

#### **3. C. 5. Pay for Part-Time/Seasonal/and Other Temporary Employees**

Employee shall be paid their hourly rate multiplied by the number of hours worked.

#### **3. C. 6. Overtime Pay**

Time worked in excess of the employee's normal forty (40) hour work week shall be compensated at a rate of one and one-half (1-1/2) times the employee's base rate of pay for hourly (nonexempt) employees. Forty (40) hour work weeks shall include previously scheduled time off as approved by the Department Head/Supervisor. Overtime shall be paid as a part of the regular payroll period in which it was earned. Double time shall be paid at twice (2x) the straight time rate to hourly public works employees for overtime worked on Sundays and holidays. Double time shall be paid as part of the regular payroll period in which it was worked. Overtime work for employees will be assigned by the immediate supervisor as the need arises. Employees are required to work overtime when directed by their supervisor. Prior approval of all overtime worked by an employee must be secured from the employee's immediate supervisor.

#### **3. C. 7. Shift Differential Pay**

Shift differential pay shall mean payment for an assignment to an 8-hour period on a temporary basis on a regular shift after 3:30 PM or prior to 7 a.m., and shall only apply to an assignment for street sweeping. Whenever an

individual is assigned to a regular scheduled work period on a temporary basis as provided above, a \$1.00 per hour shift differential payment shall be made.

### 3. C. 8. Pay Periods

The pay period for hourly employees is every two (2) weeks on every other Friday for the period ending with the Saturday of the preceding week.

### 3. C. 9. Direct Deposit

Full service direct deposit is required of all newly hired employees. Banking information must be provided to the Village Manager's Office within 10 days after first working day.

Election Inspectors and other paid volunteers will be provided paper checks as they receive limited checks.

The Village shall not be responsible for delays in payments due to lost, stolen or misdirected mail or for other reasons beyond its control. The Village shall not be responsible for payroll delays caused by bank processing or deposit errors or delays.

The Village requires each employee to provide an email address and receive their payroll check stub electronically.

## **3. D. Deductions**

Automatic payroll deductions shall be made as required by applicable State and Federal Law.

When an employee is hired, the following information must be submitted to the Village Manager's Office prior or on the employee's first workday:

- I-9 (includes either passport or social security number along with photo identification)
- W-4 Federal Withholding Certificate
- Wisconsin Withholding Exemption Certification
- Information for pension deduction
- Emergency contact information

Other compulsory deductions currently include Medicare and OASDI. Optional deductions include, but may not be limited to:

- Health and dental coverage
- Vision coverage
- Flexible spending accounts
- Life Insurance
- Short-term disability and long-term disability
- Deferred compensation plans as approved by the Village Manager

Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported on a Personnel Action Form and submitted to the Village Manager's Office immediately. It is the employee's responsibility to promptly report these changes to the Village Manager's Office. All changes must be completed 5 working days prior to processing payroll in order for changes to be reflected.

## **3. E. Social Security Program**

The Village is subject to Social Security and will comply with all applicable laws.

## **4. Career Development**

### **4. A. Position Descriptions**

Position descriptions for each department are kept and maintained by the Assistant Village Manager with assistance from the respective Department Heads.

### **4. B. Employee Evaluations**

To achieve the Village's goal to train, promote and retain the best qualified employee for each job, the Village provides a formal employee performance evaluation process. The evaluation is part of an employee's official personnel file and may be a factor in determining employee development, training needs, validating selection procedures, determining wage increases, promotions, demotions, and transfers. The evaluation process may also be used in coordination in planning for layoffs or termination proceedings. Each employee should be given a formal written performance evaluation at least once annually. The Village Board will establish yearly goals for the organization. Those goals will be tailored to each employee's goals and the evaluation will be based on the employee's goals. Additional reviews may be conducted. Performance review guidelines are designed to be flexible to best allow for open communication and best meet organizational or departmental needs. Department Heads are required to utilize the Village standard employee evaluation. Any alterations to the standard form or a different form must be approved by the Village Manager.

Employees shall be given every opportunity to respond to any points of disagreement with the evaluation. The Supervisor, Department Head and/or Village Manager will meet to review and clarify performance rating upon request of the employee. A final rating shall be determined by the Department Head in the event of a disagreement by the employee. The evaluation process will be reviewed periodically to determine if it meets organizational goals and updated as necessary by the Village Manager with the approval of the Village Board.

Written disciplinary notices shall remain a part of the employee's personnel file and shall not be removed until it is determined at the sole discretion of the Department Head and Village Manager, that removal of the notice is necessary or appropriate.

### **4. C. Staff Training**

The Village recognizes the mutual benefits derived from personal growth and increased work competence and thereby encourages staff to pursue applicable training opportunities. At the discretion of the Department Head, and/or the Village Manager or their designee, the Village may provide partial or full payment for costs associated with the employee's attendance at training workshops and seminars that are directly related to Village employment, including the requirement to obtain or maintain specific licenses or certifications and to develop staff resources. All requests are contingent upon availability of funds. Whether training time is paid or unpaid (compensated or uncompensated) depends on the nature of the training (mandatory or voluntary) and will be determined in accordance with state law. Wages received while in training will be limited to eight (8) hours of straight time per day. Reimbursement procedures can be found in the Appendices section of this manual.

### **4. D. Promotions and Demotions**

An employee who is promoted to a higher classification is subject to an orientation period of up to twelve (12) months. If upon determination by the Village Manager or Department Head that the employee does not meet the position's goals and objectives, the employee may be allowed to assume their previous classification or one in a similar or lower

classification with related wages and benefits if a position is available. Upon a finding by the Village Manager or Department Head that a salaried/exempt employee does not meet the goals and objectives of the position, the employee may be allowed to assume a position in a lower classification with wages and benefits assigned to the lower classification if a position is available. Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action.

#### **4. E. Layoffs**

Layoffs may occur due to lack of funds or work, elimination of the position, financial reasons, or other reason determined at the sole discretion of the Village.

In selecting employees for layoff, the Village will consider the qualifications, experience, skill, ability, disciplinary record, years of service and job performance of individuals considered for layoff. Employees who are laid off do not have any right to bump another employee who has not been selected for layoff by the Village.

If the Village chooses to recall an employee previously laid off, the notice of recall shall be mailed to the last known address of the employee. Employees on layoff are responsible for notifying the Village of any changes in their mailing address. Employees do not have any right or expectation of being recalled to work for the Village. The Village, in its sole discretion, retains the right to hire employees to fill the positions of laid off employees.

Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action.

#### **4. F. Resignations**

Employees of the Village may resign by submitting a written letter of resignation to their Department Head and/or the Village Manager stating their planned final day of work, (also the effective date of resignation). Vacation leave balances will not be allowed to extend employment, so the employee shall carefully consider their last day before submitting their resignation. Except for a retirement, the resignation letter must be received at least 14 calendar days prior to the effective date unless the Department Head or Village Manager agrees to a shorter period.

An employee who resigns and gives 14 calendar days prior notice will be paid their actual accrued vacation credit or other credits if applicable. If the employee does not give 14 calendar days' notice, gives less notice than is mutually agreed upon, or uses leave during the remaining 14 calendar days of employment which is not supervisor approved or not FMLA eligible, the employee forfeits payout of any vacation credit. The letter of resignation shall become part of the employee's personnel file.

Employees announcing retirement must give 30 calendar days of written notice prior to resignation to receive their prorated remaining vacation credit or other credits. Failure to comply with the 30 calendar days shall cause said employee to forfeit payout of any remaining credits if not used before retirements. The announcing retiree, however, may be allowed to utilize leave during their remaining 30 days of employment subject to supervisor approval.

Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action.

#### **4. G. Personnel Files**

The Assistant Village Manager shall be responsible for the maintenance of the official personnel files for all Village employees. These files shall contain the complete employment history of each employee during employment with the Village. The personnel files shall contain, but not be limited to: employment application, dates and records of injuries,

commendations, education, and special training received at Village expense, reprimands, performance evaluations, wage data, promotions and other relevant personnel documents. Employee medical records will be kept in a separate file and kept confidential as required by law. The privacy of employees' personnel files will be governed and administered in accordance with federal and state law. Police Department Personnel files will be kept at the Police Department in a separate locked file in the Chief of Police's office. Library personnel files will be kept at the Library in a separate locked file cabinet.

**4. G. 1. Employee Inspection or Copying of Personnel File**

Employees are permitted to inspect and copy any material which is contained in their personnel file, provided that they submit a written request to the Department Head, Assistant Village Manager or the Village Manager.

**4. G. 2. Modifying Personnel File Information**

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

**4. H. Change of Name, Address, Marital, or Family Status**

Employees shall report all changes in name, address, telephone number and marital or family status to their supervisor. The changes will be filed in the official Village personnel files.

**4. I. Retirement**

Upon retirement after qualifying years of service, an employee may be eligible for additional benefits or recognition. Employees should check with the Assistant Village Manager for additional information regarding such benefits.

## **5. Hours of Work and Overtime**

**5. A. Working Hours**

The normal work week and [daily work](#) hours are established by the applicable Department Head.

**5. A. 1. Lunch/Meal Period.** Unless determined otherwise, at the sole discretion of the Department Head and Village Manager, the lunch/meal break shall be an unpaid thirty (30) or sixty (60) minute duty-free break, depending upon the Department in which the employee works.

**5. A. 2. Library Break Leave.** If workload permits, employees working four (4) hours or more may take one fifteen (15) minute break. Breaks cannot be accumulated or used to lengthen a lunch hour or shorten the workday. If an employee works through their break, they will not receive additional compensation. It is the responsibility of the Director, Supervisor, or Librarian in Charge to ensure that adequate staff coverage is provided at all times and that breaks do not compromise customer service.

**5. B. Work Schedules**

Department Heads should notify the Village Manager weekly about their work schedule. The schedule, at a minimum, should indicate vacation days, times out of the office for seminars or other meetings, and general availability. The calendar is used to help front line staff perform quality customer service and allow the Village Manager to efficiently manage the Village and locate individuals.

### **5. C. Overtime**

The Village of Shorewood considers the standard work week to be forty (40) hours per week. Those employees who work over forty (40) hours a week and who are not exempt employees will be paid at the rate of one and one-half times (1-1/2) their regular rate of pay. Forty (40) hours shall include holiday pay and previously scheduled time off, as approved by the Department Head/Supervisor.

Overtime shall be determined and approved, in advance, by the employee's Department Head. The Village Manager, Department Heads and exempt personnel as defined by the Fair Labor Standards Act shall not receive overtime.

### **5. D. Compensatory Time**

#### **5. D. 1. Non-Exempt Employees**

In lieu of cash payment for overtime hours worked, employees may elect to take compensatory time off with pay. Compensatory time off will accumulate at the rate of one and one-half (1 ½) hours for each overtime hour worked. Non-Exempt employees may accumulate a maximum of 40 hours in a calendar year, and once that number has been earned, the employee shall earn no more. Compensatory time must be used within the same calendar year in which it was earned. DPW employees who are on the after-hours call list may accumulate up to an additional 16 hours for a calendar year. The compensatory time must be scheduled at a time which is mutually convenient to the Village and employee and be approved by the Department Head and/or the Village Manager. Overtime, which is to be taken as compensatory time, must be so indicated on the employee's time sheet. Compensatory time not taken by the end of the year may not be carried forward and shall be paid out in cash at the rate of pay at which it was earned on or before February 1 of the following year.

Police Department non-sworn personnel may carry-over up to twenty-four (24) hours of comp time from one calendar year to another after written request to, and approval by, the Chief of Police. Compensatory time thus approved will not be paid out in cash.

#### **5. D. 2. Exempt Employees**

Exempt employees are expected to work hours outside of the normal workday including occasional night meetings or weekend events. Schedule adjustments may be made to account for these obligations. This time is not meant to be a one-to-one match of extra hours worked. Time off over four (4) hours at a time should be requested in writing and approved by the Department Head and/or the Village Manager one week in advance of the time off. Schedule adjustments, such as a weekday off may be requested based under special circumstances, i.e., working a full day on the weekend. Exempt Library employees working as Librarian in Charge at night or on weekends may take a one-to-one match of hours off.

### **5. E. Standards of Attendance**

Employees are expected to be present for work on all scheduled workdays and to report on time. If you are going to be absent from or tardy to work, it is your responsibility to contact your supervisor as soon as possible. Except where your department rules provide otherwise, you are generally required to notify your Department Head or immediate supervisor, with adequate notice before the start of your scheduled work period, that illness or some other condition will prevent you from being on time or working that day. Check with your supervisor for specific details on timely reporting requirements and specific call-in procedures for your department. If you are ill and expect your illness to be prolonged, keep your supervisor advised as to your condition on a daily basis.

In addition, employees are expected to abide by the following attendance policy rules:

- Employees will not be allowed unexcused absences or tardiness.
- Employees shall not leave early and must be at the assigned work area at the start or end of shifts, breaks, and meal periods.
- Employees will be at their assigned work areas at the time designated by their immediate supervisor.
- Employees will not leave the place of work during working hours without authorization. Employees will not waste time or loiter.

**5. F. Requests for Time Off Without Pay (other than under the Family and Medical Leave Act)**

Requests for time off without pay must be made to the Department Head or their designee who will forward it to the Village Manager or Assistant Village Manager for final approval or denial. The request will generally be acted upon within one (1) day of receipt. Requests for time off without pay for one day should be made 48 hours before the needed time off. If more than a day is requested, then one (1) week notice is needed. A month notice is needed for time off of a week or more, unless an exception to the required advance notice period is unless approved by the Department Head in advance.

All vacation, compensation time, personal time, or applicable holiday time must be used before taking any time off without pay. If an employee uses up all of their vacation, compensation time, and personal time in a given year, they generally cannot take unpaid time off except for an emergency situation or pursuant to the Family and Medical Leave Act. Any unpaid time off shall not exceed eight (8) hours in any one year, unless approved by the Village Manager and/or Department Head as described in section 7. G.

Part-time employees requesting time off should have arrangements made for covering the days off and have approval from the immediate supervisor.

Police Personnel— Police should refer to the department policy in requesting time off.

Unless state or federal law requires otherwise, during a leave of absence without pay, no benefit shall be earned including, but not limited to vacation, holidays, sick leave, and seniority. Employee is also required to pay for health insurance if coverage is to be maintained by the Village during leave of absence unless the law requires otherwise.

**5. G. Court Pay for Police Sergeants**

A recall of a Sergeant to duty for any reason will be paid at the rate of time and one-half (1-1/2) with a minimum guarantee of three (3) hours. A guaranteed minimum of three (3) hours at time and one-half (1-1/2) will be paid for court time for all off duty Sergeants.

Any Sergeant who is ordered to be on a standby status by the Police Chief or by the court shall receive compensatory time off for that time on a straight time rate basis. Each member shall notify the Department Shift Commander at the start and conclusion of the “standby” period. Any Sergeant who fails to give notification as above set forth and give the shift commander such information as they may require, shall forfeit “standby overtime.” Sergeants who are in court and are told to be on standby will not have the option of remaining at court at the overtime rate.

**6. EMPLOYEE BENEFITS**

**6. A. Eligibility for Benefits**

Regular full-time employees are eligible for the benefits as described in this section of the Manual or, if covered by a labor agreement with the Village, the benefits as outlined in the labor agreement.

Regular part-time employees who are scheduled to work twenty (20) or more hours per week year-round are eligible for prorated (to their normal weekly schedule) vacation, sick and holiday benefits as described in this manual. This schedule also applies to part-time employees at the Police Department who work a 2-4 schedule. Part-time Library employees working less than 20 hours per week who were hired prior to April 1, 2006 are eligible for prorated vacation, sick time, floating holidays, and holiday pay.

Part-time/seasonal/temporary employees are only eligible for benefits required by law.

## **6. B. Holidays**

**6. B. 1. Holidays for management staff and general classification-** Paid holidays are granted to all regular full-time employees as provided in employee contracts, collective bargaining agreements and Village ordinances. All employees, who are on a 40 hour per week, 5-2 work schedule (work 5 days, off 2 days), shall be paid eight hours' pay at straight time for the following holidays:

- New Year's Day (January 1, every year)
- Spring Holiday (Friday before Easter)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19, every year) – currently only for non-represented employees
- Independence Day (July 4, every year)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving (Day After Thanksgiving)
- Christmas Eve Day (December 24, every year)
- Christmas Day (December 25, every year)
- New Year's Eve Day (December 31, every year)

Non-DPW employees who are required by the Village Manager or department head to work during one of the above holidays shall be granted one floating holiday in addition to the two (2) granted to employees each calendar year. Library employees work the Spring Holiday and are granted one floating holiday in addition to the two (2) granted to employees each calendar year. If the employee is required by the Village Manager to work Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, or New Year's Eve Day, the floating holiday may be used in the following calendar year.

All employees who are on a 4-2 work schedule will be paid based on the agreed contract language with the Police union.

All other employees who work an average of at least twenty (20) hours per week will have their holiday hours prorated accordingly.

Employees in the Clerk's Department may be required by the Department Head/Village Manager to work on New Year's Eve day. Under such circumstances, the employee(s) in question shall be granted the additional floating holiday which is referenced herein.

Employees must work the day before and the day after the designated holiday, unless a scheduled compensated day off has been previously approved by the employee's supervisor.

If a holiday falls on a weekend day, Village and Library staff will be awarded a holiday either the Friday or Monday before/after the weekend. If the Library does not close on a weekday before or after the holiday weekend, Library employees will receive an additional floating holiday for that year. The additional floating holiday will be awarded at the beginning of the same calendar year the weekend holiday exists. To receive the extra day, the employee must be currently employed at the Library at time of the holiday. If the employee separates from service before the weekend holiday, and the employee expended the floating holiday, the time will be deducted from the employee's final paycheck.

**6. B. 2. Holidays for Sergeants** - Employees shall receive eleven (11) holidays, the same holidays identified in the Police union contract, under the following provisions:

- At the discretion of the Chief, the holidays may be given in the form of straight time, or the holidays may be paid as provided in paragraph 2 below. Whenever possible the Chief shall give consideration to the request of the employees of the department with regard to such holidays. Holidays in the form of time off will not be assigned unless requested by the employee.
- Payment for holidays not taken or previously requested and approved shall be made on the last pay period in October on a separate paycheck and shall be for eight (8) hours at straight time. Calculations for holidays will be made on an October 1 cut-off date in each calendar year to be paid on a separate check.
- For purposes when an employee first begins employment or resigns employment with the Village, an employee will accrue holidays when they occur in the calendar based on the ten holidays listed for general employees. President's Day will serve as the additional holiday sergeants are able to accrue.

**6. B. 3. Floating Holidays** - Employees who are on a 5-2 work schedule shall receive two (2) floating holidays to be used within each calendar year.

Library employees receive (2) floating holidays to be used within each calendar year. Library employees receive one additional floating holiday in lieu of the Spring Holiday (Friday before Easter) awarded to other Village employees. To receive the extra day, the employee must be currently employed by the Library at the time of the Spring Holiday.

**6. B. 4. Additional Earned Time Off** – General classification employees who work for six (6) months without taking a leave of absence, using sick leave (excluding FMLA, Worker's Compensation, injury leave, or for partial day absences to attend to pre-approved doctor appointments), or being tardy or suspended shall be awarded one (1) floating holiday to be used in the subsequent six (6) months or time frame as provided in employee contracts, police collective bargaining agreement and Human Resources Manual. The six (6) month periods for law enforcement personnel and general classification are: January 1 through June 30 and July 1 through December 31. Employees should 1) notate on their timesheet when using Sick Leave for approved absences, 2) provide documentation to prove eligibility for the additional floating holiday to supervisor or department head review at the end of the qualifying period, and 3) have their department head request this additional awarded time within 30 days following the end of the qualifying 6-month period.

## **6. C. Annual Vacation Leave**

**VACATION** – (Regular Full-Time and Regular Part-Time, working twenty (20) hours or more per week)

Paid vacation is granted based upon length of service as provided in the Village of Shorewood Human Resources Manual and is subject to the following rules:

- Ordinarily vacation leave must be taken during the calendar year in which it is earned and may be taken in advance of the employee's anniversary date of appointment if necessary to meet the service needs of the Village. Vacation time will not be permitted to accrue to an amount beyond that granted annually, except under unusual workload circumstances when it has become impractical for the employee to take their vacation time while meeting the service needs of the department. Full-time employees will be allowed to carry over up to 40 hours of vacation to the following year, and any unused Vacation hours (40 hours or fewer) will be carried over to the following year. Regular employees who work less than 40 hours per week can carry over a prorated amount of vacation that does not exceed the average number of hours they work per week. The vacation carry over time must be used the following year or it will be forfeited. Any vacation carry over requests for over 40 hours due to extenuating circumstances should be approved by the department head and submitted to Payroll within 10 days of the end of the calendar year.
- Vacations shall be taken with the approval of the Department Head so that at all times each department can function efficiently and fully during the calendar year. Vacation requests should be submitted in writing in advance, as required by departmental policy.
- The appropriate amount of vacation time – as determined by the schedule in this section – will be added to an employee's vacation accrual bank the first full pay period of the calendar year. If an employee is hired and starts mid-year, the employee will receive on their first pay period a prorated amount as indicated in the tables below (unless suggested otherwise in an employment contract or personnel action form) based on the amount of days remaining in the calendar year.
- Payroll will add each employee's accrued amount of vacation through their next anniversary date at the beginning of each calendar year.
- If an employee has provided sufficient advance notice of their resignation as set forth in Section 4. F., regular full-time and regular part-time employees whose Village employment ends shall be compensated for unused vacation time based on the accrued time earned up to the last date of Village employment. Human Resources should look in the employee's personnel file to see if vacation was awarded in their first year or not to determine final compensation if the employee has unused vacation time accrued.
- For regular full-time and regular part-time employees whose Village employment ends and use more vacation time than they have accrued (calculating from the first of the year to their separation date), the Village will deduct any non-accrued time from the employee's last paycheck.
- When a holiday falls during an employee's vacation, it shall not count against the vacation entitlement.
- In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of their absence, earned vacation time must be used for this purpose.
- An employee who moves from one position to another in the Village service shall be credited with their accumulated vacation leave in their new position.
- No credit for vacation leave shall be granted for time worked by an employee in excess of their normal work week.
- Vacation credits shall not be earned by an employee during their leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensatory status.
- Paid vacations shall be granted to General Class employees, as shown below, per contract, or ordinance,
- Paid vacations shall be granted to General Class employees as follows:

	Non-Exempt	Exempt
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Service	Vacation award	Vacation award
< 1 yr	prorated 10 days	prorated 15 days
1 yr	11 days	16 days
2 yrs	12 days	17 days
3 yrs	13 days	18 days
4 yrs	14 days	19 days
5-6 yrs	15 days	20 days
7-9 yrs	17 days	22 days
10-14 yrs	20 days	25 days
15-19 yrs	23 days	28 days
20+ yrs	25 days	30 days

- o Paid vacations shall be granted to Library Employees as shown below:

	Non-Exempt	Exempt
Service	Vacation award	Vacation award
< 1 yr	prorated 10 days	prorated 15 days
1 yr	11 days	16 days
2 yrs	12 days	17 days
3 yrs	13 days	18 days
4 yrs	14 days	19 days
5-6 yrs	15 days	20 days
7-9 yrs	17 days	22 days
10-14 yrs	20 days	25 days
15-19 yrs	23 days	28 days
20+ yrs	25 days	30 days

- o Vacation pay for regular part-time employees who work an average of twenty (20) hours per week or more shall be granted by prorating the amount of time worked compared to the vacation received by full-time employees of the same classification.
- o Unused vacation pay of deceased employees shall be payable to the surviving spouse, next of kin, or estate.
- o In addition to the conditions which are stated in this section of the Human Resource Manual, vacation entitlement and procedures shall be subject to the policies which are stated for the respective department in which the employee is working.

**VACATION – (Captains and Sergeants)**

- o Paid vacations shall be granted to captains and sergeants as follows:

	Sergeants (eligible for overtime and comp time)	Captains
Service	Vacation award	Vacation award
< 1 yr	prorated 10 days	prorated 15 days

1 yr	11 days	16 days
2 yrs	12 days	17 days
3 yrs	13 days	18 days
4 yrs	14 days	19 days
5-6 yrs	15 days	20 days
7-9 yrs	17 days	22 days
10-14 yrs	20 days	25 days
15-19 yrs	23 days	28 days
20 yrs	25 days	30 days
21 yrs	26 days	-
22+ yrs	27 days	-

- o Vacation allowances shall not be accumulated from year to year.
- o Unused vacation pay of deceased employees shall be payable to surviving spouse, next of kin, or their estate.
- o Any period of layoff or unpaid leave of absence, except family and medical or military leave if required by law, where such layoff or leave exceeds 60 days, shall not be considered in determining continuous service.
- o Vacation selection shall be in accordance with the procedure set forth in the Vacation Selection Schedule, as agreed between the police supervisors and Village of Shorewood.
- o Only one supervisor ~~per shift~~ shall take vacation at one time, unless approved by the Police Chief.
- o No vacation may be taken the last two (2) weeks of the year unless pre-approved by the Police Chief.

#### **6. D. Fringe Benefits**

If you are a regular, full-time employee, you are entitled to fringe benefits as outlined in Sections E through L. If you are a regular, part time employee who works on average 20 or more hours per week, you are entitled to prorated fringe benefits as outlined in Sections E through L. For prorated benefits, the employer will contribute the prorated portion of Village costs associated with regular full-time employees. These benefits are in addition to your salary and should be considered as such.

#### **6. E. Health Insurance**

##### **6. E. 1. Health Insurance – Management Staff and General Classification Staff**

- o The Village shall offer a group health insurance program to all regular full-time employees. Part-time employees, who work on a regular basis at least twenty (20) hours per week, including Police Department employees who work a 2-4 schedule, may be included under the Village's health insurance program subject to the provisions below.
- o Employees will be eligible for this benefit effective the first of the month following thirty days of employment.
- o The Village shall offer two health insurance plan options.

**The standard plan.** Regular full-time employees shall contribute fifteen percent (15%) of the health insurance premium through payroll deduction, except as required by law. However, those regular full-time employees who successfully complete the Wellness Scorecard along with successful completion from spouses for those on the family plan are eligible to contribute only ten percent (10%) of their health insurance premium for the upcoming

year. An employee starting employment with the Village or employees that complete the wellness scorecard but the spouse selects not to participate on the family plan will contribute at the twelve percent (12%) level. Those starting employees who begin after June 15 will have the option of staying at the 12% level for one additional year unless they would like to complete the Wellness Scorecard in order to contribute at the 10% level for the next year. Employees internally promoted and were either a union employee or not eligible for health insurance will be treated the same as a new employee when determining their health insurance contribution level. Union employees shall contribute the level as indicated in the Police Union Contract.

**The high deductible plan.** Regular full-time employees shall contribute ten percent (10%) of the health insurance premium through payroll deduction, except as required by law. The Village will provide a contribution toward an employee's health savings account (HSA) in the amount of \$400 to those employees on a single plan and \$1,200 to those employees on a family plan. These amounts will be provided in quarterly increments to all employees on the high deductible plan during the first payroll period of every quarter (January, April, July, October). Employees who start mid-year will receive their first HSA contribution when the next quarterly increment occurs. Employees who are eligible and complete the Wellness Scorecard will receive an additional \$500 (single plan) or \$900 (family plan) in their health savings account from the Village. Spouses that also complete the wellness scorecard in addition to an employee's completion will be awarded an additional \$600 in their health savings account. The wellness contributions to an employee's HSA will be given to an employee in biweekly increments (every pay period), and employees who resign mid-year will only earn up to the amount distributed in their accounts earlier in the year. The employee is able to contribute additional funds up to the federal limit. Union employees shall contribute the level as indicated in the Police Union Contract.

- Regular part-time employees who work more than 20 hours per week shall contribute a prorated amount. The prorated amount is computed by taking the contribution dollar amount the Village contributes for a full-time employee, multiplying it by the number of hours per week the regular part-time employee works and dividing it by 40 hours per week. Those regular part-time employees who successfully completed the Wellness Scorecard can pro-rate their contribution amounts based on the Wellness incentive identified in section 6. E. 1. 3. Health savings account contributions will also be prorated based on this formula.
- The Village shall have the right to select, from time to time, the insurance carriers or health plans to be included in the Village's group health insurance program. The Village shall notify all employees of any such change within a reasonable period of time thereafter.
- All employees shall be required to provide the Village with a verification of present coverage under any health insurance policy other than that provided by the Village.
- An opt-out payment of two hundred and fifty dollars (\$250) per month will be given to regular full-time employees who decline the Village health insurance coverage. Police command staff will also be eligible for the \$250 opt-out payment if they elect single coverage when they qualify for family coverage. Employees who elect this option must notify the Village by November 1 of the year preceding the change or by the end of the open enrollment cycle and must retain this "opt-out" option unless the employee becomes subject to a qualifying event as defined by the plan document or applicable federal statutory or regulatory directive.

#### 6. E. 2. Health Insurance Retirement Benefit

- Qualified retirement means the retirement meets the criteria to be considered a retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

- Upon qualified retirement, employees with twenty (20) years of service to the Village who are not Medicare eligible and will agree to:
  - Select a group health insurance plan offered by the Village; and
  - Apply all unused accumulated sick leave credits after the sick leave hours are converted as described in Section 6. M. toward the retiree's portion of the cost of health insurance premiums.
- The employee may remain as a participant under the Village's group health insurance program until they become eligible for Medicare. If the retiree obtains other employment where health insurance is offered, said retiree shall forfeit eligibility for participation with the Village's group health insurance program. The Village will pay a portion of the retiree's health insurance premiums if the following conditions below are met. In all cases, the Village's portion is capped at the dollar amount paid by the Village as of the employee's date of retirement. The portion of the retiree's health insurance premium that the Village will pay is as follows:
  - Employees hired on or after November 1, 2012 shall receive no portion of the health insurance premium as of the employee's date of retirement.
  - Employees hired before November 1, 2012 and on or after January 1, 2002, retiring with at least twenty-five (25) years of service to the Village-the Village will pay 50% of the single health insurance premium or 25% of the family health insurance premium as of the employee's date of retirement.
  - Employees hired before January 1, 2002, retiring with at least twenty (20) years of service to the Village-the Village will pay the full single health insurance premium or 50% of the family premium as of the employee's date of retirement.
- Additionally, the election to continue health insurance coverage under the Village's Health insurance plan after retirement will be subject to the ongoing conditions:
  - The notification of the retiree's election to continue benefit coverage shall be made to the Village's Human Resources personnel prior to their retirement date.
  - The retiree submits to the Village their portion of insurance coverage premiums in advance of the coverage period, consistent with the practices for active employee paycheck deductions.
  - Such payments shall be made in response to municipal invoices sent to the retiree's address of record for such purposes.
  - It shall be the responsibility of any retiree receiving such coverage to proactively notify the Village's Human Resources personnel of any changes in contact information.
- The retiree may choose to voluntarily discontinue coverage through written notice to the Village's Human Resources personnel. The retiree will also be deemed to have voluntarily chosen to discontinue coverage if they become more than 30 days past due on the payments for their portion of the benefit costs more than once in any 12-month period or become more than 60 days past due on any invoice for benefits coverage.
- Employees who are full-time as defined in the manual will receive one full year of service for each year worked as a full-time employee. Partial years will be prorated based on the length worked for that given year. Years of service for part-time employees will be awarded for this benefit by prorating their hours per year (number of hours divided by 2080 - or 2013 for a Police Officer or Sergeant - to acquire years of service). Part-time employees will only be credited prorated years of service for the days worked while providing WRS contributions.
- All employees shall be required to provide the Village with a certification of present coverage under any health insurance policy other than provided by the Village.

- In the event the employee has a spouse that is also a Village employee, that employee and spouse shall be entitled to only one family health plan between them from the Village.

#### **6. F. Dental Insurance**

The Village shall contribute 95% of the premium for employees electing single coverage. The Village shall contribute up to seventy dollars (\$70) per month toward the cost of dental insurance for employees eligible for family coverage. Employees who work part-time will receive a prorated amount contributed to their cost of dental insurance or opt-out payment. The remainder of the premium shall be paid by the employee through payroll deduction.

Employees will be eligible to receive this benefit beginning on the first day of the month following 30 days of employment.

#### **6. G. Vision and Long-Term Disability Insurance**

It is agreed and understood that all premiums under Vision and Long-Term Disability Insurance shall be paid by the employee and not the Village if the employee selects to enroll in this benefit. The Village shall deduct said premium costs from the employees through payroll deduction. Neither of these insurances is available for current employees working under 20 hours per week or retirees.

#### **6. H. Flexible Benefits Program**

The Village shall offer a Flexible Benefits Program to all regular full-time and regular part-time employees. The amount to be contributed by each employee for specific benefits under that program shall be selected by the employee prior to the beginning of each calendar year during the open enrollment period.

If a Department Head or general classification employee decides not to participate in the Village's Dental Plan, the Village will contribute toward the Village's Flexible Benefits Plan in the name of that employee an amount equal to the amount the Village would have contributed to the employee's account under the Village's Dental Plan.

#### **6. I. Employee Assistance Program**

The Village currently provides an employee assistance program. The program may be discontinued at any time. Please see the Appendices section of this manual for more information.

#### **6. J. Life Insurance**

The Village shall furnish life insurance under the group plan established by the State of Wisconsin for municipal employees providing life insurance in an amount determined by a state formula based on the annual earnings of each employee. (Full details of the policy shall be furnished to the employee upon request. ) The life insurance protection provided for in this paragraph shall become effective for new employees at the conclusion of their probationary period **if** the employee made application within 30 days of employment or as provided by law. The Village shall pay the cost of annual premiums for each employee for the basic plan only.

#### **6. K. Consolidated Omnibus Budget Reconciliation Act (COBRA)**

The Village is committed to complying fully with the Consolidated Omnibus Budget Reconciliation Act (COBRA). The purpose of COBRA is to provide employees, spouses and dependents with a means to continue health/dental coverage after they lose coverage due to qualifying events. COBRA is not required for employees who terminate to take employment elsewhere, as long as there is coverage under another group health plan that does not contain a preexisting condition limitation that applies to the beneficiary.

#### **6. L. Retirement Plan/Pension**

All eligible employees shall pay the full employee share of the pension contribution which has been determined by the Wisconsin Retirement System.

Protective services employees shall be governed by any applicable provisions of an existing collective bargaining agreement. New hires (on or after July 1, 2011) shall contribute the full employee share as determined by the Wisconsin Retirement System.

Supervisory/Non-bargaining unit protective services employees shall contribute to their respective pension as designated by the annual ordinance adopted by the Village Board and/or 2011 Wisconsin 2011 Act 32.

The Village has adopted two voluntary deferred compensation plans, with options for investments. Information on these plans is obtainable in the Village Manager's office.

**6. M. Accumulated Unused Sick Leave Retirement Benefit**

Employees shall be allowed to accumulate unused sick time, as specified under 7. C. Sick Leave section. Upon qualified retirement, or upon the death of any employee, a portion of the accumulated sick leave may be paid to the employee as a termination benefit. Qualified retirement means the retirement meets the criteria to be considered a retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

The termination pay benefit may be received in cash at the time of retirement, or, in lieu of a cash payment, an employee may choose to continue the employee's membership under the Village's employee group health insurance program and may direct that the post-tax retirement benefit be held by the Village for the purpose of paying the employee's share of health insurance premiums as they become due, until the employee's termination pay benefit is exhausted or the person becomes eligible for Medicare.

The portion of the qualified employee's accumulated unused sick leave will be converted as follows:

- Employees hired on or after November 1, 2012, the employee shall not be eligible for the accumulated unused sick leave retirement benefit. Such employees will not be paid out any unused accumulated sick leave when their employment ends with the Village.
- Employees hired on or after January 1, 2003 and before November 1, 2012 may accumulate up to one hundred and twenty (120) days of unused sick time toward this benefit. One half of this accumulated time, up to a maximum of sixty (60) days, will be paid out and/or converted under this benefit, if qualified.
- Employees hired before January 1, 2003 may accumulate up to one hundred and eighty (180) days of unused sick time toward this benefit. One half of this accumulated time, up to a maximum of ninety (90) days, will be paid out and/or converted under this benefit, if qualified.

Total unused sick leave as reflected in the Village personnel records will be used to determine terminal pay benefits due upon retirement. The value of this benefit is taxable upon retirement.

In the case of the death of said employee, any amount of said retirement benefit which has not been used will be paid to the surviving spouse, for the duration of the benefit. Once the retirement benefit expires for the surviving spouse, the spouse will no longer be eligible to be on the Village plan.

Village retirees may use their converted sick leave credits toward dental insurance benefits. If the Village retiree selects to continue dental insurance benefits, the retiree contributes to the entire premium for dental insurance with no Village contribution. If the retiree has converted sick leave credits still available when they reach Medicare age, they can still use

their credits toward dental insurance benefits. Once a retiree chooses not to extend or enroll in dental insurance, they will lose the benefit of dental insurance coverage post-retirement. Retirees that choose family dental coverage can lower their coverage to a single plan, but those on single coverage are not able to change their coverage to a family plan.

## **7. Leaves of Absence**

### **7. A. Family and Medical Leave Act**

The Village will comply with the Federal and Wisconsin Family and Medical Leave Acts (FMLA). A copy of the FMLA Rights and Responsibilities is included in the Appendices section of this manual. For more information on FMLA and/or a copy of applicable forms, please speak with your Department Head and/or the Assistant Village Manager.

### **7. B. Military Leave**

It is the Village's policy that employees will be granted all military leave rights available under applicable law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Family and Medical Leave Act (FMLA).

At the time this Manual was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- If the individual was discharged, the discharge was honorable.
- The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- The leave did not exceed the maximum total absence of five years.
- The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:
  - Service less than 31 days: The individual must notify the Village of their return at the start of the next regularly scheduled work period, after having been home eight (8) hours.
  - Service 31 to 180 days: The individual must submit an application for reemployment not later than fourteen (14) days after completion of the uniformed service.
  - Service more than 180 days: The individual must submit an application for reemployment not later than ninety (90) days after completion of the uniformed service.

If you receive notice that you will be taking military leave, please contact your Department Head as soon as possible to discuss that leave.

Regular full-time employees may be granted a leave of absence up to fifteen (15) days (unless contract dictates otherwise) with pay annually to take training as members of the reserve corps of the United States Armed Forces, including the National Guard, upon submission of evidence of receipt of official orders, recommendation of Department Head and approval of the Village Manager; provided that employees who accept their pay from the Village during said training period shall immediately assign to the Village all payment received for such military duty or service rendered, exclusive of travel pay. In no event, shall the employee be entitled to both.

### **7. C. Sick Leave**

Sick leave with pay shall be granted to all eligible employees. The rate and the terms are provided in Village ordinances, Police collective bargaining agreement, Human Resources Manual, and departmental rules. Sick leave is also subject to the following rules.

- Regular full-time Employees shall earn sick leave at the rate of .75 day per month, nine (9) days annually, of employment with the Village. Regular part-time employees shall earn a prorated amount. Employees shall be allowed to accumulate unused sick time for future use with no cap. The maximum sick leave eligible to be accumulated toward retirement health insurance benefit are discussed within Section 6. M. of this Manual.
- Sick leave for regular part-time employees who work an average of twenty (20) hours per week or more (or Police Department employees who work a 2-4 schedule) shall be granted by prorating the amount of time worked compared to the sick leave received by full-time employees of the same classification.
- Sick leave shall not be considered as a privilege which an employee may use at their discretion, but shall be allowed only for sickness or disability of the employee or because of illness in the employee's immediate family residing in employee's household which necessitates their absence from employment. "Immediate family" includes spouse, domestic partner as determined by State FMLA, child, parent, grandparent, and sibling. Immediate family is defined in all instances as those who are related through blood, adoption, marriage/domestic partnership ("step") or fostering. Sick leave may be used for medical appointments.
- Sick leave shall normally be taken only after it has accrued. Sick leave may be paid against future retirement entitlement with approval of the Department Head.
- To receive compensation while on sick leave, the employee shall notify their immediate supervisor prior to the time set for beginning their daily duties. An employee who has called in sick is required to notify their supervisor daily as to whether they will be returning to work. This notification is not required for major illnesses when it is known when an employee is expected to return to duty.
- Medical proof of illness may be required by the Village as requested by the Department Head or Village Manager.
- Employees shall make every reasonable effort to schedule medical appointments at the beginning or end of the working day. Unless such appointment makes it impossible to do so, employees shall work at least one-half day on such occasions.
- The Department Head or the Village Manager may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action up to and including dismissal.
- No credit for sick leave shall be granted for time worked by an employee in excess of their normal work week.
- The Village reserves the right to send an employee home and provide them with the option of using vacation leave, sick leave, etc. if they are not feeling well enough to perform their duties to meet Village standards.

#### **7. D. Funeral Leave**

Employees are granted funeral leave as provided in the Police collective bargaining agreement, Village ordinances and departmental rules. Generally, the following will apply:

- When there is a death in the immediate family of the employee, they may utilize funeral leave with pay for a period of up to three days, not deducted from sick leave, as may be necessary to handle burial and/or memorial arrangements and/or attendance at the funeral, all subject to the approval of the Department Head. "Immediate family" includes parent, grandparent, spouse, child, sibling, domestic partner as defined by State FMLA and other relatives at the discretion of Village Manager or Library Director for library employees. Immediate family is defined in all instances as those who are related through blood, adoption, marriage/domestic partnership ("step") or fostering. Those that serve in the capacity of executor or trustee of an estate for non-immediate family members may also be eligible for the benefit.
- For deaths of persons who are relatives but not "immediate family", as defined in the above section, or who were residents in the household of the employee at the time of death, one (1) day with pay may be granted when approved by the Department Head or Village Manager.

#### Sworn Law Enforcement Officers Only

In case of a police emergency which requires the presence of the requesting employee and for which no other employee is available, funeral leave may be denied.

#### 7. E. Jury Duty

Leave of absence for jury duty or for mandated court obligations or appearances before a public body in connection with Village business will be granted with pay to eligible employees. In the case of jury duty, employees will receive their regular straight-time wage for scheduled straight-time hours during the period of absence, provided that the compensation received for jury duty, less parking expense and mileage, is returned to the Village. Checks must be addressed to the Village to compensate for the employee's time. If check is made out to the employee directly, the employee can cash the check but must provide the Village a personal check for reimbursement. The term "compensation" includes the jury fees, but excludes the mileage and parking expenses. When an employee is not assigned to a case, or is released from jury duty before the normal quitting time, the employee shall return to work unless excused by their supervisor.

#### 7. F. Witness Duty – Sworn Law Enforcement Officers Only

Please see current Police Union Contract for specific rules/regulations.

#### 7. G. Leaves of Absence Without Pay (Other than FMLA Leave)

The Village Manager may, upon recommendation of the Department Head, grant a regular employee leave of absence without pay for not more than thirty (30) calendar days. Longer leaves of absence without pay shall be granted only by the Village Board. Requests for leave of absence must be in writing. Approval of such leaves also must be in writing and signed by the Village Manager. Requests for leave of absence for Library employees should go to the Library Director and approved by the Library Board, if longer than thirty (30) calendar days. Upon expiration of regularly approved leave without pay, the employee will generally be reinstated in the position held at the time leave was granted if the position still exists and if the employee is still qualified for the position, otherwise to a similar position, if available. Failure on the part of the employee on leave to report promptly at the expiration of the leave will be considered a voluntary termination. Leave without pay shall be granted only when it will not result in undue prejudice to the interests of the Village as an employer.

During a leave of absence without pay, no benefit shall be earned including, but not limited to vacation, holidays, sick leave, and period of employment. Employee is also required to pay for health insurance if coverage is to be maintained by the Village during leave of absence.

Leaves of absence without pay may not generally be used to extend leave granted under the State or Federal FMLA.

#### **7. H. Worker's Compensation**

Each employee is covered by worker's compensation insurance in the event of a work-related injury or illness, which requires a doctor's attention. This insurance is fully paid by the Village. Any accident, however, minor, must be reported to your supervisor immediately, so the proper forms can be completed and filed with the necessary parties. See your supervisor or the Assistant Village Manager for the accident report forms.

Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin. Payments received for worker's compensation is to be processed to the employee the next payroll following receipt. An independent medical examination (IME) may be required by the Village or by the Worker's Compensation insurance carrier. Work time missed during the first three workdays are not covered by worker's compensation unless restrictions or the disability from the injury lasts past seven days. As a result, the employee needs to use vacation, sick, compensatory, or any other accrued time for the employee to be paid during their absence. Employees must follow up with their supervisor to identify the type of leave they want to use for these days missed.

Employees who experienced a work-related injury and have an approved worker's compensation claim are strongly encouraged to schedule medical appointments outside of work hours. If an appointment can only be scheduled during work hours, supervisors will be required to extend the employee's work hours beyond their typical work hours to make up for the lost hours unless they are not able to do so due to the inability to have a supervisor on duty or other unique circumstances. Employees are required to take a return to work form to medical appointments so restrictions, if any, can be documented or certify the employee is able to return to work in writing.

Law enforcement officers under the Police union shall adhere to the language identified in the union contract in relation to worker's compensation.

#### **7. I. Light or Limited Capacity Duty**

It is the policy of the Village to encourage employees to return to work as soon as practicable after experiencing an injury or illness. An employee who suffers a work related or non-work injury or illness and has been certified in writing by a physician to return to work in a light or limited capacity with expectations of returning to work at full capacity immediately following light duty assignment, may be assigned to work in a light or limited duty capacity at the discretion of the Village Manager if such work is available. Employees are required to take a return to work form to all medical appointments so restrictions, if any, can be documented or certify the employee is able to return to work in writing. The assignment to light or limited duty shall be for a limited period of time. The assignment and duration of light duty shall be at the sole discretion of the Village Manager. An employee shall not return to work at regular duties at full capacity until written certification by physician is received by Village. In the event there is more than one person who wishes to work on a light duty status, if light duty is available, preference will be given to the employee who has suffered a work-related injury or illness to the extent consistent with applicable law.

### **8. EMPLOYEE CONDUCT AND CUSTOMER SERVICE**

All Village employees are expected to represent the Village to the public in a courteous manner, which is professional, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and their Department Head. Since the proper working relationship between employees and the Village depends on each employee's on-going job performance, professional conduct and behavior, the Village and Library Board have established certain minimum standards of professional conduct for its

employees. (Library employees must adhere to the Library's Customer Service Guidelines.–) ([Police Department employees must adhere to the Police Department Mission, Vision, Core Values, and Policies.](#))

Among the Village's expectations are:

- o Basic tact and courtesy toward the public and fellow employees;
- o Adherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors;
- o Preserving and protecting the Village's equipment, grounds, facilities, and resources; providing orderly and cost efficient services to its citizens.

To function as efficiently as possible, employees may be asked to perform duties outside of regular assignments.

#### **8. A. Customer Service Policy**

Employees should provide persons requiring assistance with exceptional customer service.

#### **8. B. Confidentiality**

In the daily operations of the Village, you may have to use or have access to confidential information. It is the responsibility of everyone, from an ethical and legal standpoint, to safeguard and use confidential information properly. Whether it is reproducing copies or communicating in other ways, common sense should prevail in protecting the interests of the Village, its residents, and its personnel from unauthorized intrusion and access into confidential matters.

In addition, all Library employees must follow the "Privacy of Library Records and Library Use" policy. Violation of this policy may result in disciplinary actions up to and including dismissal.

#### **8. C. Bulletin Boards**

Information of special interest to all employees is posted regularly on the Village bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Department Head responsible for the area where the bulletin board is located. Bulletin board space is available for the posting of union notices, but such notices shall not be scurrilous, scandalous, or in any way detrimental to the labor-management relationship.

#### **8. D. Village Communication Policy**

Communication is key to successfully performing the Village's business. It is important that you understand the Village's Communication Policy. The Village Manager is the contact for press questions and staff should avoid talking with the press unless designated by the Village Manager. The Communication Policy is found in the Appendices section of this Manual. Police Department personnel should follow Police Department Policy and Procedures.

#### **8. E. Purchasing**

All purchases must be approved per Village and departmental policies. All provisions are subject to Federal and State regulations.

#### **8. F. Village Property for Personal Use**

Employees will use Village property and equipment only for work purposes as directed, unless authorized by the Village Manager. Employees will not misuse, destroy, or otherwise use in an improper manner, Village property or the property of any employee. Unauthorized use, duplication, or possession of Village keys is prohibited.

#### **8. G. Solicitation**

Employees may not distribute or post handbills, pamphlets, or other written material in any work area without authorization from Department Heads.

#### **8. H. Security Policy**

Security policies are enforced and are included in the Security Policy in the Appendices section of this Manual.

#### **8. I. Tools and Equipment**

All employees who check tools and equipment out of the stockroom and tool locker will return the same to the stockroom upon completion of the task or at the end of each day. Tools assigned to trucks and equipment will remain with the vehicle when it is parked in its respective department area.

A tool allowance of nine hundred dollars (\$900) per year shall be given each mechanic, payable in twelve monthly installments at the end of each month, for the purpose of replacing stolen, worn, or broken tools and for upkeep and maintenance of each mechanic's tool inventory. Any specialty tools needed for work on Village equipment will be purchased by and remain the property of the Village. Specialty tools are tools not normally found in a mechanic's toolbox, to be determined by the Director of Public Works.

A current inventory of each mechanic's tools shall be provided by the mechanic to the Village on February 1st annually. The Village and the employee shall have copies that are updated when necessary, but no less often than once annually. The Village shall be responsible for replacement of tools and/or toolboxes of equal value and quality for each occurrence of theft or destruction in excess of \$250.00.

#### **8. J. Violation of Village Rules**

To provide for a positive and an effective and productive workplace for all employees, certain rules are established for the conduct of employees. Employees need to be aware that violations of the rules of conduct can affect your future as an employee of the Village.

In order to facilitate consistent and fair discipline, the Village has adopted a four-tier disciplinary guideline, which classifies possible offenses based on their severity. Level A and Level B offenses are those offenses for which an employee will generally receive a suspension, termination, demotion, or loss of pay for a first offense. Level C and Level D offenses are those offenses for which an employee will generally receive a written reprimand or verbal warning. However, the four tier structure is only a guideline, and the Village reserves the right to take any disciplinary action it deems appropriate under the circumstances for any offense.

**Level A:** Level A offenses are offenses for which the first offense may result in discharge. Those offenses include, but are not limited to:

- o Direction of violence at other Village employees, or members of the public. This includes threatening, intimidating, interfering with, or abusing (physically or verbally) or attempting to do bodily harm to Village employees or members of the public or recklessly damaging any Village vehicle or equipment;
- o Possession of firearms or other weapons at the workplace, in Village owned vehicles, or during the course of performing job duties (Police Department employees authorized to have firearm/weapon are exempt);
- o Use, possession, or removal of Village property or equipment without authorization;
- o Violation of the Village's alcohol and drug rule;
- o Violation of the Privacy of Library Records and Library Use policy;

#### **Violation of Village's security policy;**

- o Violation of the Village's anti-harassment policies;

- Conviction of a crime, which is job related;
- Lying, cheating, stealing, giving false or incomplete information required by an authorized person, or otherwise misrepresenting one's authority in the performance of assigned tasks; Falsification of any records is a serious offense.
- Insubordination. Employees could face corrective or disciplinary action if they refuse to follow directives given by their direct supervisor or other higher authority as long as the directive is legal and in line with the ethics of public service;

**Violation of personnel policy; or**

- Two Level B offenses within a year, or two or more Level B offenses for the same, or substantially related conduct.

**Level B:** Level B offenses are offenses for which the first offense may result in suspension from duty, demotion, and reduction of pay. Those offenses include, but are not limited to:

- Failure to perform the duties of the position. The duties required should be shared with the employee and be consistent with the position's job description.
- Making malicious, misleading, or false statements about Village policies and projects. An employee should not share internal information (information gathered at the workplace that is not public knowledge) for personal gain nor shall they use internal information to mislead or provide malicious statements to the public. The failure to respect the confidentiality of records is also an offense.
- Sleeping on duty.
- Violation of any safety, health, or sanitation rules and regulations.
- Two Level C offenses within a year, or two or more Level C offenses for the same, or substantially related conduct.

**Level C:** Level C offenses are offenses for which the first offense may result in issuing a written warning. Those offenses include, but are not limited to:

- Unauthorized absence from duty. Any absence from work or from the assigned work location should be approved by a Supervisor or the Village Manager. Individuals who are sick or face emergency situations should contact their Supervisor or the Village Manager as soon as possible about their absence. Failure to do so may result in corrective or disciplinary action.
- Abuse of sick leave. Sick leave is intended to allow sick employees time to get healthy and protect the health of other employees. It is not intended to be a vacation day or as a personal holiday. Other uses are allowed as approved by the Department Head or Village Manager. Employees should respect the intent of sick leave days.
- Insubordination. This is for lower levels of insubordination, i.e., failure to follow supervisor instructions or Village policies/procedures, complaining about having to perform a task, skipping small parts of a task, the failure to complete assigned tasks by the time allotted, or the refusal to follow directives of their direct supervisor that are legal, within the scope of their job, and consistent with the ethics of public service, etc. The Village Manager will determine the level of insubordination.
- Habitual Tardiness. This means tardiness that is occurring more than just a few times a year. Tardiness on a weekly or daily basis is not acceptable. Being tardy, loitering, or engaging in any unauthorized Village or personal endeavors.
- Habitual failure to maintain a satisfactory working relationship with other employees or the public. Employees should focus on creating a professional workplace with fellow employees and the public. Employees who resist attempts to work on a corrective plan or to build professional working relationships are subject to corrective or disciplinary action. Habitual failure is when an employee's actions with the public or other employees over several months have limited the effectiveness of the organization and/or the position.
- Gambling on Village premises.

- Picking up or conveying any rider, other than employees of the Village authorized to ride in Village owned equipment.
- Two Level D offenses within a year, or two or more Level D offenses for the same, or substantially related conduct.

**Level D:** Level D offenses are offenses for which the first offense may result in issuing a verbal warning. Those offenses include, but are not limited to:

- Being tardy to work.
- Reading any personal material not connected to their position, in a municipal vehicle or at their desk during working hours, unless on an authorized break.
- Failure to maintain a satisfactory working relationship with other employees, the Village Board, or the public.
- Acts or conduct detrimental to Village service delivery. This includes not maintaining a standard of personal appearance that is fitting to the community and to the public.
- Excessive personal use of business telephone.
- Excessive personal use of internet during working hours.
- Excessive socializing with co-workers or the public during work hours.
- Excessive work breaks during shift.
- Playing computer games during working hours unless on an authorized break or lunch break.

#### **8. K. Grievance Procedures**

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Employees with contractual grievance procedures shall follow the contractual procedure.

The Library Board is the governing body that presides over all grievance procedures related to library employees or library workplace safety issues. Therefore, substitute Library Director for Village Manager and Library Board for Village Board in Section 8. K.

##### **8.K. 1. Timelines**

- Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
- Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the Village Manager's Office is open. The grievance must be in writing.
- Village Manager's Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Village Manager or designee will provide a written response within five (5) working days of the meeting.
- Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Village Manager within ten (10) working days of the grievant's receipt of Village Manager's response. The Village Manager or designee will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date.
- Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days after the hearing date.
- Village Board Review: Either party may file a request for the Village Board review within ten (10) working days of the Grievant's receipt of the Impartial Hearing Officer response. The date of receipt by the Village President is the date of the filing. The Village Board shall make a decision regarding whether or not a hearing will be held within

twenty-five (25) working days of the filing of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.

- All timelines may be extended by mutual agreement.

#### 8. K. 2. General Requirements

- An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
  - Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not include the following:
    - Layoffs or failure to be recalled from layoff at the expiration of the recall period;
    - Workforce reduction activities;
    - Voluntary termination including, without limitation, quitting or resignation;
    - Job abandonment; "no - call, no show", death, or other failure to report to work;
    - End of employment due to disability or medical condition;
    - Retirement;
    - Lack of qualification or license, or other inability to perform job duties;
    - Action taken pursuant to an ordinance created under Section 19. 59 (1m) Wis. Stats. ; or
    - Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
  - The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in employee's other benefits, or disciplinary demotion. The term "employee discipline," as used in this section, shall not include the following:
    - Plans of correction or performance improvement;
    - Performance evaluations or reviews;
    - Documentation of employee acts and/or omissions in an employment file;
    - Oral or written reprimands;
    - Administrative suspension with pay;
    - Transfer or change in job reassignment;
    - Layoffs or workforce reduction activities;
    - Change in assignment or assignment locations;
    - Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1m);
    - Non-disciplinary wage, benefit, or salary adjustments; or,
    - Other employment actions.
  - The term "workplace safety" as used in this section means any alleged violation of any standard established under State law or rule or Federal law or regulation relating to workplace safety.
- The written grievance must contain:
  - A statement of the pertinent facts surrounding the nature of grievance;
  - The date(s) the incident(s) occurred;
  - The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
  - The specific requested remedy; and;
  - Must identify the workplace safety rule alleged to have been violated, if applicable.

- The Village Manager's written response to the grievance must contain:
  - A statement of the date the meeting between the Village Manager or designee and grievant was held;
  - A decision as to whether the grievance is sustained or denied;
  - In the event the grievance is denied, a statement outlining the timeline to appeal the denial;
- Impartial Hearing Officer Selection: The Village shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.
- Impartial Hearing Officer Standard of Review: The IHO will determine procedural questions during the process except as provided by specific guidelines set forth by the Village of Shorewood regarding hearing procedures. Employees shall be entitled to be represented by an attorney or other representative, at the employee's own expense, during these proceedings. The standard of review for the IHO is whether the decision of the Village Manager was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village of Shorewood. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Village. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.
- The Impartial Hearing Officer's written recommendation to the grievance must contain:
  - A statement of the pertinent facts surrounding the nature of the grievance.
  - A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
  - A statement outlining the timeline to appeal the recommendation.
  - The IHO must sustain or deny the decision of the Village. Authority is not given to modify the decision as made by the Village. Authority is not given to grant in whole or in part the specific request of the grievant.
- Appeal to the Village Board: With or without an appeal by either party, the Village Board may decide, in each situation, whether it will review the record and make a decision, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Village Board.
- The Village Board's written decision regarding the grievance must contain:
  - A decision as to whether the grievance is sustained, denied, or modified.

#### 8.K.3. Process

- Grievances will be processed per the provided timelines.
  - An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
  - An employee may not file or advance a grievance outside of the designated timeframes.
  - The Village Manager may advance an informal grievance submission to the next step at the written request of either the employee or the supervisor.
  - Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The Village Board in its discretion may, however, consider an otherwise untimely grievance at the Village Board level of the grievance procedure.
- Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- Granting the requested or agreed upon remedy resolves the grievance.

The decision of the Village Board is final and not subject to further review.

## **9. SAFETY**

### **9. A. Safety Equipment**

All Village employees will wear all safety equipment which has been provided to them by the Village, as the job requires. Employees should reference the Department Safety Manual and policies and procedures for detailed safety requirements.

### **9. B. Confined Entry Policy**

Federal and State confined entry policies will be followed at all times by all employees.

### **9. C. Obstructions**

All employees will ensure that aisles and exits are kept free of obstructions at all times.

### **9. D. Hazardous Materials**

Gas, fuel and flammable liquids will be kept in an approved container or cabinet. Gas cylinders will be secured to the wall, or if in a vehicle, secured in an upright position. All paints and aerosol cans will be stored in an approved cabinet or other storage container.

Personnel will become familiar with all chemicals used in Village operations. If there are any uncertainties about the proper use or application of chemicals, contact your supervisor or the manufacturer. An inventory sheet of hazardous chemicals and Material Safety Data Sheets (MSDS) will be established to ensure that required emergency information is available. Department Heads have information as to where the MSDS are kept.

Any spillage of hazardous materials will be immediately reported to the North Shore Fire Department so that it can be properly contained.

### **9. E. Vehicles**

Employees who use their vehicles in the daily operation of their duties must exercise extreme caution. Any accidents must be reported, as soon as possible, to your immediate supervisor. To verify employees have a history of safe vehicle operation, motor vehicle records will be obtained and observed throughout the year by the Village Manager's Office. Any detected issues will be subject for discussion with the Village Manager's Office and potential discipline. Employees who are issued a driving violation and/or ticket either during their personal or work time must report it to their immediate supervisor as soon as possible.

Overtime, if eligible, will only commence upon reporting for duty and end upon completion of said duty. Travel time reporting for duty, and travel time after completion of duty, will not be considered compensable unless traveling in a department vehicle. All time spent using a department vehicle traveling to and from a destination point while on official business or at the direction of the department head and/or Village Manager, shall be compensable time and the employee shall be considered on duty. The Village will make its best attempt to make a vehicle available for all Village related business unless circumstances exist that preclude the Village from being able to make a vehicle available. If a vehicle is not available, then the employee will take their own car and collect mileage from the Village. If an employee uses their personal vehicle, they must follow the language in Appendix M for mileage reimbursement.

For non-law enforcement personnel: Employees who use a Village-owned vehicle should do so responsibly and obey all traffic laws. Employees must remember they are a representative of the Village when using a vehicle. If an employee uses a vehicle outside of the municipality, they must have permission from their supervisor to do so. No personal use of vehicles is permitted. The Village vehicle shall not be operated by any person not a Village employee or unauthorized personnel by the Village Manager's Office. When out of the vehicle, personnel must turn the vehicle off and possess the keys in their possession at all times. Employees shall not operate the vehicle while on the phone or consuming food unless using a hands free device. Employees should conduct a daily inspection of the vehicle prior to usage to ensure it is in good working order. Drivers shall report any unsafe conditions or vehicle issues to their supervisor and DPW as soon as possible. In addition, employees must keep Village vehicles clean. Upon termination of employment, employees must return keys for the vehicle to the Village Manager's Office and remove any personal contents in the vehicle.

For law enforcement personnel: Employees must follow the department policies and procedures when it comes to using a Village-owned vehicle.

#### **9. F. Enforcement**

Work rules are defined as and limited to rules promulgated by the Village of Shorewood, within its discretion, which regulate the personal conduct of employees. Work rules are intended to assist employees in the orderly and effective performance of their work. Failure to comply with these safety rules will result in sufficient grounds for disciplinary action up to and including termination.

### **10. EMERGENCY STANDBY**

DPW Employees in the position of Utility Foreman, Services Foreman, and Fleet and Facilities Foreman shall be assigned to one (1) week of emergency standby duty each month, during which time the employee shall carry a pager, to which the employee is obligated to respond if called. During this week, the employee shall be paid two hundred dollars (\$200) for emergency standby and shall be compensated if they are required to report for emergency duty.

- o Any other Foreman position created by the Village Management/Supervisory employees will also be assigned to this standby duty.
- o Employees who do not have a Village cell phone will be issued one by the Village.
- o If employee uses their own cell phone, they will be given a five dollar (\$5) per month stipend to offset monthly fees.
- o Cell phones are to be kept on, unless the employee cannot do so (i.e. , movie, play, lecture, etc. )

### **11. END OF EMPLOYMENT**

#### **11. A. Exit Interview Process**

The Village of Shorewood is committed to improving our employee relations and exit interview responses are used to help fulfill that commitment. Regular part-time and full-time employees leaving the Village's employment are asked to provide honest responses to wage, benefit, performance, management, teamwork, and communication questions. An exit interview is used to gain insight into the reasons for leaving employment with the Village, to help measure the effectiveness of Village personnel and managerial practices, to determine where personnel policies and practices may need review, and to determine if supervisory or managerial practices need modification or improvement. Responses are held in the strictest of confidence. Employees are also given the opportunity to meet with the Assistant Village Manager individually regarding their concerns.

Exiting employees may allow the release of their employment records to any individual/agency by completing an "Authorization for Release of Information" form. Without such an authorization on file with the Village, only information subject to the Wisconsin Open Records Law will be released.

#### **11. B. Return of Village-owned Equipment**

Department Heads will collect all equipment/tools/keys/access tags from the exiting employee. When items are not returned, the employee will be expected to reimburse the Village for such expenses. Rules and Regulations Manuals given to the employee upon hire must be turned in or the employee will be charged for the cost of the binder. Village-issued photo ID card(s) must also be turned in upon leaving. This section will be pursuant to Wisconsin Stat. § 103.455.

Employees will also be required to repay the Village for any recent tuition reimbursement per Village policy, or specialized training program per any re-payment agreement. The Assistant Village Manager will consult with the Village Manager and work with the employee to create a re-payment plan that best fits the individual's and Village's needs.

#### **11. C. Additional Benefits**

Please consult the Assistant Village Manager to discuss any additional benefits that you may have accrued.

#### **11. D. Separation Pay**

Separation from service includes resignations, terminations, or other severance of employment of the Village. Employees who are separated from service shall be entitled to payment for their accumulated, but unused vacation leave at the time of their separation, pursuant to the guidelines in Section 4. F. Unused sick leave balances will not be paid out. The payout of unused vacation leave benefit shall not be provided by the Village for employees who are terminated by the Village for misconduct.

In order to be eligible for such payments, the employee must provide the Village with at least fourteen (14) calendar days' notice (or thirty days' notice for a retirement) prior to the employee's last day of Village employment as provided in Section 4.F.

### **12. SALARY/CLASSIFICATION ISSUES**

#### **12. A. Wage Scales: [Refer to Appendices "R" and "S"]**

- o Present salary ranges, where they exist, can be maintained or modified, at the sole discretion of the Village Manager and Village Board.
- o The Village reserves the right to hire, at its sole discretion, employees at any step in the existing salary range(s).
- o The Village reserves the right, at its sole discretion, to advance employees through the steps of any current or future salary range (s).
- o The Library Board sets library employee wages per State Statute Chapter 43. 58 (4. )

#### **12. B. Work in a higher classification:**

Regular full-time employees performing work in a higher classification resulting from a vacancy created by resignation, termination, or other severance of employment by a higher-ranked individual, or from the incapacity of the incumbent in a higher-ranked position can, upon authorization by the Department Head/Village Manager, be paid the rate of the higher-ranked position. The Library Board may ask a regular full time employee to perform the work of the Library Director due to a vacancy created by resignation, termination or other severance of employment, or due to the incumbent being incapacitated. The Board would work with the Village Manager to ensure the employee is paid the rate of the higher-ranked position.

The employee shall be paid at the higher rate effective as of the sixth (6th) consecutive day during which they performs the work in the higher classification and ceases when the employee stops performing the work in the higher classification. The work must be assigned to the employee by the Department Head, in order for the employee to receive the rate of the higher-ranked position.

**12. C. Commercial Driver's License:**

An employee, who is currently required to drive a vehicle subject to the Commercial Driver's License (CDL), shall be required to have a CDL. The Village shall pay the cost of said CDL.

In the event such an employee loses their CDL or regular operator's license, the Village reserves the right to terminate the employment of the employee in question.

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## **Appendices**

- A. [Acknowledgement and Understanding Form](#)
- B. [Adverse Weather and Emergency Closing Leave Policy](#)
- C. [Phone Policy](#)
- D. E-mail and [Internet Policy](#)
- E. [Written Communications Policy](#)
- F. [Conflict of Interest](#)
- G. [Employee Assistance Program](#)
- H. [FMLA Rights and Responsibilities](#)
- I. [Grievance Policy](#)
- J. [Security Policy](#)
- K. [Time Sheet Policy](#)
- L. [Staff Sustainability Policy](#)
- M. [Reimbursement and Per Diem Expenses Policy](#)
- N. [Religious Observance](#)
- O. [No Smoking Policy](#)
- P. [Police Sergeant Policies](#)
- Q. [Supporting Breastfeeding Employees Policy](#)
- R. [Salary Determination/Merit Pay](#)
- S. [Salary Ranges Assignments](#)
- T. [Wellness Program Policy](#)
- U. [Sick Leave Sharing Program](#)
- V. Performance Evaluation Form
- W. Organizational Chart



**Appendix A**  
**Acknowledgement and Understanding**

*Current employees shall complete and submit a copy of this form to the Assistant Village Manager upon receipt of this updated manual. New employees shall complete and submit a copy of this form to the Assistant Village Manager within seven (7) days of employment.*

Please read the following statements and **initial each individual item and sign below** to indicate receipt, acknowledgment, and understanding of the Human Resource manual:

\_\_\_\_\_ I have received a copy or am able to access the Human Resource Manual on the Village shared (S:/) drive and Staff Intranet page.

\_\_\_\_\_ I have read the Human Resource Manual and understand the policies and procedures described in it.

\_\_\_\_\_ I understand that the rules, regulations, and procedures set forth in the Human Resource Manual will govern my employment with the Village of Shorewood unless specifically covered under an employment contract or collective bargaining agreement. All provisions in this manual are subject to federal and state law.

\_\_\_\_\_ I acknowledge I have the right to terminate my employment with the Village at any time without notice. In turn, I acknowledge the Village has the right to terminate my employment in its sole discretion, subject to any applicable State or Federal statutes or constitutional requirements.

\_\_\_\_\_ I am aware the descriptions of benefits in this Human Resource Manual are not contractual in nature and do not guarantee any continuance of said benefits.

\_\_\_\_\_ I am aware during the course of my employment, confidential information may be made available to me. I understand this confidential information must not be given out or used outside of Village premises or with non-Village employees, except as required by law.

\_\_\_\_\_ I understand my signature below indicates I have read and understand the above statements and have received a copy of the Human Resource Manual.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## **Appendix B Adverse Weather and Emergency Closing Leave Policy**

1. Should the Village Manager or their designee declare the buildings to be closed due to an adverse weather emergency or another emergency situation (i.e. electrical outage, boiler malfunction, etc. ) at the workplace, each employee scheduled to work that day will be directed to either not come into work or leave work unless authorized by their supervisor to be present at work during the weather or emergency event.
2. In the event that the employee is authorized to stay at work, they will be paid for the balance of the workday.
3. In the event that the employee is required to leave work or not report for work, the employee will have the following options for the time lost from the time at which the Village declares an emergency.
  - To have the time not worked subtracted from their accumulated vacation, floating holidays, compensatory time or accumulated sick leave.  
To take the time off without pay (for non-exempt employees only).
4. Police Department personnel and DPW staff may be required to work during adverse weather and other emergencies. Otherwise, all other staff will not be able to work unless authorized and required by the Village Manager to work during the emergency response.
5. Employees may make up time missed later in the week, if necessary. Scheduling to make up missed time must be approved by an employee's supervisor. If an employee is making up for time missed, they will not be permitted to work more than 40 hours in a given week in order to be awarded overtime pay.
6. All decisions regarding Library closure due to adverse weather or an emergency are at the discretion of the Library Director in consultation with the Library Board President. The majority of the library staff do not accrue paid time off. To avoid financial hardship due to an emergency closure, the Library Board approved a policy for all scheduled Library staff to be compensated at straight time and will not be required to use their accrual time (vacation, floating holiday, compensatory time, sick, etc. ) when the Library is closed for more than four hours due to adverse weather or an emergency situation for up to three days in a calendar year. If the building is closed for more than three days in a given year, then staff will be required to either take time off without pay or use their accrual time to be compensated.



## Appendix C Phone Policy

### CELLULAR PHONE USE POLICY

#### 1. A. Purpose and Scope

The Village of Shorewood wishes to provide the most consistent, convenient, and cost-effective cellular telephone services possible for its employees. The principles of this policy are applicable to pagers, Blackberries, other personal electric devices, as well as cellular phones. The objectives of this policy are to:

- Provides guidelines to employees who may require a cellular telephone to conduct Village business;
- Apply standards to the cellular telephone equipment and service agreements used by Village employees;
- Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- Ensure that the Village's acquisition of cellular telephone services is cost-effective;
- Provides an internal system for purchasing cellular telephone services, gaining access to repair services, and acquiring necessary training and support; and
- Establishes a system for monitoring future developments in cellular services and selecting those that meet the needs of the Village.

#### 1. B. Cellular Service Vendors

To facilitate accomplishment of the above objectives, the Village may at its discretion enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the Village will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.

#### 1. C. Eligibility and Approval

Cellular telephones and services may be provided to certain Village employees to conduct activities incident to their employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be approved by the employee's Department Head and the Village Manager.

#### 1. D. Personal Calls

The Village provides cellular telephones to employees for the purpose of conducting Village regular and emergency business. Use of Village-owned cellular equipment to make or receive personal calls during business hours is discouraged, although it is understood that usage for personal reasons may be necessary in certain situations. It is also understandable that a staff person may utilize the Village-issued cellular phone during weekends and evenings. To accommodate this use, without causing excessive cell phone reviews, the Village of Shorewood will determine a

fixed amount to be paid by the Village of Shorewood. Any minute overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee. The base amount, to be Village-funded is based on current plans and can be obtained from the Assistant Village Manager. Because of periodic Village review of cell phone bills and plans, these amounts are subject to change.

#### **1. E. Other Restrictions**

- An employee may not operate a personal business from a Village cell phone;
- Employees should not use handheld cell phones for business purposes while driving. Should an employee need to make a business call while driving, they should locate a lawfully designated area to park and make the call;
- Employees may use hands-free cell phones while driving, but only in emergency situations. Such calls should be kept short and should the circumstance warrant (e. g. heavy traffic, bad weather), the employee should locate a lawfully designated area to park and continue the call;
- Employees may request to purchase cellular phone accessories from Village funds as long as such accessories enhance the phones functionality and/or safety. Purely cosmetic or similar accessories are the responsibility of the employee. The Village will not pay for installation of permanent hands-free kits in employee's automobiles;
- Cellular telephones distributed to staff members are the property of the Village;
- Cellular telephones will be returned to the Village if the employee discontinues employment at the Village;
- The Village discourages use of a cellular phone when a desktop phone could be used;
- Phones should be carried and turned on at all times and recharged nightly;
- Cellular telephones should be silenced during staff meetings, except for emergency personnel.
- Sworn police staff may be required to use the squad's cell phone for police business. Employees will exercise extreme caution if cell phone use is required while operating the vehicle. Whenever practical, officers will lawfully park the vehicle while engaging in cell phone conversations.

#### **1. F. Damage, Loss, or Theft**

Handsets or other equipment that are damaged in the course of business should be brought to the employee's Department Head, who will contact the vendor for replacement or repair. Lost or stolen cellular equipment should be immediately reported to the employee's Department Head, who will notify Shorewood Police Department and the Village Manager or designee so that the service can be cancelled. The Village will replace lost or stolen cellular phones, however, all costs incurred for replacement or repair will be the responsibility of the employee's department.

#### **1. G. Usage Monitoring**

Department Heads are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage.

#### **1. H. Program Management**

The Village Manager or designee shall manage the relationship with cellular providers. The Village Manager or designee will place all orders for cellular telephones and services with the contracted vendor and take delivery of the equipment. The Village Manager or designee will contact the employee who ordered the equipment when it arrives

and provide necessary orientation and training. The Village Manager or designee will monitor plans, overall usage and suggest changes in service agreements to provide the most convenient and economical plan.

#### **1. I. Phone Issuance**

Phones may be issued to:

- All Department Heads;
- Foremen and staff who have on-call responsibility;
- Volunteers and staff with special duties, as approved by the Village Manager; and,
- Certain Police Department personnel.

### **STANDARD PHONE USE POLICY**

#### **2. A. Purpose and Scope**

This policy is intended to ensure proper use and courtesy for general telephone use.

#### **2. B. Telephone Use and Courtesy**

Many of the people who rely upon us, rarely, if ever, see us face-to-face. To them, the Village is a voice over the telephone and therefore, courtesy and tact should be used. A friendly voice, clear speech and identifying yourself to the caller go a long way toward maintaining good relationships with those whom we serve. Callers, generally and justifiably, object to prolonged ringing, being placed "on-hold" for an unreasonable amount of time, or being provided wrong or incomplete information. Please use good judgment in addressing these concerns. Also, remember that the Village's telephone system is a vital link of service to those who rely on us and, therefore, it must be ready and available for Village business at all times.

#### **2. C. Personal Calls and Business**

Shorewood business phones should be limited to business purposes only. It is understood that from time to time due to emergencies, personal business must be conducted during the daytime hours and staff members may utilize the phone system for personal use under these circumstances. The following guidelines apply for this use:

- Limit the length of personal calls to fewer than two minutes;
- Do not conduct a personal private enterprise business;
- Should a customer or other staff member ask for your assistance, put the personal call on hold;
- Should you need additional time to conduct a longer personal call, ask your Department Head or their designee to be excused and use a phone away from the general work area; and
- Attempt to make longer calls during scheduled breaks.

#### **2. D. Answering Calls**

Please answer calls promptly and politely in the following manner: "Village of Shorewood (state department), this is (state your name). How can I help you?"

## **2. E. Transferring Calls**

When necessary to screen calls, ask, "May I say who is calling?" before transferring the call. Transfer calls promptly, announcing to the caller that you are making the transfer.

## **2. F. Call Waiting/Hold Messages**

It may be necessary to place a caller on hold.

- Before placing caller on hold, ask if they would like to go into voicemail or be placed on hold;
- Wait for a response;
- While caller waits, use the hold button;
- Again ask if they would like to continue to hold or if they would like voicemail; and
- Always provide the opportunity for the caller to leave a message. Take an accurate message, which should include date and time of call, the name of the caller (first and last name), name of the company or association, a complete telephone number (area code, extension #'s) and the message taker's name or initials.

Due to multiple incoming telephone lines at the Police Department, staff will endeavor to adhere to the Village's general Customer Service guidelines, with the understanding that calls must be handled as efficiently and effectively as possible. The Chief of Police will set the standards to be used when call volume is heavy.

## **2. G. Completing/Wrap-Up of Calls**

Complete all calls with a courteous thank you and goodbye.

## **2. H. Initiating Calls**

1. When placing a call, identify yourself by name and the Village of Shorewood department/facility;
2. Use a pleasant, clear and professional manner during all telephone calls;
3. Provide phone numbers to ensure that the return caller will reach you. Be prepared and available to take the call; and
4. When using voicemail options, provide clear, concise information including your phone number.



## INTERNET AND E-MAIL POLICY

### Appendix D Email and Internet Policy

#### 1. A. Purpose

The internet, as a value-added working tool, can bring great benefits to its users and to the Village. Unfortunately, internet use offers many non-productive work alternatives and increased security risk. Inappropriate use makes the Village network more vulnerable to hackers, virus infections and other dangers. This policy has been developed to provide guidelines for use of this privilege. Though the Library and library employees are on a different network, these guidelines are still to be applied and upheld. Violation of these guidelines may result in disciplinary action, up to and including termination of employment.

#### 1. B. E-mail Policy

The Village of Shorewood provides internal and external electronic mail (e-mail) to employees for municipal purposes. Employees must be aware that their name, user id, and location are included in each message. Therefore, e-mail users should exercise good judgment and common sense when creating and distributing e-mail messages

- **Ownership.** All electronic systems, hardware, software, temporary or permanent files and any related systems or devices used in the transmission, receipt or storage of e-mail are the property of the Village of Shorewood. E-mail messages are property of the Village of Shorewood and may be retrieved from storage even though they have been deleted by the sender and receiver.

Department Heads have the authority to inspect the contents of any equipment, files, calendars, or electronic mail of their employees in the normal course of their responsibilities. The Village Manager or the Manager's designee may extract stored e-mail messages when requested to do so by authorized personnel. Reasons for review include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, supervision and training, lawsuits against the Village of Shorewood, suspicion of crime or violation of policy, public records requests, or the need to perform work or provide a service when the employee is unavailable.

- **Personal Use.** E-mail will be used for municipal purposes only. Incidental and limited non-business use of a computer and communications systems – for example, to create and store documents in a directory identified by an employee number or to send or receive e-mails of a personal nature – is acceptable, if not abused, as with the case of personal phone calls. Any incidental personal use should not interfere with the conduct of business of the Village of Shorewood or distract from an employee's work duties.
- **Privacy.** Even if you are careful, you have no control over what others may do, and it is common for a message to be forwarded, sometimes to large groups or many times, with the consequence that strangers may have ready access to what you have written.

The Village of Shorewood does not, as a matter of routine, review or monitor e-mail messages, telephone information, or computer-generated documents, business or non-business. However, all such information,

including e-mail messages, may be accessed to promote or to protect the Village of Shorewood interests. Employees should be aware that they cannot expect any use of the Village of Shorewood computer network to be private.

- **Prohibited Uses.** Under no circumstances should Village of Shorewood electronic communication be used for sending, accessing, receiving, or storing any material of offensive, discriminatory or harassing nature or that is of a threatening, obscene, or defamatory nature, for chain letters, or for any other purpose that is against Village of Shorewood policies, or contrary to the Village of Shorewood's interests.

Solicitation is not allowed in the e-mail system.

Consider carefully whether it is appropriate to forward a message sent to you without the sender's permission.

Adopting the identity of another person on any e-mail message is prohibited.

Using e-mail for any commercial promotional purpose, including personal messages offering to buy or sell goods or services is prohibited.

- **Copyright infringement.** The ability to attach a document to an e-mail message for distribution greatly enhances the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted materials through the e-mail systems. Accordingly, you should not copy and distribute through the mail system any copyrighted materials of a third party such as software, database files, documentation, articles, and graphic files or download information unless you confirm in advance from appropriate sources that the Village of Shorewood has the right to copy or distribute such material.

### 1. C. Internet

As a user of the Village of Shorewood network and computer system, you may be authorized to access the internet. You should be aware that every Internet site you visit is capable of determining who you are and who you represent. Accordingly, access to the Internet should include the use of good judgment, common sense, and care and discretion.

- **Personal Use.** Internet access should be limited to Village of Shorewood business. Employees' use of the Village of Shorewood computer and communications systems to access the Internet for personal use is limited to breaks, lunch or immediately before or after work. All personal transactions (i.e. online purchases) are at user's own risk. Personal use may not involve any prohibited activity previously described or any of the following:
  - Visiting game or adult-oriented sites.
  - Use of the Village of Shorewood computer systems for gambling in any manner.
  - Use of the Village of Shorewood computer system in attempts to gain unauthorized access to remote computer systems.

Due to the prevalence of viruses on the Internet, downloading of any programs, data, or other material, except as approved by a Department Head or the Village Manager, is prohibited. When approved by a Department Head or Village Manager, downloading of programs, data or other materials must be done on your specific PC's hard drive and not to the Village of Shorewood's network server.

Confidentiality of data (including e-mail messages via the Internet) cannot be assured. Accordingly, the transmission of private, personally sensitive materials or other protected information, without authorization, is prohibited.

#### **1. D. Viruses**

Virus infection is one of the most well documented threats of Internet use. It is important that employees scan all incoming files for viruses, whether downloaded or attached to electronic mail messages. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact the Village network administrator upon receiving an un-requested file.

#### **1. E. Copyright**

Information placed on the Internet is the intellectual property of the person or organization posting it. Users must be sure to cite their sources when using any text, ideas, software, or graphics copied from the Internet.

#### **1. F. Fee Resources**

Access to some resources require that additional fees be paid. Employees must obtain prior approval from their Department Head for access to any fee-based internet resources.

#### **1. G. File Transfers**

Large file transfers should be done at times when it will not degrade the performance of the Village network. Non-peak hours are from 5:00 PM to 7:00 AM weekdays and any time on Saturday or Sunday.

#### **1. H. Public Record Requests**

Requests from outside the Village for access to electronic files should be handled through the same procedures as requests for any other public record. Employees should not send out files of Village information without approval of their immediate supervisor.

#### **1. I. Village Property**

All internet transmissions sent from or received by Village computers are Village property. Village management reserves the right to examine, at any time and without prior notice, all e-mail, directories, files, and other information stored on data disks, computers, tape or other electronic media.

#### **1. J. Confidentiality Notice**

All e-mails should be sent with the following notice, or similar to, at the bottom of the e-mail:

**IMPORTANT NOTICE:** The preceding message may be confidential. It is not intended for transmission to, or receipt by, any unauthorized persons. If you believe that it has been sent to you in error, do not read it. Please reply to sender that you have received the message in error and then destroy it. Thank you.

### **1. K. Discussion Groups and Social Networking Sites**

The Internet contains numerous discussion groups, social networking sites, and forums where users may post messages and exchange ideas. Some discussion groups are useful places for research on topics of interest to Village employees. However, as with any other form of communication, employees are responsible for their conduct and must not misrepresent official Village policy in any message posted to the Internet. Employees should consult with their manager prior to posting messages in such locations. Employees using e-mail, posting to public forums, or participating in online chats must take care to ensure that their personal statements are not misconstrued as official Village positions. All Village standards for communication with the public apply to the Internet. Employees must take care not to disclose confidential or proprietary information, including anything that you would not tell an anonymous caller on the telephone.

### **1. L. World Wide Web Pages**

Any corrections or other input for the Village's website is appreciated and should be addressed to the administrator(s). Department Heads are responsible for setting up and maintaining their department's webpage.

### **1. M. Responsibilities**

Each individual is responsible for complying with all applicable state and federal laws, and all Village policies and standards when accessing the Internet. Violations of any policy or standard can result in disciplinary action in accordance with Village administrative rules. Widespread abuse of Internet access by individuals can result in the revocation of Internet privileges.

### **1. N. Unacceptable Practices**

The following practices are unacceptable and are not allowed. Anyone conducting any of these practices will be subject to discipline, up to and including termination.

- Viewing, storing, downloading or forwarding pornographic images or other obscene materials;
- Sending e-mail that is obscene, racist, sexist, harassing, intimidating or otherwise offensive;
- Any form of hacking, including: attempting to gain access to restricted resources inside or outside the Village's network; impersonating another user; and damaging or deleting the files of another user;
- Downloading, installing, or using unlicensed or unauthorized software;
- Using Village e-mail or Web pages to promote enterprises (political, religious and personal business) unrelated to the Village's activities; and
- Failing to use virus-checking software.

**Appendix E**  
**Written Communications Policy**



**Purpose and Scope:** This section of the policy addresses the more traditional forms of communication. Paper communication is important because of the paper trail that can be left. It is very important that all employees understand the impact that their actions have on the whole organization when they communicate both internally and externally with paper.

**A. Faxes**

All faxes should be sent with a fax cover sheet. The fax cover sheet should have confidentiality language. Faxes are not always received by the person intended so make sure that the language and information included in the fax is appropriate for the general public.

**B. Letters**

Letters from the Village of Shorewood should be prepared on official letterhead. The letters should be professional in nature and should be spelling and error free.



## Appendix F Conflict of Interest Policy

**Purpose and Scope:** Rules under this section are set forth because the proper operation of Village government requires that employees be independent, impartial, and yet responsible to the public. It is important that the public have confidence in the integrity of the government. Nothing in this section shall deny any individual rights guaranteed by the U. S. Constitution, the Constitution of the State of Wisconsin, federal or state laws, or by a labor agreement negotiated with certified employee bargaining unit representatives.

1. **Personal Conduct** - No Village employee shall use their office or position for personal financial gain or the financial gain of their family, friends, associates, or private business or employment. No employee shall engage in their own business activity, private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of their official Village duties or would impair their independence of judgment or action in the performance of their official Village duties. No employee shall use or disclose privileged or confidential information gained in the course of or by reason of their official position or activities.
2. **Political Activity** –
  - a. Employees shall be permitted to:
    - i. Register and vote in any election;
    - ii. Express opinions as individuals privately and publicly on political issues and candidates;
    - iii. Attend political conventions, rallies, fund-raising functions, and similar political gatherings;
    - iv. Actively engage in any political functions not involving Village officials or the Village government;
    - v. Sign political petitions as individuals;
    - vi. Make financial contributions to political organizations;
    - vii. Serve as election judges or clerks or in similar positions to perform nonpartisan duties as prescribed by state or local laws;
    - viii. Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section; and
    - ix. Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.
  - b. Employees are prohibited from:
    - i. Engaging in political activities while at work;
    - ii. Using Village property for political purposes; and
    - iii. Using their office or their official position with the Village for political advantage or purpose.
3. **Gifts and Gratuities** - Employees shall not accept personal gifts or gratuities with a value of greater than five dollars from any other person with an interest in the services provided or duties performed. If such gifts and gratuities are offered, the employee shall politely decline the gift, return the gift with a letter of thanks, or, if it is not practical to return such gifts and gratuities, the employee shall send a letter of thanks and inform the sender

that Village policy states employees shall not accept gifts since this activity could undermine public confidence. Employees should demonstrate an attitude that discourages any offers of personal gifts.

**4. Outside Employment –**

- a. Village work is the primary responsibility of the employee; however, outside employment is permitted if it does not interfere in any way with the employee's work and the employee's Department Head is notified of such.
- b. Outside employment shall not be of such a nature as to embarrass or bring discredit to the Village or interfere with or excuse an employee from required overtime or extra hours' work as assigned by the employee's Department Head, or Village Manager.
- c. Employees who engage in outside employment shall not conduct any business related to such employment on Village premises or during hours in which such employees are working for the Village or advertise their outside employment either directly or indirectly on Village premises during work hours.
- d. Department Heads are not permitted to have any outside employment without prior approval of the Village Manager. The Village Manager is not permitted to have any outside employment without prior approval of the Village Board.

5. **Personal Mail** - Employees shall not use the addresses of the Village municipal buildings or offices for receipt of personal mail and other deliveries nor shall they use Village postage machines, stationery, etc.

**Appendix G**  
**Employee Assistance Program**



The Village contracts with an outside vendor which provides our employees an Employee Assistance Program (EAP). This program is offered to all employees at no cost to the employee.

The purpose of the EAP is to assist employees in the resolution of problems and concerns that may or may not relate to the work environment.

Employees are encouraged to contact the EAP whenever they feel the program might be able to assist them in resolving personal problems or concerns. Managers will make referrals as deemed necessary.

Management may contact the program coordinator to ascertain whether or not the employee was actually seen by an EAP counselor, and whether a referral was made. If a referral was made, management may check at a later time to ascertain whether the employee pursued the recommended course of treatment if job-related and consistent with business necessity.

**Please contact the Assistant Village Manager for more information.**



## Appendix H Family and Medical Leave Act (FMLA) Policy

### Purpose

This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

### Policy

The Wisconsin and Federal FMLA laws differ in a number of areas. The Village will comply with the more generous provision as required by law.

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently.

### Eligibility

Employees are entitled to FMLA benefits if they:

#### Federal

Have been employed by the Village of Shorewood for at least 12 months (not necessarily consecutive) and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.

#### Wisconsin

Have been employed by the Village of Shorewood for at least 52 consecutive weeks and have been paid for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

**Qualifying Event and Amount of Leave**

Unpaid leave is available for one or any combination of the following circumstances:

<u>TYPE</u>	<u>ELIGIBILITY</u>	<u>MAXIMUM DURATION FOR STATE LEAVE</u>	<u>MAXIMUM DURATION FOR FEDERAL LEAVE</u>
Personal serious health condition; inpatient hospitalization, chronic condition, or continuing care by a physician	Unable to work because of serious health condition	Up to two (2) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to six (6) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child, or parent with serious health condition	Up to two (2) weeks per calendar year  Also covers care for qualifying domestic partners	Up to twelve (12) weeks per rolling 12-month period
Leave to care for a seriously ill or injured military service member who is a spouse, son or daughter, parent, or next of kin.	Spouse, son, daughter, parent, or next of kin service member has been injured on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.	None	Up to twenty-six (26) weeks per rolling 12-month period, per service member, per injury.

<p>“Qualifying exigency” leave due to employee’s spouse, son, daughter, or parent being on or called up for active duty in the Armed Forces.</p>	<p>Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities where the employer and employee agree to the leave.</p>	<p>None</p>	<p>Up to twelve (12) weeks per rolling 12-month period</p>
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To determine the amount of Federal FMLA leave to which an employee is entitled, the Village uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Pursuant to Wisconsin law, entitlement to State FMLA leave will be calculated based on the calendar year. Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee’s entitlement under both laws and will run concurrently. When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee’s entitlements under the Wisconsin and Federal FMLA. In other words, FMLA and worker’s compensation leave will run concurrently.

Under the Federal FMLA, spouses employed by the Village are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition. Up to a combined total of twenty-six (26) weeks may be used to care for a seriously ill or injured military service member.

Unless leave is taken on an intermittent or reduced schedule, as set forth below, leave will be taken on a continuous basis. Employees are entitled to up to 12 weeks of leave. Consistent with the U. S. Department of Labor’s regulations, when a holiday or other Village scheduled day off occurs during a week taken as FMLA leave, that holiday or scheduled day off has no effect; the week will be counted as a full week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday or scheduled day off will not count against the employee’s FMLA entitlement unless the employee was otherwise scheduled and expected to work on that holiday or scheduled day off.

**Non-Continuous or Intermittent Leave**

Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule in the following circumstances:

1. When it is medically necessary to care for a parent, spouse, domestic partner (under Wisconsin FMLA only), or dependent child with a serious health condition or because of the employee’s serious health condition.

2. When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.
3. During Wisconsin FMLA leave to care for a newborn, adopted or foster child. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement. Federal FMLA leave for the birth or placement of a child for adoption or foster care may not be taken in non-continuous increments unless approved by the Village.

Medical or family caretaking leave should be planned so as not to unduly disrupt the Village's operations. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The Village allows for intermittent leave to be taken in no less than one hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

#### **Substitution of paid leave for unpaid FMLA Leave**

Both Wisconsin and Federal FMLA leaves are unpaid. The Village will require employees to substitute paid leave for which they are eligible when using Federal FMLA leave only. The Village will require that any leave provided by a Village collective bargaining agreement be substituted for Federal FMLA leave. The employee may elect to substitute any accrued paid leave for Wisconsin FMLA leave.

#### **How to Apply for FMLA Leave**

Except in situations where the employee is unable to provide a written request because of the need for emergency health care, employees must submit a written application to the Department Head before the requested commencement of the leave on the "Family and Medical Leave Request Form" available in the Department Head's office. In cases where the need for the leave is foreseeable, the request is to be made at least 30 days in advance of taking leave. If the employee gives less than 30 days' notice of the need for leave, the Village may require the employee to explain why it was not practicable to give the 30 days' notice. The request shall indicate the date that the employee is expected to return to work.

If circumstances do not permit an employee to give 30 days' notice in advance of taking leave, verbal notice of the need for leave should be given as soon as possible and in accordance with the Village's absence policy. Calling in sick, without providing additional information, is not sufficient notice needed for federal FMLA leave. If verbal notice is initially provided, Employees should provide the Request Form as soon as possible thereafter.

If an employee has been out for three or more days in a row, or if the Village has information that the employee is out for an FMLA-qualifying reason but has not requested FMLA leave, the Village may require the employee to complete an FMLA Request Form and Medical Certification so the leave may be properly designated. The Village may also retroactively designate FMLA leave when it later learns that certain leave was FMLA-qualifying.

The employee is to advise the Department Head if their return date changes. The employee does not return to work when scheduled will be considered to have voluntarily terminated unless the employee was unable, due to a health care emergency, to notify the employer.

The employee will meet with the Department Head to determine the payment formula while on FMLA leave. Employees are strongly encouraged to discuss anticipated FMLA leave with the Department Head prior to applying for FMLA leave.

Failure to give timely notice may result in the delay or denial of FMLA leave and may subject the employee to discipline under Village or Department rules and policies. The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice and the need for leave was clearly foreseeable to the employee 30 days in advance of the leave.

- A. If the leave is for a family member's or the employee's serious health condition, the employee must submit a medical certification from the employee's or the family member's health care provider within 15 days of requesting leave. In the case of unforeseen leave, the certification should be furnished as soon as practical. If an employee does not provide the required certification by the designated deadline, or if the Village determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under Village or Department attendance policies unless the employee uses accrued paid leave and/or is granted a non-FMLA leave of absence.
- B. Second or third certifications at the Village's expense and periodic recertification at the employee's expense may be required under certain circumstances. The Village requires periodic reports during Federal FMLA leave regarding the employee's status and intent to return to work.

#### **Health Insurance Benefits**

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay their regular portion of health insurance premium payments on a schedule established by the Village. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be maintained during periods of unpaid FMLA leave. The Village may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The Village may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

The Village may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

### **Other Benefits**

Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. An employee may be disqualified from attendance reward program, and/or any reward may be reduced for taking unpaid FMLA leave. Other Village benefits (life insurance, long-term disability insurance, deferred compensation, and union dues deductions) may be continued during periods of unpaid FMLA leave, and arrangements should be made for the employee's portion of the payments, if applicable, with the Village Manager's Office.

### **Return to Work**

Any employee who has exhausted FMLA leave for their own serious health condition must provide a Fitness for Duty Certification signed by their treating health care provider indicating whether the employee is able to resume work, including whether the employee is able to perform the essential functions of their position. If an employee is unable to perform the essential functions of their position, the Certification must also specify any physical or other limitation on the employee's ability to perform duties and the duration of the limitations. A Fitness for Duty Certification must be provided to the employee's Department Head before returning to work. If this Certification is not received, the employee's return to work will be delayed and further absences may be deemed unexcused. Upon return from FMLA leave, an employee shall be restored to their original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment unless the employee would have been terminated during the statutory leave for a legitimate business reason.

In the event an employee returning from leave has not been cleared by the employee's health care provider to resume work at full capacity, the Village will make accommodations as necessary and in accordance with state and federal law. An employee whose health care provider has certified that the employee is unable to return to work following expiration of FMLA leave may continue to participate in the Village's group insurance programs. The Village will continue to pay the Village's premium share for insurance coverage as long as they still have leave accruals (vacation, sick, comp, etc. ) to pay for their time off. Once an employee's leave accruals are exhausted after or at the end of their FMLA leave period, the Village will pay its share for insurance coverage for one additional month. Thereafter, all benefit premium payments for the duration of the employee's continued leave from work are the sole responsibility of the employee for future months until the employee is able to return to work.

### **Definitions**

Child - Biological, adopted, or foster child, stepchild, legal ward or, under Federal FMLA, a child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a "physical or mental disability." A "physical or mental disability" is a physical or mental impairment that substantially limits one or more of an individual's major life activities. For purposes of the Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).

Covered Service Member (Federal FMLA)- Active members of the Armed Forces (including National Guard and Reserves) and veterans who were members of the Armed Forces (including National Guard and Reserves) at any point in time within 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Domestic Partner (Wisconsin FMLA)

Either:

- (1) a same-sex partner registered with the Register of Deeds in your county of residence or
- (2) a same-sex or opposite-sex partner who is not registered but the following criteria are met: (a) both partners are at least 18 years old and able to consent to a domestic partnership, (b) neither individual in the domestic partnership is married to or in a domestic partnership with another individual, (c) the partners share a residence, (d) the partners are not related by blood in any way that would prohibit marriage under Wisconsin law, (e) the partners consider themselves members of each other's immediate family, and (f) the partners agree to be responsible for each other's basic living requirements.

**Incapable of Self-Care** - The individual requires active assistance or supervision to provide daily self-care in three or more of the *activities of daily living* (i.e. grooming, hygiene, bathing, dressing, eating) or *instrumental activities of daily living* (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).

**Next of Kin (Federal FMLA)** - The nearest blood relative other than the service member's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

**Parent** - Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee, or under Wisconsin FMLA only, parent-in-law or domestic partner's parents. Under Federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child.

**Serious Health Condition** - An illness, injury, impairment or physical or mental condition that involves:

- a. Inpatient care in a hospital, hospice or residential medical care facility; or
- b. "continuing treatment or supervision by a health care provider"

Under Federal FMLA a serious health condition involving "continuing treatment by a health care provider" includes any of the following:

- i. A period of incapacity – inability to work, attend school, or perform other regular daily activities due to the serious health condition -- of more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (i.e. physical therapist) under orders of, or on referral by, a health care provider; or

Treatment by a health care provider on at least one occasion, that results in a regimen of continuing treatment under the supervision of a health care provider. The first or only in person treatment visit must take place within seven days of the first day of incapacity. Whether additional visits or a regimen of continuing treatment is necessary within the 30-day period shall

be determined by the health care provider. "Treatment" must be an in-person visit to a health care provider for examination, evaluation or specific treatment.

- ii. Any period of incapacity due to pregnancy or for prenatal care.
- iii. Any period of incapacity or treatment due to a chronic condition requiring periodic treatment (defined as at least twice a year) by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (i.e. asthma, diabetes, epilepsy, etc.).
- iv. Any period of incapacity or treatment due to a permanent/long term condition requiring supervision for which treatment may not be effective (i.e. Alzheimer's, a severe stroke, or the terminal stages of a disease).
- v. Any period of absence to receive multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (Chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).

The term "health care provider" includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.

**Leave for Child, Spouse or Parent with Serious Health Condition** - Federal and Wisconsin FMLA leave may be taken to care for a child, spouse, domestic partner (under Wisconsin FMLA only), or parent with a serious health condition. "To care for" is defined as caring for a family member's physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

**Spouse** - Your legal spouse. This does not include an unmarried domestic partner. The Wisconsin FMLA has a separate provision covering qualified domestic partners.

**Work Week** - The employee's regularly scheduled work week which normally consists of approximately 40 hours.



## Appendix I Grievance Policy

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Employees with contractual grievance procedures shall follow the contractual procedure.

### I. Timelines

- A. Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
- B. Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the Village Manager's office is open. The grievance must be in writing.
- C. Administrative Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The Grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Village Manager within ten (10) working days of the Grievant receipt of Administrative Response. The Administration will work with the Impartial Hearing Officer and Grievant to schedule a mutually agreeable hearing date.
- E. Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days after the hearing date.
- F. Village Board Review: Either party may file a request for the Village Board review within ten (10) working days of the Grievant receipt of the Impartial Hearing Officer Response. The date of receipt by the Village President is the date of the filing. The Village Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the filing of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
- G. All timelines may be extended by mutual agreement.

### II. General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
  - 1. Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not

include the following:

- a. Layoffs or failure to be recalled from layoff at the expiration of the recall period;
  - b. Workforce reduction activities;
  - c. Voluntary termination including, without limitation, quitting or resignation;
  - d. Job abandonment; “no – call, no show”, death, or other failure to report to work;
  - e. End of employment due to disability or medical condition;
  - f. Retirement;
  - g. Lack of qualification or license, or other inability to perform job duties;
  - h. Action taken pursuant to an ordinance created under Section 19. 59(1m) Wis. Stats. ;
  - i. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
2. The term “employee discipline,” shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion.

The term “employee discipline,” as used in this section, shall not include the following:

- a. Plans of correction or performance improvement;
- b. Performance evaluations or reviews;
- c. Documentation of employee acts and/or omissions in an employment file;
- d. Oral or written reprimands;
- e. Administrative suspension with pay;
- f. Transfer or change in job reassignment;
- g. Layoffs or workforce reduction activities;
- h. Change in assignment or assignment locations;
- i. Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1m);
- j. Non-disciplinary wage, benefit, or salary adjustments; or,
- k. Other non-material employment actions.

3. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

B. The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of grievance.
2. The date(s) the incident(s) occurred.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
4. The specific requested remedy; and,
5. Must identify the workplace safety rule alleged to have been violated, if applicable.

C. The Administration's written response to the grievance must contain:

1. A statement of the date the meeting between the Administration and Grievant was held.
2. A decision as to whether the grievance is sustained or denied.
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

D. Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.

E. Impartial Hearing Officer Standard of Review: The IHO will determine procedural questions during the process except as provided by specific guidelines set forth by the Village of Shorewood regarding hearing procedures. Employees shall be entitled to be represented by an attorney or other representative, at the employee's own expense, during these proceedings. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village of Shorewood. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.

F. The Impartial Hearing Officer's written recommendation to the grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
3. A statement outlining the timeline to appeal the recommendation.

4. The IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the Grievant.

G. Appeal to the Village Board: With or without an appeal by either party, the Village Board may decide, in each situation, whether it will review the record and make a decision, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Village Board

H. The Village Board's written decision regarding the grievance must contain:

1. A decision as to whether the grievance is sustained, denied, or modified.

### III. Process

A. Grievances will be processed per the provided timelines.

1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.

2. An employee may not file or advance a grievance outside of the designated timeframes.

3. The Village Manager may advance an informal grievance submission to the next step at the written request of either the employee or the supervisor.

4. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The Village Board in its discretion may, however, consider an otherwise untimely grievance at the Village Board level of the grievance procedure.

B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.

C. Granting the requested or agreed upon remedy resolves the grievance.

D. The decision of the Village Board is final and not subject to further review.

**Appendix I  
Grievance Appeal Form**



**Instructions:** Complete this form and submit it to the Village Manager within ten (10) working days of receipt of the Administrative Response. Keep one copy for your records.

Employee's Name:	
Job Title:	
Department:	

Date of Grievance Initiation: \_\_\_\_\_

1.	I Wish to appeal the Grievance Disposition signed by: Name: Title: Date:
2.	Nature of Grievance: <i>Be specific as to names, locations, and dates.</i>
3.	Reason for appeal:

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



**Appendix I  
Grievance Initiation Form**

**Instructions:** Complete this form and submit it to your supervisor within fifteen (15) working days of the date of the incident. Please use additional pages if needed. Keep one copy for your records.

Employee's Name:	
Home Address:	
Department:	
Job Title:	

1.	On what date did the situation occur?
2.	What is the action or situation about which you have a grievance? <i>Please provide all pertinent facts surrounding the nature of the grievance</i>
3.	What were the steps to informally resolve the grievance? Please include the names of the individual(s) involved in the attempted resolution and the results of the discussion.
4.	What is your specific requested remedy?
5.	Identify the workplace safety rule alleged to have been violated, if applicable.

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

DATE RECEIVED BY ADMINISTRATION: \_\_\_\_\_



**Appendix I**  
**Impartial Hearing Officer (IHO) Response Form**

**Instructions:** Complete original and three copies within thirty (30) working days of the impartial hearing. Give the original to the employee involved. Send a copy to the Village Manager. Keep a copy for your records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

1.	Date of the Impartial Hearing.
2.	Please provide a statement of the pertinent facts surrounding the nature of the grievance.
3.	Your recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
4.	Please provide a statement outlining the timeline to appeal the recommendation.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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



**Appendix I**  
**Grievance Administrative Response Form**

**Instructions:** Complete original and three copies within five (5) working days of meeting with the grievant. Give the original to the employee involved. Send a copy to the Village Manager along with a copy of the original Grievance Initiation Form. Keep a copy for your departmental records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

Date of Grievance Initiation: \_\_\_\_\_

1.	On what date did the Administration and Grievant meet to discuss the grievance?
2.	Please provide a statement on the meeting between the Administration and Grievant on this matter.
3.	What was the decision as to whether the grievance is sustained or denied?
4.	If the grievance is denied, please provide a statement outlining the timeline to appeal the denial.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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



**Appendix I**  
**Impartial Hearing Officer (IHO) Response Form**

**Instructions:** Complete original and three copies within thirty (30) working days of the impartial hearing. Give the original to the employee involved. Send a copy to the Village Manager. Keep a copy for your records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

1.	Date of the Impartial Hearing.
2.	Please provide a statement of the pertinent facts surrounding the nature of the grievance.
3.	Your recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
4.	Please provide a statement outlining the timeline to appeal the recommendation.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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



**Appendix J**  
**Security Policy - General**

In order to provide for secure operations of Village functions, the following shall apply to the Village Departments located within the Village Hall, Village Center, and Department of Public Works:

**Access to Buildings and/or Offices**

The Village of Shorewood has implemented an electronic, programmable door security system in 2016. The purpose of this policy is to outline employee's roles, responsibilities and duties in the operation of the security system.

Doors

Three sets of doors at Village Hall will be outfitted with the security system: the east doors facing the parking lot, the west entrance door on Murray Avenue and the internal door to the Clerk's Department area. Both sets of entrance doors will remain open during normal business hours (Monday to Thursday, 8:00am to 4:30pm; Fridays 8:00am to 12:00pm) and a key FOB will not be needed to use those doors during those times. The door to the Clerk's Department area will remain locked at all times and a key FOB will be required to access the area by any employees.

Any employee issued a key FOB will be able to access Village Hall outside of normal hours by using their key FOB during predetermined hours.

Employees

After initial system installation, it will be the responsibility of the Assistant Village Manager and/or their designee to issue and program the key FOBs for the appropriate employees.

All Department Heads will be issued a key FOB. All Village Hall, appropriate Public Works (Director, Assistant Director, Building Maintenance) and Police staff (Police Chief, Captains, Sergeants) will also be given a key FOB so that they can perform their normal duties during their shift. When a new employee is hired, it will be the responsibility of the department head to notify the Assistant Village Manager so that the new employee can be issued a key FOB, if appropriate.

When an employee resigns or is terminated, the Assistant Village Manager will be responsible for collecting and deprogramming their key FOB, if appropriate.

At the designation of the Village Clerk, an extra key FOB will be given or placed at or near the front counter so that non-Clerk staff can access the area on an as-needed basis.

Employees who are not management or emergency personnel will be able to access the building 30 minutes prior and after normal business hours. If these employees need access outside of this timeframe, there are to contact the Assistant Village Manager to receive special access.

#### Loss/Reissue

When an employee or department head loses their key FOB, a five-dollar payroll deduction will be taken each time a loss is incurred in order to offset the cost of a new FOB and the associated administrative costs.

#### Schedule

The Assistant Village Manager and/or their designee will be responsible for programming the security system for after-hours board and committee meetings.

At a minimum, the doors will be set to open 20 minutes prior to the start and 20 minutes after the end of each meeting. The doors will remain open during meetings to adhere to open meeting laws.

This schedule will be based upon events listed on the Village calendar, and be scheduled on a weekly basis. If a new or unscheduled meeting is to take place, the appropriate staff liaison shall contact the Assistant Village Manager and/or their designee at least 5 days prior so that the doors can be programmed.

If the Assistant Village Manager or their designee are not available to program the system or make changes, an appropriate staff member will serve as a back-up.

#### **Access to Telephones**

Each employee shall provide their voice mail password to the appropriate department head so that access may be gained in order that regular business is not interrupted during the employee's absence from work.

Unauthorized access to another employee's voice mail account is prohibited.

Tampering with another employee's account is prohibited.

#### **Access to Computer Network**

Each employee shall provide their computer password to the appropriate department head so that access may be gained in order that regular business is not interrupted during the employee's absence from work.

As a network security precaution, employees will be required to change their network password every 90 days. The password must contain both letters and numbers, at least 8 characters long and may not be a recently used password.

Unauthorized access to another employee's network and/or email account is prohibited.

Tampering with another employee's network account is prohibited.

**General**

It is the policy of the Village of Shorewood that upon retirement, resignation, or termination all Shorewood identification badges, FOBs and keys will be returned to the Village and an employee's telephone, computer accounts and access codes, if applicable, will be disabled.

Violation of this policy can result in disciplinary action up to and including termination.

This policy governs employees working out of the Village Hall, Village Center, and Department of Public Works. Employees of the Police Department and Library shall be subject to the respective security policies adopted for those buildings which are hereby incorporated. The current Library security policy is titled "Building and Network Access Policy."



**Appendix K  
Time Sheet Policy**

Time Sheets information should be entered into the BS&A system by 10 am on the Monday morning prior to each payday. Each department shall determine the best process for collecting time sheet data prior to being entered into the system.

The Department Head is responsible for signing off within the BS&A time sheet module. As part of that process the responsible official should ensure that the time sheets from their department are accurate and reflective of any time taken off (vacation, sickness, compensation, etc. ) during the pay period.

Any questions or concerns about the accuracy of an employee's time sheet should be directed to the Village Manager or Assistant Village Manager.

**Reminder: The BS&A Time sheets module is used to record benefit use and assure proper payment so it is vitally important that they be accurate.**



## Appendix L Staff Sustainability Policy

The Village of Shorewood adopted the *Sustainability Action Plan*, a commitment to ensure that Shorewood becomes a sustainable community by providing a guidepost for staff and Village Board decision-making on eco-friendly initiatives. The following policy is to guide staff in making sustainable everyday decisions that will help Shorewood toward its goal of becoming a sustainable community.

### Policy:

#### Reduce:

1. When not in use remember to switch off all lights, computers, monitors, printers, and all other electrical appliances.
2. Try using a smart power strip. Smart power strips reduce the amount of phantom power wasted when appliances are turned off.
3. Put your computer into sleep mode at the end of every workday.
4. If you are going to a conference or event with another employee, carpool whenever possible to save on gas and reduce your carbon emissions.

#### Reuse:

1. Print double sided whenever possible.
2. If possible, all single sided paper should be used as scrap paper.
3. If you get a new piece of office furniture, find out if someone else in the office can use your old furniture before disposing of it.
4. Try to reduce the use of disposable cups, plastic-ware, etc. by using your own reusable utensils, containers, and cups.

#### Recycle:

1. Recycle all batteries in the battery recycling bin on the first floor.
2. Ensure that you use the paper recycling bin in your office. Do not throw away paper.
3. Empty your desk recycling bin into large office recycling bin once a week.
4. After lunch, make sure to recycle any recyclable materials such as brown paper lunch bags, soda cans and plastic utensils.
5. Ask DPW to pick up any Village electronics no longer in use for proper recycling.



## Appendix M Reimbursement and Per Diem Expenses Policy

Village employees may be reimbursed for reasonable and customary expenses actually incurred while performing official Village business. The Village will not reimburse expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization. The Village may provide administrative leave with pay for employees attending schooling, conventions, or similar meetings that will benefit the Village as approved by the Village Manager or Library Director for Library employees.

### Reimbursable Expenses

Expenses such as meals, lodging, mileage, airfare, parking, bridge tolls, and ferries may be reimbursed with proper approval and/or receipts. Travel reimbursements will be based on the cost of travel by the most direct route to and from the meeting. Entertainment reimbursement requests must include the date, time, place, people involved, and purpose of the expense. A receipt is required for all costs before reimbursement will be granted. Employees are responsible for the submittal of their own reimbursement requests. Requests which are not submitted within 90 days of the date in which the expense was incurred may not be approved. Requests for reimbursement are to be submitted on an expense report form signed by the employee and the Department Head or Village Manager, with applicable receipts attached.

Automobile mileage reimbursement is the standard mileage rate as set forth in the most current issue of IRS Publication 17.

Department Head and/or Village Manager authorization is required for Village coverage of lodging expenses for employees on official Village business. **A written report on the event is required when lodging is part of the event before reimbursement will be authorized for costs associated with that event.**

### Non-Reimbursable Expenses

Alcoholic beverages, traffic and parking tickets and similar expenses are non-reimbursable. If the employee chooses to take his spouse to a convention or meeting, the cost of the spouse will be paid by the employee and such items as room rates will be prorated on that basis.

### Per Diem

Travel expenses should be submitted for approval before the event whenever possible. Per Diem, if authorized should be approved ahead of time according to the current per diem rate designated by the U. S. General Services Administration (GSA), including tax and tip. Alcoholic beverages are not reimbursable.

### Use of Personal Vehicle for Village Business

If an employee uses their own vehicle conducting Village business, the employee shall be paid mileage in the same amount per mile as is paid all other Village employees for such use, in addition to the cost of parking; provided, however, that in no event shall an employee be paid for using his motor vehicle when traveling from the employee's residence to the

Village, or from the Village to the employee's residence. Employees should review Section 9. E in the Human Resources Manual for more information on utilizing a vehicle for Village business.

Situational Telecommuting

Some staff members may request to work at home from time to time. The Village Manager must receive a written request for such scheduling that includes the day and time the telecommuting is going to take place. The scheduling must be approved by the Village Manager and shall not be more than 10 hours/week. Telecommuting arrangements will be reviewed monthly and may be discontinued at the discretion of the Village Manager.



**Appendix N**  
**Religious Observance Policy**

Upon approval of the Village Manager or in the case of library employees, the Library Director, or their designee, and with notice as far in advance as possible, but with a minimum of 30 days' notice (15 days for the Library employees), any employee desiring time off for personal religious observances may elect one of the following:

1. To have the time not worked subtracted from their accumulated vacation or floating holiday;
2. To have the time not worked subtracted from their accumulated compensatory time off.
3. To make up the time lost at a date within the pay period/pay week mutually agreed upon between the employee and the Village Manager, or in the case of library employees, the Library Director.
4. To take the time off without pay. For exempt employees, the employee must take the entire day off in order to take time off without pay. For partial day absences, exempt employees must use one of the three options above.



**Appendix O**  
**No Smoking Policy**

The Village of Shorewood is dedicated to providing a healthy, comfortable and protective work environment for its employees.

The United States Surgeon General in a 1986 report on involuntary smoking concluded that involuntary smoking is the cause of disease, including lung cancer, in healthy non-smokers, and separation of smokers and non-smokers within the same airspace may reduce, but does not eliminate, the exposure of non-smokers to tobacco smoke.

In 1993, the United States Environmental Protection Agency (EPA) classified tobacco smoke as a group A carcinogen, a substance known to cause cancer in humans. The EPA does not recognize any safe level of exposure for group A carcinogens.

Based on the above, smoking and vaping (the use of e-cigarettes) is prohibited within all Village of Shorewood owned buildings and vehicles. This includes, but is not limited to, offices, hallways, restrooms, lunchrooms, meeting rooms, and garages. This policy applies to all Village employees. Village employees may smoke on Village property outdoors in areas selected by the Village Manager or their designee.

The success of this policy will depend upon the consideration and cooperation of smokers and non-smokers. Failure to comply or a disregard of this policy may be grounds for disciplinary action. The employee signing this policy is an indication that they read, understand and agree to follow the terms provided.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Signature



## **Appendix P Police Sergeant Policies**

Below is a list of policies the Village executes for Police Sergeant Employees:

### **Educational Incentive Program**

- A. Employees will be reimbursed for tuition and books paid for successful completion (i.e. "B" or better) of college level courses which are job-related and approved by the Police Chief, such as courses required for obtaining a bachelor's degree in Law Enforcement or Criminal Justice. Such reimbursement shall be limited to a maximum of one hundred fifty dollars (\$150) per credit, per course. Master's degree level courses shall be reimbursed, limited to a maximum of two hundred dollars (\$200) per credit, per course.
- B. Prior to enrolling in any course covered herein, the employee shall submit to the Police Chief a description of the course in addition to tuition costs to be reimbursed.

### **Additional Employment**

- A. Members of the Shorewood Police Department may engage in outside employment or work when they are not scheduled for work with the Shorewood Police Department or are not engaged in duty. Such outside employment or work shall be limited to off-duty hours and shall be considered supplementary and secondary to their duties as members of the Shorewood Police Department.
- B. The primary responsibility and obligation of each member of the Shorewood Police Department is to the Village of Shorewood as an employee; that such employment shall take precedence at all times over any other employment members of said Department may engage in; that such supplementary or secondary employment shall not interfere or conflict with their duties as members of the Shorewood Police Department or be of such a nature as to embarrass the Village of Shorewood.
- C. Members of the Police Department who engage in such outside employment will not conduct any business related to such outside employment on Village premises or during hours in which such employees are working for the Shorewood Police Department. It is further agreed and understood by the parties herein that such members so engaged in outside employment shall not advertise said outside employment either directly or indirectly on Village premises or during duty hours with the Police Department.
- D. Prior to accepting or undertaking any employment, an employee shall furnish to the Police Chief a statement setting forth the name of their employer or indicate if self-employed, verifying the statement of the employee and agreeing to all of the terms and conditions of such part-time employment and provisions in this agreement.
- E. In addition to the information required under section "D" above, said member shall, prior to undertaking any part-time employment, waive, in writing, any and all claims for sick leave compensation or any other benefits arising by reason of the fact that such disability occurred while they were engaged in part-time employment.

- F. No member shall engage in any part-time employment, which employment requires the securing of a taxi-cab owner or operator's license, or a liquor, beer or bartender license, or which employment requires the securing of a license from the Village of Shorewood.
  
- G. In the event the Police Chief is of the belief that any part-time employment is decreasing the efficiency of the member, or interfering with their availability for duty, they may order the member to terminate their part-time employment. The member upon receipt of such order, shall terminate their employment immediately. The decision can be appealed from the determination of the Police Chief to the Board of Police Commissioners. The appeal shall be made in accordance with such rules and regulations as the Board shall establish. The decision of the Board of Police Commissioners shall be subject to judicial review ordinarily available with respect to decisions of the Board of Police Commissioners.



## Appendix Q Supporting Breastfeeding Employees Policy

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, the Village of Shorewood provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a Village-wide lactation support program administered by the North Shore Health Department (NSHD) and the Village Manager's Office.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

**Milk Expression Breaks** – Breastfeeding employees are allowed to breastfeed or express milk during work hours using a 15 to 30 minute break once before and once after the lunch hour and mealtimes. For time that may be needed beyond the usual break times, employees may use personal leave (vacation, sick, comp, etc. ) or may make up the time as negotiated with their supervisors.

**Place to Express Milk** – Each Village building will provide an available location for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. Employees should contact the Department Head or Village Manager to solidify a location. Employees may also breastfeed or express milk in their own private offices, or in other locations agreed upon in consultation with the Department Head or Village Manager. Expressed milk can be stored in the general use refrigerators located in the employee break room for each Village building or an employee's personal cooler.

**Education** – Prenatal and postpartum breastfeeding informational materials are available for all mothers and fathers, as well as their partners, through the NSHD.

**Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about the Village's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall be responsible for the following:

**Communication with Supervisors** – Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the Village.

**Management of Break Time** – Employees who wish to express milk during the work period shall maintain a record of their own break time and to make up any time beyond paid break time. Employees are expected to communicate with their supervisor to discuss schedule accommodations.

**Maintenance of Milk Expression Areas** – Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to keep the lactation room clean for others. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**Milk Storage** – Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee’s milk. Each employee is responsible for proper storage of her milk using workplace refrigerators or a personal cooler.

**Use of Break Times to Express Milk** – When more than one breastfeeding employee needs to use the designated lactation room, employees can use a sign-in log provided by the Village Manager’s Office.



## Appendix R Salary Determination/Recognition Pay

**Effective January 1, 2019** – It is the policy of the Village of Shorewood that movement through a salary range (see Appendix on Salary Ranges) shall be based upon longevity and performance. This movement or pay increase – also known as recognition pay – is intended to reward employees who are consistently meeting high expectations and stay with the organization. It should not only act as an incentive to retain employees, but help employees progress from the minimum to the maximum of a pay range over a 30+ year career. Cost of living adjustments (COLA) shall also be a consideration in salary increases and establishing pay ranges. Nothing herein shall be deemed to vest or grant any right to a salary increase. The decision regarding whether any increase will be granted is at the discretion of the Village Manager and is subject to budgetary limits as established by the Village Board. For Library employees, the decision regarding whether any increase will be granted is at the discretion of the Library Director and is subject to budgetary limits as established by the Library Board.

### A. Process for Performance Evaluations

All regular employees are required to have performance evaluations. At a minimum, an employee's self-evaluation should be filled out 6 months prior to an employee's anniversary date and a six-month check-in should occur with the supervisor. The Payroll and Administrative Specialist shares the anniversary dates (with six-month dates) monthly to department heads. Another self-evaluation should be completed by the employee 1-30 days prior to their annual anniversary date. To start the process, employees must first complete a self-evaluation and turn it in to their supervisor based on the date the supervisor requests. The self-evaluation allows the employee to provide the supervisor all the necessary information before the supervisor completes the supervisor-level evaluation. If an employee is reaching a five-year incremental work anniversary, the Recognition Pay Form should also be completed. Once their evaluation is finished, the supervisor meets with the employee to go through their feedback. The process is finalized by having the supervisor and employee sign the final performance evaluation. A hard copy is sent to the Village Manager's Office for their personnel file with the self-evaluation and any other supporting documents (i.e. Recognition Pay Form) attached. Library staff that work 15 or more hours per week are required to have performance evaluations and are eligible for recognition pay.

### B. Recognition Pay Form

Recognition pay is designed to be a 4% wage or salary increase for regular employees every 5-year incremental anniversary to help the employee progress through the pay range. A Recognition Pay Form is used to help determine the eligibility of an employee and how much they can receive. Those eligible for the pay must meet the following parameters:

- Regular employees who work 10 or more hours per week (excluding Library Shelves and the Library Services Aide) who meet expectations for a five consecutive year period leading up to a five year (5, 10, 15, 20, etc. ) incremental work anniversary.
- If a regular employee does not meet expectations on one annual performance evaluation during the five-year period, the employee is eligible for a 2% increase on their five-year incremental anniversary.

- Regular employees who meet expectations for 3 or less of the 5 years in between their 5-year incremental work anniversaries will not be eligible for an increase.
- For those near the maximum of their pay range and that would exceed the maximum if awarded a full 4% wage or salary increase, the employee will receive an increase that takes them to the maximum of the range. They will not be eligible for any additional recognition pay.
- All forms need to be approved and signed off by the Village Manager's Office prior to being awarded.
- Any increases awarded will be applied to the first full paycheck following the employee's anniversary date.
- Union officers who are promoted into non-union command staff positions will use their promotion date instead of their anniversary date to determine their five-year incremental anniversary when they are eligible for the pay increase.



**Appendix S**  
**Salary Range Assignments**

**SALARY RANGE ASSIGNMENTS**

Salary ranges are established for non-represented employees based upon research of similar positions at similar, nearby municipalities. The ranges shall be reevaluated at least biennially by the Village Manager and the Village Board (Library Director and the Library Board for Library employees) must approve any changes to the salary ranges. All salary employees will be considered exempt and all hourly paid employees will be considered non-exempt.

**Exempt Positions - Salary**

Position	Min	Max
Village Manager	<del>\$139,856</del> <u>\$144,051.68</u>	<del>\$157,359</del> <u>\$162,079.77</u>
	<del>67.24</del> <u>69.26</u>	<del>75.65</del> <u>77.92</u>
Assistant Village Manager/Human Resources Manager	<del>\$94,758</del> <u>\$97,600.74</u>	<del>\$132,657</del> <u>\$136,636.71</u>
	<del>45.56</del> <u>46.93</u>	<del>63.78</del> <u>65.70</u>
Village Clerk	<del>\$77,983</del> <u>\$80,322.49</u>	<del>\$109,155</del> <u>\$112,429.65</u>
	<del>37.49</del> <u>38.61</u>	<del>52.48</del> <u>54.05</u>
Deputy Village Clerk	<del>\$61,637</del> <u>\$63,486.11</u>	<del>\$78,433</del> <u>\$80,785.99</u>
	<del>29.63</del> <u>30.52</u>	<del>37.71</del> <u>38.84</u>
Planning and Development Director	<del>\$96,065</del> <u>\$98,946.95</u>	<del>\$134,500</del> <u>\$138,535</u>
	<del>46.19</del> <u>47.58</u>	<del>64.66</del> <u>66.60</u>
Chief of Police	<del>\$122,824</del> <u>\$126,506.72</u>	<del>\$134,402</del> <u>\$138,434.06</u>
	<del>59.05</del> <u>60.82</u>	<del>64.57</del> <u>66.51</u>
Captain (2013 hours worked annually)	<del>\$97,179</del> <u>\$100,094.37</u>	<del>\$136,042</del> <u>\$140,123.26</u>
	<del>46.72</del> <u>48.12</u>	<del>65.44</del> <u>67.37</u>
*Sergeant, tied to union agreement- % above Detective top pay (2013 hours worked annually)	Year 1:	4% above
	Year 2:	5% above
	Year 3+:	6.5% above

	(6.5% over)	
Administrative Services Manager (Police)	<del>\$56,584</del> <u>\$58,278.43</u>	<del>\$68,900</del> <u>\$70,967</u>
	<del>27.20</del> <u>28.02</u>	<del>33.12</del> <u>34.11</u>
Director of Public Works	<del>\$103,649</del> <del>\$106,758.47</del>	<del>\$145,105</del> <u>\$149,458.15</u>
	<del>49.83</del> <u>51.32</u>	<del>69.76</del> <u>71.85</u>
Public Works/Utilities Superintendent	<del>\$83,339</del> <u>\$85,839.17</u>	<del>\$116,674</del> <u>\$120,174.22</u>
	<del>40.07</del> <u>41.27</u>	<del>56.09</del> <u>57.77</u>
Director of Senior Services	<del>\$59,473</del> <u>61,257.19</u>	<del>\$69,135</del> <u>\$71,209.05</u>
	<del>28.59</del> <u>29.45</u>	<del>33.24</del> <u>34.24</u>
Library Director	<del>\$83,018</del> <u>\$85,508.54</u>	<del>\$116,225</del> <u>\$119,711.75</u>
	<del>39.91</del> <u>41.11</u>	<del>55.88</del> <u>57.56</u>
Assistant Library Director	<del>\$69,050</del> <u>\$71,121.50</u>	<del>\$96,665</del> <u>\$99,564.95</u>
	<del>33.20</del> <u>34.20</u>	<del>46.47</del> <u>47.86</u>
Library Office Manager/Confidential Secretary	<del>\$48,225</del> <u>\$49,671.75</u>	<del>\$64,272</del> <u>\$66,200.16</u>
	<del>\$23.19</del> <u>23.89</u>	<del>\$30.90</del> <u>30.83</u>

**Non-Exempt Positions – Hourly**

Title	MIN	MAX
Administrative Assistant I (Library)	<del>21.41</del> <u>22.05</u>	<del>29.97</del> <u>30.87</u>
Administrative Assistant II (DPW, PAD, Police)	<del>21.41</del> <u>22.05</u>	<del>29.97</del> <u>30.87</u>
Administrative Payroll Specialist	<del>25.02</del> <u>25.77</u>	<del>35.02</del> <u>36.07</u>
Elections and Licensing Clerk	<del>21.61</del> <u>22.26</u>	<del>27.30</del> <u>28.12</u>
<del>Assistant to the Finance Director</del> <u>Finance Specialist</u>	<del>23.63</del> <u>24.34</u>	<del>33.08</del> <u>34.07</u>
Associate Building Inspector	<del>29.37</del> <u>30.25</u>	<del>41.12</del> <u>42.35</u>
Lead Building Inspector	<del>33.89</del> <u>34.91</u>	<del>47.43</del> <u>48.85</u>
Community Service Officer	<del>21.74</del> <u>22.40</u>	<del>30.45</del> <u>31.36</u>
Court Clerk	<del>21.74</del> <u>22.40</u>	<del>30.45</del> <u>31.36</u>

Public Safety Clerk	<del>21.74</del> <u>22.39</u>	<del>30.45</del> <u>31.36</u>
Senior Resource Center – Program Coordinator	<del>16.81</del> <u>17.31</u>	<del>19.06</del> <u>19.63</u>
*DPW – Seasonal	15.00	17.00
*Horticultural/Forestry Intern	17.00	19.00
DPW – General (Route Collector, Equipment Operator)	<del>24.70</del> <u>25.44</u>	<del>34.15</del> <u>25.17</u>
DPW – Forestry (Forester I, Forester II, Equipment Operator II, Horticulturalist)	<del>26.96</del> <u>27.77</u>	<del>37.74</del> <u>38.87</u>
DPW – Facility Maintenance (Craftsman, Chief Craftsman, Electrician)	<del>27.71</del> <u>28.54</u>	<del>38.80</del> <u>39.96</u>
DPW – Utilities (Utility Equipment Operator, Operator I, Operator II)	<del>29.43</del> <u>30.31</u>	<del>36.52</del> <u>37.62</u>
DPW – Fleet Maintenance (Fleet Mechanic)	<del>32.83</del> <u>33.81</u>	<del>42.67</del> <u>43.95</u>
DPW – Foreman ( <u>Foreman, Utility Lead</u> )	<del>33.50</del> <u>34.51</u>	<del>46.89</del> <u>48.30</u>
Librarian	<del>27.42</del> <u>28.24</u>	<del>38.38</del> <u>39.53</u>
Library Associate	<del>19.81</del> <u>20.40</u>	<del>27.73</del> <u>28.57</u>
Library Clerk	<del>18.41</del> <u>18.96</u>	<del>25.76</del> <u>26.53</u>
*Library Aide	11.50	13.50
*Shelver	11.00	13.00

\* Positions do not receive COLA on an annual basis.

## Appendix T Wellness Program Policy



### Introduction and Purpose

The Village of Shorewood has initiated a proactive wellness program to encourage employees to complete prevention and educational activities that improves their overall health. Wellness can be defined as the state or condition of being in good physical and mental health. It is important to recognize that several things impact an individual's physical and mental health. Therefore, the Village of Shorewood's wellness program incorporates several components that can positively impact our overall health. In addition, the Village of Shorewood will be creating financial incentives to encourage employees to successfully complete the wellness scorecard each year. The Village of Shorewood has created a Wellness Scorecard (Appendix S) to formalize and clarify which wellness goals need to be met on an annual basis to be eligible to receive the financial incentives.

### Employee Participation in the Wellness Program

The wellness program is a voluntary program and is open for all employees to participate. Financial incentives related to health premiums and/or the health savings account will only be offered to regular employees that are on the Village health insurance plan. Village employees that aren't on the health plan the current year but want to enroll in the upcoming year can still receive the financial incentives if they successfully completed the wellness program for the current year. Any part-time or full-time Village employee who is not on the Village health plan may still choose to participate in completing the wellness scorecard. Employees not on the Village health plan that complete the wellness scorecard will be entered into an end of the year drawing for other incentives coordinated by the Wellness Committee.

Any wellness scorecard activities that have a cost associated with them (such as becoming a member of a gymnasium) need to be paid for by the employee. The Village will not sponsor activities requiring a cost not included in the Village insurance plan, acknowledging that several of the activities are voluntary for anyone to participate in. Several of the prevention and educational activities included in the wellness scorecard are covered through the Village insurance plan(s) and network providers.

Any employee that is hired after June 15 will not need to complete the Wellness Scorecard in order to receive the financial incentives for the upcoming year. However, the employee will still be provided the opportunity to complete the scorecard in order to be eligible for the financial incentives for the following year. When the new calendar year begins the following year, the employee must then complete the Wellness Scorecard to be eligible for future financial incentives.

Any employee that is unable to complete the necessary amount of activities due to a medical condition or a disability may contact the Assistant Village Manager by the end of July to propose alternative wellness activities.

### Dependent Participation in the Wellness Program

Spouses are the only dependents on the Village of Shorewood health insurance plan required to complete a wellness scorecard for the employee to receive all of the financial incentives related to health premiums and/or the health savings account. Employees who complete the scorecard but not their spouses will see partial financial incentives described in Section 6. E. of the HR Manual.

#### **Privacy of the Wellness Information**

Any information provided on the wellness scorecard will only be seen by the contracted insurance broker tracking the scorecards and will be kept confidential. No health information will be requested to violate any federal or state laws such as HIPAA or GINA. None of the wellness reporting forms will be shared with insurance companies.

#### **Timeline of the Program**

~~Employees can begin recording and documenting activities the day after the previous year's wellness scorecard was due. Employees are able to record and document activities from October 15 (of the previous year) through October 14 when the wellness scorecard is due.~~ Employees must turn in the wellness scorecard and any necessary attachments to the ~~Village's designated representative Assistant Village Manager~~ by the assigned due date ~~in mid-October~~ to be eligible for the financial incentives related to premiums and/or the health savings account. Employees are strongly encouraged to turn in scorecards prior to the assigned due date so that the ~~Village's designated representative Assistant Village Manager~~ can review the scorecard and alert the employee of any missing information. If there are any changes to the format of the wellness scorecard, they need to be approved by the Village Manager and will be publicized by January of each program year.

#### **Financial Incentives for Wellness Scorecard Completion**

The Benefits Committee will provide annual recommendations toward financial incentives for wellness scorecard completion. These recommendations need to be approved by the Village Manager. The Wellness Committee will be responsible for coordinating the end of the year drawing (not related to health premiums and/or health savings account) for wellness scorecard completion for those participants not on the Village health plan. Employees who only partially complete the scorecard are not eligible for any financial incentives or the end of the year drawing. Employees who provide false information and/or lie about the activities they've completed may be subject to no longer being eligible for the financial incentives for the duration of their employment with the Village of Shorewood as well as possible disciplinary action.

#### **Structure of the Wellness Scorecard**

The wellness scorecard lists several different activities for participants to complete. Participants are required to take a biometric screening and an online health risk assessment. Spouses must also complete the scorecard but aren't required to complete as many activities as an employee. Affidavits for certain activities must be completed and attached to the scorecard when turning in to the tracking agent or online tool.

## Appendix U Sick Leave Sharing Program



### **Purpose**

To provide for the alleviation of the hardship caused to an employee and the employee's immediate family if an illness, injury, or any other approved FMLA leave forces the employee to exhaust all leave time (sick leave, vacation, and/or compensatory time) earned by that employee and to avoid losses of compensation, by establishing a Sick Leave Sharing Policy.

### **Procedures**

An employee is eligible to utilize Sick Leave Sharing if they have exhausted or will exhaust all of their accrued leave time during an approved Family Medical Leave Act (FMLA) leave unless the employee is within their first 12 months of employment and all other requirements would have been met under FMLA. To utilize Sick Leave Sharing, an employee must submit a "Sick Leave Sharing Request Form" in writing to the Village Manager, Assistant Village Manager, Library Director or designee for approval. The Sick Leave Sharing Request form can be submitted prior to the initiation of the unpaid leave. The employee's leave must be approved for FMLA leave in order for the employee to be eligible to request donated time. Newly hired employees who have not yet met the FMLA length of employment requirement but meet all the other FMLA requirements are eligible to request and receive donations of Sick Leave Sharing hours.

Once the Village has determined an employee is eligible to receive sick leave sharing donations, the Village will e-mail a notice to all Village employees soliciting leave donations. The recipient employee shall specify and approve what information is to be disclosed in the notice. Notices can be for an anonymous recipient with no other information; for an anonymous recipient with only a brief description of the reason for the needed leave; or, a full disclosure notice with the recipient's name and a brief description of the reason for the needed leave. No direct solicitation by employees or coercion of employees for leave donations is allowed. All leave donations must be in writing on the Sick Leave Donation form provided by the Village and signed by the donor. All donations will be processed confidentially.

In order for the beneficiary employee to receive the benefits, the "Sick Leave Sharing Donation Form" must be turned in to payroll by the Friday prior to processing payroll.

To become a Sick Leave Sharing donor, an eligible employee must voluntarily transfer vacation or sick accruals to a specific beneficiary employee. To transfer accrued vacation or sick time to the beneficiary employee, the donor must submit a "Sick Leave Sharing Donor Request" in writing to the Village Manager, Library Director or designee. Once the time is donated, it is no longer able to be returned to the employee donating the time.

An eligible employee may contribute up to 40 hours per year to a specific beneficiary employee. A minimum of 8 hours must be donated to participate. An eligible employee may contribute to multiple employees approved for Sick Leave Sharing in a calendar year. The Sick Leave Sharing Policy includes only vacation and sick time to donate and does not include compensatory time as an accrual bank to donate. The Village Manager, Library Director or designee shall credit the beneficiary employee the number of hours transferred by an eligible employee after deducting the hours from the contributing employee's accrued leave.

Any hours of leave donated to a beneficiary employee that have not been utilized by the beneficiary employee will remain in their sick bank for future use and retirement benefits, if eligible.

The estate of a deceased beneficiary employee is not entitled to payment from unused leave hours donated by an eligible employee.



## Sick Leave Sharing Donation Form

The Village of Shorewood has established a Sick Leave Sharing Policy that allows employees to voluntarily transfer accrued leave to another employee who has exhausted all leave time due to an illness, injury, or any other approved FMLA leave. Eligible employees may donate between 8-40 hours of their accrued sick or vacation time to a specific eligible employee as notified by the Village Manager's Office. Compensatory time is not eligible for donation.

I, \_\_\_\_\_, voluntarily authorize the Village of Shorewood to transfer  
(insert full name)

\_\_\_\_\_ hours of my sick / vacation (circle one) time to \_\_\_\_\_.  
(8-40 hours) (insert name of beneficiary employee)

*I have read the Village of Shorewood Leave Sharing Policy and understand that this donation is voluntary and that any donated hours will be used as the employee needs them. I also understand that the donated hours will be deducted from my accrued balance designated above and any unused hours will not be credited back to me.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

All donor information will be kept confidential

---

Office Use Only:

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

Received By: \_\_\_\_\_



## Sick Leave Sharing Request Form

The Village of Shorewood has established a Sick Leave Sharing Policy to provide for the alleviation of the hardship caused to an employee and the employee's immediate family if an illness, injury, or any other approved FMLA leave forces the employee to exhaust all their leave time (sick leave, vacation, and/or compensatory time). To be eligible for Sick Leave Sharing, an employee must have an approved and active FMLA request on file with the Village of Shorewood unless they began working for the Village within 12 months and would meet all other qualifications for FMLA leave. A coworker may voluntarily donate 8-40 hours of sick or vacation time to an eligible beneficiary employee. Multiple coworkers may donate sick or vacation time to an eligible beneficiary employee.

I, \_\_\_\_\_, have exhausted or will exhaust all my vacation, sick, and compensatory time as a result of an illness, injury, or any other approved FMLA leave. I am currently approved for FMLA with the Village of Shorewood and would like to participate in the Sick Leave Sharing program.

*I have read the Village of Shorewood Sick Leave Sharing Policy and understand the policy terms related to me*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Office Use Only:

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

Received By: \_\_\_\_\_



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO PUBLIC WORKS COMMITTEE

---

**Agenda Item:** Consider Transportation and Parking Regulation Request

**Date:** February 2, 2026

**Presenter:** Leeann Butschlick

**Department:** Public Works

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**History** – Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (including page number) to reference information. If there is no relevant history, N/A should be entered in this space.

Catherine O’Neill, a resident of the 1800 block of El Shorewood Boulevard submitted a request under the Village’s [Traffic and Parking Regulation program](#) on January 6, 2026. The application (attached) made two requests:

1. Install “Do Not Block Driveway” signage adjacent to the parking garage entrances serving the Eastwood condominium buildings in the 1800 block of E. Shorewood Boulevard.
2. Extend traffic signal times at Oakland & Shorewood to allow more time for westbound vehicles on Shorewood to pass through the intersection.

Please see attached aerial and street view photos.

---

**Agenda Item Discussion** – Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.

Staff estimate implementation costs as follows:

1. A “do not block driveway” sign currently exists at the west garage entrance (closest to Oakland Avenue). Material cost for replacement of the sign in a larger size would be approximately \$100.
2. An engineering analysis of the signal timings must be completed prior to any significant timing adjustment. Modifications to this signal have a strong potential to impact adjacent signalized intersections. Staff have requested a cost estimate for this evaluation from the Village Engineer and hopes to have that available at your meeting.

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**Fiscal Note** – If applicable, please address the financial impacts of the item.

The signage would be funded through DPW’s operating budget line 100-3410-53510, 2026 budget \$5,000.

The 2026 budget traffic devices (signals) line item is funded at \$8,000. If the PWC wishes to recommend funding the request, a funding source must be identified.

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**Community and Business Outreach** – If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.

Yes       No      NA

If yes, identify how and what community groups and businesses were notified. NA

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**Action Required / Recommended** – *Please include the recommended motion or possible actions for this agenda item.*

Action item options:

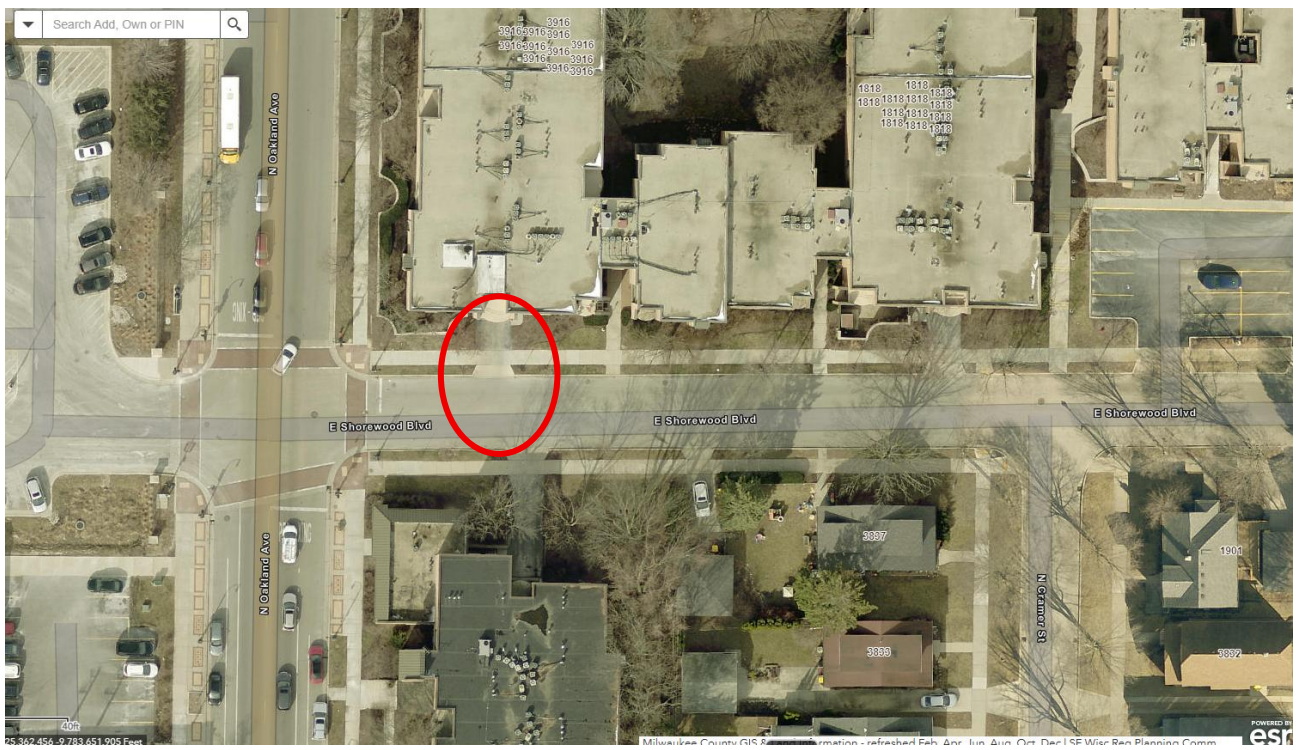
1. Should the PWC support the signage request, it can simply direct staff to install the signage.
2. If the PWC supports the signal timing engineering evaluation, a recommendation should be made to the Village Board stating such and including a suggested or recommended funding source.

If the PWC does not support either request, no action is required.

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**Attachments** – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include agreements/contracts, presentation materials, letters, service proposals, etc.*

January 6, 2026 TAPR request



Village of Shorewood. Traffic and Parking Regulation Request Form

Date: \_\_\_\_\_12/1/2025\_\_\_\_\_

Requestor Information:

Name: Catherine O’Neill, Vice. Pres. Eastwood Community

Address: 1818 Shorewood Blvd\_\_\_\_\_

Phone Number: \_\_414-687-9649\_\_\_\_\_

Email:Catherine5837@att.net\_\_\_\_\_

Traffic-related requests should besubmitted to:dpw@shorewoodwi.gov.

Parking-related requests should be submitted to:pad@shorewoodwi.gov.

Date Received:

Type of Request:

Traffic Control Signage During drop-off and pick-up at Shorewood High School Residents at 3838 and 3916 N Okland have difficulty coming out of and entering garages on Shorewood Blvd. We request that signage “Do Not Block Driveway be large and further away from garage driveways to give Drivers ample notice.

Further we request that the traffic light from Shorewood Blvd. onto Oakland Ave. be longer so that drivers have more time to turn onto Oakland Ave. from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. and 3:30 p.m. during the school year.

Thank you for considering these requests.

Pavement Markings\_\_\_\_\_

Traffic Calming\_\_\_\_\_ Parking Regulation\*

Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*To request a Loading or Accessible Parking Zone an Application for Special Privilege is required.

Location of Request: (attach map, photo or site plan, if available)

Reason for Request: (attach additional pages, if necessary)

Response:

\_\_\_\_\_  
\_\_\_\_\_

Name Date  
Village of Shorewood • 3930 N. Murray Avenue • Shorewood, WI 53211 • 414.847.2700



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO PUBLIC WORKS COMMITTEE

---

**Agenda Item:** Consider recommendation regarding Code modifications to allow for the provision of recycling service to four-unit dwellings

**Date:** February 2, 2026

**Presenter:** Leeann Butschlick

**Department:** Public Works

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**History** – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (including page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

In late 2020, the State’s Legislative Audit Bureau conducted an audit of the state recycling program. One of the recommendations was to update provisions in administrative rules pertaining to effective recycling programs. In response, the DNR has revised the administrative code governing statewide materials recycling and “effective recycling programs”. Changes for local government responsible unit (RU) recycling programs must be implemented by DATE and include:

- RU education: specifies educational materials to be reviewed for accuracy and provided annually. Adds batteries and food waste/composting to the list of topics Rus must educate residents on.
- Additional documentation requirements added for RUs that meet recycling collection standards by having residents contract individually for recycling pickup (not Shorewood).
- Provides specific options for how to provide adequate recycling at multi-family complexes/apartments (five or more units).
- Eliminates the static pounds per person collection standard.

Please note that the current Shorewood Code defines a multiple-family dwelling as a property containing four or more residential units ([455-12](#)).

Further [455-17](#) outlines how the occupants of single-family and two- and three-unit residences shall prepare their materials for collection. This Code section addresses the provision of recycling services.

Staff confirmed with DNR staff that [NR544 Wis. Adm. Code](#) requires municipalities to provide collection service to occupants of single-family and 2-to-4-unit residences. Staff were advised that the Village Code must be updated to align with the Wisconsin Administrative Code. The Village Attorney has reviewed and concurred.

---

**Agenda Item Discussion** – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

There are six (6) properties which have four dwelling units. These properties do not currently receive refuse or recycling services in accordance with the Code:

- 4290 N. Wilson Drive
- 4286 N. Wilson Drive
- 4282 N. Wilson Drive
- 4006 N. Woodburn
- 1401 E. Elmdale
- 3715 N. Oakland

Each of these properties is served by an alley and collection would occur from that point. Staff are proposing that property owners be contacted and offered the residential recycling collection with the following understanding:

1. A standard recycling cart will be furnished for each residential unit.
2. The cart shall be stored every day, except the day of collection, at any location on private property convenient to the resident which is located behind the resident's dwelling, and which is located so as not to create a nuisance to the neighbors or the area.455-2C1c
3. The cart shall be placed for regular collection by 7:00 a.m. on the collection day at a point immediately adjacent to the alley right-of-way which is not more than one foot below or above the adjacent alley grade. 455-2C1d2

A property owner can opt-out of the Village-provided service and continue to contract if they so choose or if their available space does not permit the use of multiple carts. No refund will be offered for past contracted service. This change would go into effect March 30, 2026.

PLEASE NOTE staff are **not** recommending a corresponding change to the definition of multi-family for refuse collection purposes.

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**Fiscal Note** – *If applicable, please address the financial impacts of the item.*

The current contracted monthly recycling charge is \$4.02 per residence. The addition of these properties is projected to add \$217.08 to the 2026 operating budget.

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**Community and Business Outreach** – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in the attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      NA

*If yes, identify how and what community groups and businesses were notified.* NA

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**Action Required / Recommended** – *Please include the recommended motion or possible actions for this agenda item.*

The provisions of the Village’s recycling Code would be updated to comply with the new DNR requirements and incorporate the cart/collection point requirements which appear in the refuse collection Code section as noted above. If the Committee so recommends, a Code revision will be presented for consideration by the full Village Board on March 2, 2026.

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**Attachments** – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include agreements/contracts, presentation materials, letters, service proposals, etc.*

# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO PUBLIC WORKS COMMITTEE



**Agenda Item: Consider appeals of the Streetlight Operations Special Charge.**

**Date: February 2, 2026**

**Presenter: Rebecca Ewald, Village Manager**

**Department: Village Manager's Office**

### History

1. November 18, 2024– the Village Board passed the 2025 budget which included an estimate for revenue to be generated by a new streetlight operations special charge. It was further relayed that Atty. Bayer would assist the Board in ensuring a charge is distributed correctly and provide an ordinance for consideration, see [pg. 133 of the packet](#).
2. [December 16, 2024](#) – the Village Board directed staff to bill for the charge in the most equitable, fair, and efficient manner and provide an ordinance that reflects the charge for adoption.
3. March 17, 2025 – the Village Board approved [Ordinance 3071 - Creating an annual streetlight operations special charge](#) which includes an appeal process.
4. [September 3, 2025](#) – the Public Works Committee considered 23 streetlight appeals in total with the following decisions:
  - Granted 16 appeals to corner lots, resulting in a charge based on the shortest side of the corner lot
  - Granted 7 appeals to corner and other lots, resulting in a charge of the average streetlight charge for the block, with a range between 40-65 lineal feet, but in no case less than 40' even if the shortest side was less than 40'.
  - Denials – 2
5. [October 20, 2025](#) – the Public Works Committee considered 6 streetlight appeals with the following decisions:
  - Granted 4 appeals to corner lots, resulting in a charge based on the shortest side of the corner lot
  - Denials – 2
6. November 17, 2025 – the Village Board amended [Ordinance 3076 Annual Streetlight Operations Special Charge](#) for corner lots to charge corner lots based on the shortest side of the lot that front the street, but not less than 40 feet. The change becomes effective in 2026.

### Overview

The Village Board has set policy by determining the manner in which the Streetlight Operations Special Charge is billed to individual properties. The role of the appellate body is not to reevaluate and consider amendments to that charging process. Rather, the role of the appellate body is to afford due process to those charged by determining whether any mistakes were made within the parameters set by the Village Board when it passed the ordinance. In other words, the appellate body can determine whether there were any technical mistakes in how the charge was applied. Examples of mistakes that the appellate process is designed to correct would be listing the wrong square footage for a property, accidentally billing the same property twice, or some other technical mistake. Such mistakes would render a charge that would not be “just” or “reasonable,” to use the language from the Code. The question is whether the charge is “just” or “reasonable” in relation to the overall assessment process applied by the Village, not whether the overall program itself is deemed “just” or “reasonable” by one individual.

It is also theoretically possible that there could be such a unique geographic characteristic to a specific piece of property that would lead to the regular implementation of the code to be “unjust” or “unreasonable” that the appellate body could remedy, but that would be the exception rather than the rule. For example, say you had a property with a small sliver of land that ran for ¼ mile along the street, but just behind that strip was a set of condos, and under the original application of the formula, the individual property owner was charged the full

amount and the condo absolutely nothing. The appellate body could make appropriate adjustments in that unique circumstance. But overall, it is not the appellate body's role to second guess or judge the fundamental way the Village Board set up the charge in the ordinance. Here is another example where, in the opinion of the Village attorney, the appellate body possess authority to amend a charge: assume a property that on paper is "addressed" on one street, but for 50 plus years the actual front door and entrance is on another street, and there is a significant discrepancy between the lengths of the two sides. That might be unique enough to make a change, as it would be an exception that doesn't overturn the general rule. But the appellate body should not be deciding how the charge itself is created and calculated.

With that in mind, the Public Works Committee (PWC), the appellate body designated to hear streetlight light operation special charge appeals is guided as follows:

- The appellate body's jurisdiction is primarily to evaluate whether the assessment process passed by the Board was done correctly, and it is not the appellate body's lane to judge the Board's general decision on how to apply the charge.
- Appellants should be allowed to present evidence as to why they believe the charge assessed to their property was incorrect;
- Questions can be asked to the applicant;
- The PWC should analyze all evidence offered, and review the charge and any other evidence relevant thereto, which might include maps and photos of the property in question;
- The PWC should vote to either affirm or modify the charge and make a record explaining why they amend any charge, including what mistake was made that makes the charge "unjust" or "unreasonable" in this specific circumstance.

This is the first ever meeting of the PWC to hear appeals associated with the streetlight operations special charge. The Village attorney will be present to assist in guiding the process.

---

**Financial Impact:**

n/a

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**Possible motion:**

- 1) **I move to affirm the streetlight operations special charge assessed by the Village of Shorewood for property located at (INSERT ADDRESS); or**
- 2) **I move to amend the streetlight operations special charge assessed by the Village of Shorewood to [insert corrected amount here], for property located at (INSERT ADDRESS) for the following reasons: [either make a record of the mistake, or specific reason the assessment would be "unjust" or "unreasonable", or refer to "for the reasons stated on the record]**

---

**Attachments:**

1. Streetlight Operations Special Charge PowerPoint
2. Streetlight Operations Special Charge individual appeals

Public Works Committee – February 2, 2026

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# Streetlight Operations Charge Appeals

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# Appeal Process

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## F. Appeal.

1. Whenever any streetlight operations special charge is imposed in accordance with this section, and the person required to pay the charge feels aggrieved as a result of the imposition or collection of the charge, the aggrieved person shall pay the charge when the charge shall become due but shall pay it under protest. Within 20 days following the payment, the aggrieved person may file with the Village of Shorewood Public Works Committee a complaint to the effect that the person is aggrieved by the imposition and collection of the street lighting cost-recovery special charge, his or her specific reasons for objection, and the amount of the overcharge complained of.
2. If, upon review by the Public Works Committee, it is determined that all or any part of any street lighting cost-recovery special charge paid under protest is not just or reasonable, the Finance Director shall institute necessary procedures for a refund.

# Public Works Committee Jurisdiction

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The Public Works Committee is the appellate body for streetlight charge appeals.

The appellate body's jurisdiction is to evaluate whether the assessment process passed by the Board was done correctly, and it is not to judge the Board's general decision on how to apply the charge.

# 5 Appeals filed

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- 4 corner lot(s)
  - 1 requested shortest distance
  - Moving forward in 2026 the charge will be based on shortest distance
  - Refund would be applied to the November 2025 bill
- 1 lot
  - Requesting a refund of the charge.

Note: all appeals filed apply to the November 2025 utility bill. The aerial photos referenced in this document have been modified to apply the shortest distance due to [3076 Amending Streetlight Operations Special Charge for corner lots](#) for the upcoming February 2026 utility bill.



Corner lot – 1004  
E. Glendale

---

Annual Charge (133'): \$593.18

Est. shortest distance (59'):

\$263.14

# 1916 Elmdale Court

Annual Charge (43'): \$191.78

Shortest distance (43'):  
\$191.78





Corner lot –  
1320 E. Lawnwood  
Place

---

Annual Charge (142'):  
\$630.48

Est. shortest distance (49'):  
\$217.56

Corner lot – 2120  
E. Olive Street

Charge (137'): \$608.28

Est. shortest distance (50'):  
\$222.00



# Corner lot – 4200 N. Murray

---

- Annual Charge (100'): \$444.00
  - Est. shortest distance charge (50'): \$74.00
- 



Corner lot –  
4485-4487  
N Frederick  
Ave.



---

Charge (50'): \$223

Shortest distance (50'): \$223

**David and Maureen Scribner**  
**1004 East Glendale Avenue**  
**Shorewood WI 53211**  
**414-326-5480**  
[Dmscribner6060@outlook.com](mailto:Dmscribner6060@outlook.com)

October 20, 2025

Dear Ms. Ewald and Shorewood Village Staff,

We have now paid two separate utility bills for our property at 1004 E. Glendale Ave, where we have lived since 2012. My wife & I are writing this email and we are distressed **by the *impositions and collection of the street lighting cost- recovery charge*** included on our most recent bill and bill in May of 2025.

Looking back at past utility bills- we have typically had an average bill of around \$270-\$310.00. Our bill in May was over \$604.00! This is beyond what we can pay on a quarterly basis and a large imposition and hardship for many of the Shorewood residents- especially for those retirees or those soon to be retired persons, like us.

The annual fee we are seeing added to our bill is \$593.18. This payment amount is based on the lineal foot measurement of our residence- in that our address is facing Glendale Ave. That lineal ft fee is showing as 133 lineal ft which is boosting our pricing unfairly.

Our neighbor to the immediate north of us at 4606 N Sheffield is being charged based on 60 lineal ft. We each have 1 streetlight on our property but share a very similar lot size and sq. footage. Similarly, our neighbor across the street at: 4544 N. Sheffield is being assessed at 35 lineal ft. with a charge of \$156.10. They also have 1 street light and their property line on Glendale is as long or longer than ours. The only difference with their assessments is that their address appears on the “short” side of their property.

We object to this fee based on the inherent inequality reflected in this bill, as we explored the GIS map provided by the village. We are paying far more than my neighbors, while receiving a benefit that is equal to theirs.

The fees being assessed to my wife and I as older homeowners are greater than any of our neighboring properties- solely based on the lineal ft. calculations of where the address is placed. We are paying well over \$400.00 per year more than our residential neighbors; with an accrued cost beyond that of our neighbors of well over \$10,000 over the 25 years proposed for this fee!

The amount of overcharge I am complaining of, in alignment with the process for appeal per Ordinance 3017, is the difference between my fee and the average of my residential neighbors. **Please refund \$197.72 x 2 = \$395.44 to our account and adjust our future annual fee to align with other residential properties of similar size and value to ours.**

I am also sending this letter to draw attention to the greater inequality of how these fees are being assessed. This is having a great impact and causing hardship for many individuals, should this fee structure continue.

Asking village residents to follow the appeal process puts the burden on individuals to seek equity for themselves, rather than the Village proactively assisting with this process.

Some options the village could consider making this process more fair could include:

- All corner residents are charged based on the shorter of sides
- Align fees with overall acreage
- Align fees based on the sq footage of the property
- Align fees based on tax assessment
- Charge a flat fee for all properties.

We are happy to pay our fair share for village services, including streetlights. However, this fee needs to be assessed in a fair way not to put hardship on residents throughout the village. We urge the Board to reconsider how costs for the streetlights can be shared in a more equitable way for residents throughout the village.

Best regards,

David & Maureen Scribner

October 21st, 2025

Dear Village of Shorewood Public Works Committee,

I am writing for a one time refund of our Streetlight OPS Fee, which I recently paid (\$130.48).nnWe live at 1916 East Elmdale Court - a one-way street that Ts into Murray Ave and Atwater Elementary School. We have been there since 2007 and our 2 children went through the entire Shorewood School system - Bright Beginings through High School.

Over the last year and a half our street lights on Elmdale and the lights on Murray Ave (both sides of the street that run along the leng of the Atwater elementary school parking lot, playground and baseball field have not worked; or have worked sporadically or intermittently. At least from May of 2025 to the present they are not working 95% of the time.

I called and talked with the Village Manger several months ago and they were kind and indicated it would be fixed - nothing has been fixed. I left many messages over the last year or so with various departments, including public works. The issue is really safety: kids playing, cars parking (Oakland is quite busy), walking dogs in the dark, late night bar-goers trying to find their cars, people parking for shuttles, older neighbors with walkers on dark, uneven sidewalks, bikers riding on sidewalks, people driving the wrong way at night down a one way street, etc.

I basically protested by not paying our water bill (which includes streetlight fees) but have relented on that - I was told to pay the bill and appeal. I would kindly like a one time refund for the above amount applied to future water bills. I was told on October 20th that parts were ordered and it "takes a long time" - so I assume it will be fixed sooner than later. I do not understand how our village can have non-working street lights for a year+ with no action, no notes given to the people who reside on the street. Also, the lack of returning calls when messages are left at public works (whether related to street lights, tree issues, etc.) is really not good - even a return call/message indicating one's message was received and 'we are on it' - would suffice.

I appreciate your time and consideration with this appeal. I can be reached at 262-957-6310 and by email at [michaeloldani9@gmail.com](mailto:michaeloldani9@gmail.com).

Respectfully submitted,



Michael J. Oldani, 1916 East Elmdale Court, Shorewood, WI 53211

**From:** [James Aleksy](#)  
**To:** [Rebecca Ewald](#)  
**Subject:** Streetlight Charge Appeal - 1320 E Lawnwood Pl  
**Date:** Sunday, October 26, 2025 1:55:35 PM

---

You don't often get email from james.aleksy@gmail.com. [Learn why this is important](#)

Hello, we would like to contest the streetlight charge for our corner lot on 1320 E Lawnwood Pl, Shorewood, WI 53211.

Similar lots adjacent to our property are being assessed at a much lower rate, including the lot on 1300 E Lawnwood. We request that we be assessed for the shorter side on Woodburn similar to 1300 E Lawnwood being assessed for Ardmore vs Lawnwood.

Please let me know if there is a different process or I need to submit something else. The FAQ on the Village website directed me to your email.

Thank you for your assistance.  
James Aleksy

Our charge:

1320 E LAWNWOOD PL  
Parcel Tax Key: 240-0512

**Streetlight Operations Special Charge: \$633.32**  
*(charged at \$4.46 per lineal foot)*

Examples in our adjacent area include:

1300 E LAWNWOOD PL  
Parcel Tax Key: 240-0513

**Streetlight Operations Special Charge: \$218.54**  
*(charged at \$4.46 per lineal foot)*

Lineal Feet Adjacent to Public Right of Way: 49 ft.

---

4261 N WOODBURN ST  
Parcel Tax Key: 240-0524

**Streetlight Operations Special Charge: \$218.54**  
*(charged at \$4.46 per lineal foot)*

---

4262 N ARDMORE AVE  
Parcel Tax Key: 240-0554

Streetlight Operations Special Charge: \$218.54

*(charged at \$4.46 per lineal foot)*

---

4300 N WOODBURN ST  
Parcel Tax Key: 240-0485

Streetlight Operations Special Charge: \$178.40

*(charged at \$4.46 per lineal foot)*

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**From:** [Rebecca Ewald](#)  
**To:** ["Blake Suhar"](#)  
**Subject:** RE: Streetlight cost  
**Date:** Monday, November 3, 2025 8:25:00 AM

---

Hi Blake – thank you for reaching out notifying the Village you would like to appeal the streetlight charge. The [ordinance](#) requires that appeals be made within 20 days following payment. The Public Works Committee already reviewed the September utility bill appeals on 10/20. The Village Board will be considering an amendment to the ordinance before the end of the year that will charge corner lots by the shortest distance. This change will go into effect for next year’s billing cycle starting February 2026, so if you are seeking a decrease in your upcoming November payment, it would still be prudent to complete the appeal process for the last quarterly bill issued in November 2025.

I will keep this email as your request to appeal following the next utility bill being issued (est: bills issued, on or before November 20, bills due December 20, 2025 + 20 days). The anticipated Public Works Committee meeting that appeals will be scheduled for review is Wednesday, January 21. You are not required to appear but always welcome in person or virtually. I will send you a link to the agenda and meeting packet the Thursday prior to the meeting. Please ensure your November bill is timely paid. Should an appeal be granted, a reimbursement for your November 2025 utility bill will be issued to you. Additional questions? Feel free to reach out anytime.

#### Appeal.

1. Whenever any streetlight operations special charge is imposed in accordance with this section, and the person required to pay the charge feels aggrieved as a result of the imposition or collection of the charge, the aggrieved person shall pay the charge when the charge shall become due but shall pay it under protest. Within 20 days following the payment, the aggrieved person may file with the Village of Shorewood Public Works Committee a complaint to the effect that the person is aggrieved by the imposition and collection of the street lighting cost-recovery special charge, his or her specific reasons for objection, and the amount of the overcharge complained of.

2. If, upon review by the Public Works Committee, it is determined that all or any part of any street lighting cost-recovery special charge paid under protest is not just or reasonable, the Finance Director shall institute necessary procedures for a refund.

You can view your parcel on the GIS link:

[https://experience.arcgis.com/experience/aeb2e339c18646948abf9dd3ece408a7/#data\\_s=id%3ADataSource\\_2-1966dbdf844-layer-8%3A17114](https://experience.arcgis.com/experience/aeb2e339c18646948abf9dd3ece408a7/#data_s=id%3ADataSource_2-1966dbdf844-layer-8%3A17114)

and review additional streetlight FAQs here:

<https://www.villageofshorewood.org/1291/Streetlight-Operations-Special-Charge>

Be safe. Be Understanding. Be Kind.

*Rebecca Ewald*

Village Manager  
Village of Shorewood  
3930 N Murray Avenue  
Shorewood, WI 53211  
414.847.2701  
[Village website](#)

**NOTE: Village Hall office hours**

8:00 – 4:30 Mon-Thur; 8:00-12:00 Friday

**\* Shorewood Elected Officials and Members of Village Committees, Boards, Commission and Task Forces: In order to comply with the Open Meetings Act requirements, please limit any reply to only the sender of this electronic communication.**

Sign up for information through the [Manager's Weekly Memo](#)

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**From:** Blake Suhar <blakesuhar@gmail.com>  
**Sent:** Friday, October 31, 2025 1:41 PM  
**To:** Rebecca Ewald <rewald@shorewoodwi.gov>  
**Subject:** Streetlight cost

You don't often get email from [blakesuhar@gmail.com](mailto:blakesuhar@gmail.com). [Learn why this is important](#)

Hi Rebecca,

We paid \$202.76 in August for "STREETLIGHT OPS FEE" and after reading Shorewood Village Trustee Matt McGovern's remarks on the Facebook group "Shorewood is talking about..." where he said "*Last night the Village Board voted to amend the way the streetlight fee is calculated to avoid inequitable fees for some owners of corner lots. The*

*new method will base the fee on the shortest side of the lot, with a minimum of 40 feet. Under the old method, some homeowners were paying twice as much as their neighbors with similar sized lots."*

We live on a corner and have been affected by this issue. Will we receive a reimbursement for the amount we've already paid since the fee was calculated incorrectly?

Thanks!

**Blake Suhar**

(262)707-4455

[LinkedIn](#)

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**From:** [Beth Wolfley](#)  
**To:** [Rebecca Ewald](#)  
**Subject:** Re: Question about street lights  
**Date:** Friday, October 31, 2025 7:36:02 AM

---

Good morning, Rebecca. Since contacting you back in June, I've been following with interest the developments regarding the streetlight assessment (previous email above). At the time you explained the reasoning behind the formulation, and there was no mention of an appeal process, which I have just recently found out about. Doing further research this morning, I discovered this information: "To appeal the streetlight assessment charge in Shorewood, WI, you must file a written complaint with the Village of Shorewood Public Works Committee **within 20 days of payment**, stating your reasons for objection and the amount you believe is overcharged. The complaint must be submitted after you have paid the charge." This 20 day window has long passed for us, which is frustrating since we knew nothing of its existence in the first place, and again, I'll reiterate my initial concern about the equity of the assessment structure. Case in point, our home is the smallest of the four at our intersection of Olive Street and Murray Avenue (with Trustee Warren living directly across the street), and yet, because the other three houses' shorter sides are their address sides, all pay half what we've been charged. Especially for retirees on a fixed income this makes a big difference. Please let me know how we can rectify this inequity.

- Beth Wolfley  
4200 North Murray Avenue

On Tue, Jun 17, 2025 at 1:26 PM Rebecca Ewald <[rewald@shorewoodwi.gov](mailto:rewald@shorewoodwi.gov)> wrote:

Hi Beth – thank you for taking the time to reach out and your kind words regarding the Village Manager's Memo.

Regarding streetlights, the Village reviewed several other communities now also using a streetlight charge. Many, including our neighbor the City of Milwaukee, calculates the charge by lineal foot. The board reflected that all properties value from streetlights and all will pay the charge, including the Village of Shorewood, School District, and other tax-exempt properties in the Village. I want to thank you for sharing your thoughts on the charge. I will provide them to the Village Board so they have an opportunity to review your feedback. If you have additional questions, please feel free to reach out to me at any time.

Be safe. Be Understanding. Be Kind.

*Rebecca Ewald*

Village Manager

Village of Shorewood

3930 N Murray Avenue

Shorewood, WI 53211

414.847.2701

[Village website](#)

**NOTE: Village Hall office hours**

8:00 – 4:30 Mon-Thur; 8:00-12:00 Friday

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Sign up for information through the [Manager's Weekly Memo](#)



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**From:** Beth Wolfley <[bethwolfley@gmail.com](mailto:bethwolfley@gmail.com)>

**Sent:** Monday, June 16, 2025 9:31 AM

**To:** Rebecca Ewald <[rewald@shorewoodwi.gov](mailto:rewald@shorewoodwi.gov)>

**Subject:** Question about street lights

You don't often get email from [bethwolfley@gmail.com](mailto:bethwolfley@gmail.com). [Learn why this is important](#)

Dear Rebecca - before I start complaining, I wanted to say thank you for the job you do. We read your village memos weekly, and appreciate the effort you take to keep us updated and informed as to what's going on in Shorewood.

So now onto the complaining part - lol. Actually, it's more a question - I was wondering how the decision was made to determine cost per residence for the new street lights? It seems to me everyone in the village benefits from the improvement equally, so shouldn't the cost burden be shared equally? Properties such as ours, where the greater linear footage faces the front, are charged more than those homes that have equal or even greater side linear footage, for example. Those homeowners are assessed less even though they share the same overall linear footage, if not more. And ultimately, as I mentioned already, everyone who walks or drives our streets benefits from the streetlights, not just the properties where the lights are located.

Shorewood is a wonderful community we have been proud to call home for over 40 years. Thank you again for all you do to keep it such a special place to live.

Thanks for listening, and have a great day,

Beth Wolfley

## 4200 North Murray Avenue

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**VILLAGE OF SHOREWOOD, WISCONSIN  
FINANCE OFFICE  
MEMO**

**DATE:** February 2, 2026  
**TO:** Budget and Finance Committee  
**FROM:** Finance Office  
**COPY TO:** Village Board  
**RE:** Accounts Payable and Payroll Vouchers for Presentation and Approval

Presented for your approval are the following accounts payable vouchers: 01/16/2026 - 01/31/2026

100 - General Fund	1,080,258.63
200 - Library	21,635.75
210 - Senior Services	2,306.03
230 - Shorewood Today Magazine	-
300 - Debt Service Fund	178,498.00
400 - Capital Projects Fund	62,588.80
430 - TIF #3	-
440 - TIF #4	-
450 - TIF #5	1,825.00
600 - Parking Utility Fund	1,035.00
610 - Water Utility Fund	66,593.94
620 - Sewer Utility Fund	49,169.81
700 - CDA	-
800 - Property Tax Fund	20,005,044.45
900 - Cash Fund	-
Subtotal:	\$ 21,468,955.41
PLUS: Payroll vouchers per payroll register dated: 1/23/2026	247,955.38
	-

**Grand Total**      **\$ 21,716,910.79**

	Begin Ck #	End Chk #
Accounts Payable Checks - North Shore Bank:	39955	39955
Accounts Payable Checks - Town Bank:	58424	58502
Accounts Payable Electronic Checks:	3362	3377
Payroll Checks:	2819	2819
Payroll Direct Deposits:	DD34441	DD34537
Payroll Electronic Check Remittances:	EFT2539	EFT2548

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 0000							
100-0000-15200	2026 WI Law Enforcement Accreditation	BIL*Wisconsin Law Enfo	2026 WI Law Enforcement Accreditation	12/31/2025	01/22/26	360.45	3362
100-0000-15200	WRWA 2026 conference hotel	GREATER GREEN BAY CVB	WRWA 2026 conference hotel	12/31/2025	01/22/26	112.37	3362
100-0000-15200	WRWA 2026 conference hotel	GREATER GREEN BAY CVB	WRWA 2026 conference hotel	12/31/2025	01/22/26	114.37	3362
100-0000-15200	2026 IIMC conference	IIMC	2026 IIMC conference	12/31/2025	01/22/26	860.00	3362
100-0000-15200	ISA certification renewal	INTERNATIONAL SOCIETY	ISA certification renewal 2026	12/31/2025	01/22/26	315.00	3362
100-0000-15200	MEA-SEW Membership 2026	MUNICIPAL EMPLOYERS AS	MEA-SEW Membership 2026	12/31/2025	01/22/26	30.00	3362
100-0000-15200	WCMA conference registration	NIU OUTREACH	WCMA conference registration 2026	12/31/2025	01/22/26	260.00	3362
100-0000-15200	WCMA Conference 2026	NIU OUTREACH	WCMA Conference 2026	12/31/2025	01/22/26	260.00	3362
100-0000-15200	wroblewski 2026 wcpa & wplf members	WISCONSIN CHIEFS OF PO	wroblewski 2026 wcpa & wplf members	12/31/2025	01/22/26	100.00	3362
100-0000-15200	WCMA Membership 2026	WISCONSIN CITY COUNT C	WCMA Membership 2026	12/31/2025	01/22/26	77.25	3362
100-0000-21520	GENERAL CLASS	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - DECEM	122025	01/29/26	40,197.82	3375
100-0000-21520	PROTECTIVE SERVICE	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - DECEM	122025	01/29/26	42,149.06	3375
100-0000-21520	ADDITIONAL CONTRIBUTIONS	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - DECEM	122025	01/29/26	650.00	3375
100-0000-21530	Health Insurance Payable	WCA GROUP HEALTH TRUST	HEALTH INSURANCE PREMIUMS - JANUARY	0019054893	01/29/26	126,374.69	3373
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF W	DENTAL PREMIUMS - JANUARY	2465591	01/29/26	5,286.04	3363
100-0000-21531	DENTAL VILLAGE PORTION	DELTA DENTAL PLAN OF W	DENTAL PREMIUMS-RETIREES-JANUARY	2465592	01/29/26	746.00	3363
100-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES TAX - DECEMBER	12312025	01/29/26	1,753.43	3376
Total For Dept 0000						219,646.48	
Dept 1100 Board							
100-1100-51900	mcgovern registration	LEAGUE OF WISCONSIN MU	mcgovern registration	12/31/2025	01/22/26	30.00	3362
100-1100-53200	Memberships & Subscriptions	BROADCAST MUSIC, INC	2026 MUSIC LICENSING	01012026 BMI	01/28/26	459.00	58434
100-1100-53990	Contingency / Other Activities	RUEKERT & MIELKE, INC	GIS SERVICES 11/7-12/31/25	161586	01/28/26	1,218.00	58482
Total For Dept 1100 Board						1,707.00	
Dept 1200 Court							
100-1200-53100	Expanding pocket file folders	AMAZON MKTPL*BI03N91P1	Expanding pocket file folders	12/31/2025	01/22/26	9.88	3362
100-1200-53100	Toner - Court clerk's printer	AMAZON MKTPL*BI8YH7Z10	Toner - Court clerk's printer	12/31/2025	01/22/26	191.16	3362
100-1200-53100	Correction Tape	AMAZON MKTPL*ZL6693OZ3	Correction Tape	12/31/2025	01/22/26	10.55	3362
100-1200-53100	Office Supplies	SHOREWOOD PRESS	UB/COURT/VOS WINDOW ENVELOPES	11832	01/28/26	100.00	58484
100-1200-53200	Memberships & Subscriptions	WI MUNI JUDGES ASSN	2026 REGULAR MEMBERSHIP-KIRCHNER	2026	01/28/26	150.00	58498
Total For Dept 1200 Court						461.59	
Dept 1410 Manager							
100-1410-51900	Professional Education	EWALD, REBECCA	REIMBURSEMENT-DH TRAINING BOOKS	01072026	01/28/26	62.18	58449
100-1410-53140	monthly service	CCI*CONSTANT-CONTACT	monthly service	12/31/2025	01/22/26	98.00	3362
100-1410-53200	Canva Pro subscription	CANVA* I04735-54738691	Canva Pro subscription	12/31/2025	01/22/26	60.00	3362
100-1410-53200	Journal/Sentinel monthly subscription	GANNETT MEDIA CO	Journal/Sentinel monthly subscription	12/31/2025	01/22/26	24.99	3362
100-1410-54130	milestone recognition	CHEESECAKE 119 ONLINE	milestone recognition	12/31/2025	01/22/26	65.95	3362
100-1410-56110	wireless keyboard AVM	Amazon.com*BI3VF76Y2	wireless keyboard AVM	12/31/2025	01/22/26	84.71	3362
100-1410-56110	data cards for DPW	Samsung	data cards for DPW	12/31/2025	01/22/26	133.24	3362
100-1410-56110	Computer/Printer Equip	ACP CREATIVIT, LLC	2026 LAPTOPS-DPW/DESKTOPS-WATER&PD	INV362689	01/28/26	5,694.00	58424
100-1410-56110	Computer/Printer Equip	ACP CREATIVIT, LLC	WARRANTY/CABLES-DPW [HEYEN]	INV362687	01/28/26	402.00	58424
Total For Dept 1410 Manager						6,625.07	
Dept 1420 Clerk / Customer Service							
100-1420-51900	IIMC online course	CAPTUS PRESS INC	IIMC online course	12/31/2025	01/22/26	75.00	3362
100-1420-51900	fee for #34	FRGN TRANS FEE-CAPTUS	fee for #34	12/31/2025	01/22/26	2.25	3362
100-1420-51900	rebook hotel - WMCA conference	HOTELBOOKING*SERVFEE	rebook hotel - WMCA conference	12/31/2025	01/22/26	17.99	3362
100-1420-51900	rebook hotel - WMCA conference	HTL*COBBLESTONEHOT	rebook hotel - WMCA conference	12/31/2025	01/22/26	(242.88)	3362
100-1420-51900	UWGB online course - Harrell/Cook	LOCAL GOVERNMENT EDUCA	UWGB online course - Harrell/Cook	12/31/2025	01/22/26	598.00	3362
100-1420-51900	IIMC conflice resolution course	PAYPAL * IIMC	IIMC conflice resolution course	12/31/2025	01/22/26	75.00	3362
100-1420-51900	rebook hotel - WMCA conference	RESDESK*COBBLESTONE HO	rebook hotel - WMCA conference	12/31/2025	01/22/26	221.46	3362

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 1420 Clerk / Customer Service							
100-1420-51900	Meal WMCA conference	TST*WISSOTA CHOPHOSE	- Meal WMCA conference	12/31/2025	01/22/26	25.32	3362
100-1420-52910	BUSINESS LICENSING	BSA SOFTWARE	ANNUAL SERVICE/SUPPORT FEE-2/1/26-2	165724	01/28/26	922.00	58436
100-1420-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - DECEMBER	2194-2025 12	01/29/26	184.93	3364
100-1420-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - DECEMBER	12312025	01/29/26	74.99	3370
100-1420-53100	large PostIt Notes	AMAZON MKTPL*BI03N91P1	large PostIt Notes	12/31/2025	01/22/26	31.24	3362
100-1420-53100	small PostIt Notes	AMAZON MKTPL*ZL6693OZ3	small PostIt Notes	12/31/2025	01/22/26	21.22	3362
100-1420-53200	Canva Pro subscritption	CANVA* I04735-54738691	Canva Pro subscritption	12/31/2025	01/22/26	60.00	3362
100-1420-53200	WMCA membership - Harrell	WMCA	WMCA membership - Harrell	12/31/2025	01/22/26	65.00	3362
100-1420-53200	WMCA membership - Cook	WMCA	WMCA membership - Cook	12/31/2025	01/22/26	65.00	3362
100-1420-53300	Voting Equipment costs	PARAGON DEVELOPMENT SY	BADGER BOOKS ROUTERS	15312917	01/28/26	552.00	58475
100-1420-53500	Election Supplies	AMAZON MKTPL*CM9D24553	Election Supplies	12/31/2025	01/22/26	147.57	3362
100-1420-53500	Election Supplies	AMAZON MKTPL*I078F2FK3	Election Supplies	12/31/2025	01/22/26	161.99	3362
Total For Dept 1420 Clerk / Customer Service						3,058.08	
Dept 1510 Finance							
100-1510-48900	Miscellaneous Revenue	WI DEPT OF REVENUE - S	SALES TAX - DECEMBER	12312025	01/29/26	(16.50)	3376
100-1510-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	675.00	3369
100-1510-52910	GENERAL MODULES	BSA SOFTWARE	ANNUAL SERVICE/SUPPORT FEE-2/1/26-2	165724	01/28/26	12,558.00	58436
100-1510-52910	ONLINE INTERFACE	BSA SOFTWARE	ANNUAL SERVICE/SUPPORT FEE-2/1/26-2	165724	01/28/26	3,579.00	58436
100-1510-53130	Postage / Mailing	SHOREWOOD PRESS	UB/COURT/VOS WINDOW ENVELOPES	11832	01/28/26	550.00	58484
Total For Dept 1510 Finance						17,345.50	
Dept 1900 Other General Admin							
100-1900-51325	Flexible Benefit Admin Fee	DIVERSIFIED BENEFIT SE	FSA ADMIN - JANUARY	466729	01/28/26	353.08	58446
100-1900-52120	Professional Fees Legal	CRIVELLO, NICHOLS & HA	GENERAL LEGAL SERVICES - DECEMBER	1302-230760	01/28/26	5,120.00	58442
100-1900-52120	Professional Fees Legal	VON BRIESEN & ROPER SC	PROFESSIONAL SERVICES-PERSONNEL-DEC	516443	01/28/26	1,022.00	58492
100-1900-52125	Professional Fees Legal -	CRIVELLO, NICHOLS & HA	MUNICIPAL COURT - DECEMBER	1302-230758	01/28/26	5,002.00	58442
100-1900-52190	Professional Fees - Insuranc	R & R INSURANCE SERVIC	SERVICE FEES - FEBRUARY	3334465	01/28/26	2,331.50	58479
100-1900-52230.55-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	40.00	58437
100-1900-52230.55-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	399.00	58437
100-1900-52230.77-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	80.00	58437
100-1900-52230.77-00	Phone / Internet - Village	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	19.99	58437
100-1900-52900.55-00	Cleaning and Pest Control	BATZNER PEST CONTROL	VILLAGE HALL EXTERMINATING	90433083	01/28/26	67.13	58432
100-1900-53120	Copier Costs - Village Hal	GREATAMERICA FINANCIAL	VH PINTER/COPIERS LEASE 11/16/25-12	40842944	01/28/26	851.13	58457
100-1900-53120	Copier Costs - Village Hal	GREATAMERICA FINANCIAL	VH PINTER/COPIERS LEASE 12/16/25-01	41094748	01/28/26	507.12	58457
100-1900-53130	Postage Meter Costs - VH	QUADIENT LEASING USA,	QTRLY LEASE 021226-051126 METER/FOL	Q2181155	01/28/26	1,661.46	58477
100-1900-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	17,577.28	58468
Total For Dept 1900 Other General Admin						35,031.69	
Dept 2100 Police							
100-2100-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	1,025.00	3369
100-2100-51900	Simandl master instructor	PRICELN*VACATION PKG	Simandl master instructor taser tra	12/31/2025	01/22/26	981.96	3362
100-2100-51900	Professional Education	WI TRAFFIC SAFETY OFCR	GARNDER 2026 WTSO CONFERENCE	SHOREWOOD PD- 20:	01/28/26	250.00	58499
100-2100-52230	squad cellphones	AMAZON MKTPL*BB3ENOHO0	squad cellphones	12/31/2025	01/22/26	419.90	3362
100-2100-52230	squad cellphones refund	AMAZON MKTPL*PLACE PMTS	squad cellphones refund	12/31/2025	01/22/26	(509.60)	3362
100-2100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	219.46	58437
100-2100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	499.00	58437
100-2100-52230	Phone and Internet	T-MOBILE, INC. USA	12/08/25-1/08/25 CRADLEPOINT CHRGS	978927717-DEC 20:	01/28/26	225.54	58488
100-2100-52300	OTHER INTERGOV'TAL PYMTS (	WI DEPT OF TRANS TV &	JAN 2026 PARKING SUSPENSIONS PROCES.	01152026	01/29/26	132.00	3377
100-2100-52300	OTHER INTERGOV'TAL PYMTS (	WI DEPT OF TRANS TV &	JAN 2026 PARKING SUSPENSIONS PROCES.	01152026	01/29/26	48.00	3377
100-2100-52900	Cleaning and Pest Control	CINTAS CORP	1/19/26 MAT REPLACEMENT SERVICE	4256801411	01/28/26	253.08	58439
100-2100-52910	Software Purch/Maint	WI DEPT OF JUSTICE - T	TIME ACCESS CHRGR 1/1/26-3/31/26	455TIME-00000196:	01/28/26	498.75	58497
100-2100-52930	BLUEFIN GATEWAY FEES - DEC	ELECTRONIC DATA COLLEC	BLUEFIN GATEWAY/RO PLATE LOOKUPS-DE	1617965	01/28/26	237.15	58447

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 2100 Police							
100-2100-52930	Credit Card Fees	MERCHANT SERVICES	ONLINE PARKING PAY PROCESSING-DEC 2	12312025	01/29/26	2,798.00	3365
100-2100-52990	RO PLATE LOOKUPS - DEC 202	ELECTRONIC DATA COLLEC	BLUEFIN GATEWAY/RO PLATE LOOKUPS-DE	1617965	01/28/26	112.50	58447
100-2100-53100	misc office supplies	AMAZON MARK* YZ9U620L3	misc office supplies	12/31/2025	01/22/26	77.79	3362
100-2100-53100	tape	AMAZON MKTPL*B685X1CU2	tape	12/31/2025	01/22/26	19.71	3362
100-2100-53100	keyboard cleaner	AMAZON MKTPL*R69UT4N83	keyboard cleaner	12/31/2025	01/22/26	30.99	3362
100-2100-53100	greeting cards	CURRENT CATALOG	greeting cards	12/31/2025	01/22/26	25.38	3362
100-2100-53100	appreciation cards	METRO MARKET #893	appreciation cards	12/31/2025	01/22/26	45.00	3362
100-2100-53100	get well plant	TLF*GRANDE FLOWERS	get well plant	12/31/2025	01/22/26	37.01	3362
100-2100-53100	greeting card	WAL-MART #2452	greeting card	12/31/2025	01/22/26	21.02	3362
100-2100-53120	Copy & Print Costs	GREATAMERICA FINANCIAL	12/15/25-01/14/26 COPY USAGE	41078238	01/28/26	278.84	58457
100-2100-53200	Memberships & Subscriber	NOTARY BOND RENEWAL SE	SIMANDL NOTARY BOND	SIMANDLBOND2026	01/28/26	30.00	58472
100-2100-53200	Memberships & Subscriber	WI DEPT OF FINANCIAL I	SIMANDL 4 YR NOTARY	SIMANDL2026	01/28/26	20.00	58496
100-2100-53500	evidence supplies	AMAZON MARK* BI0G189P1	evidence supplies	12/31/2025	01/22/26	129.94	3362
100-2100-53500	evidence supplies	AMAZON MKTPL*BI2TR8PK2	evidence supplies	12/31/2025	01/22/26	74.02	3362
100-2100-53500	evidence supplies	SIRCHIE ACQUISITION CO	evidence supplies	12/31/2025	01/22/26	103.92	3362
100-2100-53500	Dept/Program Supplies	BROWN DEER, VILLAGE OF 2026	FIREARMS RANGE FEES	26-0001800	01/28/26	500.00	58435
100-2100-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	13,465.98	58468
100-2100-56140	Officer Equipment / repair	MARK WROBLEWSKI	WROBLEWSKI OFFICER EQUIP REIMBURSEM	MW-CV2026	01/28/26	78.63	58463
			Total For Dept 2100 Police			22,128.97	
Dept 2400 Planning and Development							
100-2400-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	525.00	3369
100-2400-51900	Misc webinars	PLANETIZEN-8772607526	Misc webinars	12/31/2025	01/22/26	37.49	3362
100-2400-52910	BUILDING DEPT	BSA SOFTWARE	ANNUAL SERVICE/SUPPORT FEE-2/1/26-2	165724	01/28/26	2,175.00	58436
100-2400-52910	Software Purch/Maint	RUEKERT & MIELKE, INC	GIS SERVICES 11/7-12/31/25	161586	01/28/26	223.12	58482
100-2400-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - DECEMBER	2194-2025_12	01/29/26	209.19	3364
100-2400-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - DECEMBER	12312025	01/29/26	146.37	3370
			Total For Dept 2400 Planning and Development			3,316.17	
Dept 2900 Other Public Safety							
100-2900-51355	Other Benefits	WI DEPT OF EMPLOYEE TR	MONTHLY RETIREMENT PREMIUMS - DECEM	122025	01/29/26	(1,752.00)	3375
100-2900-52310	OPERATIONS	NORTH SHORE FIRE DEPT	QUARTERLY BILLING - Q1 2026	AR-202579	01/28/26	653,414.00	58469
100-2900-52310	CAPITAL	NORTH SHORE FIRE DEPT	QUARTERLY BILLING - Q1 2026	AR-202579	01/28/26	8,368.00	58469
100-2900-52330	Health Department	NORTH SHORE HEALTH DEP	CONTRIBUTION HEALTH DEPT. Q1 2026	26-0001807	01/28/26	29,024.00	58470
100-2900-52990	Crossing Guards	ALL CITY MANAGEMENT SE	12/28/25-1/10/26 CROSSING GUARDS	PS-INV103081	01/28/26	3,954.52	58427
			Total For Dept 2900 Other Public Safety			693,008.52	
Dept 3100 Public Works Admin.							
100-3100-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	1,200.00	3369
100-3100-51330	Uniform Expense	AVERY POLLARD	REIMBURSEMENT FOR UNIFORM	POLLARD JAN26	01/28/26	80.00	58431
100-3100-51330	Uniform Expense	STEWART KORTE	REIMBURSEMENT FOR UNIFORM	KORTE JAN26	01/28/26	425.00	58486
100-3100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	249.00	58437
100-3100-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	160.00	58437
100-3100-52230	Phone and Internet	US CELLULAR	CELL SERVICE 1/12 TO 2/11	0782645415	01/28/26	120.59	58491
100-3100-52910	Software Purch/Maint	RUEKERT & MIELKE, INC	GIS SERVICES 11/7-12/31/25	161586	01/28/26	223.13	58482
100-3100-54150	Safety Expenses	CINTAS	MEDICAL CABINET SUPPLIES	5313375002	01/28/26	17.22	58438
100-3100-54450	Property Damage - reimburs	TAPCO	SINGAL SERVICE AT CAPTIOL AND WILSO	I802449	01/28/26	195.00	15
100-3100-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	9,950.53	58468
			Total For Dept 3100 Public Works Admin.			12,620.47	
Dept 3230 Bldg Maint - Public Works							
100-3230-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	300.00	3369
100-3230-53350	Outsourced Repairs	ORKIN COMMERCIAL SERVI	DPW EXTERMINATING	292088286	01/28/26	133.34	58473

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 3230 Bldg Maint - Public Works							
100-3230-53350	Outsourced Repairs	OTIS ELEVATOR CO.	VH ELEVATOR MAINTENANCE 2/1 TO 3/31	100402197792	01/28/26	397.88	58474
100-3230-53350	Outsourced Repairs	SECURITAS TECHNOLOGY C	DPW MONITORING AND MAINTENANCE 12/1	6005364952	01/28/26	418.47	58483
100-3230-53500	overdrive fast boring bits	AMAZON MKTPL*BI0352XU3	overdrive fast boring bits	12/31/2025	01/22/26	96.78	3362
100-3230-53500	picture frames and thermal	AMAZON MKTPL*BI7403KQ0	picture frames and thermal imaging	12/31/2025	01/22/26	377.07	3362
100-3230-53500	toilet paper, paper towels	AMAZON MKTPL*EF6UT7U93	toilet paper, paper towels, and cor	12/31/2025	01/22/26	211.24	3362
100-3230-53500	ballast connector power pl	AMAZON MKTPL*KL8RJ5BF3	ballast connector power plug	12/31/2025	01/22/26	34.05	3362
100-3230-53500	steel drill bit sets	AMAZON MKTPL*UZ7XU2733	steel drill bit sets	12/31/2025	01/22/26	359.20	3362
100-3230-53500	dpw hvac temp meter, drill	AMAZON MKTPL*XV9K69Z33	dpw hvac temp meter, drill and tool	12/31/2025	01/22/26	334.98	3362
100-3230-53500	PD tube lights	LED LIGHTIN	PD tube lights	12/31/2025	01/22/26	457.70	3362
100-3230-53500	Dept/Program Supplies	ALSCO, INC.	SHOP TOWELS	IMIL2184740	01/28/26	87.47	58428
100-3230-53500	Dept/Program Supplies	BLIFFERT LUMBER	ROUGH ASH	2601-638319	01/28/26	188.80	58433
100-3230-53500	Dept/Program Supplies	BLIFFERT LUMBER	CREDIT FOR RETURN OF EYE BOLTS	2601-639354	01/28/26	(45.78)	58433
100-3230-53500	Dept/Program Supplies	GRAINGER W W INC	DPW MAGLITE UPGRADE KIT	9764983715	01/28/26	9.96	58454
100-3230-54160	Hubbard Lodge/ River Club	ORKIN COMMERCIAL SERVI	HUBBARD LODGE EXTERMINATING	292088434	01/28/26	149.87	58473
100-3230-54160	Hubbard Lodge/ River Club	ORKIN COMMERCIAL SERVI	BANQUET HALL EXTERMINATING	292090096	01/28/26	102.60	58473
Total For Dept 3230 Bldg Maint - Public Works						3,613.63	
Dept 3300 Municipal Garage							
100-3300-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	325.00	3369
100-3300-53350	Outsourced Repairs	KRIETE LEASING & RENTA	VEHICLE 74	R101021530:01	01/28/26	6,880.76	58462
100-3300-53350	Outsourced Repairs	TRUCK COUNTRY	VEHICLE 110	R207029868:01	01/28/26	718.28	58489
100-3300-53400	vehicle 90 exterior mirror	eBay O*16-13982-55615	vehicle 90 exterior mirror	12/31/2025	01/22/26	30.71	3362
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	VEHICLE 22	888837	01/28/26	24.09	58425
100-3300-53400	Vehicle Maintenance	ADVANCE AUTO PARTS	CREDIT FOR RETURN FROM INVOICE 8885	888932	01/28/26	(12.80)	58425
100-3300-53400	Vehicle Maintenance	AIRGAS USA, LLC	CYLINDER RENTAL 12/1 TO 12/31	5521454772	01/28/26	374.70	58426
100-3300-53400	Vehicle Maintenance	EWALD AUTOMOTIVE GROUP	SQUAD 6	99870	01/28/26	56.00	58448
100-3300-53400	Vehicle Maintenance	EWALD AUTOMOTIVE GROUP	SHOP STOCK	99871	01/28/26	229.96	58448
100-3300-53400	Vehicle Maintenance	GRAINGER W W INC	HOSE REELS	9757299988	01/28/26	1,475.37	58454
100-3300-53400	Vehicle Maintenance	GRAINGER W W INC	REPLACEMENT FILTERS	9757299996	01/28/26	82.00	58454
100-3300-53400	Vehicle Maintenance	GRAINGER W W INC	BRUSH ON ELECTRICAL TAPE	9757810016	01/28/26	37.58	58454
100-3300-53400	Vehicle Maintenance	GRAINGER W W INC	FUEL FILTER CANISTER	9757810024	01/28/26	112.56	58454
100-3300-53400	Vehicle Maintenance	MOTION & CONTROL ENTER	SHOP	G09030-001	01/28/26	44.85	58467
100-3300-53400	Vehicle Maintenance	US CELLULAR	GPS 1/9 TO 2/8	0781504060	01/28/26	21.28	58490
100-3300-53410	Fuel and Oil	GFL ENVIRONMENTALSVCS	FILTERS AND ANTIFREEZE DRUM	LQ03083421	01/28/26	201.16	58453
100-3300-53410	Fuel and Oil	ROTE OIL - CEDARBURG	DIESEL FUEL	18659	01/28/26	1,642.59	58481
100-3300-53410	Fuel and Oil	ROTE OIL - CEDARBURG	UNLEADED FUEL	18658	01/28/26	1,229.72	58481
Total For Dept 3300 Municipal Garage						13,473.81	
Dept 3410 Street and Alley							
100-3410-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	675.00	3369
Total For Dept 3410 Street and Alley						675.00	
Dept 3430 Street Lights							
100-3430-52200.01-00	Electric - Street Lightinç	WE ENERGIES - CONSOLID	ALLEY LIGHT 4305 N MARLBOROUGH	5772784039	01/28/26	881.52	58494
100-3430-53500	Supplies - Street Lightinç	DIGGERS HOTLINE INC	DIGGERS HOTLINE DEC	251255101	01/28/26	5.10	58445
100-3430-53500	Supplies - Street Lightinç	GRAYBAR ELECTRIC CO.,	CABLE SPLICE AND BUTT SPLICE	9351614814	01/28/26	1,019.33	58456
Total For Dept 3430 Street Lights						1,905.95	
Dept 3460 Winter							
100-3460-53500	Dept/Program Supplies	COMPLETE LAWN AND LAND	ICE MELTER, SALT SPREADER, SHOVELS	102696	01/28/26	820.94	58440
Total For Dept 3460 Winter						820.94	
Dept 3510 Refuse Disposal							

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 100 General Fund							
Dept 3510 Refuse Disposal							
100-3510-52950.03-00	Disposal Contracts - Refuse	WASTE MANAGEMENT OF WI	12/1 TO 12/31 SOLID, YARD	0130777-2808-0	01/28/26	35,563.51	58493
100-3510-52950.04-00	Disposal Contracts - Recyc	WASTE MANAGEMENT OF WI	1/1 TO 1/31 OAKLAND AVE	7222062-2275-3	01/28/26	152.00	58493
100-3510-53500	Supplies - Refuse Collecti	WI DEPT OF AGRICULTURE	VEHICLE SCALE OPERATOR LICENSE 4/1/	280120-2026	01/28/26	57.50	58495
Total For Dept 3510 Refuse Disposal						35,773.01	
Dept 3530 Yard Waste / Leaf							
100-3530-53500	Dept/Program Supplies	WI DEPT OF AGRICULTURE	VEHICLE SCALE OPERATOR LICENSE 4/1/	280120-2026	01/28/26	57.50	58495
Total For Dept 3530 Yard Waste / Leaf						57.50	
Dept 3610 Forestry							
100-3610-53510	EAB Treatment Supplies	GRAND ARBOR SUPPLY	EAB INJECTION CONSUMABLES	83617	01/28/26	8,989.25	58455
Total For Dept 3610 Forestry						8,989.25	
Total For Fund 100 General Fund						1,080,258.63	
Fund 200 Library							
Dept 0000							
200-0000-15200	(*2026)New York Times year	NYTIMES	(*2026)New York Times yearly subscr	12/31/2025	01/22/26	1,324.27	3362
200-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES TAX - DECEMBER	12312025	01/29/26	52.63	3376
Total For Dept 0000						1,376.90	
Dept 5110 Library							
200-5110-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	650.00	3369
200-5110-52230	Phone and Internet (villa	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	20.00	58437
200-5110-52910	20 pack headphones	AMAZON MKTPL*R80FT35Y3	20 pack headphones	12/31/2025	01/22/26	434.73	3362
200-5110-52910	Email distribution softwar	CCI*CONSTANT-CONTACT	Email distribution software	12/31/2025	01/22/26	185.33	3362
200-5110-52910	Software Purch/Maint	FE TECHNOLOGIES AMERIC	SELF CHECKS ANNUAL MAINT.FEB 26-JAN	SVIP031840	01/28/26	1,805.00	58451
200-5110-53100	Office Supplies	QUILL CORPORATION	CIRCLE LABELS	47220126	01/28/26	40.84	58478
200-5110-53500	Processing Supplies	DEMCO	KAPCO EASY COVER	7746869	01/28/26	127.94	58443
200-5110-53500	Processing Supplies	DEMCO	KAPCO EASY COVER, YELLOW TAPE	7749850	01/28/26	169.75	58443
200-5110-53720	Barrons monthly charge - I	D J*BARRONS	Barrons monthly charge - Periodical	12/31/2025	01/22/26	31.76	3362
200-5110-53720	Periodicals	WT COX INFORMATION SER	MAGAZINE SUBSCRIPTIONS	3157688	01/28/26	3,259.20	58501
200-5110-54000	Finals week care packages	AMAZON MKTPL*DD1Q30GB3	Finals week care packages - gum_AO	12/31/2025	01/22/26	19.99	3362
200-5110-54000	Finals week care packages-	AMAZON MKTPL*FT5GP5EP3	Finals week care packages-Teen Prog	12/31/2025	01/22/26	216.19	3362
200-5110-54000	Cricut blade, gift bags_BI	AMAZON MKTPL*SS5OE3BS3	Cricut blade, gift bags_BL	12/31/2025	01/22/26	19.97	3362
200-5110-54000	TAB snacks - Teen Programm	METRO MARKET #893	TAB snacks - Teen Programming_AO	12/31/2025	01/22/26	11.48	3362
200-5110-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	3,575.04	58468
Total For Dept 5110 Library						10,567.22	
Dept 5111 Adult Materials							
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	93451024	01/28/26	84.38	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT GRAPHIC NOVEL	93451025	01/28/26	21.73	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE LARGE PRINT FICTION	93451027	01/28/26	19.27	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION MYSTERY	93451028	01/28/26	33.17	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION ROMANCE	93451031	01/28/26	11.45	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION	93451032	01/28/26	16.59	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION ROMANCE	93451033	01/28/26	11.27	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	93401672	01/28/26	183.37	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION25	93451020	01/28/26	16.05	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	93510717	01/28/26	35.96	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE LARGE PRINT FICTION	93561161	01/28/26	20.51	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT NON FICTION	93627962	01/28/26	40.33	58459
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE ADULT FICTION ROMANCE	93627968	01/28/26	23.03	58459

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Fund 200 Library							
Dept 5111 Adult Materials							
200-5111-53730	Materials	INGRAM LIBRARY	SERVICE MYSTERY	93627969	01/28/26	16.16	58459
200-5111-53740	DVD's	INGRAM LIBRARY	SERVICE MOVIE DVDS	93575499	01/28/26	206.16	58459
200-5111-53740	DVD's	MIDWEST TAPE LLC	MOVIE DVDS	508330139	01/28/26	233.14	58464
200-5111-53750	Audiobooks	INGRAM LIBRARY	SERVICE AUDIOBOOKS	93401670	01/28/26	103.14	58459
200-5111-53750	Audiobooks	INGRAM LIBRARY	SERVICE AUDIOBOOKS	93401673	01/28/26	307.11	58459
200-5111-53750	Audiobooks	INGRAM LIBRARY	SERVICE AUDIOBOOKS	93401674	01/28/26	96.56	58459
200-5111-53770	Music	MIDWEST TAPE LLC	MUSIC CD	508330136	01/28/26	17.99	58464
200-5111-53770	Music	MIDWEST TAPE LLC	MUSIC CDS	508245834	01/28/26	39.62	58464
Total For Dept 5111 Adult Materials						1,536.99	
Dept 5112 Childrens Materials							
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NONFICTION	93451021	01/28/26	44.27	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV GRAPHIC	93451022	01/28/26	9.96	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV PICTURE BOOKS	93451023	01/28/26	42.06	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV NON FICTION	93451029	01/28/26	33.82	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV FICTION	93451030	01/28/26	20.47	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV FICTION	93451019	01/28/26	9.97	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV PICTURE	93575498	01/28/26	21.58	58459
200-5112-53730	Materials	INGRAM LIBRARY	SERVICE JUV FICTION	93627967	01/28/26	22.20	58459
Total For Dept 5112 Childrens Materials						204.33	
Dept 5113 Young Adult Materials							
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT	93451026	01/28/26	43.14	58459
200-5113-53730	Materials	INGRAM LIBRARY	SERVICE YOUNG ADULT102725	93451018	01/28/26	21.59	58459
Total For Dept 5113 Young Adult Materials						64.73	
Dept 5121 GMF - enhanced							
200-5121-52180	Staff development day - L	COSTCO WHSE #1212	Staff development day - Lange	-Prof 12/31/2025	01/22/26	111.53	3362
200-5121-52180	Staff development day - L	SENDIKS ON DOWNER LLC	Staff development day - Lange	-Prof 12/31/2025	01/22/26	42.39	3362
200-5121-52180	Staff development day - L	SQ *VALENTINE COFFEE R	Staff development day - Lange	-Prof 12/31/2025	01/22/26	38.37	3362
200-5121-52180	Staff development day - L	TST*THE CITY MARKET CA	Staff development day - Lange	-Prof 12/31/2025	01/22/26	260.01	3362
200-5121-53700	Collection Enhancements	WISCONSIN LIBRARY SERV	ATOZ DATABASES & MORNINGSTAR INVEST	504835	01/28/26	4,501.35	58500
200-5121-53700	Collection Enhancements	ZOOLOGICAL SOCIETY OF	LIBRARY ZOO PASS FOR CIRCULATION	ZOO PASS 2026	01/28/26	1,250.00	58502
200-5121-54010	Circle punch for buttons -	AMAZON MKTPL*DD1Q30GB3	Circle punch for buttons -Lange Pro	12/31/2025	01/22/26	22.99	3362
200-5121-54010	Puzzle contest prizes - L	BOARD GAME BARRISTER	Puzzle contest prizes - Lange	12/31/2025	01/22/26	90.00	3362
200-5121-54010	Bins - Lange Programming_	FCONTAINERSTORE.COM	Bins - Lange Programming_BL	12/31/2025	01/22/26	32.18	3362
Total For Dept 5121 GMF - enhanced						6,348.82	
Dept 5122 Friends - enhanced							
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS WORLD LANGUAGES	93451034	01/28/26	12.63	58459
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS REPLACEMENTS	93401667	01/28/26	23.01	58459
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS WORLD LANGUAGES	93401668	01/28/26	170.60	58459
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS WORLD LANGUAGES	93401669	01/28/26	98.34	58459
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS WORLD LANGUAGES	93401671	01/28/26	7.53	58459
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS TV SERIES	93575500	01/28/26	64.35	58459
200-5122-53700	Collection Enhancements	INGRAM LIBRARY	SERVICE FRIENDS JUV REPLACEMENTS	93627966	01/28/26	10.84	58459
200-5122-53700	Collection Enhancements	MIDWEST TAPE LLC	FRIENDS TV SERIES	508330138	01/28/26	131.22	58464
200-5122-53780	Special Initiatives	WT COX INFORMATION SER	FRIENDS GIFT MAGAZINES	3157689	01/28/26	960.79	58501
Total For Dept 5122 Friends - enhanced						1,479.31	
Dept 5123 Other - enhanced							
200-5123-54010	Kiwanis gift - bags for ki	AMAZON MKTPL*SS50E3BS3	Kiwanis gift - bags for kids winter	12/31/2025	01/22/26	6.99	3362
200-5123-54010	Kiwanis gift - kids winte	OTC BRANDS *OTC BRAND	Kiwanis gift - kids winter reading	12/31/2025	01/22/26	27.99	3362

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Fund 200 Library							
Dept 5123 Other - enhanced							
200-5123-54010	Kiwanis gift - kids winter reading	OTC BRANDS *OTC BRAND	Kiwanis gift - kids winter reading	12/31/2025	01/22/26	22.47	3362
						57.45	
Total For Dept 5123 Other - enhanced							
Total For Fund 200 Library						21,635.75	
Fund 210 Senior Services							
Dept 4600 Senior Services							
210-4600-55100	Liability & Property Insurance	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	595.84	58468
Total For Dept 4600 Senior Services						595.84	
Dept 4650 SRC Benjamin Services							
210-4650-52100	Professional Fees	DEWITT CLINTON, LLOYD	YOGA SUB	JAN-FEB 2026	01/28/26	120.00	58444
210-4650-52100	Professional Fees	JEWISH HOME & CARE CEN	BRAIN POWER HOUR	JAN2026	01/28/26	100.00	58460
210-4650-52100	Professional Fees	MILEWSKI, SHERROD	QIGONG	JAN2026	01/28/26	240.00	58465
210-4650-52100	Professional Fees	PHILLIP CHARD	BECOMING ONE'S AUTHENTIC SELF	FEB2026	01/28/26	200.00	58476
210-4650-52990	Box Lunch	IRENES CATERING SERVIC	Box Lunch	12/31/2025	01/22/26	90.00	3362
210-4650-52990	box lunch vegan sub	JIMMY JOHNS - 78 -MOTO	box lunch vegan sub	12/31/2025	01/22/26	11.69	3362
210-4650-52990	Holiday punch	METRO MARKET #893	Holiday punch	12/31/2025	01/22/26	111.38	3362
210-4650-52990	Ice	METRO MARKET #893	Ice	12/31/2025	01/22/26	5.18	3362
210-4650-53120	Newsletter	IN *SHOREWOOD PRESS IN	Newsletter	12/31/2025	01/22/26	375.00	3362
210-4650-53500	Coffee Creamer and Holiday	AMAZON MKTPL*BI4Q47BW0	Coffee Creamer and Holiday party d	12/31/2025	01/22/26	117.94	3362
210-4650-53500	Forks and Ice Cream dishes	BOELTER SUPERSTORE	Forks and Ice Cream dishes	12/31/2025	01/22/26	135.22	3362
210-4650-53500	Cuppa Joe	EINSTEIN BROS BAGELS14	Cuppa Joe	12/31/2025	01/22/26	34.73	3362
210-4650-53500	2 Airpots	THE WEBSTAUANT STORE	2 Airpots	12/31/2025	01/22/26	169.05	3362
Total For Dept 4650 SRC Benjamin Services						1,710.19	
Total For Fund 210 Senior Services						2,306.03	
Fund 300 Debt Service Fund							
Dept 8000 Debt Service							
300-8000-58100	DEBT	NORTH SHORE FIRE DEPT	QUARTERLY BILLING - Q1 2026	AR-202579	01/28/26	39,523.00	58469
300-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENT 2018A BOND	02012026 2018A II	01/29/26	66,281.25	3372
300-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENTS 2012 C CORP BONDS	02012026 2012C II	01/29/26	8,968.75	3372
300-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENT 2016A BONDS	02012026 2016A II	01/29/26	63,725.00	3372
Total For Dept 8000 Debt Service						178,498.00	
Total For Fund 300 Debt Service Fund						178,498.00	
Fund 400 General Capital Projects							
Dept 3410 Street and Alley							
400-3410-56320.24-01	Streetlights Ph 1 Construc	MILWAUKEE PLUMBING	REPAIR OF DAMAGED ELECTRICAL MAIN	58988-1	01/28/26	4,993.84	58466
Total For Dept 3410 Street and Alley						4,993.84	
Dept 3650 ARPA Projects							
400-3650-56370	DPW Site Evaluation (fee v	CITY OF MILW LMS	DPW Site Evaluation (fee will be re	12/31/2025	01/22/26	20.00	3362
400-3650-56370	ARPA projects	STRAND ASSOCIATES INC	GENERAL ENGINEERING SERVICE 12/1 TO	0234252	01/28/26	57,494.96	58487
Total For Dept 3650 ARPA Projects						57,514.96	
Dept 5700 Capital Related							
400-5700-56900	Anticipated Bonded Project	CRIVELLO, NICHOLS & HA	LEGAL SVCS-AFFORDABLE HOUSING PROJE	1302-230759	01/28/26	40.00	58442
400-5700-56900	Anticipated Bonded Project	CRIVELLO, NICHOLS & HA	LEGAL SVCS-AFFORDABLE HOUSING PROJE	1302-230426	01/28/26	40.00	58442
Total For Dept 5700 Capital Related						80.00	

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Fund 400 General Capital Projects			Total For Fund 400 General Capital Projects			62,588.80			
Fund 450 TID No. 5 Capital Dept 6650 TID Projects									
450-6650-52110	Professional Fees Engineer	SHOREWOOD PRESS	OAKLAND AVE RECONSTRUCTION POSTCARD	11807	01/28/26	1,825.00	58484		
			Total For Dept 6650 TID Projects			1,825.00			
			Total For Fund 450 TID No. 5 Capital			1,825.00			
Fund 600 Parking Utility Dept 0000									
600-0000-24213	Sales Tax Due State	WI DEPT OF REVENUE - S	SALES TAX - DECEMBER	12312025	01/29/26	425.29	3376		
			Total For Dept 0000			425.29			
Dept 3900 Parking 600-3900-52930			Credit Card Fees	MERCHANT SERVICES	ONLINE PARKING PAY PROCESSING-DEC 2	12312025	01/29/26	311.79	3365
600-3900-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	297.92	58468		
			Total For Dept 3900 Parking			609.71			
			Total For Fund 600 Parking Utility			1,035.00			
Fund 610 Water Utility Dept 3710 Water Administration									
610-3710-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	300.00	3369		
610-3710-51900	WRWA training 12/8/2025 se	OPC MSC*SERVICE FEE 02	WRWA training 12/8/2025 service fee	12/31/2025	01/22/26	6.35	3362		
610-3710-51900	WRWA training 12/8/2025	OPC*WISCONSIN RURAL WT	WRWA training 12/8/2025	12/31/2025	01/22/26	110.00	3362		
610-3710-52100	Professional Fees	ARCADIS U.S., INC.	LSLR PROJECT PLANNING THROUGH 12/28	36096421	01/28/26	14,031.25	58430		
610-3710-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	80.00	58437		
610-3710-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	125.00	58437		
610-3710-52230	Phone and Internet	US CELLULAR	CELL SERVICE 1/12 TO 2/11	0782645415	01/28/26	110.08	58491		
610-3710-52910	UTILITY BILLING	BSA SOFTWARE	ANNUAL SERVICE/SUPPORT FEE-2/1/26-2	165724	01/28/26	1,192.00	58436		
610-3710-52910	BSA / GIS / Starnet	RUEKERT & MIELKE, INC	GIS SERVICES 11/7-12/31/25	161586	01/28/26	10,513.32	58482		
610-3710-52910	BSA / GIS / Starnet	STARNET TECHNOLOGIES	NCC MONITORING	036320	01/28/26	180.00	58485		
610-3710-52910	BSA / GIS / Starnet	STARNET TECHNOLOGIES	NCC MONITORING	032696	01/28/26	180.00	58485		
610-3710-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - DECEMBER	2194-2025_12	01/29/26	2,073.67	3364		
610-3710-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - DECEMBER	12312025	01/29/26	2,172.76	3370		
610-3710-53100	toilet leak detection tabl	AMAZON MKTPL*8X1CL6G13	toilet leak detection tablets	12/31/2025	01/22/26	38.45	3362		
610-3710-53100	ice for water testing	EXXON SHOREWOOD ARC	ice for water testing	12/31/2025	01/22/26	5.58	3362		
610-3710-53100	Office Supplies	SHOREWOOD PRESS	UB/COURT/VOS WINDOW ENVELOPES	11832	01/28/26	500.00	58484		
610-3710-54150	Safety Expenses	CINTAS	MEDICAL CABINET SUPPLIES	5313375002	01/28/26	17.22	58438		
610-3710-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	6,852.16	58468		
			Total For Dept 3710 Water Administration			38,487.84			
Dept 3730 Maint Mains									
610-3730-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	300.00	3369		
610-3730-53500	Dept/Program Supplies	AMERICAN LEAK DETECTIO	MAIN LEAK DETECTION 4150 N LARKIN	00538223	01/28/26	545.00	58429		
610-3730-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS HOTLINE DEC	251255101	01/28/26	5.10	58445		
610-3730-53500	Dept/Program Supplies	GRUNAU COMPANY, INC.	MAIN BREAK DETECTION	20006050	01/28/26	500.00	58458		
610-3730-53500	Dept/Program Supplies	KOHLER PIT INC	CLEAN FILL DUMP	197345	01/28/26	80.00	58461		
610-3730-53500	Dept/Program Supplies	KOHLER PIT INC	RECYCLED CONCRETE	197498	01/28/26	80.00	58461		
610-3730-53500	Dept/Program Supplies	RCM	SLURRY	252359	01/28/26	125.00	58480		
			Total For Dept 3730 Maint Mains			1,635.10			
Dept 3740 Maint Services									
610-3740-53500	Dept/Program Supplies	KOHLER PIT INC	RECYCLED CONCRETE	197341	01/28/26	80.00	58461		

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Fund 610 Water Utility							
Dept 3740 Maint Services							
Total For Dept 3740 Maint Services						80.00	
Dept 3760 Maint Hydrants							
610-3760-53500	Dept/Program Supplies	CORE & MAIN LP	BREAKABLE KIT	Y238465	01/28/26	1,380.00	58441
Total For Dept 3760 Maint Hydrants						1,380.00	
Dept 3770 Maint Misc Plan							
610-3770-53500	propane blanket	AMAZON MKTPL*NA5098I93	propane blanket	12/31/2025	01/22/26	129.99	3362
610-3770-53500	survey pole and survey equ	EMLID.COM	survey pole and survey equipment	12/31/2025	01/22/26	2,748.00	3362
Total For Dept 3770 Maint Misc Plan						2,877.99	
Dept 3775 Lead Service Line Replacement							
610-3775-54750.25-62	SW Area Private Lateral Gr	STRAND ASSOCIATES INC	SW AREA LSLR 12/1 TO 12/31	0234117	01/28/26	93.62	58487
610-3775-54755.25-62	SW AREA-Homeowner Account	STRAND ASSOCIATES INC	SW AREA LSLR 12/1 TO 12/31	0234117	01/28/26	93.63	58487
Total For Dept 3775 Lead Service Line Replacement						187.25	
Dept 3790 Other Water							
610-3790-54740	Water Testing	NORTHERN LAKE SERVICE	BACTERIA TESTING JAN	2601109	01/28/26	217.00	58471
Total For Dept 3790 Other Water						217.00	
Dept 8000 Debt Service							
610-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENT 2018A BOND	02012026 2018A II	01/29/26	9,846.88	3372
610-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENTS 2012 C CORP BONDS	02012026 2012C II	01/29/26	1,666.25	3372
610-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENT 2016A BONDS	02012026 2016A II	01/29/26	10,215.63	3372
Total For Dept 8000 Debt Service						21,728.76	
Total For Fund 610 Water Utility						66,593.94	
Fund 620 Sewer Utility							
Dept 3810 Sewer Administration							
620-3810-51300	Health Insurance	NORTH SHORE BANK 4414	QUARTER EMPLOYEE HSA CONTRIBUTION-	01012026	01/29/26	675.00	3369
620-3810-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	125.00	58437
620-3810-52230	Phone and Internet	CHARTER COMMUNICATIONS	SPECTRUM SERVICES - JANUARY	152669501010726	01/28/26	80.00	58437
620-3810-52230	Phone and Internet	US CELLULAR	CELL SERVICE 1/12 TO 2/11	0782645415	01/28/26	71.58	58491
620-3810-52910	UTILITY BILLING	BSA SOFTWARE	ANNUAL SERVICE/SUPPORT FEE-2/1/26-2	165724	01/28/26	1,192.00	58436
620-3810-52910	BSA / GIS	RUEKERT & MIELKE, INC	GIS SERVICES 11/7-12/31/25	161586	01/28/26	223.13	58482
620-3810-52930	Credit Card Fees	INVOICE CLOUD	CREDIT CARD FEES - DECEMBER	2194-2025_12	01/29/26	2,073.67	3364
620-3810-52930	Credit Card Fees	PAYMENTECH-CHASE	CREDIT CARD FEES - DECEMBER	12312025	01/29/26	2,172.76	3370
620-3810-53100	office door sign	AMAZON MKTPL*6B87N3HF3	office door sign	12/31/2025	01/22/26	19.33	3362
620-3810-53100	Office Supplies	SHOREWOOD PRESS	UB/COURT/VOS WINDOW ENVELOPES	11832	01/28/26	500.00	58484
620-3810-54150	Safety Expenses	CINTAS	MEDICAL CABINET SUPPLIES	5313375002	01/28/26	17.23	58438
620-3810-55100	Liability & Property Insur	MUNICIPAL PROPERTY INS	RENEWAL 01/01/26-12/31/26	12252025	01/28/26	7,269.25	58468
Total For Dept 3810 Sewer Administration						14,418.95	
Dept 3820 Sewer Maintenance							
620-3820-53400	Vehicle Maintenance	GRAINGER W W INC	COUPLERS	9759992259	01/28/26	105.85	58454
620-3820-53400	Vehicle Maintenance	MOTION & CONTROL ENTER	VACTOR	G07358-002	01/28/26	705.27	58467
620-3820-53400	Vehicle Maintenance	MOTION & CONTROL ENTER	VACTOR TOOL PARTS	G07358-001	01/28/26	557.14	58467
620-3820-53500	Dept/Program Supplies	DIGGERS HOTLINE INC	DIGGERS HOTLINE DEC	251255101	01/28/26	5.10	58445
Total For Dept 3820 Sewer Maintenance						1,373.36	
Dept 3890 Other Sewer							
620-3890-56600.24-02	SEASCI Phase II Sewer	STRAND ASSOCIATES INC	SEASCI PHASE 2 12/1 TO 12/31	0234116	01/28/26	798.75	58487
Total For Dept 3890 Other Sewer						798.75	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 620 Sewer Utility							
Dept 8000 Debt Service							
620-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENT 2018A BOND	02012026 2018A II	01/29/26	2,837.50	3372
620-8000-58200	Interest	US BANK CORP TRUST SER	INTEREST PAYMENTS 2012 C CORP BONDS	02012026 2012C II	01/29/26	29,741.25	3372
Total For Dept 8000 Debt Service						32,578.75	
Total For Fund 620 Sewer Utility						49,169.81	
Fund 800 Tax Agency Fund							
Dept 0000							
800-0000-21200	Over Payments	F STREET WILSON, LLC	2025 TAX OVERPAYMENT REFUND	2409979000-2025	01/28/26	3,653.18	58450
800-0000-21200	Over Payments	FORTIER, KELLY M	2025 TAX OVERPAYMENT REFUND	2360387000-2025	01/28/26	1,294.12	58452
800-0000-24300	Due to Milwaukee County	MILW CNTY TREASURER	TAX SETTLEMENT - JANUARY	01152026	01/29/26	3,896,436.37	3367
800-0000-24510	Due to MATC	MILW AREA TECHNICAL CO	TAX SETTLEMENT - JANUARY	01152026	01/29/26	945,825.19	3366
800-0000-24520	Due to MMSD	MILW METRO SEWERAGE DI	TAX SETTLEMENT - JANUARY	01152026	01/29/26	1,528,987.68	3368
800-0000-24600	Due to Shorewood School	SCHOOL DISTRICT OF SHO	TAX SETTLEMENT - JANUARY	01152026	01/29/26	3,615,561.01	3371
800-0000-24610	Due to Whitefish Bay Schoc	WHITEFISH BAY SCHOOL D	WFB SCHOOLS TAX SETTLEMENT-JANUARY	01152026	01/29/26	13,286.90	3374
Total For Dept 0000						20,005,044.45	
Total For Fund 800 Tax Agency Fund						20,005,044.45	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 100 General Fund			1,080,258.63	
			Fund 200 Library			21,635.75	
			Fund 210 Senior Services			2,306.03	
			Fund 300 Debt Service Fund			178,498.00	
			Fund 400 General Capital Projects			62,588.80	
			Fund 450 TID No. 5 Capital			1,825.00	
			Fund 600 Parking Utility			1,035.00	
			Fund 610 Water Utility			66,593.94	
			Fund 620 Sewer Utility			49,169.81	
			Fund 800 Tax Agency Fund			20,005,044.45	
Total For All Funds:						21,468,955.41	
--- TOTALS BY GL DISTRIBUTION ---							
	100-0000-15200		2026 WI Law Enforcement Accreditation			2,489.44	
	100-0000-21520		GENERAL CLASS			82,996.88	
	100-0000-21530		Health Insurance Payable			126,374.69	
	100-0000-21531		DENTAL VILLAGE PORTION			6,032.04	
	100-0000-24213		Sales Tax Due State			1,753.43	
	100-1100-51900		mcgovern registration			30.00	
	100-1100-53200		Memberships & Subscriptions			459.00	
	100-1100-53990		Contingency / Other Activities			1,218.00	
	100-1200-53100		Expanding pocket file folders			311.59	
	100-1200-53200		Memberships & Subscriptions			150.00	
	100-1410-51900		Professional Education			62.18	
	100-1410-53140		monthly service			98.00	
	100-1410-53200		Canva Pro subscription			84.99	
	100-1410-54130		milestone recognition			65.95	
	100-1410-56110		Computer/Printer Equip			6,313.95	
	100-1420-51900		IIMC online course			772.14	
	100-1420-52910		BUSINESS LICENSING			922.00	
	100-1420-52930		Credit Card Fees			259.92	
	100-1420-53100		large PostIt Notes			52.46	
	100-1420-53200		Canva Pro subscription			190.00	
	100-1420-53300		Voting Equipment costs			552.00	
	100-1420-53500		Election Supplies			309.56	
	100-1510-48900		Miscellaneous Revenue			(16.50)	
	100-1510-51300		Health Insurance			675.00	
	100-1510-52910		GENERAL MODULES			16,137.00	
	100-1510-53130		Postage / Mailing			550.00	
	100-1900-51325		Flexible Benefit Admin Fees			353.08	
	100-1900-52120		Professional Fees Legal			6,142.00	
	100-1900-52125		Professional Fees Legal - Court			5,002.00	
	100-1900-52190		Professional Fees - Insurance			2,331.50	
	100-1900-52230.55-00		Phone / Internet - Village Hall			439.00	
	100-1900-52230.77-00		Phone / Internet - Village Center			99.99	
	100-1900-52900.55-00		Cleaning and Pest Control - VH			67.13	
	100-1900-53120		Copier Costs - Village Hall			1,358.25	
	100-1900-53130		Postage Meter Costs - VH			1,661.46	
	100-1900-55100		Liability & Property Insurance			17,577.28	
	100-2100-51300		Health Insurance			1,025.00	
	100-2100-51900		Simandl master instructor taser train			1,231.96	
	100-2100-52230		squad cellphones			854.30	
	100-2100-52300		OTHER INTERGOV'TAL PYMTS 01/07			180.00	
	100-2100-52900		Cleaning and Pest Control			253.08	
	100-2100-52910		Software Purch/Maint			498.75	
	100-2100-52930		BLUEFIN GATEWAY FEES - DEC 2025			3,035.15	
	100-2100-52990		RO PLATE LOOKUPS - DEC 2025			112.50	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		100-2100-53100	misc office supplies			256.90	
		100-2100-53120	Copy & Print Costs			278.84	
		100-2100-53200	Memberships & Subscriptions			50.00	
		100-2100-53500	evidence supplies			807.88	
		100-2100-55100	Liability & Property Insurance			13,465.98	
		100-2100-56140	Officer Equipment / repairs			78.63	
		100-2400-51300	Health Insurance			525.00	
		100-2400-51900	Misc webinars			37.49	
		100-2400-52910	BUILDING DEPT			2,398.12	
		100-2400-52930	Credit Card Fees			355.56	
		100-2900-51355	Other Benefits			(1,752.00)	
		100-2900-52310	OPERATIONS			661,782.00	
		100-2900-52330	Health Department			29,024.00	
		100-2900-52990	Crossing Guards			3,954.52	
		100-3100-51300	Health Insurance			1,200.00	
		100-3100-51330	Uniform Expense			505.00	
		100-3100-52230	Phone and Internet			529.59	
		100-3100-52910	Software Purch/Maint			223.13	
		100-3100-54150	Safety Expenses			17.22	
		100-3100-54450	Property Damage - reimbursable			195.00	
		100-3100-55100	Liability & Property Insurance			9,950.53	
		100-3230-51300	Health Insurance			300.00	
		100-3230-53350	Outsourced Repairs			949.69	
		100-3230-53500	Dept/Program Supplies			2,111.47	
		100-3230-54160	Hubbard Lodge/ River Club			252.47	
		100-3300-51300	Health Insurance			325.00	
		100-3300-53350	Outsourced Repairs			7,599.04	
		100-3300-53400	Vehicle Maintenance			2,476.30	
		100-3300-53410	Fuel and Oil			3,073.47	
		100-3410-51300	Health Insurance			675.00	
		100-3430-52200.01-00	Electric - Street Lighting			881.52	
		100-3430-53500	Supplies - Street Lighting			1,024.43	
		100-3460-53500	Dept/Program Supplies			820.94	
		100-3510-52950.03-00	Disposal Contracts - Refuse			35,563.51	
		100-3510-52950.04-00	Disposal Contracts - Recycling			152.00	
		100-3510-53500	Supplies - Refuse Collection			57.50	
		100-3530-53500	Dept/Program Supplies			57.50	
		100-3610-53510	EAB Treatment Supplies			8,989.25	
		200-0000-15200	(*2026)New York Times yearly subscrip			1,324.27	
		200-0000-24213	Sales Tax Due State			52.63	
		200-5110-51300	Health Insurance			650.00	
		200-5110-52230	Phone and Internet (village)			20.00	
		200-5110-52910	20 pack headphones			2,425.06	
		200-5110-53100	Office Supplies			40.84	
		200-5110-53500	Processing Supplies			297.69	
		200-5110-53720	Barrons monthly charge - Periodicals			3,290.96	
		200-5110-54000	Finals week care packages - gum AO			267.63	
		200-5110-55100	Liability & Property Insurance			3,575.04	
		200-5111-53730	Materials			533.27	
		200-5111-53740	DVD's			439.30	
		200-5111-53750	Audiobooks			506.81	
		200-5111-53770	Music			57.61	
		200-5112-53730	Materials			204.33	
		200-5113-53730	Materials			64.73	
		200-5121-52180	Staff development day - Lange -Prof E			452.30	
		200-5121-53700	Collection Enhancements			5,751.35	
		200-5121-54010	Circle punch for buttons -Lange Progr			145.17	
		200-5122-53700	Collection Enhancements			518.52	
		200-5122-53780	Special Initiatives			960.79	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		200-5123-54010	Kiwanis gift - bags for kids winter r			57.45	
		210-4600-55100	Liability & Property Insurance			595.84	
		210-4650-52100	Professional Fees			660.00	
		210-4650-52990	Box Lunch			218.25	
		210-4650-53120	Newsletter			375.00	
		210-4650-53500	Coffee Creamer and Holiday party d?co			456.94	
		300-8000-58100	DEBT			39,523.00	
		300-8000-58200	Interest			138,975.00	
		400-3410-56320.24-01	Streetlights Ph 1 Construction			4,993.84	
		400-3650-56370	DPW Site Evaluation (fee will be refu			57,514.96	
		400-5700-56900	Anticipated Bonded Projects			80.00	
		450-6650-52110	Professional Fees Engineering			1,825.00	
		600-0000-24213	Sales Tax Due State			425.29	
		600-3900-52930	Credit Card Fees			311.79	
		600-3900-55100	Liability & Property Insurance			297.92	
		610-3710-51300	Health Insurance			300.00	
		610-3710-51900	WRWA training 12/8/2025 service fee			116.35	
		610-3710-52100	Professional Fees			14,031.25	
		610-3710-52230	Phone and Internet			315.08	
		610-3710-52910	UTILITY BILLING			12,065.32	
		610-3710-52930	Credit Card Fees			4,246.43	
		610-3710-53100	toilet leak detection tablets			544.03	
		610-3710-54150	Safety Expenses			17.22	
		610-3710-55100	Liability & Property Insurance			6,852.16	
		610-3730-51300	Health Insurance			300.00	
		610-3730-53500	Dept/Program Supplies			1,335.10	
		610-3740-53500	Dept/Program Supplies			80.00	
		610-3760-53500	Dept/Program Supplies			1,380.00	
		610-3770-53500	propane blanket			2,877.99	
		610-3775-54750.25-62	SW Area Private Lateral Grant			93.62	
		610-3775-54755.25-62	SW AREA-Homeowner Account			93.63	
		610-3790-54740	Water Testing			217.00	
		610-8000-58200	Interest			21,728.76	
		620-3810-51300	Health Insurance			675.00	
		620-3810-52230	Phone and Internet			276.58	
		620-3810-52910	UTILITY BILLING			1,415.13	
		620-3810-52930	Credit Card Fees			4,246.43	
		620-3810-53100	office door sign			519.33	
		620-3810-54150	Safety Expenses			17.23	
		620-3810-55100	Liability & Property Insurance			7,269.25	
		620-3820-53400	Vehicle Maintenance			1,368.26	
		620-3820-53500	Dept/Program Supplies			5.10	
		620-3890-56600.24-02	SEASCI Phase II Sewer			798.75	
		620-8000-58200	Interest			32,578.75	
		800-0000-21200	Over Payments			4,947.30	
		800-0000-24300	Due to Milwaukee County			3,896,436.37	
		800-0000-24510	Due to MATC			945,825.19	
		800-0000-24520	Due to MMSD			1,528,987.68	
		800-0000-24600	Due to Shorewood School			13,615,561.01	
		800-0000-24610	Due to Whitefish Bay School			13,286.90	

# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Voucher Report**

**Presenter: Paul Eilbes**

**Department: Finance**

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**Overview** – Consistent with the Village’s Policy #21, Purchasing and Accounts Payable, the attached reports have been prepared by the Finance Department for presentation to the Village Board.

In addition to providing the information required for the Village Board to maintain the general oversight of expenditures, these reports also serve to enhance the transparency of the Village’s expenditures of public funds by making these reports part of the public record.

Please feel free to contact me if there are any questions on specific items.

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**Vision 2025 Plan** – Financial Responsibility

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**Sustainability** – N/A

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**Recommended motion** – Move to accept the attached presentation of accounts reports.

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**Fiscal Note / Budget Impact** – To the best of our knowledge, these items have been processed in accordance with the Village’s purchasing policies as administered by the applicable department heads.

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**Attachments:** - Accounts Payable and Payroll Vouchers Summary  
Detailed Presentation of Accounts

**Village of Shorewood  
Meeting Minutes  
January 21, 2026**

**DRAFT**

**1. Call to Order**

President McKaig called to order at 7:31p.

**2. Roll Call**

All members were present apart from Trustee Warren who was excused.

**3. Statement of Public Notice**

Clerk Harrell stated the meeting was properly noticed and posted according to law.

**4. Special Order of Business-no action was taken**

- a. **Presentation of Shorewood's Safe Streets and Roads for All Municipal Safety Action Plan - Jon Campbell, TADI. (7:33 pm)**
- b. **NSHD Lead Coordinator presentation. (7:57 pm)**
- c. **Accurate Appraisal updates on 2025 property tax bill assessments. (8:06 pm)**

**5. Consent Agenda Items (8:13 pm)**

Trustee Couto moved to approve the consent and agenda, and it was seconded by Trustee Arndorfer. No discussion. Motion carried unanimously.

**6. Items Removed from the Consent Agenda**

**7. Public Hearing**

**8. Citizens to be Heard (8:13 pm)**

Jay Sorenson, [REDACTED] E Kensington Blvd read a letter on behalf of a concerned resident regarding parking stressors.

**9. New Business**

- a. **Consider award of contract for Streetlight Replacement Program Phase 2. (8:18 pm)**

Trustee Ircink moved the award of a contract for the Phase 2 Street Lighting Replacement to MP Systems, Inc. in the amount of one million seven hundred forty-two thousand nine hundred fifty-seven dollars and thirteen cents (\$1,742,957.13). Seconded by Trustee McGovern. Motion carried by a vote 5-1 (Stokebrand)

- b. **Consider parking and citation management system. (8:20 pm)**

Trustee Stokebrand moved to recommend the approval of a new Parking and Citation Management System solution provided by T2 Systems for implementation in April 2026 with the option for including a curb management solution (“metered parking”) in the future. Seconded by Trustee Arndorfer. Motion carried by a unanimous vote of 6-0.

- c. **Consider residential neighborhood streetlight settings. (8:22 pm)**

President McKaig moved to adjust the residential setting of the lights to 4,

and it was seconded by Trustee Ircink. Motion failed 3-3 (Stokebrand, Couto, McGovern)

d. **Consider updated job description for Assistant to Finance Director. (8:35 pm)**

Trustee Arndorfer moved to approve the proposed revisions to the Assistant to the Finance Director job description (moving forward with option 5 of the memo) and it was seconded by Trustee Ircink. Motion carried unanimously by a vote of 6-0.

**10. Report of village Officials**

a. **Village President (8:38)**

Attended an ICC meeting where Sumaiyah Clark, Chief Equity Officer of Milwaukee County presented and would like her to come and do a demonstration in the Village as well as a representative of the Wisconsin Environmental Justice Initiative.

b. **Village Trustees (8:39 pm)**

Trustee McGovern attended the Shorewood School District's long-standing Sustainability Task Force meeting and, in her role as liaison to the Conservation Committee, reminded the Board of the upcoming film festivals on January 29 and February 12 at the Village Library. Both screenings begin at 6:00 p.m. and will be followed by a panel discussion.

Trustee Stokebrand attended the Parks and Public Spaces Committee meeting, where members reflected on the 2027 initiative and discussed a potential ordinance change that would move Public Spaces under another committee, rather than maintaining three subcommittees.

Trustee Ircink provided Shorewood Chill updates, noting the event will take place on February 7 at Lake Bluff. He also reported that the Winter Farmers Market has been a huge success, with discussions underway about extending it through March. Additionally, the February BID meeting will feature Jay Sorenson, who will speak on the Oakland Avenue parking lot and affordable housing in Shorewood.

c. **Village Manager**

**11. Future items of Consideration**

a. **Consider ordering 2200K LED lights on the streetlights going forward, for phases 2-5 - Tr. Stokebrand. (8:45 pm)**

Trustee Stokebrand move to discuss ordering 2200K LED lights for Phases 2 and 5 during a Committee of the Whole meeting and it was seconded by Trustee McGovern. Motion failed 2-4 (Arndorfer, Couto McKaig, Ircink)

b. **Consider cost to charge every light currently installed in phase 1, Capitol and Wilson Drive - Tr. Couto. Trustee Couto withdrew this consideration item. (8:50 pm)**

c. Trustee Stokebrand moved to discuss the LNA contract and review Manager Ewald's job performance, both during closed session. Trustee

Stokebrand withdrew her motion. **(8:51 pm)**

**12. Closed Session**

- a. **Trustee Couto into closed session pursuant to Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, where competitive or bargaining reasons require a closed session, to discuss prospective properties for the new DPW site. Ircink seconded. Motion carried 6-0 at 8:55pm.**

The Village Board deliberated regarding the purchase of public properties. Tr. Couto moved, seconded by Tr. Arndorfer, to reconvene into open session at 9:25 pm. Motion carried 6-0.

**13. Adjournment**

Tr. Stokebrand moved, seconded by Tr. Couto to adjourn at 9:26 pm. Motion carried 6-0.



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD

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**Agenda Item:** Consider approval of RFP for Planning for Neighborhood Greenways and the Development of a Traffic Calming Program

**Date:** February 2, 2026

**Presenter:** Bart Griepentrog, AICP

**Department:** Planning and Development

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**History** – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

On [March 3, 2025](#), the Village Board adopted the current [Pedestrian and Bicycle Safety Master Plan](#), which includes the following recommendation, as a short-term activity:

Working with a traffic engineer and applicable partners, facilitate a public planning process and develop recommendations and budgetary figures for the installation of Neighborhood Greenway infrastructure on identified roadways.

This recommendation was developed within the planning process where neighborhood greenways were discussed as an option to design roadways to prioritize people walking, bicycling or using other micro-mobility devices on low-traffic volume, low-speed local streets, often parallel to major roads to provide longer routes of safety, comfort and connectivity within the village. These greenways are intended to be upgraded in their design over time to accommodate and encourage users of all ages and abilities.

In 2025, the Village participated in [Safe Streets and Roads for All](#) Demonstration Activities through a grant administered by Milwaukee County in an effort to understand how traffic calming infrastructure could work within the context of the Village's roadways. The results of the activities, which included neighborhood traffic circles, curb extensions and a speed table, were summarized in a [final report](#), which recommended the development of a traffic calming program. This recommendation also was included in the Pedestrian and Bicycle Master Plan as a mid-term activity.

Since these projects had similar components and required further expertise, an initiative request was submitted to combine the efforts. The initiative was selected and funded in the 2026 budget, which has prompted the development of the RFP that is to be issued to commence the project.

The RFP was shared with the Parks and Public Spaces Committee at their January 12<sup>th</sup> meeting for comments prior to Village Board consideration. The RFP was reviewed and recommended for approval by the Public Works Standing Committee at their meeting on [January 21, 2026](#).

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**Agenda Item Discussion** – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

The Village Board is asked to review the RFP to confirm their understanding of the project, its scope, timeline and expected outcomes, and provide approval so that it may be published to solicit consulting services.

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**Community and Business Outreach** – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes                       No

If Yes, identify how and what community groups and businesses were notified.

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**Action Required / Recommended** – Please include the recommended motion or required action for this agenda item.

I move to approve the RFP for Planning for Neighborhood Greenways and the Development of a Traffic Calming Program.

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**Fiscal Note / Budget Impact** – Please include the budget impact for this agenda item.

The Village Board allocated up to \$65,000 for this project in the 2026 budget.

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**Attachments** – Please list the following attachments and supporting documents for this agenda item.

1. RFP – Planning for Neighborhood Greenways and Development of Traffic Calming Program



**DRAFT Request for Proposal – ISSUED TBD**

## **VILLAGE OF SHOREWOOD – PLANNING FOR NEIGHBORHOOD GREENWAYS AND DEVELOPMENT OF A TRAFFIC CALMING PROGRAM**

### **Proposal Requested**

The Village of Shorewood is seeking consultant services to develop and implement a public planning process to prepare recommendations, designs and budgetary estimates for the development of neighborhood greenway infrastructure on roadways within its transportation network. The consultant will also be tasked with developing a program to review requests for implementing traffic calming within the village. Expertise in civil and traffic engineering is required, along with previous experience in designing and implementing neighborhood greenways and traffic calming measures within urban environments.

This project is being initiated from recommendations within the Village's recently adopted [Pedestrian and Bicycle Master Plan](#) and in compliance with its [Complete Streets Policy](#). The consultant will work with the Planning & Development Director as the Project Lead. They will also be expected to facilitate public engagement and work with staff from the Department of Public Works, Police Department and Village Manager's Office, the Village Engineer and the Parks and Public Spaces Committee to develop a neighborhood greenway plan and traffic calming program for the consideration by the Village Board. See the Project Scope included within this RFP for complete details.

### **Project Background**

The village of Shorewood, Wisconsin (population 13,859 – 1.6 sq. miles) is located within Milwaukee County's North Shore communities. It is a built-out, first-ring, urban suburb of the city of Milwaukee that is amongst the most densely developed municipalities in the state of Wisconsin. It is located adjacent to the University of Wisconsin-Milwaukee, and within a short commute to employment within Downtown Milwaukee.

The village is a walkable and bikeable community served by a complete network of sidewalks and public transit. It has been designated as one of Wisconsin's most walkable communities by obtaining a bronze-level rating from the national non-profit Walk Friendly Communities. Its roadway network is generally comprised of narrow, local roads (at or around 34 feet in width) that accommodate on-street parking as space permits, which tends to induce slower traffic.

In 2019 the Village undertook a [Transportation and Parking Analysis](#) that led to the development of a [Traffic and Parking Regulation Request Program](#). Traffic calming measures were not included within the program due to the complexity of their evaluation, installation and budgetary needs.

In 2024 the Village initiated an update to its former Pedestrian and Bicycle Master Plan, which resulted in the new plan being approved by the Village Board on March 3, 2025. The plan includes the concept of neighborhood greenways as a desired component of a transportation network that prioritizes people walking, bicycling or using other micro-mobility devices. It noted that the Village's previously adopted plan called these streets bicycle boulevards and included a recommendation for their development. The new plan also recommends their development including a public planning process to identify recommendations and budgetary

figures as a short-term action. It also recommended the development of a traffic calming program as a mid-term action.

In 2025 the Village participated in [Safe Streets and Roads For All Demonstration Activities](#) that temporarily tested traffic calming measures within our roadways and led to the issuance of a [Final Report](#) that recommended the development of a Traffic Calming Program and identifying a funding source to handle future requests.

Due to their common aspects, the Village has decided to combine the recommended Planning for Neighborhood Greenways and Traffic Calming Program efforts within this initiative.

The project will be led by the Planning & Development Director. Additional engagement with other staff and Village committees, including the Pedestrian and Bicycle Safety Subcommittee of the Parks and Public Spaces Committee, will be expected throughout the process. Communication with and to those groups will be coordinated through the Project Leader (Planning and Development Director). Final approval or acceptance will be required through the Village Board.

### **Estimated Timeline**

The Village anticipates that this planning process can be undertaken in the spring and early summer with approval in the late summer or early fall, prior to the development of the Village’s 2027 budget. Details of the RFP timeline are noted below.

RFP published	February 3, 2026
Deadline for proposal questions and notice of interest	February 20, 2026
Proposal question responses emailed to consultants of interest	February 25, 2026
Proposals due	March 6, 2026
Firms notified of interview (if needed)	March 13, 2026
Interviews (if needed)	March 16-20, 2026
Village Board approval of contract	April 6, 2026

The proposed review timeline is subject to change at the discretion of the Village. The Village anticipates the need to conduct interviews within this RFP process. The Village will not be legally obligated to adhere to the dates for interviews, recommendations, and award. Interviews will be with staff and possible representative(s) of the Public Works and Parks and Public Spaces Committee.

### **Project Scope**

This contract is expected to result in a neighborhood greenway plan and a traffic calming program. The plan should identify and recommend roadway elements as parts of comprehensive neighborhood greenways. The program should identify qualified, standalone traffic calming projects and a review process for their consideration as neighborhood requests. All recommendations should be considered in relation to their surrounding context and the Village’s transportation network as a whole. The final products should include detailed recommendations for specific locations as well as general information as to why certain elements work best in particular circumstances. Budgetary estimates for the cost of installation and possible funding sources should also be included so that the Village can anticipate and plan for future costs. The following tasks outlined on the following pages detail expected outcomes, but may be performed in conjunction with each other, unless noted otherwise.

### **Task 1: Public Design Process**

- A. Project Communication Plan.** Working with staff, the consultant shall develop a Project Communication Plan identifying how and when the project will be communicated to stakeholders, including residents, staff, committee members and elected officials. These efforts shall be included within the project budget and should include but not be limited to mailings, publication and social media content, in-person meetings or workshops, check-ins, memos, reports, etc. This plan shall be presented to the Village Board for approval prior to any engagement.
- B. Public Engagement.** As specified within the Project Communication Plan, the consultant shall identify how they plan to engage the public with respect to educating stakeholders about neighborhood greenways and traffic calming, getting to understand their perspectives, and informing them of possible improvements, demonstrations or programs. These efforts shall be led by the consultant and are expected to be considered throughout the project to build consensus. They may include in-person or virtual meetings, field visits, tours or demonstrations, online engagements such as surveys, or other activities.

### **Task 2: Neighborhood Greenways**

#### **2.1 Initial Review, Analysis and Project Confirmation**

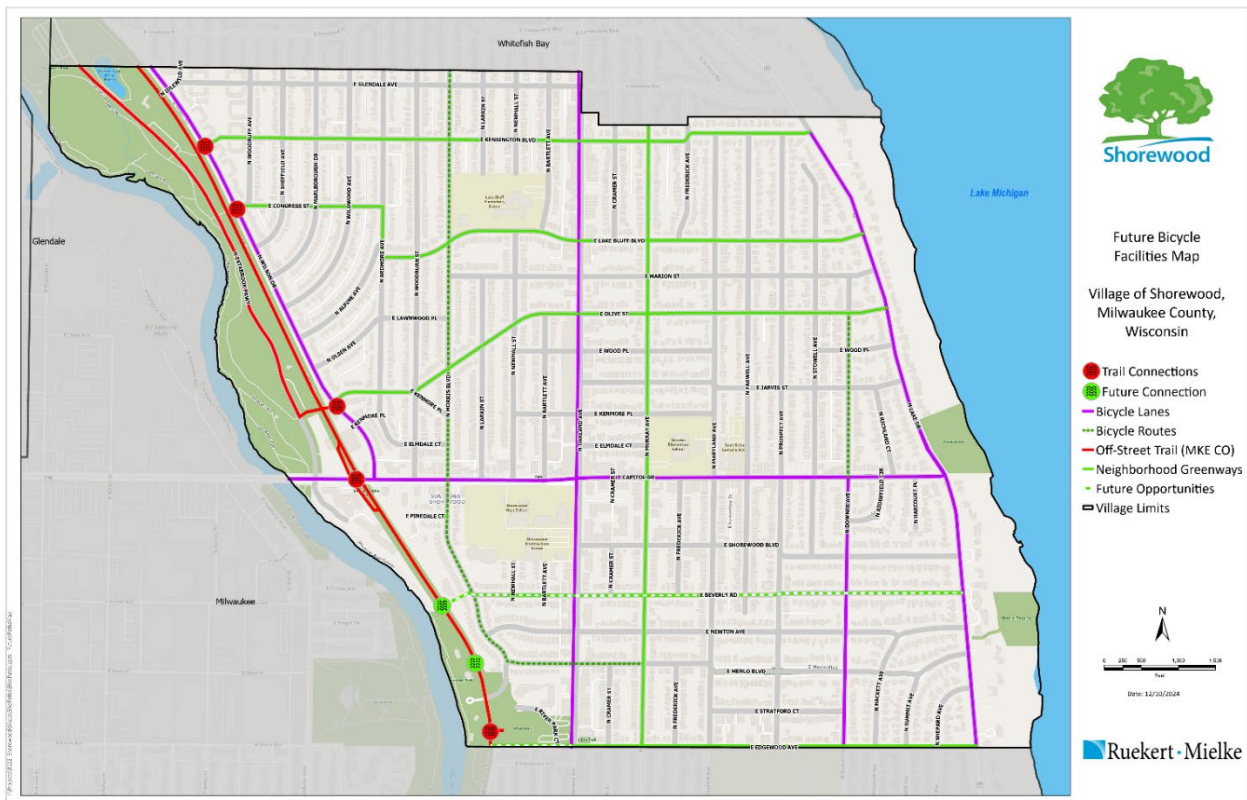
- A. Review.** The consultant will be expected to review the findings and recommendations within the Pedestrian and Bicycle Master Plan with respect to neighborhood greenways, including their proposed locations (see Future Bicycle Facilities Map on page 4) and the Safe Streets and Roads for All Demonstration Activities final report. The results of this review and the consultant's experience should build on the Plan's content and affirm or lead to suggested modifications or clarifications of what a successful neighborhood greenway looks like and how they can be implemented in Shorewood.
- B. Analysis.** Once the consultant and staff have an agreed upon understanding of the concept of neighborhood greenways in Shorewood from the review, the proposed roadways/intersections should be analyzed, including any desired or required studies, such as traffic, speed or parking, or field measurements to provide the necessary baselines of data needed to justify or select proposed improvements or updated traffic control or parking regulations.
- C. Confirmation.** Prior to developing recommendations, the consultant shall conclude Task 2.1 by providing staff with a summary report confirming their understanding of the project from the review and analysis components performed within this task, including but not limited to a section defining neighborhood greenways, an understanding of how greenways can be successful in Shorewood, a map of the proposed greenway network and the possible range of suggested roadway improvements, traffic controls, parking regulations or others.

#### **2.2 Report and Recommendations**

- A. Draft report and recommendations.** The consultant will synthesize the findings of Tasks 1 and 2 into a draft report including recommendations of proposed improvements within Shorewood's neighborhood greenways, such as physical infrastructure, updated traffic controls, modified parking regulations or others. The recommendations shall include maps and conceptual illustrations/diagrams, along with corresponding descriptions of suggested materials and budget estimates for engineering and

construction, identified priorities, and opportunities for implementation through a phased approach, if recommended.

- B. Staff review.** The consultant shall present their draft recommendations to staff. Staff will review the draft recommendations for comprehension and consistency with maintenance, operations and enforcement activities. Comments from the review shall be documented and incorporated into updated recommendations, as applicable.
- C. Public review.** After review by staff, the updated draft recommendations shall be presented to the public for review. Comments from the review shall be documented and incorporated into updated recommendations, as applicable.
- D. Final report and recommendations.** A final report shall be prepared and shared with staff for final review prior to presentation to the Village Board for acceptance or approval. At a minimum, the report shall include a section defining neighborhood greenways, an understanding of how greenways can be successful in Shorewood, a range of possible improvements and the context within which they should be considered, a map of the proposed greenway network, specific recommendations for infrastructure improvements within the network, including budgetary estimates, and possible funding or grant resources.



### Task 3: Traffic Calming Program

- A. Review existing Transportation and Parking Request Program.** The consultant shall review the Village’s existing Transportation and Parking Request Program and talk with staff about the how the program has functioned and why it wasn’t well suited for traffic calming requests. Discussions with elected officials and former applicants may also be considered.

- B. Develop draft Traffic Calming Program.** Using examples from other municipalities and incorporating concepts that fit Shorewood’s context and capacities, develop a draft traffic calming program that includes the parameters of who can apply, what types of traffic calming measures may be considered, and how applications are to be reviewed, prioritized and implemented, including possible funding sources.
- C. Staff review.** The consultant shall present the draft program to staff. Staff will review the draft program for comprehension, context and capacity. Comments from the review shall be documented and incorporated into an updated program, as applicable.
- D. Public review.** After review by staff, the updated draft program shall be presented to the public for review. Comments from the review shall be documented and incorporated into updated program, as applicable.
- E. Present program for approval.** A proposed final program shall be prepared as a policy and shared with staff for final review prior to presentation to the Village Board for approval.

**Proposal Content**

The proposal should not exceed 10 single-sided pages, not including appendices, and should address the following:

- 1. Transmittal Information
  - a. Consultant’s name, address, telephone number and contact person(s).
  - b. Consultant’s confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
- 2. Approach
  - a. Provide a description of the anticipated planning efforts in relation to the defined Project Scope.
  - b. Identify the expected or potential public engagement efforts that you believe will be necessary to complete the project, including number and purpose of meetings or other activities, and previous efforts. Please include details of virtual or in-person expectations.
  - c. Outline your proposed staffing levels and activities.
  - d. Provide estimated hours for all tasks.
- 3. Personnel Experience - For each project team member please submit a BRIEF description of the following:
  - a. Name
  - b. Proposed responsibilities
  - c. Professional registrations
  - d. Description of related past experience, particularly experience of a similar capacity on projects of comparable size and/or scope
  - e. Profiles or resumes may be included within appendices.
- 4. Previous work samples and references
  - a. Provide examples of previous, related work, including at least one adopted plan, report or project. Full documents may be attached as hyperlinks or appendices, as necessary.
  - b. Provide a list of references of comparable clients.

5. Cost
  - a. Provide a cost “not to exceed” per task along with an hourly rate for each project team member working on those tasks and the expected hours by task and position to satisfactorily perform the scope of services.
  - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates.
  - c. Describe the circumstances under which you would propose to modify the fees, including the rate at which the Village would be charged for additional work, and how you would communicate such a potential modification to the Village of Shorewood.
6. Contract
  - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
7. Insurance
  - a. The proposal must include either a description of the firm’s insurance or a certificate of insurance outlining the firm’s insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

## **Terms and Conditions**

### ***Payment Terms***

All invoices for services will be processed within 30 days based upon completion of defined deliverables to be confirmed within the contract, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement. Payment will be issued based on monthly invoices for payment based on an hourly rate and identification of percentage of tasks completed.

### ***Insurance***

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village’s discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

### ***Nondiscrimination***

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

### ***Assignment or Subcontract***

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion of the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

***Independent Contractor Status***

The firm agrees that it is an Independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

***Amendments to Contract***

This contract may be modified only by written amendment to the contract, signed by both parties.

***Waiver***

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

***Indemnification and Defense of Suits***

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

***Contract Period***

The term of this contract will be specified in the contract based on the expected timeline to complete the required analysis and plan document.

***Termination of Contract***

To be defined in the contract.

***Professional Services Contract***

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm’s technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

## **Selection Criteria**

Village staff will consider the following in evaluation of the proposals:

1. Experience and technical competence of the consultant and project team assigned to the project including previous work samples and references.
2. Familiarity of the consultant with the types of issues typically encountered on projects within the context of an urban transportation network and the recommended alternatives to address such issues.
3. General understanding and agreement with the consultant's approach to the project, including public engagement and the Village's confidence in the consultant's ability to satisfactorily perform the work.
4. Ability to complete the project within the necessary time frame.
5. Cost.
6. Quality and content of the written proposal.
7. Participation of Disadvantaged Business Enterprises.

## **Instructions to Firms**

### ***Submittal Instructions***

1. Please provide one (1) digital copy of the proposal to:  
Bart Griepentrog, AICP, Planning & Development Director  
[bgriepentrog@shorewoodwi.gov](mailto:bgriepentrog@shorewoodwi.gov)  
Identify proposal name within the subject line of the email:  
Planning for Neighborhood Greenways and Traffic Calming Program  
Deadline:  
12:00 pm (Noon) CST  
Friday, March 6, 2026
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. Depending on cost, the Village may opt to remove portions of the scope, prior to the contract period. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

**Amendments**

Amendment of proposals may be done as follows:

By Village: This Request for Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended by submitting a later-dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the proposal due date, unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

**Contract Administration**

The primary contact for contract administration of this proposal:

Bart Griepentrog, AICP, Planning & Development Director  
[bgriepentrog@shorewoodwi.gov](mailto:bgriepentrog@shorewoodwi.gov)  
(414) 847-2647

In the absence of the primary contact, the secondary contact for contraction administration is:

Rebecca Ewald, Village Manager  
[rewald@shorewoodwi.gov](mailto:rewald@shorewoodwi.gov)  
(414) 847-2701

- END DOCUMENT -



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD

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**Agenda Item:** Consider receipt of annual update to the Village of Shorewood Housing Affordability Report

**Date:** February 2, 2026

**Presenter:** Bart Griepentrog, AICP

**Department:** Planning and Development

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**History** – *Please include a timeline of historical relevant events related to this agenda item. This may include previous Village Board action, policies, planning documents, etc. If able, hyperlink to previous agenda packets (include page number) to reference information. If there is no relevant history, N/A should be entered in this space.*

Effective January 1, 2019, the State of Wisconsin, via 2017 Wisconsin Act 243, created two new reporting mandates that municipalities with populations over 10,000 were required to comply with prior to January 1, 2020.

The Housing Affordability Report, which must be updated annually, requires an update on the implementation of the housing element of the Comprehensive Plan and is detailed within [Wis. Stat. sec 66.10013](#).

The New Housing Fee Report is detailed within [Wis. Stat. sec 66.10014](#) and shall include a report on the Village's residential development fees. No requirements for annual updates on this report were stipulated.

Both reports were originally completed by Novogradac as a sub-component of the CDA's Housing Market Study and Needs Assessment. The Housing Affordability Report was last updated with data from 2024 and provided to the Village Board at their [February 3, 2025](#) meeting.

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**Agenda Item Discussion** – *Please provide a summary of the agenda item along with bullet points highlighting the main items and key issues to be discussed.*

As required by Statute, the Housing Affordability Report has been updated to reflect the most recent annual statistics and activities from 2025. This update was completed by the Planning & Development Director. The report is provided solely for informational purposes.

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**Fiscal Note** – *Please include the budget impact for this agenda item.*

None.

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**Community and Business Outreach** – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item. Please specify in attached communication*

*plan how community groups and businesses will be informed of action after Village Board consideration.*

Yes                       No

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**Action Required / Recommended** – *Please include the recommended motion or possible actions for this agenda item.*

I move to receive the annual update to the Housing Affordability Report.

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**Attachments** – *Please list the following attachments and supporting documents for this agenda item. Some attachments may be hyperlinked. Include Fiscal notes, if applicable, as the first attachment following this memorandum. Attachments may include: agreements/contracts, presentation materials, letters, service proposals, etc.*

1. Village of Shorewood Housing Affordability Report, 2026



# **Village of Shorewood**

## **Housing Affordability Report, 2026**

Prepared and posted by the Planning & Development Department, January 21, 2026  
Provided to the Village Board (within February 2, 2026 packet), January 30, 2026  
Provided to the Community Development Authority (via email), January 30, 2026

## INTRODUCTION

This Village of Shorewood Housing Affordability Report, 2026 has been compiled as an update to an original Housing Affordability Report authored by Novogradac Consulting LLP dated December 19, 2019. That report was written on behalf of the Village of Shorewood Community Development Authority. The contents of this report have been developed in compliance with Wis. State Statutes [66.10013](#), which further state that the analysis shall be updated annually and posted to the Village's website no later than January 31.

Additional information provided in the 2019 report related to housing gaps has not been included. For reference to that and additional housing information, please see [A Comprehensive Housing Market Study and Needs Analysis](#) authored by Novogradac Consulting LLP dated February 13, 2020.

## HOUSING AFFORDABILITY ANALYSIS

### (1) Applicability to Shorewood, Wisconsin

According to the 2020 Census, as of April 1, 2020, the population in Shorewood, Wisconsin was 13,856 (up from 13,162 in 2010); as such, the Village of Shorewood is required to produce a Housing Affordability Report.

### (2) Implementation of Housing Element of Comprehensive Plan

The Housing Element of the [Shorewood Comprehensive Plan 2040](#) (adopted April 1, 2021) identifies three goals with 13 housing-related recommendations, which are summarized below.

Maintain/Preserve: Diverse, high-quality housing stock that is well maintained, historically preserved, and modernized in its amenities and environmental impact.

- Review and relaunch Neighborhood Home Improvement Loan program based on consistency with housing goals (such as modernization, sustainability, and energy efficiency), proven need and administrative efficiency.
- Educate and consider the creation of increased historic preservation regulations, designations or districts that incentivize homeowners to preserve the Village's historical legacy.
- Review, confirm scope and continue to utilize the Design Review Board to maintain quality housing stock within the Village.
- Review and refine property maintenance/code enforcement program and continue its implementation.

Retain/Attract: A diverse housing market with respect to housing sizes and types, owner-occupancy and tenancy, and household types and demographics that respects a balance for retaining existing housing stock and community members, and attracting and developing the next generation.

- Review housing gaps identified within the 2020 Comprehensive Housing Market Study and Needs Analysis and identify opportunities to address those gaps, including affordability.
- Consider opportunities and develop a strategy and implementation plan to extend Tax Incremental Districts or other incentives to support affordable housing.
- Review and consider public funding programs to achieve housing goals (such as aging in place, achieving racial equity, and supporting special needs residents), including a potential relaunch of



the Neighborhood Home Improvement Loan program based on proven need and administrative efficiency.

- Review and update zoning codes with respect to housing standards and types, including co-housing and accessory dwelling units.
- Educate and enforce Fair Housing code and policy throughout the Village, but with particular attention to commercial property owners.

Development: A community with updated housing regulations and financial policies that is responsive to the opportunity for development within areas susceptible to change in relation to its housing goals.

- Ensure transparency and community support for redevelopment projects that address housing goals.
- Review and update zoning codes with respect to housing standards and types, including co-housing and accessory dwelling units.
- Update commercial zoning district regulations to include form-based standards that promote neighborhood context, pedestrian character and human-scaled design elements for future redevelopments.
- Adopt and regularly refine policy for redevelopment financial assistance, including Tax Incremental Finance requests, with respect to community housing goals and fiscal responsibilities.

Implementation of these recommendations is monitored annually within the Village’s initiative and work plan processes. With respect to work that has been accomplished, in 2021, the Village adopted a TIF request [policy](#) that seeks to ensure transparency within the redevelopment process and aligns requests for financial assistance with identified Village goals, including housing. That same year, the Village Board [extended TID #1](#) for purposes of affordable housing and tasked the CDA to provide a recommendation on how to utilize those funds in accordance with [State Statutes](#). The CDA, Shorewood Library, Shorewood Human Relations Commission and Shorewood Senior Resource Center partnered to develop educational opportunities for members of the CDA and the public to learn about the affordable housing prior to developing a recommendation. This conversation continued into 2022 and 2023 in which the CDA recommended that the Village Board adopt a policy to look into future TID extensions for affordable housing.

On [June 3, 2022](#), the CDA recommended that the Village Board consider 1) a rental offense action approach for affordable housing that may include adding additional affordable housing units and/or modifying existing multi-unit housing stock to become affordable units as viable options, and 2) request the CDA to review specific action plans for the rental offense approach, providing a recommendation to the Village Board. The Village Board approved those recommendations on [June 20, 2022](#). The CDA provided further direction on the next step for a rental offense strategy on [August 24, 2022](#). They recommended that the Village Board consider creating affordable units within existing and currently proposed rental units through the exploration of the creation of a voucher program. The Village Board approved that recommendation at their [September 6, 2022](#) meeting.

Conversations relating to the rental offense strategy continued in 2023 and included a review of the costs associated with financing new affordable housing by the CDA in [February](#) and [March](#). Alongside those conversations, the Village has also looked into affordable ownership opportunities, including community land trusts. Staff attended a Community Development Alliance meeting to learn more about the spectrum of affordability and convened a joint meeting of the CDA and Plan Commission in [September](#) to learn more about that same topic.



In 2024, the Village released a Request for Proposals to gauge interest in redeveloping Village-owned parking lots with housing. Particular attention was given towards affordable housing options. Three proposals were received and presented at a Special Joint Meeting of the Village Board and Community Development Authority on [September 12, 2024](#). On [February 17, 2025](#), the Village Board removed consideration of any projects proposed for the Village Hall parking lot, which left one proposal for further consideration. On [June 16, 2025](#), the Village Board affirmed the CDA's recommendation to continue consideration of the proposal for affordable housing at 4450 N. Oakland Ave., and on [September 15, 2025](#), the Village Board ratified an offer to purchase from Spoerl Commercial LLC to develop an 18-unit project on the site, subject to receipt of tax credits.



Additionally, the CDA took further steps to explore the feasibility of housing within a Community Land Trust in 2024. On [September 6, 2024](#), they met with Lamont Davis, Executive Director of the Milwaukee Community Land Trust to learn more about his organization, and on November 22, 2024 the CDA reviewed a potential model for how community land trusts might work in Shorewood. They provided a recommendation to the Village Board to continue consideration at their [January 31, 2025](#) meeting; however, on [February 17, 2025](#), the Village Board voted to revisit consideration in January 2026.

After the CDA concludes discussions of how to expend TID extension funds on affordable housing, the Planning & Development Director has been assigned a reevaluation of the former Neighborhood Home Improvement Loan program on his work plan.

With respect to fair housing, on June 13, 2023 the Village hosted free fair housing training for rental managers presented by Metropolitan Milwaukee Fair Housing Council (MMFHC). This training was intended for new and long-standing property managers to stay up-to-date with fair housing compliance. Additionally, on August 1, 2024, Village Trustees were provided a Checklist for Community Action with respect to Affirmatively Furthering Fair Housing in Shorewood that was produced by Opportunity Neighborhood Network of the MMFHC. In 2025, the Planning & Development Department mailed invitations to 77 property owners or managers to participate in fair housing training, including information about protected classes and prohibited practices delineated by local, state and federal fair housing laws, as well as reasonable accommodations and modifications for tenants with disabilities.

In relation to other goals, in 2022, the Village undertook a Commercial District Zoning Update, which directly addressed the development goal of form-based standards and included a defined design review process for greater transparency. That update was adopted in early 2023. The Design Review Board has maintained a desired future initiative to update their scope of residential review, and the Plan Commission continued to discuss potential updates to the Village's zoning code to allow for greater

housing opportunities, including the allowance of accessory dwelling units throughout 2025. In January 2026, an online survey was implemented to gather additional public feedback so that the Plan Commission could finalize their recommendations the Village Board in early 2026. The Village Manager’s Office has completed preliminary work regarding historic preservation efforts and will continue to work with the Shorewood Historical Society on formulating recommendations for possible Village Board consideration.

**Per Section 66.10013, the Housing Affordability Report shall contain all of the following:**

Where available, data is for the prior full year upon date of completion of this report.

**(a) Number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved**

*Table 1: Subdivision, CSM, Condo and Building Permit Approvals, 2025*

2025	Subdivisions	Certified Survey Maps (new lots)	Condo	Building Permits
Approvals	0	0	Unknown*	489

Source: Planning & Development Department (BS&A, Building Module)  
 \*registered with Milwaukee County

Shorewood is essentially built-out. Given the unavailability of vacant land, nearly all building permits issued were for remodels or additions. The following table provides more details on building permits issued to projects that included a residential component.

*Table 2: Building Permits, 2025\**

2025	New	Remodels	Additions	Other**	Demolition	Conversion
Single-unit dwellings	0	105	4	267	0	0
Duplexes	0	12	1	62	0	1
Multi-unit***	0	4	0	5	0	0

Source: Planning & Development Department (BS&A, Building Module)  
 \* does not include commercial or institutional permits  
 \*\*other includes improvements such as fences, roofs, siding, driveways, garages, foundations, drain tile, decks and commercial permits  
 \*\*\*includes condos: building permits for condos are on a per unit basis, building permits for apartments are by building

No building permits for new residential units were approved in 2025. However, one building permit was approved to convert a duplex into a single-unit dwelling, resulting in a total loss of one residential unit. The vast majority of building permits were issued for remodels and “other” improvements for existing single-unit dwellings. Unlike recent years, no large multi-unit housing developments were permitted in 2025.

It is worth noting that building permits are issued by parcel. As such, a permit for an apartment building would generally cover all units, whereas a permit for a condominium would cover only the particular unit.



Table 3: New Housing Units per Year, 2016-2025

Year	New Single-Unit Dwellings*	Housing Units Eliminated**	Multi-Unit Dwelling Units Constructed***	Net New Housing Units
2016	0	5	0	-5
2017	0	3	95	92
2018	0	1	0	-1
2019	0	7	101	94
2020	1	2	1	0
2021	0	0	0	0
2022	0	2	0	-2
2023	0	6	39	33
2024	2	1	43	44
2025	0	1	-1	0
<b>Total</b>	<b>3</b>	<b>28</b>	<b>279</b>	<b>254</b>

Source: Planning & Development Department (BS&A, Building Module)

\*does not include new single-unit dwellings resulting from duplex conversion, only new construction on vacant land or demolitions - date based on permit issuance

\*\*demolitions and duplex conversions based on permit issuance

\*\*\*date based on final occupancy

In the previous 10 years, 254 new housing units have been added to the village. This figure accounts for units lost to duplex conversions and teardowns that have yet to be rebuilt. Almost all new single-unit dwelling permits were for teardowns and rebuilds. As a result, nearly all new housing unit construction since 2016 has been a result of new multi-unit or mixed-use development.

**(b) The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year.**

Table 4: Housing Units Proposed, 2025

2025	Subdivision	New Lot via CSM	Condo	Building Permits
New Units Proposed	0	0	0	0

Source: Planning & Development Department (BS&A, Building Module)

No permits were issued in 2025 to construct any new single-unit houses or multi-unit housing.

**(c) A list and map of undeveloped parcels in the municipality that are zoned for residential development.**

Table 5: Undeveloped Lots Zoned for Residential Development, 2025

Parcel ID	Address	Owner	Size (acres)	Zoning
277-0258-000	2710 E. Shorewood Blvd.	Carrie and Adam Striker	0.189	R-5 Single Household Unit
277-0005-000	3534 N. Lake. Dr.	3534 Acquisition LLC	2.529	R-1 Lake Drive

The map of the aforementioned parcels is included on page 7.



**(d) A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.**

There is only one undeveloped parcel that is not suitably zoned for residential development. This parcel located on the west side of the 3900 block of N. Frederick Ave. currently serves as the parking lot for Village Hall and the Village Center and is zoned P-1 Civic and Institutional.

*Table 6: Undeveloped Parcels, Suitable But Not Zoned for Residential Development, 2025*

	Parcel ID	Address	Owner	Size (acres)	Zoning
	276-0769-000	3900 block of N. Frederick Ave.	Village of Shorewood	0.83	P-1 Civic and Institutional

There are seven other undeveloped parcels in the village that are suitably zoned for residential development. Three of them are municipally owned parking lots in the commercial district, and two are private parking lots. The other two undeveloped parcels (4300 N Oakland Ave and 1808 E Marion St) are privately owned and zoned for mixed-use redevelopment. Additionally, a few other sites that were identified as [Redevelopment Sites](#) within the Village of Shorewood 2040 Comprehensive Plan that have not yet been redeveloped have been included. As zoned, MX1 or MX2 Mixed Use Storefront sites would need to feature some commercial aspect, whereas sites zoned GX1, GX2 or GX3 could be redeveloped exclusively with multi-unit residential. All sites have access to public utilities and services.

*Table 7: Undeveloped Parcels or Sites with Potential for Redevelopment, 2025*

	Parcel ID	Address	Owner	Size (acres)	Zoning
	240-0358-000, 240-0359-000, 240-0360-000	1518-1530 E. Capitol Dr.	James Petr; Caplar, LLC; Wells Fargo Bank WI	0.36	GX2 General Residential-Office Mix
	240-0020-000, 240-0021-000, 240-0022-000	1700-1716 E. Capitol Dr.	1700 E Capitol Drive LLC; Sola North, LLC; Yerukh-Fleysh Living Trust	0.37	GX2 General Residential-Office Mix
	239-0113-000	2400 E. Capitol Dr.	LPT 45 LLC	0.24	GX1 General Residential-Office Mix
	275-1182-000	3595 N. Oakland Ave.	Village of Shorewood	0.24	GX2 General Residential-Office Mix
	276-0185-000, 276-0186-000, 276-0187-000	3600-3624 N. Oakland Ave.	Sik Kin and Wen Chen Wu; 3610 N Oakland LLC; BEG Enterprises Four, LLC	0.66	MX1 Mixed Use Storefront & GX1 General Residential-Office Mix
	275-1025-000	3601 N. Oakland Ave.	Dr J's Bone Garden, LLC	0.13	MX1 Mixed Use Storefront

	239-0379-001	4156 N. Oakland Ave.	Palmetto LLC	0.31	MX1 Mixed Use Storefront
	240-9994-001	4201 N. Oakland Ave.	TCF Bank	0.37	MX1 Mixed Use Storefront
	239-0291-000	4300 N. Oakland Ave. 1808 E. Marion St.	4300 Oak, LLC	0.31	MX1 Mixed Use Storefront
	239-0290-000	4301 N. Oakland Ave.	4301 Oakland LLC	0.38	MX1 Mixed Use Storefront
	240-9997-000	4448 N. Oakland Ave. 4450 N. Oakland Ave.	Village of Shorewood	0.35	GX1 General Residential-Office Mix

The following map illustrates the location of undeveloped residential lots as well as undeveloped commercial parcels and sites with the potential for redevelopment.



The [Shorewood Comprehensive Plan 2040](#) also includes a map with “Areas Susceptible to Change.” The “Areas Susceptible to Change” depicted on Map 8.3 in the Land Use Chapter are located primarily along the Village’s commercial/mixed use corridors. This map illustrates areas which are susceptible to change due to market forces and identifies adjacent areas which would be most impacted by that change, if it were to occur. This map does not reflect the Village’s policy toward growth, development, or land use.

(e) An analysis of the municipality's residential development regulations, such as land use controls, site improvement requirements, fees and land dedication requirements, and permit procedures. The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision. The analysis shall identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

1. Meet existing and forecasted housing demand.
2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

### Zoning

The Village's Zoning Code ([Chapter 535](#)) allows development of a wide variety of residential uses at various densities throughout the village. Zones R-1 through R-10 are identified as residential districts within the village. The purpose of these zones is to "maintain the particular character of each residential area, mainly with respect to building bulk, setback, and land coverage." Residential uses are also permitted in other zoning districts, namely the MX Mixed-Use Storefront districts and the GX General Residential-Office Mix districts that are located on N. Oakland Ave. and E. Capitol Dr. Multi-unit dwellings are permitted in these districts, though the MX Mixed-Use Storefront districts also need to have a commercial component. The following table illustrates the existing zoning code districts that permit residential development as well as the type of residential development permitted.

Table 8: Residential Zoning Districts

Zone	Type	Description	Principle Use(s)
R-1	Residential	Lake Drive Residence District 1	Single-unit dwellings
R-2	Residential	Lake Drive Residence District 2	Single-unit dwellings
R-3	Residential	Lake Drive Residence District 3	Single-unit dwellings
R-4	Residential	Lake Drive Residence District 4	Single-unit dwellings
R-5	Residential	Single-Household Residence District 1	Single-unit dwellings
R-6	Residential	One- and Two-Household Residence District 1	Single- and two-unit dwellings
R-7	Residential	Townhouse Residence District	Single-unit dwellings
R-8	Residential	Estabrook Homes Residential District	Multi-unit dwellings
R-9	Residential	Apartment House District 1	Multi-unit dwellings
R-10	Residential	Apartment House District 2	Multi-unit dwellings
MX1 MX2	Mixed-Use	Mixed-Use Storefront District	Commercial use first floor, multi-unit (commercial or residential) above
GX1 GX2 GX3	Commercial	General Residential-Office Mix District	Multi-unit (commercial or residential), limited mixed-use

Source: Village of Shorewood Municipal Code Chapter 535 Zoning

The only districts within which residential uses are not permitted are the CX Commercial Storefront Mix, P-1 Civic and Institutional, and P-3 Park Preservation districts. Single-unit dwellings are permitted in ten districts, two-unit dwellings are permitted in four districts (although no existing single-unit dwelling may be converted into a two-unit dwelling in those districts), and multi-unit dwellings are permitted in ten



districts. The following map illustrates the spatial distribution of these zoning districts throughout the Village.



The majority of the land in the village is zoned R-6, One- and Two-Household Residence District. Areas permitting multi-unit dwellings are concentrated along Wilson Drive, Oakland Avenue, and Capitol Drive.

### Design Review

The Village has established a Design Review Board, which per Village Code [16-19](#) “is responsible for evaluating design elements during the design review process.” The Purpose and Intent of the Village’s design review process is to ensure timely, competent review of building designs and site improvements by the Design Review Board. The design review process is intended to promote the public health, safety, convenience, prosperity, comfort, and general welfare of the citizens of the Village and to strike a reasonable balance between the desire of the property owner to choose the design of proposed buildings and site improvements and the continuing interest of the Village in:

- Promoting high-quality, durable, well-designed, well-constructed, and attractive buildings, structures, landscaping, and open space areas to maintain and enhance established Village standards;
- Protecting the walkable, human scale of the Village as a whole, including its architecture and land use, with an accompanying recognition that the Village is characterized by a substantial amount of pedestrian and bicycle traffic;
- Supporting a diversity of architectural styles, which are, at the same time, compatible with their surroundings;
- Ensuring adequate light, air, and privacy for Village residents; and
- Complying with applicable design regulations of this chapter.

The Design Review Board reviews all new construction, exterior alterations and additions that require a permit, with few exceptions [[535-31C\(2\)](#)], for all buildings throughout the village.

In 2023, the Village adopted a Form-Based Code within its commercial and mixed-use districts replacing its former Central District Master Plan Design Guidelines. The new code was intended to be more user-friendly to both the applicant and Village with respect to defined community expectations. The Design Review Board has a longstanding initiative to create and adopt residential design guidelines for component parts of residential improvements, such as window and door modifications, porch details and dormer additions to preserve the character of the Village’s housing stock and facilitate project reviews.

Fees

The following table illustrates the current development fees for residential construction.

*Table 9: Development Fees, 2025*

Type	Fee
Building Permit – new construction (single- and two-unit)	\$0.40 per sq. ft. (\$75 min.)
Building Permit – repair/remodel (single- and two-unit)	\$12 per \$1,000 of project cost (\$75 min.)
Building Permit - new construction (multi-unit)	\$0.45 per sq. ft. (\$100 min.)
Building Permit – repair/remodel (multi-unit)	\$15 per \$1,000 of project cost (\$100 min.)
Design Review – Residential	\$60
Design Review Board – Commercial Level 1 (projects under \$25,000)	\$100
Design Review – Commercial Level 2 (projects over \$25,000)	\$500
Impact	None
Park	None
Land Dedication	None
Water Hook-Up	\$65 min, plus \$0.50/foot over 100 ft.
Sewer Hook-Up	\$65 min, plus \$0.50/foot over 100 ft.
Plat Approval	\$500
Fire Impact	None
Zoning Change	\$500
Stormwater Management	\$200, plus \$200/hour of engineering review (only charged for projects impacting greater than one acre)

Source: Village of Shorewood Fee Schedule

Permit Process

Permit applications are submitted to the Planning and Development Department for review. For residential remodeling projects where no exterior modifications are proposed, the permit application is given to the building inspector(s) for review and approval for permit issuance. Typically, this type of building permit can be processed within several days. If exterior modifications, including new construction or additions, are proposed, then the permit application is routed through the Zoning Administrator first to review conformance with zoning regulations and then to the Design Review Board for review and approval. The Design Review Board meets twice per month. Approvals are usually



provided within two to three weeks. The permit application must also go to the building inspector(s) for review and approval. The building inspector(s) review may occur simultaneously to the Design Review Board review. Once issued, permits are valid for four months and require inspections within that timeframe for finalization. Extensions beyond the four-month period can be obtained if work on the project is continual.

### Summary

While development fees and the permit process impact residential remodeling/addition/construction projects, those matters are in place to protect property owners and preserve the integrity of the Village's housing supply. The Village's Form-Based Code and design review process, which also impact project costs, have been adopted in conjunction with housing goals to ensure that new multi-unit and mixed-use buildings, and residential improvements are compatible with the Village's character and community expectations.

A primary limitation for the Village in terms of adding new housing units is a lack of available and developable land. As a result, new subdivision development is not possible, and most new housing is created through redevelopment within the mixed-use and commercial districts as mixed-use or multi-unit dwellings.

By their nature, the Village's local zoning regulations also restrict opportunities to create additional housing units through height limits (typically 4 or 5 stories), maximum units per parcel within residential districts (single-unit restrictions without accessory dwellings), and parking supply requirements. Of note, new duplex construction and conversion is largely restricted in the zoning code [535-19F(6) & 535-25A(2)(i)]. The Village's Housing and Property Standards also limit the expansion of living space within the existing housing supply by stating that "no space in a basement may be used for sleeping purposes or as a dwelling unit." [326-7D] This regulation is stricter than the Uniform Dwelling Code used for new construction.

### **1. Meet existing and forecasted housing demand.**

As previously mentioned, Shorewood is essentially built-out, and there is limited land available for new construction. From 2016 to 2025, three new single-unit dwellings were added to the housing supply. With respect to low density residential development, overall housing supply has actually been reduced by 25 units within the same time through duplex conversions or demolitions. However, 279 new housing units were added through multi-unit dwelling or mixed-use construction since 2016. Factoring in the number of units lost through conversion or demolition, this equates to approximately 25 new units on average per year.



Table 10: Forecast Housing Demand

	2025	2030*** Projection	2040*** Projection	2050*** Projection
Population	13,682 (+/- 24)*	13,532	13,049	12,539
Avg. Household Size	2.04 (+/- 0.09)*	-	-	-
Number of Households	6,695* (+/- 294)*	6,634	6,397	6,147
Number of New Households	-	-61	-298	-548
Number of Housing Units	6,970 (+/- 295)*	7,095**	7,345	7,595
Number of Housing Units with 5% vacancy rate	6,621	6,740	6,977	7,215
Number of New Housing Units Needed****	74	-106	-580	-1,068

\* 2023 ACS 5-Year Estimate

\*\* Assumes current rate of construction (25 units per year)

\*\*\*Wisconsin Department of Administration, [Population and Housing Unit Estimates](#)

\*\*\*\*Assumes a market vacancy rate of 5%

According to the Wisconsin Department of Administration’s most recently available projections (2024), Shorewood’s population is expected to decrease by almost 10% through 2050. This most likely relates to projected generational changes and household size. Based on current figures, which come with high margins of error, and assuming a five percent vacancy rate, Shorewood needs to add 74 housing units to meet its current projected demand. However, by 2050, Shorewood is projected to lose approximately 1,150 residents (or 548 households), so 1,068 fewer housing units are forecast to be needed based on current rates of construction which are projected to add units.

At the current rate of construction of approximately 25 new housing units per year (based on the average construction rate over the past 10 years), an estimated 375 units will be added by 2040 and 625 by 2050. This would be more than the number of new housing units needed to meet the forecasted demand in either year. But as previously noted, the population projections and housing demand figures are questionable and include significant margins of error. Given the lack of available land, current zoning restrictions and the cost of redevelopment, the historical rate of construction is unlikely to continue at this pace for the foreseeable future, and as such, the projected additions to the housing supply may be overstated.

*It is worth acknowledging that Shorewood’s historically desirable housing market is capped more so by the zoning of its commercial and residential property and available land than any sort of forecasted projection. Demand is likely present within the region to fill any supply that can be provided.*

Even if assuming the current rate of construction would continue, and that forecast housing demand on the whole could be met or is not needed, the above analysis tells little about potential gaps (affordable, senior, owner-occupied condos) within that housing supply.

**2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.**

There is no available land within the village upon which to develop a new residential subdivision. Instead, new residential development is generally in-fill construction or redevelopment. As such, this requirement is not applicable to the Village of Shorewood.



# VILLAGE OF SHOREWOOD



## REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD

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### **Agenda Item: Consider Ordinance 2026-3078 Amendments to Sanitary Sewer User Charge System fee.**

**Date: February 2, 2026**

**Presenter: David Hickey**

**Department: Finance Office**

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#### **History**

In 2019 the Village Board scheduled implementation of remaining sewer reconstruction projects in the southeast area of the Village as part of the 2020-2029 long range financial planning process. To fund these projects, rates were scheduled to incrementally increase every other year. Amendments to rates occurred in 2020, 2022, and 2024, and this proposed increase in 2026 is intended to continue meeting the utility's anticipated fiscal needs as projected in the long-range financial plan.

On January 21, 2026, the Budget and Finance Committee considered the proposed sewer utility rate increases and formally approved a motion recommending adoption of the updated rates by the Village Board of Trustees.

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#### **Agenda Item Discussion**

Staff has recently completed a review of the sewer utility's financial needs, rate structure, and fiscal objectives as identified under the provisions of Section 514-49 of the Village Code entitled "Sanitary Sewer User Charge System". Under this section of the Village Code, sewer service charges are to be administered using two component fees, a facilities charge and a volume charge. A 22% rate increase is included in the 2026 Adopted Budget.

The basis for the facilities charge is described as "the minimum facilities charge billing shall be sufficient to pay both MMSD's connection charge and the Village's own billing/customer-related administration expenses. These costs include the current MMSD connection fees of \$15.03 per quarter, up from \$9.69 per quarter in 2024, and approximately \$70,000 per year in customer-related expenses for 3,500 customer accounts. The facilities charge currently set at \$16.63 per quarter will increase by \$3.43 per customer account, bringing the total quarterly facilities charge to \$20.06.

The basis for the volume charge is described as "the unit price per volume shall be sufficient to pay the remaining annual costs of operation, maintenance, and replacement of the cost to provide sewage service". The volume charge is computed by dividing the remaining amount of revenues needed to support the utility's anticipated fiscal needs by the anticipated total annual sewage volume that the utility expects to charge to its customers. Current volume charges \$11.69 per gallon. The total increase in volume charge is \$2.57 per gallon, for a total of **\$14.26 per gallon**.

These increases will generate \$721,200 in revenues to offset the applicable portions of the utility's overall costs. This process will also allow the utility to continue to self-fund the ongoing sewer fund infrastructure investments in Shorewood.

If the proposed ordinance is adopted, staff anticipate an additional sewer rate increase in 2028 to support the completion of remaining sewer infrastructure projects, including the Oakland South project. In addition, future rate adjustments may be necessary to address ongoing increases in operating and maintenance costs and to maintain the financial stability of the sewer utility.

The tables below illustrate the quarterly fiscal impact on utility customers:

Sewer						
Sewer Fees	Facility Charge	Volume Rate per 1,000 gal	Total Bill 10,000 gal	Total Bill 25,000 gal	Total Bill 50,000 gal	Total Bill 100,000 gal
Current Rates	16.63	11.69	133.53	308.88	601.13	1,185.63
Proposed Rates	20.06	14.26	162.66	376.56	733.06	1,446.06
		Change	29.13	67.68	131.93	260.43
		Percentage	22%	22%	22%	22%

Water						
Water	Quarterly Fixed Chgs (Wt'd Avg)*	Volume Rate per 1,000 gal	Total Bill 10,000 gal	Total Bill 25,000 gal	Total Bill 50,000 gal	Total Bill 100,000 gal
Current Rates	65.58	4.52	110.78	178.58	291.58	517.58
Proposed Rates**	81.20	5.88	140.00	228.20	375.20	669.20
		Change	29.22	49.62	83.62	151.62
		Percentage	26%	28%	29%	29%

\*Fixed Charges for water include public fire protection charges and water quarterly service charges

\*\*Proposed Rates are based on estimates. A rate case is pending with the Public Service Commission and is expected to be finalized by the PSC in February

Combined						
Combined Charge	Quarterly Fixed Chgs (Wt'd Avg)*	Volume Rate per 1,000 gal	Total Bill 10,000 gal	Total Bill 25,000 gal	Total Bill 50,000 gal	Total Bill 100,000 gal
Current Rates	82.21	16.21	244.31	487.46	892.71	1,703.21
Proposed Rates	101.26	20.14	302.66	604.76	1,108.26	2,115.26
		Change	58.35	117.30	215.55	412.05
		Percentage	24%	24%	24%	24%

The staff's current consumption analysis of residentially classified 1-4 family homes shows that the average household in this group uses about 11,000 gallons/service per quarter. This group represents 3,200 out of the utility's 3,530 customers.

**Community and Business Outreach** – *If applicable, did you notify the community groups and businesses that are directly impacted by this agenda item.*

Yes       No

If Yes, identify how and what community groups and businesses were notified.

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**Fiscal Impact**

The impact of this action is estimated to increase operating revenues by approximately \$721,200 per year and to allow the utility to continue funding ongoing operations, maintenance, and replacement costs.

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**Action Required / Recommended**

Motion: *"I move to approve Ordinance 2026-3078 to amend the Village's sanitary sewer user charge system fees as proposed."*

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**Attachments –**

Ordinance #2026-3078

**ORDINANCE NO. 3078**

An Ordinance Amending the Provisions of Section 514-49 of the Village Code Entitled  
“Sanitary Sewer User Charge System”

**WHEREAS**, the Village of Shorewood, Milwaukee County, Wisconsin owns and operates a wastewater collection system; and

**WHEREAS**, the Village must pay all the operation maintenance and replacement costs associated with said collection system and charge the users of said system accordingly; and

**WHEREAS**, the Village must pay all the appropriate wastewater treatment charges required by contract with the Milwaukee Metropolitan Sewerage District of Milwaukee County, Wisconsin; and

**WHEREAS**, the Village by accepting wastewater assumes all risk conveyance to the Milwaukee Metropolitan Sewerage District sewerage system but reserves the right to immediately discontinue acceptance of wastewater for operational and permit reasons at the Milwaukee Metropolitan Sewerage District’s Wastewater Treatment Plants; and

**WHEREAS**, the Village of Shorewood, Milwaukee County, Wisconsin, proposed to provide procedures, safeguards and funds to operate and maintain the Village’s wastewater collection system and pay for wastewater treatment costs by amending its current sewer use and user charge system;

**NOW THEREFORE**, at a regular meeting of the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, held on the **2nd day of February, 2026** a quorum being present and a majority of the Board voting therefor, said Board does ordain as follows:

SECTION 1

That Sewer Service Charges Section 514-49 E (1) of the General Ordinances of the Village of Shorewood be repealed and recreated to read as follows:

(1) Effective for billings after beginning January 1, 2026:

Quarterly Facilities Charge/Connection	\$20.06
Volume Charge Per 1,000 Gallons	\$14.26
Flat Rate for Unmetered Customers (based on 22,500 gallons equivalent)	\$263.03

SECTION 2

That all ordinances or parts of ordinances conflicting with the provisions of this ordinance are hereby, to such extent, repealed.

SECTION 3

This ordinance shall take effect and be in force for the billing of sewer use in the Village, provided after January 1, 2026.

**PASSED AND ADOPTED** by the Village Board of the Village of Shorewood, Milwaukee County, Wisconsin, this **2nd day of February, 2026**.

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Ann McKaig, Village President

Countersigned:

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Toya Harrell, Village Clerk



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Consider Senior Resource Center proposal for available space in Village Center lower-level.**

**Date: February 2, 2026**

**Presenter: Rebecca Ewald, Village Manager      Department: Village Manager's Office**

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### History

The North Shore Health Department (NSHD) vacated the south end of the lower level of Village Center as of Q2, 2024.

The Village Board has directed the Strategic Initiatives Committee to consider alternative funding sources, including possible revenue from the vacated NSHD space.

The Elder Service Advisory Board (ESAB) completed a Sustainability Report to plan for the future of Senior Services in Shorewood. The report includes a recommendation for a Benjamin Center to be created in the lower-level space of Village Center to serve as a gathering/connection location for older adults. The label of Benjamin Center would replace the current label of SRC.

Following the report being received, the Village Manager and ESAB met with parties who may desire to collaborate in space:

- The Shorewood Library had previously discussed library renovations, with possible library operations running out of the lower level of the Village Center during construction. Renovation plans were halted during staff transitions and while the Library Director was out on FMLA in Q1/Q2. It is undetermined at this time whether renovations will proceed as originally planned.
- The Shorewood Library staff did request more availability to utilize the meeting space in the lower level of Village Center.
- Previously the Shorewood Recreation Department had expressed interest in additional space for older adult programming, but with a new Recreation Director in 2024, there was not a desire to lease space, but share space when mutually agreeable.
- The Village Manager has met with one coffee retailer that did not believe the space would be conducive for a coffee shop location due to lack of available parking.

The Elder Service Advisory Board (ESAB) desires to move forward with the SRC sustainability plan recommendations, specifically construction of additional meeting room space and utilization of the previous health department space for the SRC office.

It is important to note that space planning, programming, information/referrals, ESAB policy, and the Age Friendly plan all need to transition in a parallel process rather than one before the other to provide service delivery for elder services. Parallel to reviewing space needs, ESAB has directed exploration of senior programming with the Shorewood Recreation Department.

[March 3, 2025](#) – the Strategic Initiatives Committee recommended an RFP be drafted to solicit proposals to lease the vacated NSHD space with or without a lease fee. Both private and public entities were invited to submit proposals, including but not limited to Shorewood Public Library, Elder Services Advisory Board, and Shorewood School District.

[April 21, 2025](#) – the Strategic Initiative Committee met and unanimously recommended the RFP to the Village Board.

May 5, 2025 – the Village Board approved the [RFP](#) for Utilization of Village Center lower-level space.

[August 4, 2025](#) – Two proposals were received. One from the Shorewood Senior Resource Center (\$0 lease fee) and one from Sophia Barry Realty Group (\$25,200 annual, 1–2-year term). The Strategic Initiatives recommended the Village Board reject proposals from non-permitted uses, which would eliminate the proposal submitted by Sophia Barry Realty Group.

[September 3, 2025](#) – the Village Board rejected proposals from non-permitted uses.

[January 21, 2026](#) – the Strategic Initiatives Committee recommended the Village Board proceed with the proposal and move it forward as an initiative.

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## Overview

Following September 3, the Senior Resource Center addressed additional questions regarding the proposal submitted and updated their timeline to include project team development and securing architectural services for renovation of space in 2026.

The SIC Committee is requested to provide a recommendation on proceeding with the proposal. If the proposal is approved by the Village Board it would move forward as an initiative. While construction is to be funded by the Benjamin Fund and led by the Senior Resources Director, it will require coordination with the Public Works Department and Village Manager’s Office. Currently, the time commitment is unknown. Should the project proceed, staff time will be evaluated upon existing and current commitments.

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**Financial Impact:** No funding has been allocated in the 2026 budget. Projects costs are to be 100% funded by the Senior Resource Center via the Benjamin Fund.

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## Possible motion:

*I move to recommend the Village Board proceed with the SRC proposal and an initiative be submitted.*

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## Attachments:

1. Senior Resource Center proposal
2. SRC responses to additional questions



## **Proposal: Request for Space in Village Center Former North Shore Health Department**

**Submitted by:** Elizabeth Price, Shorewood Senior Resource Center (SRC)

**Date:** June 5, 2025

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### **Overview**

The Shorewood Senior Resource Center (SRC) respectfully submits this proposal requesting expanded use of the Village Center Lower Level to support our community programs and staff needs.

Since its establishment in 2000, SRC has served as a vital resource for older adults in Shorewood. Located in the Village Center Lower Level, our office functions as a hub for connection, information, and community building. Specifically, the SRC fulfills three core roles:

1. **Connection Point** – Facilitating engaging programs and meaningful social interactions
2. **Information and Services** – Offering access to senior-focused resources, consultations, and referrals
3. **Community Building** – Advancing intergenerational engagement through Shorewood Connects initiatives

With a staff of 1.55 Full-Time Equivalent (FTE) positions and approximately 200 square feet of dedicated office space, SRC continues to respond to a growing demographic of 60 and older residents. We now seek expanded access to space previously occupied by the North Shore Health Department to accommodate programmatic growth and enhance service delivery.

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### **Identified Needs**

#### **1. Adequate Staff and Volunteer Workspace**

Current space constraints hinder our ability to meet confidentially with residents, manage volunteers, and conduct internal planning. Additional office and support space would allow for:

- Private consultations with residents
- Volunteer coordination and project space
- On-site staff development and training sessions

## 2. Right-Sized Program Space

A clear gap exists between available meeting spaces:

- **Village Center Meeting Room (2,000 ft<sup>2</sup>):** Too large for small or mid-sized groups
- **Spector Conference Room (200 ft<sup>2</sup>):** Too small for many group programs

We propose creating a **right-sized gathering space** for social interaction with peers. A year-long sustainability study identified this as a need. ([Planning for Sustainable Shorewood Senior Services, March 7, 2024](#))

- **Right-sized space (600–1,000 ft<sup>2</sup>)** in the former North Shore Health Department:  
This will be a flexible, multipurpose room to accommodate programs such as support groups, workshops, intergenerational events, and informal gatherings.

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### Requested Use of Space in the former North Shore Health Department

SRC requests immediate and dedicated access to the following spaces within the Village Center former North Shore Health Department space:

#### Staff Offices & Support Rooms

- Office for Director of Senior Services
- Office for Program Assistant
- Private Consultation/Volunteer Workspace/Small Conference Room
- Access to NSHD kitchen and non-public restroom

#### Development of Program and Community Space

Renovation of the former waiting room, reception area, clinic, and conference room into a multi-use programming space

#### Proposed Use Schedule:

- **Monday–Friday, 8:00 a.m.–4:30 p.m.:** Reserved for SRC programming and services
- **Evenings and Weekends:** Available for community group reservations via the Library’s Local Hop system

## Proposed Lease Terms

<b>Lease Duration</b>	Ongoing
<b>Lease Rate</b>	No rental fee
<b>Utilities &amp; Maintenance</b>	To be covered by the Village of Shorewood

## Projected Renovation Timeline:

- 2025–2026:** Develop project team
  - 2025–2026:** Secure funding and determine renovation budget
  - 2025:** Engage architectural services
  - 2026:** Submit renovation plan to Village Board for approval
  - 2026:** Issue Request for Proposals (RFP) and select contractors
  - 2027:** Complete renovation and commence expanded programming
- 

## Funding Support: William Benjamin Fund

The William Benjamin Bequest will be utilized to support this proposed expansion.

Current Benjamin Fund contributions include:

- 100% of SRC senior programming costs
  - 21% of SRC staffing expenses
  - 54% of the Shorewood Connects contract
  - Cost of renovation (with additional support to be raised through fundraising initiatives)
- 

## Conclusion

By expanding the Senior Resource Center’s presence in the Village Center Lower Level, the Village has the opportunity to transform underutilized space into an energetic hub of intergenerational connection, volunteerism, and lifelong learning. The redesigned space will support innovative programming, welcoming environments for older adults, and flexible infrastructure for evolving community needs.

With strong backing from the William Benjamin Bequest, this expansion offers high return at low cost—leveraging philanthropic dollars to create lasting community impact.

We respectfully request your consideration and support in approving this proposal and partnering with us in making the Village Center a more inclusive, engaging, and responsive space for all.

1. Will additional staff resources be required if the former NSHD space is occupied? *No*
2. What onsite staff development and training sessions are anticipated? *Staff participate in trainings offered by the WI Board of Aging and Long-Term Care, the Milwaukee County Aging and Disability Resource Center, and other providers. These free trainings help us stay current on Medicare, prescription drug benefits, and the programs and services available for older adults—ensuring we can better serve the Shorewood community.*
3. **Evenings and Weekends:** Available for community group reservations via the Library's Local Hop system – who would manage the access to the spaces in the former NSHD spaces available to the public after SRC business hours?  
Will these public spaces be administered under the Library Board room reservation policy? *The space will primarily serve SRC programming. When not in use by the SRC, it will be available for public reservations through the library's reservation system. All public reservations are managed in accordance with the Library Board Room Reservation Policy.*
4. Please provide a review of current Benjamin funds and estimated annual staffing/programming costs moving forward. What is the estimated cost of improvements of the space? How will the utilization of Benjamin Funds for the buildout impact future contribution for staffing and programming expenses? *We expect to have an estimated cost for the improvements in early January 2026. We anticipate a withdrawal of up to 15% to fund the renovation, and future available funds will be reduced proportionally based on the percentage withdrawn. A 15% withdrawal is not expected to affect future funding for staff or programming. Please see the chart at the end of this document for an illustration of disbursements since 2020.*
5. Should SRC move administration into the former NSHD space, is there any future use envisioned for the vacated office space? *The vacated office will be available for community access or other purposes as the Village deems appropriate.*
6. Who will manage the construction? *Construction management services will be contracted.*
7. Has this project been discussed with Public Works? What time will be required by Public Works? *We have discussed the proposed project with the Director of Public Works and plan to contract for all renovation services to minimize the use of DPW staff resources. DPW staff will be asked to review concept drawings, architectural plans, and construction documents and provide feedback as needed.*
8. The SRC study identified potential to reduce staff from 1.55 to 1 FTE in the future. Will expansion into the former NSHD space impact that recommendation? *The recommendation to eliminate the 0.5 FTE position was based on the assumption that SRC programming could be fully transferred to the Recreation Department. However, given the rec. department's current staffing and resource limitations, that transition*

*appears unlikely. The renovation plan depends on the SRC maintaining its existing staffing levels.*

9. *SRC staff engaged volunteer architectural services to create a conceptual plan for the envisioned space renovation (see below). This plan illustrates the overall vision for the desired space and is intended as a starting point. Final architectural renderings will likely change as costs and structural considerations are evaluated.*

*The following objectives guided the development of the conceptual drawing:*

- *Two private staff offices*
- *Shared volunteer workspace*
- *A multipurpose program room for up to 30 people*
- *A beverage station*
- *Coat storage*
- *Integration of natural light and warm, comfortable design elements*

Please note that we have adjusted the timeline based on a better understanding of the process:

**Projected Renovation Timeline:**

~~2025~~ SRC staff moves offices and will occupy during renovation planning

**2026** Develop project team

~~2025–26~~ Meet with Shorewood Foundation to secure/plan funding and develop renovation budget

~~2025~~ **2026** Engage architectural services VB Considers RFP for Archtectureal Services and Construction Management/Approved RFP is released

**2026** Seek special Disbursement from Benjamin Fund for Archtectureal Services

**2026** Engage Archtectureal Services /include option to manage construction pending VB approval of Archtectureal Renovation Plan

**2026** Submit renovation plan to Village Board for approval

**2026** Issue Request for Proposals (RFP) for construction contractors and select contractors

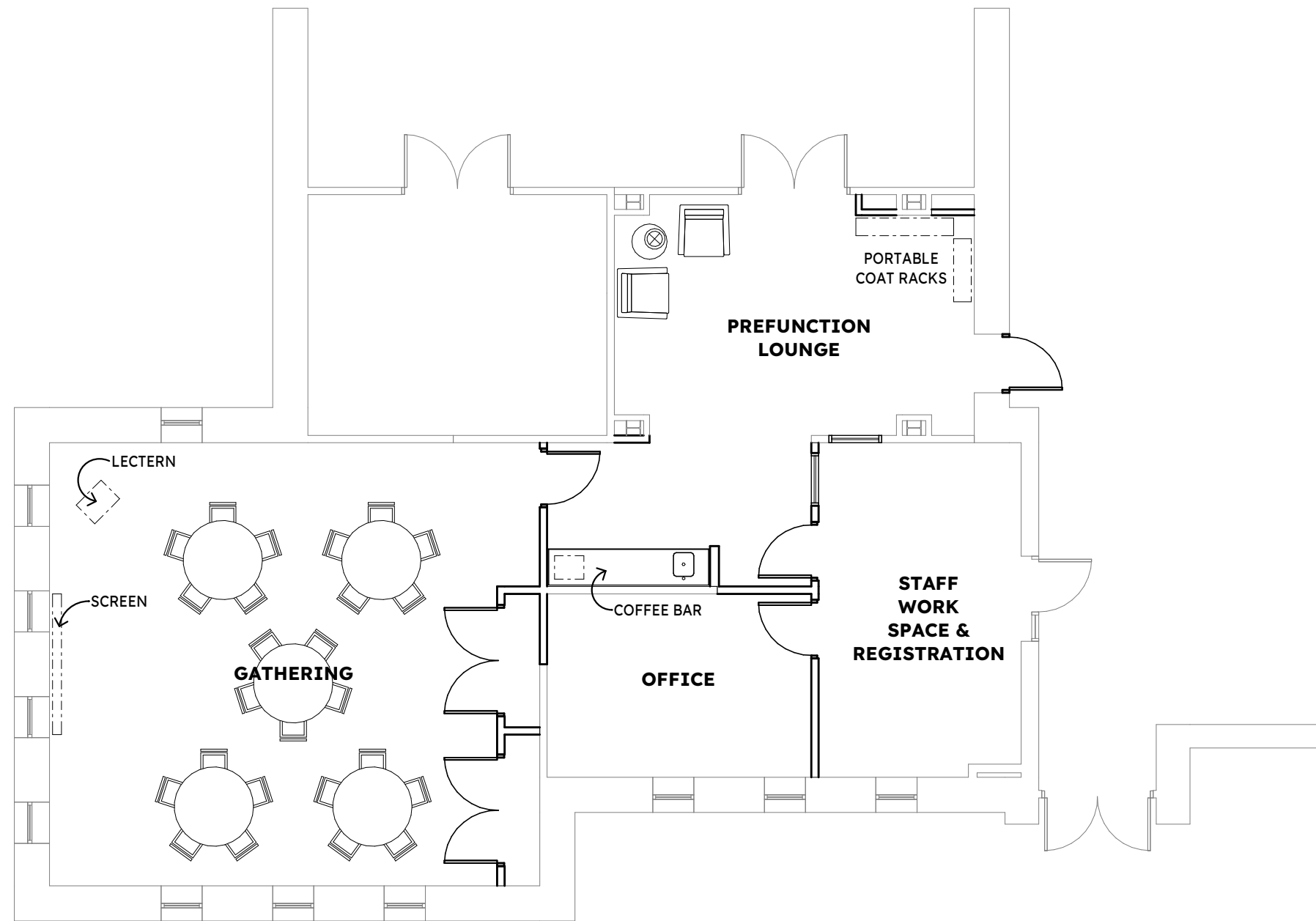
**2026** Seek special disbursement from Benjamin Fund for complete renovation costs

~~2027~~ Potential relocation to former office during renovation. Staff vacate the SRC office once renovation is complete.

**2027** Complete renovation and commence expanded programming

WBF Disbursements 2020 – Present

Calendar Year	Amount of WBF Available in Calendar Year (Ave. of previous 16 quarters)	Total Disbursement from Fund	Percent of Fund of Disbursement	Funds available with 15% reduction of annual funds available	Value of Fund	Notes
2020	\$ 69,599	\$ 24,651	1.30%	\$59,159	\$ 1,853,539	
2021	\$ 72,118	\$ 15,298	0.75%	\$61,300	\$ 2,046,796	
2022	\$ 77,203	\$ 30,038	1.80%	\$65,622	\$ 1,681,889	
2023	\$ 81,621	\$ 56,921	3.22%	\$69,377	\$ 1,853,368	
2024	\$ 83,185	\$ 50,069	2.65%	\$70,707	\$ 2,015,007	
2025	\$ 86,968	estimate \$63,347	estimate 3%	\$73,922	\$ 2,111,578	Second half of 2025 will be disbursed from WB Fund in March 2026
2026	\$ 92,846					





January 27, 2026

Dear Shorewood Village Board of Trustees,

**Board of Directors**

Jamie Reeve, President  
Douglas Armstrong  
Marit Harm  
Megann Hendrix  
Becky Dubin Jenkins  
Patrick Kessenich  
Karen Maierle  
Melissa Marschka  
Rebecca Osborn  
Thomas Pilarzyk  
Joseph Popalisky  
Natraj Shanker  
Kimberly Schreiber  
Chris Sweda

The Shorewood Foundation is pleased to confirm its intention to provide approximately \$300,000 in one-time funding from the Benjamin Fund to support a capital expenditure project at the Shorewood Senior Resource Center (SRC). The Benjamin Fund exists specifically "to provide facilities and equipment for the Shorewood Senior Resource Center and to support and enhance the activities for the members of the Shorewood Senior Resource Center," in accordance with donor intent, including the foundational contributions from Bill Benjamin.

As of December 31, 2025, the Benjamin Fund market value stands at \$2,207,006. Historical spending from the fund has been conservative: actual total disbursements averaged approximately \$40,000 annually from 2020–2025, with recent years (2023–2025) typically in the range of \$60,000–\$65,000. These amounts have remained well below the policy's 5% cap based on the rolling 16-quarter average.

After review, we have concluded that this one-time \$300,000 appropriation is prudent and sustainable under the Shorewood Foundation's Investment Policy Statement. Following the draw, the remaining balance would still support ongoing annual disbursements at or above the recent \$60,000 – \$65,000 level (with conservative capacity estimates exceeding \$95,000 annually based on 5% of the post-draw value), preserving the fund's long-term objectives.

Very truly yours,

*Joseph Popalisky* 1.27.26

Joseph Popalisky  
Shorewood Foundation Treasurer



# VILLAGE OF SHOREWOOD

REPORTS AND PRESENTATIONS TO THE VILLAGE BOARD

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**Agenda Item: Consider recommendation on service delivery study.**

**Date: February 2, 2026**

**Presenter: Rebecca Ewald, Village Manager**

**Department: Village Manager's Office**

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## History

In 2019 the Village issued an RFP for organization study to conduct research and recommendations on ways the Village can provide services in a more cost effective and efficient matter. In addition, the organization study would explore ways the Village could be structured in the future to accommodate any changes made to services. Lastly the Village wanted to explore ways to improve the work experience for employees, including research related to compensation and benefits. Due to cost and other factors ([see pg. 154 of the meeting packet](#)), the Village proceeded with only the Public Works Department in 2020, \$34,200. In 2021 the Village contracted for an organizational analysis of the police department, \$37,000. Upon completion of both studies the Village has taken steps to implement the recommendations.

[July 7, 2025](#) – the Finance Department provided an outline of department responsibilities and cost-saving initiatives for review by the Committee of the Whole. The intent was to inform budget discussions and serve as a foundation for long-term strategic planning on service delivery and resource alignment, [see pg. 21 of the meeting packet](#). Majority of the board relayed a reduction of service is a large initiative and not timely for implementation in the 2026 budget. Tr. Couto requested an organizational overview, recap of previously completed organizational analysis and benchmarking tools to review over the next months to inform the Board's desired 2027 budget communications.

[August 4, 2025](#) – on pg. [see pg. 219 of the packet](#) an overview of current organizational structure, recap of previously completed analysis and benchmarking tools were provided by service area. The Board discussed service levels and possible reductions for the 2026 budget. It was expressed that an outside perspective could be beneficial to review service levels to determine where reductions in expenses may be made. In conclusion, President McKaig moved to defer a reduction of services within the scope of the 2026 budget, as it is a large initiative and not timely for implementation in this budget cycle and it was seconded by Trustee Warren. Motion carried by a vote of 5-1 (Stokebrand).

[September 3, 2025](#) – the Village Board considered a Future Agenda Item of Consideration and moved to request the Village Manager to work with the Strategic Initiatives Committee to develop scope of work for a village organizational and operations study to assist with future service level discussions.

[November 3, 2025](#) – the Strategic Initiatives Committee reviewed an RFP for Service Delivery Study. In conclusion the group noted their preference to focus on the Public Works Department to ensure the investments we make in the future facility are accomplished in the best way possible. The group requested to review the 2020 Public Works Analysis and 2023 Future Facility Need & Analysis at the next meeting so that the Committee could develop a list of questions that have not been addressed by prior studies.

[November 17, 2025](#) – the Strategic Initiatives Committee reviewed the 2020 DPW Organizational Analysis and DPW Facility Needs and Site Evaluation, [see pg. 4 of the packet](#).

[January 21, 2026](#) – the Strategic Initiatives Committee reviewed the public works department organizational structure, basic service categories and status of the recommendations from the 2020 Organizational Analysis, [see pg.32 of the packet](#). Tr. McGovern moved, seconded by Tr. Ircink, to provide a summary of the discussion to the Village Board without a recommendation to complete an RFP for a study of service levels in the Village. Motion carried 3-0.

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### **Overview**

Attached is a draft RFP for a Service Delivery Study to assist with identifying service level considerations that provide long-term cost reductions in annual operations.

The Strategic Initiatives Committee discussed the RFP over three meetings. In conclusion the Strategic Initiatives Committee Chair will be providing a verbal update to the Village Board on the committee's discussion. No recommendation was made on the RFP.

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### **Financial Impact:**

\$150,000 would be inserted in the Village Board Contingency/Other Activities (#100-1100-53990) 2026 budget.

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### **Possible motion:**

*I move to not proceed with service delivery rfp.*



# Service Delivery Study

RFP Issuance: November 18, 2025

Response Due Date: December 16 by 11 a.m. CDT

## Purpose

The purpose and intent of this Request for Proposals is to solicit proposals for a village-wide service delivery study. Consultants must analyze and recommend improvements to the Village's operations. The goal is to conduct an independent assessment of the Village's operational effectiveness and efficiency. The results should provide the Village Board with information to make informed decisions about resource allocation.

## Background

The Village of Shorewood, Wisconsin (population 13,315 – 1.2 sq. miles) is located within Milwaukee County's North Shore communities. It is a completely built-out, first-ring, urban suburb of the City of Milwaukee that is amongst the most densely developed municipalities in the state of Wisconsin. There are approximately 28 miles of roadway within the village serving 6,453 housing units, 53.4% of which are renter occupied. The Village has limited to no vacant land and flat growth.

The total adopted property tax budget for 2026 fiscal year is \$13,829,123 million. General Fund appropriations of \$9,400,289 million in property taxes to support the main operations of the Village including police, fire, public works, planning and development, general administration, \$2,620,762 in debt service, and \$665,000 in capital projects. Special revenue funds include property tax contributions for library services in the amount of \$1,014,193 and elder service staffing, \$128,879. Three enterprise funds, parking, water, sewer, and three tax incremental districts are self-supporting. An overview of staff levels and prior organizational studies and changes made within the last 10 years is located in Attachment B.

The Village seeks to contract with a qualified firm to conduct a service delivery study for all Village departments. The firm must demonstrate that they possess organizational, functional, and technical capabilities to conduct these services in their entirety or in partnership with a qualified subcontractor.

The primary purpose of this study is to provide valuable information for the Village Board on how to best provide services to the community given the Village's limited financial resources. The Village is currently projecting over \$104 million in capital projects over the next 10 years in its [2026-2035 Long Range Plan](#). This includes:

\$28,479,000	Road and Alley Projects
\$21,500,000	Facility Improvement Projects
\$52,480,000	Water System Infrastructure
\$264,000	Sanitary Sewer and Storm Water Infrastructure
\$1,664,000	Refuse Trucks

The Village is seeking to make meaningful changes that maintain services at high levels while sustaining the Village's financial position. The Village is ultimately looking for recommendations and options for how to adjust services and operations to ensure long-term fiscal sustainability and maintain the high quality of life in our community.

Responding firms will be competitive if they have team expertise in each core service area, including administrative services, library, planning and development, police, public works, and elder services. A deep understanding of municipal government and service provision is critical.

## Scope of Work

The scope of services to be performed by the Consultant shall include a comprehensive Service Delivery Study. Analysis should focus on all Village departments and include an analysis of current staffing and service levels, along with recommendations for immediate and future staffing needs, reorganizations, and service delivery improvements.

- Complete review of current operations and service levels including collecting data, interviewing staff, and visiting Village facilities, as needed. Conduct interviews and/or surveys, where needed, to gather diverse perspectives on service delivery.
- Perform an organizational assessment that includes staffing and service levels of all Village departments, including:
  - Clerk's Office
  - Court
  - Elder Services
  - Finance
  - Library
  - Planning and Development
  - Police
  - Public Works
  - Village Manager's Office
- Research and benchmark the Village's approach as compared to similar municipalities.
- Develop recommendations for improvements in service delivery and efficiency.
- Develop recommendations for cost savings and sustainability.
- Identify opportunities for the use of technology to improve service delivery and/or efficiency.
- Review current staff levels, allocation, redundancy and structure with consideration to succession planning to ensure consistent delivery of services and compliance with various regulatory requirements as staff transition through relocation and/or retirement.
- Prepare a draft report that highlights the study's key findings and recommendations.
- Provide two presentations to the Village Board, one outlining the scope of work and timetable for completion and a second presenting the final report.
- Provide the Village with an electronic copy of the final report.
- Facilitate a workshop with the Village Board to provide direction to staff on which recommendations to pursue.

## Estimated Timeline

Request for Proposal released	November 18, 2025
Deadline for proposal questions	November 28, 2025 @ 11:00 am
Proposal question responses emailed	December 2, 2025
Proposals due	December 16, 2025 @ 11:00 am
Firms notified of interview	December 23, 2025
Interviews	January 7, 2026 @ TBD

Public Works Committee recommendation  
Village Board approval of contract for services

January 21, 2026  
February 2, 2026

The above schedule is subject to change. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and award. Interviews will be conducted by the Village Manager, Finance Director, Director Public Works, Police Chief and Chair of Strategic Initiatives Committee and Chair of the Budget & Finance Committee.

### **Selection Criteria**

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the contractor and team on similar projects.
2. Quality and content of the written proposal.
3. Experience and technical competence of the project team assigned.
4. The contractor's approach to the project, including the Village's confidence in the consultants ability to satisfactorily perform the work.
5. Cost.

### **Instructions to Firms**

#### *Proposal Requirements*

The proposal should not exceed ten (10) single-sided pages and should address the following:

1. Transmittal Information.
  - a. Contractor's name, address, telephone number and contact person.
  - b. Contractor's confirmation of understanding of the program and commitment to provide the appropriate personnel and equipment to perform the scope of services as defined in this document.
2. Approach.
  - a. Provide a description of the anticipated services.
  - b. Specify methods to obtain information and research.
  - c. Identify approach for communication with community, Village board and staff.
  - d. Provide estimated hours/cost for all tasks.
3. Contractor Experience.
  - a. Description of experience of a similar capacity on projects of comparable size and/or scope.
4. Cost.
  - a. Itemize costs based on each task and include a final cost for services.
5. Examples of Work
  - a. Please provide up to two different examples of consultant services performed for other municipalities that reflect task similar to the scope of services identified in this proposal.

#### *Submittal Instructions*

1. Please provide (1) digital copy of the proposal via email only to:  
Rebecca Ewald, Village Manager  
[rewald@shorewoodwi.gov](mailto:rewald@shorewoodwi.gov)

- Identify the proposal name in the subject line of the email: “Service Delivery Study”
2. Proposals will be accepted on or before December 16, 2025 at 11:00 am CDT. Proposals received after that date and time may be rejected. Proposals will not be opened publicly.
  3. Questions regarding this RFP should only be directed to the Village Manager, Rebecca Ewald, noted above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

#### *Amendments*

Amendment of proposals may be made as follows:

- By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening dates, etc. Copies of the amendment will be mailed to prospective vendors.
- By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

#### **Contract Terms and Conditions**

##### *Contract Length*

The contract length will be three years, with option to extend an additional two years.

##### *Payment Terms*

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

##### *Insurance*

The successful firm shall agree that it will, always during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request certified copies of the required insurance policies. The Certificate shall refer to the contract and provide for thirty (30) days’ advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village’s discretion. Additionally, the firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

##### *Nondiscrimination*

In connection with the performance of work under this agreement, the firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

*Assignment or Subcontract*

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion of the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

*Independent Contractor Status*

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create a relationship between employer and employee.

*Amendments to Contract*

This contract may be modified only by written amendment to the contract, signed by both parties.

*Waiver*

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

*Indemnification and Defense of Suits*

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

*Termination of Contract*

To be defined in the contract document.

*Professional Services Contract*

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.



**SERVICE DELIVERY STUDY  
Attachment A – Cost Sheet**

Please provide the following details to inform the Village of estimated costs. Feel free to create your own cost sheet with additional details for ease of completion if it includes sections with the format below.

<b>Department</b>	<b>Staff</b>	<b># of Hours</b>	<b>\$ / Hour</b>	<b>Cost</b>
Clerk’s Office				
Court				
Elder Services				
Planning and Development				
Finance				
Library (optional)				
Police				
Public Works				
Village Manager’s Office				
<b>Total</b>				

<b>Contract Administration</b>	<b>Staff</b>	<b># of Hours</b>	<b>\$ / Hour</b>	<b>Cost</b>
(2) Village Board Meetings – kickoff meeting and presentation of report				
Report creation				
Village Board workshop				
<b>Total</b>				

**Final Total for Required Services:** \_\_\_\_\_



## SERVICE DELIVERY STUDY Attachment B – Prior Studies Completed

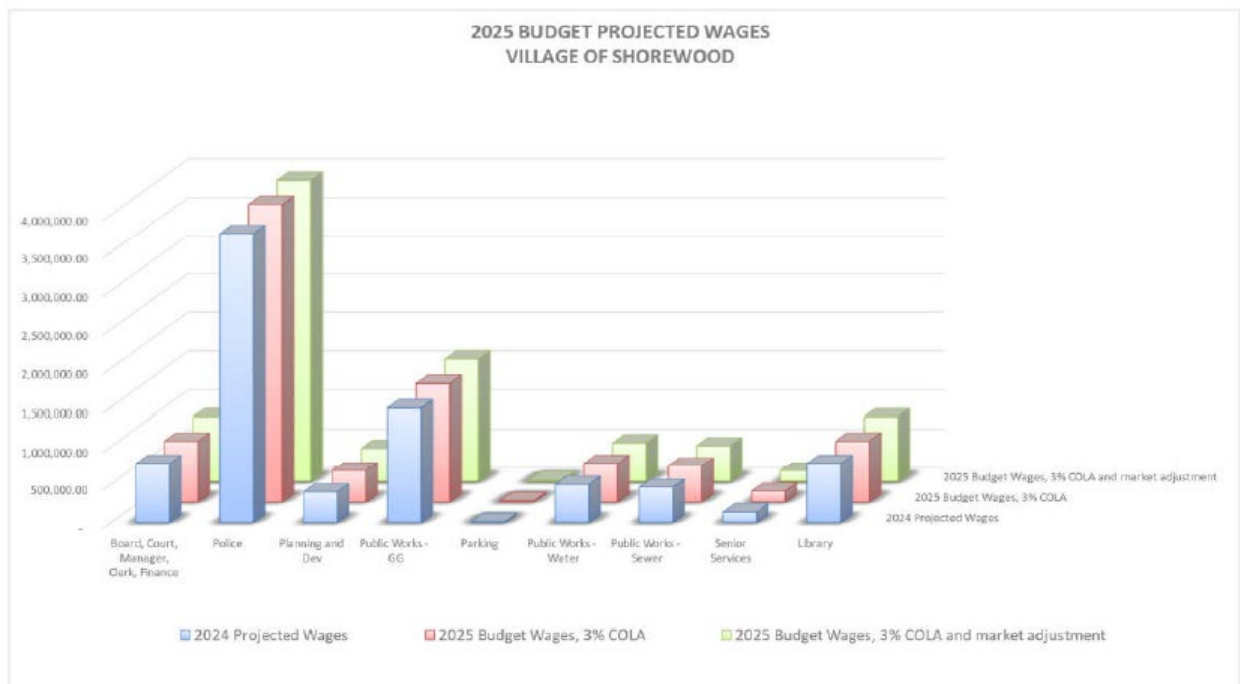
### History

On July 7, 2025 the Village Board met to discuss service levels and possible reductions. Department efforts to evaluate cost efficiencies and effectiveness over the last 3-5 years were identified and included starting on [pg.25 of the packet](#). Specific parameters/metrics for an item evaluated would require discussion with the specific department head.

In conclusion the Village Board relayed a reduction of service is a large initiative and not timely for implementation in the 2026 budget. The Village Board requested to review current services and methods of cost reduction in response to interest from the public in service levels, infrastructure needs and managing the impact of cost on taxpayers.

### Overview

Here is the [Shorewood Organizational Chart](#) and break down of the 2025 budget wages by department. Village Departments have been nimble in evaluation of services over the years. Further reductions in service will equate to a reduction in the workforce, our largest expenditure.



Every three years the Village conducts a survey to assess satisfaction with services, see [2023 Community Survey Report](#). Historically this survey has informed the Village Board on matters of service delivery.

### **Clerk Department**

In 2022 the Village did not replace the Director of Administrative Services, reducing the staff by 4 to 3 employees, Clerk and two Elections and Licensing Clerks. In 2024, the department was reorganized to be Clerk, Deputy Clerk and Elections and Licensing Clerk.

The lower-level office space was redesigned to accommodate in person voting space and services to support the reduced staff and need to work within the space while servicing large volume of patrons at peak times of the year.

### **Court**

The Village currently has a 0.75 FTE Court Clerk in Municipal Court who is budgeted to work 30 hours per week. Prior to 2017, this position was a 40 hour per week position that would provide some additional administrative support to the Police Department. To better divide responsibilities between the Court and the Police Department due to changes in statutory requirements, the Court Clerk was reduced to 30 hours in 2017. In 2018, the Village participated in an analysis of court clerk service consolidation within the North Shore, but no changes were made in the Village of Shorewood.

Village staff coordinated with the Village of Brown Deer who was looking for 20 hours of Court Clerk services to assist with their workload. It was determined the Shorewood court could still perform current services in Shorewood at 20 hours per week, while giving the Village an opportunity to contract out 20 hours a week of the Court Clerk's time to work with the Village of Brown Deer to support their Municipal Court services. Brown Deer was invoiced for half of the Court Clerk's wages, benefits, training, and withholding costs.

Eventually the Shorewood Court Clerk left to become a full-time court clerk in another community and Brown Deer merged court services with the City of Glendale and Village of Bayside. The Village recruited another 30-hour court clerk position receiving only two applications, neither with court clerk experience and hired the current clerk who has been with the Village for three years.

Shorewood will be participating with the other North Shore communities in another court services feasibility analysis with a grant obtained from the Innovation Fund. Timeline for completion of the study has yet to be provided.

### **Finance Department**

In 2024 the Village transitioned to contracting for Finance Director services with Lauterbach and Amen LLP. An L&A staff member is in Village offices 2 days a week and accessible via email on the other days. The Finance Accounting Assistant works at the Village 5 days a week and is the primary customer service representative for financial inquiries for utility bills, tax collection, daily bank deposits and day-to-day transactions.

## Library

A former Library Board created the [Shorewood Public Library Strategic Plan 2019-24](#). The current Library Board voted to create an ad hoc planning committee to help set goals for the next year or two before moving into the next strategic planning process.

[Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries](#) shows the roles different entities play in library operations like personnel. The Village provides financial support through a budget allocation to the library but does not direct how the funds are spent. Should the Village reduce financial support, the library board and director determine how their operations, including personnel, would be impacted.

## Planning & Development Department

In 2018 the PDD reduced staff from 5 to 4 employees with the elimination of a building inspector that retired. Code enforcement inspection hours were reduced from 40 hours to 20 hours a week, primarily performed upon complaint, and commercial electrical inspections were outsourced to a third-party contractor.

## Police Department

The number of sworn officers has remained the same for decades.

2020 Sworn Officers	2020 Weiss Proposed Sworn Officers	2025 Sworn Officers
1 Chief	1 Chief	1 Chief
1 Deputy Chief	1 Captain	2 Captains
2 Lieutenants	0 Lieutenants	0 Lieutenants
4 Sergeants	6 Sergeants	6 Sergeants*
15 Police Officers	14 Police Officers	15 Officers**
2 Detectives	1 Detective	1 Detective
25	23	25

\* One police officer is temporarily assisting with covering a sergeant position due to an officer out on medical leave.

\*\* One detective position technically vacant, position converted to police officer – determination made to reduce detective position to 1, increase officer to 15, one police officer position currently vacant due to retirement.

The Weiss study is clear in that there is not a definitive method for determining police services levels, [see discussion that starts on pg. 9](#); however, the study provided the following recommendations with regards to the organizational structure:

- The current deputy chief position should be reclassified as a captain whose principal job will be director of operations.
- The position of lieutenant should be eliminated through attrition.
- Each patrol shift should be assigned two sergeants and four police officers. This should result in at least one sergeant and two officers on duty. In addition, two police officers should serve

as a flex squad, who will be available to work on special assignments or to fill patrol staffing gaps.

- We propose reducing the detective division to one police officer. This will be described in a subsequent recommendation.

[Weiss Organizational Summary and Study](#)

[Open Investigation: North Shore Police Consolidation Exploration Study](#)

Benchmarking with North Shore communities throughout the document.

**Public Works Department**

The [2013 Strategic Plan](#), see pg. 5 historical comparison, still provides an accurate description of the department over the decades:

*Staffing of the Department has changed considerably over the last 60 years. In 1954, the Department employed 56 hourly employees – today’s crew numbers just a third of that.*

<b>Year</b>	<b>Hourly Employees</b>	<b>Salaried Employees</b>
1954	56	11
1975	38	unknown
1991	22	2
2013	19	2

DPW’s 2025 staffing of hourly employees is still 19 (13 DPW and 6 Utility) and salaried employees are still the same.

In 2020 [Organizational Analysis of the Department of Public Works](#) was completed and based upon budgetary and FTE metrics, Shorewood was spending approximately \$40 to \$150 less annually per capita for public works services than its peer communities. See benchmarking data on pg. 19. This is especially notable given that only two of the public works departments in peer communities, the City of Glendale and the Village of Whitefish Bay, offer a similar range of services to Shorewood. Both Glendale and Whitefish Bay each spend approximately 25% more per capita on public works services than Shorewood.

The value of this type of benchmark information is limited because of the unique circumstances of each community; each community has different attributes and challenges that may affect its service levels and expenditures. However, this study does suggest that the Village of Shorewood spends significantly less on public works services than peer communities. Part of the reason for this disparity may be due to the Village’s embrace of contracting and alternative service delivery models to reduce cost. Another consideration is whether Shorewood DPW has been allocated appropriate resources to effectively support existing service demands in the community. The rest of the report evaluates this consideration in greater depth.

With regards to staffing, the report notes the Village has already successfully contracted out many services to help maximize efficiency and the remaining staff are deployed effectively throughout

the year. The existing front-line staff function as generalists; each has core duties, but in practice, they all assist with other necessary functions as their capacity allows. **This complicates any potential plan to reduce staffing by contracting additional services; if the Department contracts out one service and eliminates the associated staff positions, it will also lose staff capacity for other service areas.** There are opportunities for further contracting, but they must be carefully analyzed before implementation for both their impact on service delivery and potential cost savings. Until this can be accomplished, the short-term priority should be to retain existing positions.

The study recommended an Engineering Inspector/Technician. As the Department does not currently have any dedicated capacity to provide regular oversight of capital projects, construction inspection services are typically contracted. The Director provides primary oversight and management of these contracts, and the Superintendent manages the day-to-day impact of the projects on regular services and resident requests. Both are significant efforts in addition to the regular responsibilities of managing the Department's operations staff and other service contracts. An additional staff position would provide day-to-day supervision of capital projects and assist with other asset management and project management responsibilities, as well as reduce some of the existing contracted inspection costs. While the creation of a new position is an investment, the Department's capital budget totals more than \$7 million in FY2020, and it is vital to invest in staff capacity to ensure that those investments are managed appropriately. A portion of the position's salary should be budgeted as part of each capital project to reflect the position's contributions to the project.

In 2025 the EPA required lead service line replacement within 15 years. A new Utility Superintendent position was budgeted for in the utilities for 2025 to assist with this new endeavor. You can read the staff recommendations starting on [pg. 23 of the report](#).

### **Senior Resource Center**

The Elder Services Advisory Board (ESAB) was formed in 1999 to oversee the creation of the Shorewood Senior Resource Center (SRC), which opened in April 2000. The SRC was staffed with a part-time contract coordinator responsible for programming and information and referrals. The contract Senior Resource Center Coordinator became an .9 FTE employee of the Village in 2003. The Benjamin Fund Spending Policy required the Village of Shorewood to fund the staff position for the SRC. A .3 FTE program assistant position was added in 2011. In 2016 the Program Assistant position became .45 FTE position.

In 2022 the SRC received approval for the Program Assistant Position to become .8 FTE Program Coordinator responsible for senior programming, the Senior Resource Center Coordinator Position title change to Director of Senior Services continuing to direct and administer SRC operations and funding the additional thirteen hours in wage and benefit costs through the Benjamin Fund.

The Village and Elder Services Advisory Board authorized the Shorewood Foundation to amend the 2013 Benjamin Fund spending policy to allow Benjamin Funds to be used to fully reimburse the Village of Shorewood for additional wage and benefit costs incurred by the Village with the addition of thirteen nonexempt staff hours.

This [Milwaukee County Senior Services by Community - Overview](#) reviewed the senior services provided in Milwaukee County and notes that no other North Shore community provides a senior center or dedicated staff.

In 2024 ESAB began [Planning for Sustainable Shorewood Services](#). The recommendation related to staffing included:

- Build stronger relationships, synergy, and collaboration, among departments for integrated older adult and intergenerational programming. These departments include the Shorewood Recreation Department, Shorewood Library, North Shore Health Department Case Manager, and Benjamin Center Director among others.
- Eliminate .5 FTE SRC Program Assistant Position when current programming is transitioned to the Recreation Department (saving approximately \$18,000).
- Eliminate Shorewood Connects Contract Position when the contract ends (saving \$6385) and disperse responsibilities as noted above.
- Benjamin Center Director will function as the authorized administrator of the Benjamin Fund with oversight by ESAB, the Village Manager and Shorewood Foundation.

### **Village Manager's Office**

The Village Manager's office consists of three staff members: the Manager, Assistant Village Manager, and Administrative/Payroll Specialist. Staff are the primary expense within the operation budget for this department. Reductions in staff would reduce service levels as needed based upon the position. Duties would need to be outsourced or transitioned to established positions, reducing services provided by other positions.



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Consider Utility Lead Job Descriptions**

**Date: February 2, 2026**

**Presenter: Nicole Berzin, Assistant Village Manager    Department: Village Manager's Office**

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### History

The Department of Public Works has undergone several recent organizational changes as part of an ongoing effort to improve operations and strengthen supervision. Most recently, the Utility Superintendent position was created, and the department has now moved to a model that includes two Lead positions in place of a single Foreman. These changes are intended to provide greater oversight, clearer lines of responsibility, and improved operational efficiency across the department.

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### Overview

New job descriptions were developed to support the updated supervisory structure under the management of the Utility Superintendent. These positions, Utility Lead – Sewer and Utility Lead – Water, are intended to provide leadership, day-to-day coordination, and support efficiency within the department.

The primary distinction between these positions and the Utility Operator or Utility Equipment Operator roles is the added supervisory responsibility outlined in the third item under Essential Duties and Responsibilities. In addition, these positions will help ensure compliance with Local, State, and Federal regulations and provide direct support to the Utility Superintendent in managing projects and daily operations.

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### Financial Impact:

An increase in salary of \$2.04 totaling \$4,243.20 annually.

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### Possible motion:

Recommend motion "I move to approve the Utility Lead Job Descriptions"

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### Attachments:

1. Utility Lead – Sewer job description
2. Utility Lead – Water job description



## Village of Shorewood, Wisconsin

### ***Job Description***

**POSITION TITLE:** Utility Lead - Sewer

**REPORTS TO:** Utility Superintendent / Director of Public Works

**DEPARTMENT:** Department of Public Works

### **GENERAL NATURE OF POSITION**

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Employee is responsible for supervising and assisting in the operation, maintenance, repairs, record keeping, and all related activities of the Village's water distribution and sewer collection systems with emphasis on sewer system operation.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensure safe working practices and adherence to Village policy, Public Service Commission rules, DNR and DSPS regulations, the Wisconsin Administrative Code and all applicable laws.

Assist the Utility Superintendent and Director of Public Works in the establishment and implementation of total "Standard Operating Procedure for Sewer and Water Operations and Maintenance in the Village of Shorewood."

Coordinate and schedule all activities of the sewer collection system maintenance and operations, including but not limited to:

- Sewer cleaning, jetting, rooting, televising and repair of mains.
- Manhole inspection, rehabilitation and repair.
- Catch basin cleaning, rehabilitation and repair.
- Outfall inspections as required.
- Compliance with all aspects of Village's CMOM program.
- Compliance with all aspects of the Village's WPDES permits.
- Compliance with all aspects of the Village's MS4 permit.
- Proper and accurate documentation of maintenance activities performed.
- Proper restoration of utility excavations.

- Coordinating rat baiting of the sewer mains.
- Maintenance of accurate materials inventory.
- Monitoring and maintenance of the sewer overflow monitoring system.
- Assistance in the development of ongoing sewer lining projects.
- Operation of all types of equipment necessary to accomplish utility tasks.
- Identification and planning of actions and resources necessary to most efficiently maintain the sewer collection system for each budget year.

Assist Water Lead in scheduling and coordinating all activities of the water distribution system maintenance and operations.

Assist the Utility Superintendent and Director of Public Works in the coordination of winter storm operations as needed.

Participate in winter operations including salting, plowing, hauling snow from Village streets, alleys, parking lots and sidewalks.

Other duties as assigned.

**CERTIFICATES, LICENSES & REGISTRATIONS:** Possession of a valid Wisconsin Commercial Driver's License with Air Brake and Tanker Endorsement (CDL). A valid Grade I-D Waterworks Operators License is required.

**SUPERVISION RECEIVED & RESPONSIBILITIES:** With assistance from the Water Lead, directly oversees four to six employees and may operate the entire Public Works Department in the absence of the Utility Superintendent, DPW Superintendent, or Director. Involved in twenty-four hour "on call" rotation with aforementioned staff and other foremen. The employee will carry out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: training employees, planning, assigning and directing work, addressing complaints and resolving problems with customers and residents.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) and at least eight years of experience in the maintenance and repair of sewer and water distribution systems and facilities; two of which must have been in a supervisory capacity, or an equivalent combination of experience and training.

**LANGUAGE SKILLS:** Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.

**MATHEMATICAL SKILLS:** Employee must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. The ability to apply concepts of basic algebra and geometry is needed.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**OTHER SKILLS AND ABILITIES:** Ability to schedule work and oversee crews. Familiarity with Village policies, Wisconsin Administrative Code, DNR and DSPS regulations. Ability to work closely with management and maintain good relations between management and staff. A thorough knowledge of, and the ability to, use and implement any tools or equipment used in the operation, maintenance and repair of vehicles, equipment, building and facilities, sign, signal and electrical. Ability to present and transmit ideas, both orally and in writing. Ability to write clear and concise reports. Ability to interpret engineering plans and drawings.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; and talk and hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually loud.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992)



## Village of Shorewood, Wisconsin

### ***Job Description***

**POSITION TITLE:** Utility Lead - Water

**REPORTS TO:** Utility Superintendent / Director of Public Works

**DEPARTMENT:** Department of Public Works

### **GENERAL NATURE OF POSITION**

---

Employee is responsible for supervising and assisting in the operation, maintenance, repairs, record keeping, and all related activities of the Village's water distribution and sewer collection systems with emphasis on water system operations.

Successful candidates may be required to pass a physical examination, a background check, and a drug screening as a condition of employment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Ensure safe working practices and adherence to Village policy, Public Service Commission rules, EPA, DNR and DSPS regulations, the Wisconsin Administrative Code and all applicable laws.

Assist the Utility Superintendent and Director of Public Works in the establishment and implementation of a total "Standard Operating Procedure for Sewer and Water Operations and Maintenance in the Village of Shorewood."

Coordinate and schedule all activities of the water distribution system maintenance and operations, including but not limited to:

- Safe drinking water sampling and monitoring..
- Emergency repair or replacement of watermains, service lines, valves, hydrants and other system infrastructure.
- Regular system maintenance including but not limited to exercising of valves; flushing draining and repair of hydrants; removal, testing, repair and installation of meters; monitoring of system pressure and cleaning of PRVs; monitoring and cleaning of chlorine analyzing equipment.
- Maintenance of accurate materials inventory and work order records.
- Proper communication with the residents and public during emergency repairs.

- Proper restoration of utility excavations.
- Identifying and planning actions and resources necessary to most efficiently maintain the water distribution system for each budget year.

Ability to operate all types of equipment necessary to accomplish utility tasks.

Assist the Utility Superintendent and Director of Public Works in the implementation of the Village's Lead Service Line Replacement Program.

Assist Sewer Lead in scheduling and coordinating all activities of the sewer collection system maintenance and operations.

Assist the Utility Superintendent and Director of Public Works in the coordination of winter storm operations as needed

Participate in winter operations including salting, plowing, hauling snow from Village streets, alleys, parking lots and sidewalks.

**SUPERVISION RECEIVED & RESPONSIBILITIES:** With assistance from the Sewer Lead, directly oversees four to six employees and may operate the entire Public Works Department in the absence of the Utility Superintendent, DPW Superintendent, or Director. Involved in twenty-four hour "on call" rotation with aforementioned staff and foremen. The employee will carry out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, addressing complaints and resolving problems with customers and residents.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) and at least eight years of experience in the maintenance and repair of sewer and water distribution systems and facilities; two of which must have been in a supervisory capacity, or an equivalent combination of experience and training.

**LANGUAGE SKILLS:** Ability to read, understand and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers and employees.

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**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

**CERTIFICATES, LICENSES & REGISTRATIONS:** Possession of a valid Wisconsin Commercial Driver's License with Air Brake and Tanker Endorsement (CDL). A valid Grade I-D Waterworks Operators License is required.

**OTHER SKILLS AND ABILITIES:** Ability to schedule work and oversee crews. Familiarity with Village policies, Wisconsin Administrative Code, DNR and DSPS regulations. Ability to work closely with management and maintain good relations between management and staff. A thorough knowledge of, and the ability to, use and implement any tools or equipment used in the operation, maintenance and repair of vehicles, equipment, building and facilities, sign, signal and electrical. Ability to present and transmit ideas, both orally and in writing. Ability to write clear and concise reports. Ability to interpret engineering plans and drawings.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl; and talk and hear. The employee is occasionally required to sit.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and vibration.

The noise level in the work environment is usually loud.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992)



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: Consider Revisions to Human Resource Manual**

**Date: February 2, 2026**

**Presenter: Nicole Berzin, Assistant Village Manager    Department: Village Manager's Office**

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### History

Annually the Human Resource Manual is brought to the Judiciary, Personnel, and Licensing Committee along with the Village Board for approval of revisions. Due to the Assistant Village Manager transition, personnel manual updates were delayed, and 3% COLA was implemented for salaries on January 1 pursuant to the approved 2026 budget.

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### Overview

The Judiciary, Personnel, and Licensing Committee along with the Village Board are asked annually to consider proposed changes from staff to update the Village's Human Resources Manual. The following are the highlights of the proposed changes to the 2025 version:

- Pg. 6 - 1E: Regular Full-Time Employees: The chief works 2080 hours – this was not reflected in the manual.
  - Pg. 13 - 2G: Employee Dress and Uniforms: Clarifying language added to expand from Sergeants to all sworn department employees. Also changed \$100 replacement cost to \$250 per Labor Contract.
  - Pg. 29 - 6C: Annual Vacation Leave (Captains and Sergeants): Changed second to last bullet point to read "unless approved by the Police Chief"
  - Pg. 38 - 8: Employee Conduct and Customer Service: Addition of "(Police Department employees must adhere to the Police Department Mission, Vision, Core Values, and Policies.)"
  - Pg. 95-97 - Appendix S: Updated salary tables based on 3% COLA budgeted for 2026.
  - Pg. 99 - Appendix T: Wellness Policy: Timeline of Program: Revised language to be board in scope
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### Financial Impact:

No fiscal impact.

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### Possible motion:

Recommend motion "I move to approve the 2025 Human Resources Manual."

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### Attachments:

1. Human Resource Manual



# Human Resources Manual

**Adopted by the Village Board of Trustees on November 4, 2024**

**Adopted by the Library Board on October 9, 2024**

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## **1. INTRODUCTION TO YOUR NEW EMPLOYER**

### **1. A. Purpose of Manual**

**Welcome to the Village of Shorewood!** The intention of this manual is to establish and maintain a fair and reasonable system for administration of all personnel matters. In addition, the guidelines set forth in this manual were established to develop a safe, effective, and efficient working environment.

This manual is designed to provide information and direction to all Village of Shorewood employees on a wide variety of personnel matters. Please read through this manual carefully. It will provide you with basic information regarding employment with the Village.

This employee manual has been prepared for informational purposes only. None of the statements, policies, procedures, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. Generally, Village employees are employed "at will", and employment is not for any definite period. Employment "at will" means that you may terminate your employment with the Village, or the Village may terminate your employment with or without notice at any time, for any reason. Any or all provisions, policies and procedures set forth in this manual may be altered, modified, changed, suspended, or eliminated at any time by the Village Board with or without notice to the employee. The policies, practices, and benefits of the Village will be applied to a particular situation and interpreted by the Village as it, in its sole discretion, deems appropriate.

All new employees shall be given a copy or access to a copy of this manual before initiating the duties of their position. New employees shall read the manual and complete the Acknowledgement and Understanding Form found in the appendices section. **This form shall be submitted to the Assistant Village Manager/Human Resources Manager within seven (7) days of employment.**

**Periodically, current employees may also be required to complete additional Acknowledgement and Understanding forms at the request of the Village.**

### **1. B. The Village of Shorewood**

Shorewood is a Village incorporated under the general statutes of the State of Wisconsin. The Village citizens elect the Village President and six (6) Village Trustees who together make up the Village Board of the Village of Shorewood. The Village President and Trustees are elected at-large for three (3) year terms. The Village Board establishes policy of the Village, approves the annual budget, approves annual capital improvement programs, and establishes wages and conditions of employment.

The administrative operation of the Village is under the authority of the Village Manager, who is hired by the Village Board. The Village Manager is the chief executive officer of the Village and is responsible for the operation of the Village, the hiring and termination of most employees, the supervising of employees, the preparation of the annual budget, administration of the budget after it is approved by the Village Board, the purchase of Village supplies, and the coordination of the activities of all departments of the Village. The staff of the Village is responsible to the Village Manager for their activities. The Village Manager is responsible to the Village Board.

Wisconsin State law treats municipal libraries differently than other Village departments, so additional amendments will be added throughout the Human Resource manual.

The Shorewood Public Library is authorized under Wisconsin State Statute 43.52 and is part of Village government. The library is governed by a seven-member Library Board of Trustees appointed by the Village President following approval by

the Village Board. Library Trustees serve 3-year terms. The Library Board has unique powers compared to other Village departments. The Library Board establishes library policy, approves and controls all funding for library services, hires the Director of Library Services, and establishes the duties and compensation for library employees.

The administrative operation of the Library is under the authority of the Director of Library Services, who is hired by the Library Board. The Director is the chief executive officer of the Library and is responsible for the operation of the Library, the hiring and termination of employees, the supervising of employees, preparation of the annual budget, the administration of the budget after it is approved by the Library Board, the purchasing of Library supplies, and the coordination of the activities of all departments of the Library. The staff of the Library is responsible to the Director for their activities. The Director is responsible to the Library Board.

#### **1. C. Scope of this Manual**

This manual covers all employees of the Village, elected officials, appointed members of boards and committees and other volunteers.

This manual may be updated or revised from time to time, as the Village deems necessary or desirable. The Village Board or its authorized delegate reserves the right to make any revision, addition, deletion, or other change to the manual's provisions at any time and without advanced notice. The Library Board may make any revision, addition, deletion or change to the manual's provisions impacting only library employees, at any time and without advance notice.

All previous Village of Shorewood Personnel Manuals that state the personnel policies, practices and procedures of the Village are considered to be null and void with the publication and distribution of this manual.

#### **1. D. Conflicts**

If and to the extent that any provision contained in this manual conflicts with any civil service regulation, statute, law, contract or collective bargaining agreement, the latter shall prevail.

#### **1. E. Definitions**

The Village maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

**Department Head or "Department Manager"**. Management staff with direct supervision and oversight of one of the following seven (7) departments:

- Clerk's Department
- Finance Department
- Library
- Planning and Development
- Police Department
- Public Works (Administration and Operations)
- Senior Resource Center
- Village Manager's Office

**Elected Officials**. The six Village Trustees and Village President elected to office by Shorewood residents and are a separate class from Village employees in this manual.

**Exempt Employee**. Employees whose positions meet the requirements established by the Fair Labor Standards Act (FLSA) and State Law, and who are exempt from overtime pay requirements.

**Seasonal/Temporary Employees.** General class employees who work less than 1040 hours and Police employees working less than 976 hours in a calendar year or hold jobs of a limited duration due to peak workloads, special projects, or emergencies. These employees are only eligible for benefits required by law.

**Regular Full-time Employee.** An employee who works at least 1,664 hours (32 hours per week), for Police Department employees working a 4-2 schedule (four days on, two days off), 2,013 or 2,080 hours in any calendar year, ~~or 2,013 hours for Police Department employees who work a 4-2 (4 on 2 off) in any calendar year,~~ has been properly appointed to a Village position under law, and is employed in a non-temporary position. Regular full-time employees are eligible for all Village benefits. Employees who work under 40 hours per week but at least 20 hours per week are eligible for prorated benefits related to medical, dental and accrual leave benefits. Prorated benefits are determined based on the Village's premium contribution and reduced by the number of hours worked by the employee in comparison to a 40-hour work week. For example, if an employee works a 30 hour work week, the Village is willing to contribute 75 percent of the approved Village contribution for medical, dental and accrual leave benefits.

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**Regular Part-time Employee.** An employee who works at least 1,040 hours in a calendar year, whose workload is regular and constant, who have been properly appointed to a Village position under law and is employed in a non-temporary position. Regular part-time employees are eligible for prorated benefits as defined in the previous section.

**Retirement.** Employee meets the criteria to be considered eligible for retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

**Village Manager.** An employee under the direction and authority of the Village Board, who supervises, administers and coordinates the activities and functions of the Village.

**Volunteers.** Individuals who provide assistance to the Village of Shorewood without financial gain.

#### **1. F. Organizational Structure**

Operations of any government agency depend on an effective organizational structure. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Manager. As stated in the Definitions section, the Village Manager is the chief administrative officer of the Village, the primary professional advisor to the Board and head of the management team. Department heads of the Village are part of the management team and report to the Village Manager. Supervisors subordinate to the department heads are also members of the management team. Possessing a strong management team who can make strong recommendations and implement decisions establishes order and consistency for the organization. It is important for management personnel to unite with the Village Board to promote effective services for the community. Employees have the obligation to further the professional advisement of the Village Board through the organization's lines of communication.

All staff members and supervisors shall be responsible to the Village Board and/or Library Board through the Village Manager/Library Director. Each shall refer matters requiring administrative attention to their supervisor, who shall refer such matters to the next higher authority, when necessary, and through the Village Manager (Library Director). Each employee is to keep the person that the employee reports to informed 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 manual or about any other aspect of their job, then those questions, opinions or suggestions must be directed through the organization's lines of communication.

The Village Manager and department heads, supervisors and employees directed by the Village Manager shall attend meetings when requested, when feasible. Administrative participation shall be by professional counsel, guidance and recommendation – as distinct from deliberation, debate and voting of Village Board members.

Any employees who receive directives or requests from any individual citizen, business representative or elected/appointed official are to immediately report such directive or request to the employee's supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

## **2. EMPLOYMENT POLICIES AND PRACTICES**

### **2. A. Equal Employment Opportunity Policy**

It has been and shall continue to be the policy of the Village of Shorewood to recognize the competence and ability of applicants for employment and existing employees. The Village will provide equal employment opportunities to all individuals pursuant to applicable law regardless of race, age (40 or over), sex, creed or religion, color, qualified disability, marital status, military or veteran status, sexual orientation, genetic information, national origin, ancestry, arrest record, conviction record (unless there is a substantial relationship between nature and timing of the crime and the nature of the job), or any other characteristic protected by law. This policy applies to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination, and other conditions of employment.

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

### **2. B. Non-Harassment Policy**

Every employee of the Village has the right to work in an environment free from harassment. Harassment of any employee on the basis of their race, religion, color, national origin, age, gender, sexual orientation, marital status, or the presence of any physical, mental, or sensory disability is a serious violation of Village policy and will not be tolerated.

Harassment is a form of discrimination which is offensive, impairs morale, undermines the integrity of employment relationships, and causes serious harm to the productivity, efficiency, and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, gender, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. The basis of the harassment does not matter. The Village prohibits all forms of harassment, including, but not limited to:

- Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;
- Visual harassment, such as displaying offensive posters, cartoons, or drawings; and
- Physical harassment, such as threatening, assaulting, or physically interfering with another person or making other inappropriate or unwelcome physical contact.

This policy will be issued to all current employees and during orientation of new employees.

#### **2. B. 1. Definitions**

In general, harassment means persistent and unwelcome conduct or actions on any of the basis outlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- Making unwelcome sexual advances or requests for sexual favors;
- Sexually motivated physical contact; or
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, gender, age, sexual orientation, disability, etc. ) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual;
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

You cannot be forced to submit to a sexual harassment as basis for any employment decision. In addition, the Village will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

#### 2. B. 2. Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does NOT refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients and vendors.

#### 2. B. 3. Examples of Prohibited Conduct

The following conduct will be considered to be sexual harassment or another form of harassment or inappropriate behavior in our workplace or in connection with work-related activities:

Verbal: Jokes, insults and innuendoes (based on race, sex, age, disability, etc. ), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling, cat calls; comments on a person's body or sex life, or pressures for sexual favors.

Non-Verbal: Gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings.

This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions. Any questions about whether your particular conduct is prohibited under this policy should be discussed with your supervisor or the Assistant Village Manager.

#### 2. B. 4. Procedures for Handling Harassment Claims

No employee, elected official, or appointee to a board or committee shall engage in any conduct contrary to these provisions. Violations may result in termination of employment or removal from office.

If any employee feels that they have witnessed or have been subject to any harassment, they should immediately report the harassment to their immediate supervisor, the Department Head, or the Assistant Village Manager. If the harassment involves the immediate supervisor or Department Head, it should be immediately reported to the Village Manager. If the harassment involves the Village Manager, it should be immediately reported to the Village President. If the harassment involves the Library Director, it should be immediately reported to the Library Board President. If the harassment involves a Village Trustee, Village President, Municipal Judge, or a volunteer it should be immediately reported to the Village Manager. If the harassment involves a Library Trustee, it should be immediately reported to the Library Director.

The Village will promptly and thoroughly investigate complaints, and if the Village determines that an employee is guilty of harassing or discriminating against another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

The Village Board will not be involved in such an investigation unless the employee who is being investigated pursuant to this procedure is the Village Manager.

The Village understands that these matters are sensitive and will therefore attempt to keep all employee complaints and communications, such as interviews and witness statements, in confidence.

The Village prohibits any form of retaliation against any employee for filing a good faith complaint under this policy or for assisting in a complaint investigation.

If you are not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, you should contact the Assistant Village Manager promptly. If you believe that you have been retaliated against for bringing a complaint or providing information related to a complaint, the Village urges you to use the reporting procedure described in this policy.

## **2. C. Recruitment, Selection and Orientation**

The Village will attempt to select the candidate it determines is most qualified for any position. The Village will execute recruitment and selection processes that embraces diversity. As such, the following guidelines will be considered in the recruitment, selection, and orientation process.

### **2. C. 1. Recruitment and Application Process**

When a position becomes vacant or when a new position is requested, the Department Head will review the position with the Assistant Village Manager, its job description and the need for such a position prior to any posting or advertisement of the vacancy. The Department Head will prepare and submit a written request to fill the position to the Village Manager or the Assistant Village Manager. The position will be posted and/or advertised only after the Village Manager or the Assistant Village Manager has approved the request and the Village Board has also approved the filling of the position (budgeted positions only require the approval of the Village Manager, while reclassifications, changes to the scale, or changes to the organizational structure will require Village Board approval); With regard to Library and Police positions, the Department Head seeks approval from the Library Board and Police Commission, respectively.

With respect to recruitment of employees, the following applies:

The Library Board is charged with the duties as outlined in Section 43.58 Wis. Stats., with relation to library employees.

The Police Commission is charged with the duties as outlined in Chapter 16, Section 6, Police Commission-Creation and Functions, of the General Ordinances of the Village of Shorewood, with relation to law enforcement officers.

#### 2. C. 2. Application Process

All applications for employment must be submitted to either (1) the Village Manager's Office as noted on the application or (2) the Department that is requesting to fill the position. All applications should be fully completed, signed, and dated by the applicant to be considered. Resumes and a cover letter may be submitted in addition to the application, if agreed upon by the Village Manager. Any applicant supplying false or misleading information is subject to immediate disqualification or termination, if hired. The Village will consider all applicants, including current employees, who have applied for the vacant position. Residency within the Village generally will not be a condition of initial or continued employment, provided, however, that an employee's selection of residence does not interfere with the daily performance of their duties and responsibilities.

Applicants for positions for which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid Wisconsin driver's license upon employment with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Village, may be disqualified for employment with the Village in positions requiring operation of Village owned vehicles.

The Village may conduct certain background procedures as required by law or Village policy. Examples of such procedures include: criminal background checks, pre-employment credit checks, reference checks, requiring applicants/employees who have unsupervised access to children and developmentally disabled adults to complete a disclosure statement. Applicants may be disqualified from employment as a result of background checks. The Village may administer pre-employment examinations to test the qualifications and ability of applicants as determined necessary by the Village. The Village may contract with any competent agency or individual to prepare and/or administer the examination. The Village reserves the right to perform psychological tests upon job applicants, as determined to be necessary by the Village Manager, Assistant Village Manager and the Department Head. Any Village testing procedure, if it is applied, shall be uniformly conducted. All information provided to the Village will be maintained in confidence in accordance with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA).

The Village Manager or the Assistant Village Manager may request a criminal records check through the Wisconsin Department of Justice or other appropriate agencies, prior to an offer of employment. A conviction, plea of no contest, plea of guilty, or pending charge which the candidate has acknowledged in writing, will not prohibit employment unless the circumstances of the offense are substantially related to the responsibilities or duties of the job for which the applicant is applying. If a criminal records check reveals a conviction, plea of no contest, plea of guilty, or pending charge the employee has failed to disclose when such information was requested on the application, the finding may constitute grounds for dismissal or refusal to hire the applicant.

The Village needs to complete a review of the prospective employee's driving record through the federal CDL Clearinghouse database if the position requires a CDL. This is a federal requirement for all positions requiring a CDL.

Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action of hiring.

The Police Department hiring process will be in accordance with department policy and Police Commission rules and regulations.

#### 2. C. 3. Pre-Employment Medical Examination

After a conditional offer of employment has been made and prior to commencement of employment, the Village may require persons selected for employment in some job classifications to successfully pass a medical examination (which may include testing for illegal and controlled substances). The purpose of the examination is to determine if the individual is physically able to perform the essential functions of the job without creating a direct threat to the health, safety or wellbeing of other employees or the public. The offer of employment may be conditioned on the results of the examination.

If a medical examination is required, all information provided to the Village will be maintained in confidence with the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act (HIPAA). All applicants required to take a medical examination will be required to sign the standard consent and release form permitting the examining physician to disclose the results of the physical examination to the Village. If the applicant questions the result of the physical examination, they will be given an opportunity to comment, submit conditional information including statements from other physicians, and/or request another physical examination (at the cost of the Village).

A candidate may be withdrawn from consideration if found physically unable to perform the essential functions of the position with reasonable accommodation; the candidate refuses to submit to a medical examination or complete medical history forms; or if the exam reveals the use of illegal and/or controlled substances.

#### 2. C. 4. Volunteers

Volunteers may be recruited by individual Department Heads to assist with the provision of Village programs/services. All volunteers must complete a Village application form including references if requested. All volunteers will be supervised by a regular employee or a designated volunteer supervisor. This section does not include volunteers appointed on a Village committee or board.

### **2. D. Employment Policies**

The Village is committed to complying fully with the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), Immigration Reform Act, Health Insurance Portability and Accountability Act (HIPAA), Family and Medical Leave Act (FMLA), Worker's Compensation, and all other applicable federal and state laws.

The Village will hire individuals upon the basis of their qualifications for the job for which they have applied, which will usually include a consideration of, but shall not be limited to, an employee's knowledge, skills, and ability to perform the functions of the applied-for position efficiently and effectively. Every effort will be made to hire new employees for positions which best utilize their abilities and in which they will be able to achieve both personal satisfaction and opportunity for growth.

### **2. E. Policy on Hiring of Immediate Relatives**

Relatives of current employees of the Village will be considered on an equal basis for employment. However, you may not directly supervise, or be supervised by, an immediate relative (defined as your: spouse, domestic partner as defined by state FMLA, children and their spouses and children, parents and their siblings, siblings and their spouses and children,

grandparents, spouse's siblings and their children, or anyone living in your household; the foregoing categories include adoptive, step and foster relationships as well as the blood and marital relationships encompassed by these categories). Pursuant to Wis. Stat. § 111. 345, a spouse may indirectly supervise their spouse.

In the event that the marriage or cohabitation of employees places them in violation of this policy, they will be given the opportunity to decide between themselves which of them is to resign or, if feasible, they may be given the opportunity to transfer to a different position within the Village where this policy would not be violated. This policy does not provide any assurance or guarantee that another position in the Village will be available under such circumstances. If the employees fail to make this election within thirty (30) calendar days from the start of violation of this policy, the employee with the shorter length of service with the Village will be transferred or discharged. If persons employed by the Village as of 12/31/06 are married as of that date or prior, they will be exempt from this provision.

#### **2. F. Employees of Other Agencies**

Employees of other agencies who may be providing services to the Village under inter-local or other agreements shall not be considered employees of the Village even if they are supervised or assigned work by Village personnel.

#### **2. G. Employee Dress and Uniforms**

As a Village employee, your appearance reflects upon the Village. You are expected to present yourself for work in a well-groomed manner at all times, in attire appropriate to the position you hold, with safety in mind for the functions you perform. In general, employees should wear clean clothing without holes or inappropriate content. All general class employees can wear blue jeans on Fridays. Department heads can approve wearing blue jeans other days if appropriate. Public works and Police employees should follow the uniform policy established for their departments. Dress shoes and safety boots are proper footwear during the work week.

General class employees (excluding DPW employees) may wear tennis shoes on Friday or the end of working week due to holidays. Other footwear should be appropriate for the employee's position and duties. Issues with safety, appearance, or appropriateness shall be addressed by the department head. Dress pants, skirts and dresses that are appropriate length (knees or lower) and other professional slacks which are not see-through is allowable. Casual capris, jeggings, leggings, or anything see-through, frayed, or with cut-outs is not allowed. If you have questions about appropriate attire or appearance, please see your Department Head. Library employees adhere to the Dress Guidelines policy adopted by the Library Board. Police Department employees adhere to policies contained in the Police Department Policy and Procedure Manual. Public Works Department employees adhere to policies contained in the DPW Uniform Policy.

For Police command staff the employer shall pay to each employee a uniform allowance as shown below on the second check of each January. For Sergeants, the annual clothing allowance shall be what the patrol officers receive based on the union contract. For the Captains and Police Chief, the annual clothing allowance shall be what the detectives receive based on the union contract. These amounts shall be considered an expense reimbursement for tax purposes and shall not be included on each employee's W-2 form. Employees who separate from employment prior to the end of the calendar year shall be required to repay any unearned portion of the uniform allowance on a prorated basis based on the month the separation occurs.

For sworn Police Department employees-Sergeants, the Village agrees to reimburse any employee who damages their clothing or personal items while acting in their official capacity as a law enforcement officer, provided however, personal items that are replaced shall not be replaced for a cost exceeding two hundred and fifty dollars (\$250) ~~one hundred dollars (\$100)~~ per incident, subject to the approval of the Police Chief. Payment for these replaced items shall not be deducted from the officer's personal clothing allowance account. The Village will provide armor vests to Police Department personnel ~~Sergeants~~ who request them and function in a patrol or street assignment, referring to language reflected in

the active union agreement. Employees who have a vest provided by the Village shall be required to wear the vest at all times, unless the employee is in training, in court, teaching a class, or any other event which is mutually agreed to by the Police Chief or their designee and the employee that a vest is not required to be worn.

Uniforms with the Village emblem affixed to them shall be required to be worn by each regular employee on each working day in those departments in which uniforms are to be worn by employees. Village emblems to be attached to the uniforms will be provided by the Village. Village uniforms shall not be worn outside of working hours on personal time.

Uniforms, other than as outlined in department policy, shall not be worn unless permission is obtained from the Department Head/Village Manager.

#### 2. G. 1. Employee Uniform Reimbursement

Full-time employees, who are eligible to receive uniform reimbursement, shall be reimbursed upon presentation of receipts for the items purchased, in an amount which does not exceed four hundred dollars (\$425) per year. This reimbursement shall be for employee purchase of uniform items identified in the policies of the department in which the employee is working. The annual reimbursement account may be drawn upon as each employee purchases uniforms and submits validated paid receipts for the items purchased. If the employee decides to use the vendor provided by the Village, the vendor will submit the bill directly to the Village for payment.

Police Department employees shall be subject to the terms of Article XVIII of the currently active collective bargaining agreement between the Village and the Shorewood Police Association Local 307.

The Village will pay up to one hundred dollars (\$100) of the cost of safety lenses and up to seventy-five dollars (\$75) toward the cost of safety frames per year for all regular full-time employees who require prescription safety glasses. Should the lenses and/or frames be broken on the job, they shall be replaced by the Village pursuant to the above cost-sharing guidelines. The Public Works Director will be responsible for making the determination whether seasonal DPW staff require safety lenses for their tasks.

#### 2. G. 2. Employee Uniforms

Employees who wear uniforms are obligated to maintain their uniforms, keeping them clean, neat, and free of holes and frays.

#### 2. G. 3. Casual Dress Day

The Village Hall has a casual/jean day every Friday or the end of the work week. Although the day is termed "casual", Village employees are expected to dress in an acceptable fashion. Appropriate casual day dress shall be governed by applicable department policy. Shorts are not permissible unless position is working outdoors and granted by department head. Shirts should have a collar (dress crew, polo, or Henley) and should not display any inappropriate advertising, graphics, or slogans. Brand names such as Chaps and Guess and municipal memberships are permissible. All clothing must be clean, neat and free of holes and frays. Clean athletic shoes are permissible. Sandals that are of a professional appearance are permissible. Flip flops and open toed shoes are not permissible unless granted by the department head. If you have questions about appropriate attire or appearance, please see your Department Head. Public Works and Police Department employees must adhere to Department directives.

#### 2. H. Alcohol and Substance Abuse

The Village's philosophy on substance abuse focuses on two (2) areas:

- 1) a concern for the well-being of the employee; and

2) a concern for the safety of other employees and members of the public.

It is the policy of the Village of Shorewood to maintain a drug-free workplace. The manufacture, distribution, dispensation, possession, use or being under the influence of unlawful drugs or alcohol on Village premises, in Village vehicles, or during work hours by Village employees is strictly prohibited. Moreover, at no time will any employee enter an establishment during working hours to drink an alcoholic beverage. This does not apply to persons taking prescription drugs, as directed by a physician or dentist, provided such use shall not endanger the employee or others. It is the employee's responsibility to verify with their physician, dentist, or pharmacist whether or not a prescription or over-the-counter drug will impair performance and to notify their supervisor of the impairment and the period of time the medication will be used. The Department Head or Village Manager may elect to place an employee on a leave of absence if the Department Head or Village Manager determines that the use of the prescription or drug while on duty by the employee in question will constitute an imminent risk or danger to the employee in question, other Village employees or members of the public. Such a leave of absence will be on a paid or unpaid basis as determined to be appropriate by the Village Manager or their designee. The Village will take all steps necessary and reasonable to accommodate employees whose disabilities require them to take legal drugs.

Availability of Rehabilitation or Treatment: As part of the employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Village is fully committed to helping employees who voluntarily come forward to overcome substance abuse problems. In many cases, the expense of treatment may be fully or partially covered by the Village's insurance program. In recognition of the sensitive nature of these matters, all discussions will be kept confidential.

When Employee is Under the Influence: Although the Village is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee is under the influence of drugs or alcohol on the job. "Under the influence" means, for the purposes of this policy, that the employee is affected by a drug or alcohol or a combination of a drug and alcohol in a detectable manner. The symptoms of influence are not confined to those consistent with misconduct, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, in some cases, by a layperson's opinion.

An employee may be required to submit to alcohol, illegal or controlled substance testing when the Village has reasonable suspicion that the employee is under the influence of controlled substances or alcohol while on the job. Employees that agree to take the test must sign a consent form, authorizing the test and the Village's use of the test results for purposes of administering its disciplinary policy. Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination. Tests are paid for and are the property of the Village. The examination records will be treated as confidential and held in separate medical files. However, records of specific examinations, if required by law and regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies or the employee's doctor.

The presence of any detectable amount of any illegal drug in an employee while performing Village business or while in a Village facility is strictly prohibited.

Substance Abuse Policy for Operators of Commercial Motor Vehicles: Village employees who hold commercial driver's licenses (CDL) and who operate commercial motor vehicles while employed by the Village are subject to additional rules and regulations imposed by the Federal Government. These regulations require urine drug testing and alcohol breath testing in the following circumstances:

- Pre-employment;
- Reasonable suspicion;
- Post-accident;
- Return to duty testing; and
- Random testing

CDL holders who test positive must be removed from service and are subject to discipline, up to and including termination. CDL holders should consult the Village Manager for additional details concerning these rules.

Disciplinary Action: Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; using them while working; or dispensing, distributing, illegally manufacturing, or selling them on premises and work sites. Employees should note that a violation of this policy can result in disciplinary action, up to and including termination, even for the first offense.

Non-Discrimination: The Village maintains that it will provide a drug free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under federal, state or local laws. The Village will not discriminate against any employee or applicant for employment because of their condition as an alcoholic, because of their use of lawful products off duty and off the premises, because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the Village (which arrest did not lead to conviction), or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the Village.

Anyone having questions about this policy should contact their Department Head.

Safety Committee: A safety committee, consisting of representatives of different departments or within a department, which may discuss work related safety issues, may be established if deemed necessary by the Village Manager and Department Heads.

### **2. I. Employees Contacting the Village Manager**

All Village employees have the right to go straight to the Village Manager to discuss their concerns over any work-related issues. The Village Manager will have the discretion of how to proceed based on the concerns raised by the employee.

### **2. J. Whistleblower Protection**

- Section 1007 of the Sarbanes-Oxley Act provides certain protections for whistleblowers and criminal penalties for actions taken in retaliation against whistleblowers. The Act makes it illegal for an employer to retaliate against a whistleblower. The Act also prohibits any person with the intent to retaliate from knowingly taking any action harmful to any employee, including interference with lawful employment or livelihood of any person, for providing a law enforcement officer any truthful information relating to the commission or possible commission of any federal offense.
- A whistleblower can be defined as an employee who reports suspected illegal or unethical activities within an organization.
- Employees are encouraged to report unlawful or unethical activities related to the following:
  - Competition for, or negotiation of, a contract or grant
  - Abuse of authority
  - Gross waste of funds

- Gross mismanagement of a contract or grant
  - Fraud
  - Embezzlement
  - Theft
  - Improper destruction of records
  - Providing false information
  - A substantial and specific danger to public health or safety
  - Misconduct
- Even if claims are subsequently found to be unfounded, the Village will not reprimand, discharge, demote, discriminate against, or otherwise retaliate against the person making such reports as long as the person has acted in good faith and with a reasonable belief or suspicion that an unlawful or unethical activity exists. Any allegations that prove not to be substantiated and which prove to be made maliciously or knowingly to be false will be viewed as a serious disciplinary offense. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to including termination of employment.
  - Village will not take or threaten to take disciplinary or other retaliatory action against any employee for good faith cooperation with or release of information to appropriate law enforcement authorities or other entities authorized to receive such cooperation or information consistent with any applicable law or rule of professional conduct.
  - If an employee has a problem with a coworker, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, the employee will then be asked to go through the chain of command as outlined in this section.
  - An employee who seeks to report a suspected unlawful and unethical activity shall report the activity to their immediate supervisor unless the activity involves their supervisor, which the allegation should be directly reported to the Village Manager; the supervisor shall immediately report the allegation to the Village Manager, unless the allegation involves the Village Manager or Library Director, in which the supervisor shall report the allegation to the President of the Village Board or Library Board.
  - The Village Manager, or in the alternative the President of the Village Board, shall investigate the allegation and shall undertake such actions as may be necessary and proper to determine whether the allegation is justified. If the allegation involves library operations, the Library Director or President of the Library Board shall investigate. If appropriate, the person reviewing the allegation shall make a report to the Village Board relative to the resolution of the matter and shall detail how the problems have either been resolved or why no resolution was deemed necessary. To the extent possible and consistent with an effective investigation, every effort shall be made to keep the matter confidential until the investigation is completed so as to avoid unjustified damage to any person's reputation.

### **3. Pay Practices** {See Appendices "M" and "N"}

#### **3. A. Salary Determination**

The Shorewood Village Board established a salary policy that encourages employee career growth by establishing a grading system reflecting compensation levels based on skill and responsibility. This includes the establishment of schedules, hourly salary ranges and monthly exempt salary ranges, which can be found in the Appendices section of this manual. These ranges and guidelines provide a basis for employee performance and responsibility. The Village Manager is directed to implement this policy and provide the Village Board with updated schedules as necessary. The Library Board sets the salary range for library employees. For more information regarding the Village's salary determination/merit pay policy, see the Appendices section of this manual.

### **3. B. Time Sheets**

Time sheets must be submitted in compliance with the timesheet policy found in the Appendices section of this manual. The Village Manager may request that the Department Head detail in writing any time sheet data showing inconsistencies.

The use of time clocks for the purpose of record-keeping shall be at the sole discretion of the Department Head and Village Manager.

The time sheet must be an actual reflection of time worked and/or leave taken. With the exception of a planned leave, time sheets should not be filled out in advance of hours worked. In order to receive compensation, overtime work must be approved in advance, except in the case of an emergency. Knowingly falsifying time sheet information may lead to disciplinary action up to and including termination.

### **3. C. Pay Period and Pay Day**

#### **3. C. 1. Pay for Regular Full-Time Employees**

Unless salaried, regular employees shall be paid their hourly rate multiplied by the number of hours worked. Time earned shall be calculated to the nearest quarter of an hour.

#### **3. C. 2. Pay for Regular Part-Time Employees**

Unless an employee is a salaried employee, the employee shall be paid only their hourly rate multiplied by the number of hours actually worked. Time earned shall be calculated to the nearest quarter of an hour.

#### **3. C. 3. Pay for Exempt Salaried Employees**

Exempt employees shall be paid their yearly wage divided by 26 pay periods. Fringe benefits such as holidays, sick leave and vacation are also given and will be posted through the time sheet process.

#### **3. C. 4. Pay for Non-Exempt Employees**

Non-exempt hourly employees will be paid their hourly rate multiplied by the number of hours worked. Fringe benefits such as holidays, sick leave and vacation are also given and will be posted through the time sheet process.

#### **3. C. 5. Pay for Part-Time/Seasonal/and Other Temporary Employees**

Employee shall be paid their hourly rate multiplied by the number of hours worked.

#### **3. C. 6. Overtime Pay**

Time worked in excess of the employee's normal forty (40) hour work week shall be compensated at a rate of one and one-half (1-1/2) times the employee's base rate of pay for hourly (nonexempt) employees. Forty (40) hour work weeks shall include previously scheduled time off as approved by the Department Head/Supervisor. Overtime shall be paid as a part of the regular payroll period in which it was earned. Double time shall be paid at twice (2x) the straight time rate to hourly public works employees for overtime worked on Sundays and holidays. Double time shall be paid as part of the regular payroll period in which it was worked. Overtime work for employees will be assigned by the immediate supervisor as the need arises. Employees are required to work overtime when directed by their supervisor. Prior approval of all overtime worked by an employee must be secured from the employee's immediate supervisor.

#### **3. C. 7. Shift Differential Pay**

Shift differential pay shall mean payment for an assignment to an 8-hour period on a temporary basis on a regular shift after 3:30 PM or prior to 7 a.m., and shall only apply to an assignment for street sweeping. Whenever an

individual is assigned to a regular scheduled work period on a temporary basis as provided above, a \$1.00 per hour shift differential payment shall be made.

### 3. C. 8. Pay Periods

The pay period for hourly employees is every two (2) weeks on every other Friday for the period ending with the Saturday of the preceding week.

### 3. C. 9. Direct Deposit

Full service direct deposit is required of all newly hired employees. Banking information must be provided to the Village Manager's Office within 10 days after first working day.

Election Inspectors and other paid volunteers will be provided paper checks as they receive limited checks.

The Village shall not be responsible for delays in payments due to lost, stolen or misdirected mail or for other reasons beyond its control. The Village shall not be responsible for payroll delays caused by bank processing or deposit errors or delays.

The Village requires each employee to provide an email address and receive their payroll check stub electronically.

## 3. D. Deductions

Automatic payroll deductions shall be made as required by applicable State and Federal Law.

When an employee is hired, the following information must be submitted to the Village Manager's Office prior or on the employee's first workday:

- I-9 (includes either passport or social security number along with photo identification)
- W-4 Federal Withholding Certificate
- Wisconsin Withholding Exemption Certification
- Information for pension deduction
- Emergency contact information

Other compulsory deductions currently include Medicare and OASDI. Optional deductions include, but may not be limited to:

- Health and dental coverage
- Vision coverage
- Flexible spending accounts
- Life Insurance
- Short-term disability and long-term disability
- Deferred compensation plans as approved by the Village Manager

Because of record-keeping requirements on the above deductions, all changes in any employee's status or address must be reported on a Personnel Action Form and submitted to the Village Manager's Office immediately. It is the employee's responsibility to promptly report these changes to the Village Manager's Office. All changes must be completed 5 working days prior to processing payroll in order for changes to be reflected.

## 3. E. Social Security Program

The Village is subject to Social Security and will comply with all applicable laws.

## **4. Career Development**

### **4. A. Position Descriptions**

Position descriptions for each department are kept and maintained by the Assistant Village Manager with assistance from the respective Department Heads.

### **4. B. Employee Evaluations**

To achieve the Village's goal to train, promote and retain the best qualified employee for each job, the Village provides a formal employee performance evaluation process. The evaluation is part of an employee's official personnel file and may be a factor in determining employee development, training needs, validating selection procedures, determining wage increases, promotions, demotions, and transfers. The evaluation process may also be used in coordination in planning for layoffs or termination proceedings. Each employee should be given a formal written performance evaluation at least once annually. The Village Board will establish yearly goals for the organization. Those goals will be tailored to each employee's goals and the evaluation will be based on the employee's goals. Additional reviews may be conducted. Performance review guidelines are designed to be flexible to best allow for open communication and best meet organizational or departmental needs. Department Heads are required to utilize the Village standard employee evaluation. Any alterations to the standard form or a different form must be approved by the Village Manager.

Employees shall be given every opportunity to respond to any points of disagreement with the evaluation. The Supervisor, Department Head and/or Village Manager will meet to review and clarify performance rating upon request of the employee. A final rating shall be determined by the Department Head in the event of a disagreement by the employee. The evaluation process will be reviewed periodically to determine if it meets organizational goals and updated as necessary by the Village Manager with the approval of the Village Board.

Written disciplinary notices shall remain a part of the employee's personnel file and shall not be removed until it is determined at the sole discretion of the Department Head and Village Manager, that removal of the notice is necessary or appropriate.

### **4. C. Staff Training**

The Village recognizes the mutual benefits derived from personal growth and increased work competence and thereby encourages staff to pursue applicable training opportunities. At the discretion of the Department Head, and/or the Village Manager or their designee, the Village may provide partial or full payment for costs associated with the employee's attendance at training workshops and seminars that are directly related to Village employment, including the requirement to obtain or maintain specific licenses or certifications and to develop staff resources. All requests are contingent upon availability of funds. Whether training time is paid or unpaid (compensated or uncompensated) depends on the nature of the training (mandatory or voluntary) and will be determined in accordance with state law. Wages received while in training will be limited to eight (8) hours of straight time per day. Reimbursement procedures can be found in the Appendices section of this manual.

### **4. D. Promotions and Demotions**

An employee who is promoted to a higher classification is subject to an orientation period of up to twelve (12) months. If upon determination by the Village Manager or Department Head that the employee does not meet the position's goals and objectives, the employee may be allowed to assume their previous classification or one in a similar or lower

classification with related wages and benefits if a position is available. Upon a finding by the Village Manager or Department Head that a salaried/exempt employee does not meet the goals and objectives of the position, the employee may be allowed to assume a position in a lower classification with wages and benefits assigned to the lower classification if a position is available. Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action.

#### **4. E. Layoffs**

Layoffs may occur due to lack of funds or work, elimination of the position, financial reasons, or other reason determined at the sole discretion of the Village.

In selecting employees for layoff, the Village will consider the qualifications, experience, skill, ability, disciplinary record, years of service and job performance of individuals considered for layoff. Employees who are laid off do not have any right to bump another employee who has not been selected for layoff by the Village.

If the Village chooses to recall an employee previously laid off, the notice of recall shall be mailed to the last known address of the employee. Employees on layoff are responsible for notifying the Village of any changes in their mailing address. Employees do not have any right or expectation of being recalled to work for the Village. The Village, in its sole discretion, retains the right to hire employees to fill the positions of laid off employees.

Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action.

#### **4. F. Resignations**

Employees of the Village may resign by submitting a written letter of resignation to their Department Head and/or the Village Manager stating their planned final day of work, (also the effective date of resignation). Vacation leave balances will not be allowed to extend employment, so the employee shall carefully consider their last day before submitting their resignation. Except for a retirement, the resignation letter must be received at least 14 calendar days prior to the effective date unless the Department Head or Village Manager agrees to a shorter period.

An employee who resigns and gives 14 calendar days prior notice will be paid their actual accrued vacation credit or other credits if applicable. If the employee does not give 14 calendar days' notice, gives less notice than is mutually agreed upon, or uses leave during the remaining 14 calendar days of employment which is not supervisor approved or not FMLA eligible, the employee forfeits payout of any vacation credit. The letter of resignation shall become part of the employee's personnel file.

Employees announcing retirement must give 30 calendar days of written notice prior to resignation to receive their prorated remaining vacation credit or other credits. Failure to comply with the 30 calendar days shall cause said employee to forfeit payout of any remaining credits if not used before retirements. The announcing retiree, however, may be allowed to utilize leave during their remaining 30 days of employment subject to supervisor approval.

Department heads must fill out a personnel action form to provide to the Village Manager's Office for approval prior to the action.

#### **4. G. Personnel Files**

The Assistant Village Manager shall be responsible for the maintenance of the official personnel files for all Village employees. These files shall contain the complete employment history of each employee during employment with the Village. The personnel files shall contain, but not be limited to: employment application, dates and records of injuries,

commendations, education, and special training received at Village expense, reprimands, performance evaluations, wage data, promotions and other relevant personnel documents. Employee medical records will be kept in a separate file and kept confidential as required by law. The privacy of employees' personnel files will be governed and administered in accordance with federal and state law. Police Department Personnel files will be kept at the Police Department in a separate locked file in the Chief of Police's office. Library personnel files will be kept at the Library in a separate locked file cabinet.

**4. G. 1. Employee Inspection or Copying of Personnel File**

Employees are permitted to inspect and copy any material which is contained in their personnel file, provided that they submit a written request to the Department Head, Assistant Village Manager or the Village Manager.

**4. G. 2. Modifying Personnel File Information**

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

**4. H. Change of Name, Address, Marital, or Family Status**

Employees shall report all changes in name, address, telephone number and marital or family status to their supervisor. The changes will be filed in the official Village personnel files.

**4. I. Retirement**

Upon retirement after qualifying years of service, an employee may be eligible for additional benefits or recognition. Employees should check with the Assistant Village Manager for additional information regarding such benefits.

## **5. Hours of Work and Overtime**

**5. A. Working Hours**

The normal work week and daily work hours are established by the applicable Department Head.

**5. A. 1. Lunch/Meal Period.** Unless determined otherwise, at the sole discretion of the Department Head and Village Manager, the lunch/meal break shall be an unpaid thirty (30) or sixty (60) minute duty-free break, depending upon the Department in which the employee works.

**5. A. 2. Library Break Leave.** If workload permits, employees working four (4) hours or more may take one fifteen (15) minute break. Breaks cannot be accumulated or used to lengthen a lunch hour or shorten the workday. If an employee works through their break, they will not receive additional compensation. It is the responsibility of the Director, Supervisor, or Librarian in Charge to ensure that adequate staff coverage is provided at all times and that breaks do not compromise customer service.

**5. B. Work Schedules**

Department Heads should notify the Village Manager weekly about their work schedule. The schedule, at a minimum, should indicate vacation days, times out of the office for seminars or other meetings, and general availability. The calendar is used to help front line staff perform quality customer service and allow the Village Manager to efficiently manage the Village and locate individuals.

### **5. C. Overtime**

The Village of Shorewood considers the standard work week to be forty (40) hours per week. Those employees who work over forty (40) hours a week and who are not exempt employees will be paid at the rate of one and one-half times (1-1/2) their regular rate of pay. Forty (40) hours shall include holiday pay and previously scheduled time off, as approved by the Department Head/Supervisor.

Overtime shall be determined and approved, in advance, by the employee's Department Head. The Village Manager, Department Heads and exempt personnel as defined by the Fair Labor Standards Act shall not receive overtime.

### **5. D. Compensatory Time**

#### **5. D. 1. Non-Exempt Employees**

In lieu of cash payment for overtime hours worked, employees may elect to take compensatory time off with pay. Compensatory time off will accumulate at the rate of one and one-half (1 ½) hours for each overtime hour worked. Non-Exempt employees may accumulate a maximum of 40 hours in a calendar year, and once that number has been earned, the employee shall earn no more. Compensatory time must be used within the same calendar year in which it was earned. DPW employees who are on the after-hours call list may accumulate up to an additional 16 hours for a calendar year. The compensatory time must be scheduled at a time which is mutually convenient to the Village and employee and be approved by the Department Head and/or the Village Manager. Overtime, which is to be taken as compensatory time, must be so indicated on the employee's time sheet. Compensatory time not taken by the end of the year may not be carried forward and shall be paid out in cash at the rate of pay at which it was earned on or before February 1 of the following year.

Police Department non-sworn personnel may carry-over up to twenty-four (24) hours of comp time from one calendar year to another after written request to, and approval by, the Chief of Police. Compensatory time thus approved will not be paid out in cash.

#### **5. D. 2. Exempt Employees**

Exempt employees are expected to work hours outside of the normal workday including occasional night meetings or weekend events. Schedule adjustments may be made to account for these obligations. This time is not meant to be a one-to-one match of extra hours worked. Time off over four (4) hours at a time should be requested in writing and approved by the Department Head and/or the Village Manager one week in advance of the time off. Schedule adjustments, such as a weekday off may be requested based under special circumstances, i.e., working a full day on the weekend. Exempt Library employees working as Librarian in Charge at night or on weekends may take a one-to-one match of hours off.

### **5. E. Standards of Attendance**

Employees are expected to be present for work on all scheduled workdays and to report on time. If you are going to be absent from or tardy to work, it is your responsibility to contact your supervisor as soon as possible. Except where your department rules provide otherwise, you are generally required to notify your Department Head or immediate supervisor, with adequate notice before the start of your scheduled work period, that illness or some other condition will prevent you from being on time or working that day. Check with your supervisor for specific details on timely reporting requirements and specific call-in procedures for your department. If you are ill and expect your illness to be prolonged, keep your supervisor advised as to your condition on a daily basis.

In addition, employees are expected to abide by the following attendance policy rules:

- Employees will not be allowed unexcused absences or tardiness.
- Employees shall not leave early and must be at the assigned work area at the start or end of shifts, breaks, and meal periods.
- Employees will be at their assigned work areas at the time designated by their immediate supervisor.
- Employees will not leave the place of work during working hours without authorization. Employees will not waste time or loiter.

**5. F. Requests for Time Off Without Pay (other than under the Family and Medical Leave Act)**

Requests for time off without pay must be made to the Department Head or their designee who will forward it to the Village Manager or Assistant Village Manager for final approval or denial. The request will generally be acted upon within one (1) day of receipt. Requests for time off without pay for one day should be made 48 hours before the needed time off. If more than a day is requested, then one (1) week notice is needed. A month notice is needed for time off of a week or more, unless an exception to the required advance notice period is unless approved by the Department Head in advance.

All vacation, compensation time, personal time, or applicable holiday time must be used before taking any time off without pay. If an employee uses up all of their vacation, compensation time, and personal time in a given year, they generally cannot take unpaid time off except for an emergency situation or pursuant to the Family and Medical Leave Act. Any unpaid time off shall not exceed eight (8) hours in any one year, unless approved by the Village Manager and/or Department Head as described in section 7. G.

Part-time employees requesting time off should have arrangements made for covering the days off and have approval from the immediate supervisor.

Police Personnel— Police should refer to the department policy in requesting time off.

Unless state or federal law requires otherwise, during a leave of absence without pay, no benefit shall be earned including, but not limited to vacation, holidays, sick leave, and seniority. Employee is also required to pay for health insurance if coverage is to be maintained by the Village during leave of absence unless the law requires otherwise.

**5. G. Court Pay for Police Sergeants**

A recall of a Sergeant to duty for any reason will be paid at the rate of time and one-half (1-1/2) with a minimum guarantee of three (3) hours. A guaranteed minimum of three (3) hours at time and one-half (1-1/2) will be paid for court time for all off duty Sergeants.

Any Sergeant who is ordered to be on a standby status by the Police Chief or by the court shall receive compensatory time off for that time on a straight time rate basis. Each member shall notify the Department Shift Commander at the start and conclusion of the “standby” period. Any Sergeant who fails to give notification as above set forth and give the shift commander such information as they may require, shall forfeit “standby overtime.” Sergeants who are in court and are told to be on standby will not have the option of remaining at court at the overtime rate.

**6. EMPLOYEE BENEFITS**

**6. A. Eligibility for Benefits**

Regular full-time employees are eligible for the benefits as described in this section of the Manual or, if covered by a labor agreement with the Village, the benefits as outlined in the labor agreement.

Regular part-time employees who are scheduled to work twenty (20) or more hours per week year-round are eligible for prorated (to their normal weekly schedule) vacation, sick and holiday benefits as described in this manual. This schedule also applies to part-time employees at the Police Department who work a 2-4 schedule. Part-time Library employees working less than 20 hours per week who were hired prior to April 1, 2006 are eligible for prorated vacation, sick time, floating holidays, and holiday pay.

Part-time/seasonal/temporary employees are only eligible for benefits required by law.

## **6. B. Holidays**

**6. B. 1. Holidays for management staff and general classification-** Paid holidays are granted to all regular full-time employees as provided in employee contracts, collective bargaining agreements and Village ordinances. All employees, who are on a 40 hour per week, 5-2 work schedule (work 5 days, off 2 days), shall be paid eight hours' pay at straight time for the following holidays:

- New Year's Day (January 1, every year)
- Spring Holiday (Friday before Easter)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19, every year) – currently only for non-represented employees
- Independence Day (July 4, every year)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving (Day After Thanksgiving)
- Christmas Eve Day (December 24, every year)
- Christmas Day (December 25, every year)
- New Year's Eve Day (December 31, every year)

Non-DPW employees who are required by the Village Manager or department head to work during one of the above holidays shall be granted one floating holiday in addition to the two (2) granted to employees each calendar year. Library employees work the Spring Holiday and are granted one floating holiday in addition to the two (2) granted to employees each calendar year. If the employee is required by the Village Manager to work Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, or New Year's Eve Day, the floating holiday may be used in the following calendar year.

All employees who are on a 4-2 work schedule will be paid based on the agreed contract language with the Police union.

All other employees who work an average of at least twenty (20) hours per week will have their holiday hours prorated accordingly.

Employees in the Clerk's Department may be required by the Department Head/Village Manager to work on New Year's Eve day. Under such circumstances, the employee(s) in question shall be granted the additional floating holiday which is referenced herein.

Employees must work the day before and the day after the designated holiday, unless a scheduled compensated day off has been previously approved by the employee's supervisor.

If a holiday falls on a weekend day, Village and Library staff will be awarded a holiday either the Friday or Monday before/after the weekend. If the Library does not close on a weekday before or after the holiday weekend, Library employees will receive an additional floating holiday for that year. The additional floating holiday will be awarded at the beginning of the same calendar year the weekend holiday exists. To receive the extra day, the employee must be currently employed at the Library at time of the holiday. If the employee separates from service before the weekend holiday, and the employee expended the floating holiday, the time will be deducted from the employee's final paycheck.

**6. B. 2. Holidays for Sergeants** - Employees shall receive eleven (11) holidays, the same holidays identified in the Police union contract, under the following provisions:

- At the discretion of the Chief, the holidays may be given in the form of straight time, or the holidays may be paid as provided in paragraph 2 below. Whenever possible the Chief shall give consideration to the request of the employees of the department with regard to such holidays. Holidays in the form of time off will not be assigned unless requested by the employee.
- Payment for holidays not taken or previously requested and approved shall be made on the last pay period in October on a separate paycheck and shall be for eight (8) hours at straight time. Calculations for holidays will be made on an October 1 cut-off date in each calendar year to be paid on a separate check.
- For purposes when an employee first begins employment or resigns employment with the Village, an employee will accrue holidays when they occur in the calendar based on the ten holidays listed for general employees. President's Day will serve as the additional holiday sergeants are able to accrue.

**6. B. 3. Floating Holidays** - Employees who are on a 5-2 work schedule shall receive two (2) floating holidays to be used within each calendar year.

Library employees receive (2) floating holidays to be used within each calendar year. Library employees receive one additional floating holiday in lieu of the Spring Holiday (Friday before Easter) awarded to other Village employees. To receive the extra day, the employee must be currently employed by the Library at the time of the Spring Holiday.

**6. B. 4. Additional Earned Time Off** – General classification employees who work for six (6) months without taking a leave of absence, using sick leave (excluding FMLA, Worker's Compensation, injury leave, or for partial day absences to attend to pre-approved doctor appointments), or being tardy or suspended shall be awarded one (1) floating holiday to be used in the subsequent six (6) months or time frame as provided in employee contracts, police collective bargaining agreement and Human Resources Manual. The six (6) month periods for law enforcement personnel and general classification are: January 1 through June 30 and July 1 through December 31. Employees should 1) notate on their timesheet when using Sick Leave for approved absences, 2) provide documentation to prove eligibility for the additional floating holiday to supervisor or department head review at the end of the qualifying period, and 3) have their department head request this additional awarded time within 30 days following the end of the qualifying 6-month period.

## **6. C. Annual Vacation Leave**

**VACATION** – (Regular Full-Time and Regular Part-Time, working twenty (20) hours or more per week)

Paid vacation is granted based upon length of service as provided in the Village of Shorewood Human Resources Manual and is subject to the following rules:

- Ordinarily vacation leave must be taken during the calendar year in which it is earned and may be taken in advance of the employee's anniversary date of appointment if necessary to meet the service needs of the Village. Vacation time will not be permitted to accrue to an amount beyond that granted annually, except under unusual workload circumstances when it has become impractical for the employee to take their vacation time while meeting the service needs of the department. Full-time employees will be allowed to carry over up to 40 hours of vacation to the following year, and any unused Vacation hours (40 hours or fewer) will be carried over to the following year. Regular employees who work less than 40 hours per week can carry over a prorated amount of vacation that does not exceed the average number of hours they work per week. The vacation carry over time must be used the following year or it will be forfeited. Any vacation carry over requests for over 40 hours due to extenuating circumstances should be approved by the department head and submitted to Payroll within 10 days of the end of the calendar year.
- Vacations shall be taken with the approval of the Department Head so that at all times each department can function efficiently and fully during the calendar year. Vacation requests should be submitted in writing in advance, as required by departmental policy.
- The appropriate amount of vacation time – as determined by the schedule in this section – will be added to an employee's vacation accrual bank the first full pay period of the calendar year. If an employee is hired and starts mid-year, the employee will receive on their first pay period a prorated amount as indicated in the tables below (unless suggested otherwise in an employment contract or personnel action form) based on the amount of days remaining in the calendar year.
- Payroll will add each employee's accrued amount of vacation through their next anniversary date at the beginning of each calendar year.
- If an employee has provided sufficient advance notice of their resignation as set forth in Section 4. F., regular full-time and regular part-time employees whose Village employment ends shall be compensated for unused vacation time based on the accrued time earned up to the last date of Village employment. Human Resources should look in the employee's personnel file to see if vacation was awarded in their first year or not to determine final compensation if the employee has unused vacation time accrued.
- For regular full-time and regular part-time employees whose Village employment ends and use more vacation time than they have accrued (calculating from the first of the year to their separation date), the Village will deduct any non-accrued time from the employee's last paycheck.
- When a holiday falls during an employee's vacation, it shall not count against the vacation entitlement.
- In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of their absence, earned vacation time must be used for this purpose.
- An employee who moves from one position to another in the Village service shall be credited with their accumulated vacation leave in their new position.
- No credit for vacation leave shall be granted for time worked by an employee in excess of their normal work week.
- Vacation credits shall not be earned by an employee during their leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensatory status.
- Paid vacations shall be granted to General Class employees, as shown below, per contract, or ordinance,
- Paid vacations shall be granted to General Class employees as follows:

	Non-Exempt	Exempt
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Service	Vacation award	Vacation award
< 1 yr	prorated 10 days	prorated 15 days
1 yr	11 days	16 days
2 yrs	12 days	17 days
3 yrs	13 days	18 days
4 yrs	14 days	19 days
5-6 yrs	15 days	20 days
7-9 yrs	17 days	22 days
10-14 yrs	20 days	25 days
15-19 yrs	23 days	28 days
20+ yrs	25 days	30 days

- o Paid vacations shall be granted to Library Employees as shown below:

	Non-Exempt	Exempt
Service	Vacation award	Vacation award
< 1 yr	prorated 10 days	prorated 15 days
1 yr	11 days	16 days
2 yrs	12 days	17 days
3 yrs	13 days	18 days
4 yrs	14 days	19 days
5-6 yrs	15 days	20 days
7-9 yrs	17 days	22 days
10-14 yrs	20 days	25 days
15-19 yrs	23 days	28 days
20+ yrs	25 days	30 days

- o Vacation pay for regular part-time employees who work an average of twenty (20) hours per week or more shall be granted by prorating the amount of time worked compared to the vacation received by full-time employees of the same classification.
- o Unused vacation pay of deceased employees shall be payable to the surviving spouse, next of kin, or estate.
- o In addition to the conditions which are stated in this section of the Human Resource Manual, vacation entitlement and procedures shall be subject to the policies which are stated for the respective department in which the employee is working.

**VACATION – (Captains and Sergeants)**

- o Paid vacations shall be granted to captains and sergeants as follows:

	Sergeants (eligible for overtime and comp time)	Captains
Service	Vacation award	Vacation award
< 1 yr	prorated 10 days	prorated 15 days

1 yr	11 days	16 days
2 yrs	12 days	17 days
3 yrs	13 days	18 days
4 yrs	14 days	19 days
5-6 yrs	15 days	20 days
7-9 yrs	17 days	22 days
10-14 yrs	20 days	25 days
15-19 yrs	23 days	28 days
20 yrs	25 days	30 days
21 yrs	26 days	-
22+ yrs	27 days	-

- o Vacation allowances shall not be accumulated from year to year.
- o Unused vacation pay of deceased employees shall be payable to surviving spouse, next of kin, or their estate.
- o Any period of layoff or unpaid leave of absence, except family and medical or military leave if required by law, where such layoff or leave exceeds 60 days, shall not be considered in determining continuous service.
- o Vacation selection shall be in accordance with the procedure set forth in the Vacation Selection Schedule, as agreed between the police supervisors and Village of Shorewood.
- o Only one supervisor ~~per shift~~ shall take vacation at one time, unless approved by the Police Chief.
- o No vacation may be taken the last two (2) weeks of the year unless pre-approved by the Police Chief.

**6. D. Fringe Benefits**

If you are a regular, full-time employee, you are entitled to fringe benefits as outlined in Sections E through L. If you are a regular, part time employee who works on average 20 or more hours per week, you are entitled to prorated fringe benefits as outlined in Sections E through L. For prorated benefits, the employer will contribute the prorated portion of Village costs associated with regular full-time employees. These benefits are in addition to your salary and should be considered as such.

**6. E. Health Insurance**

6. E. 1. Health Insurance – Management Staff and General Classification Staff

- o The Village shall offer a group health insurance program to all regular full-time employees. Part-time employees, who work on a regular basis at least twenty (20) hours per week, including Police Department employees who work a 2-4 schedule, may be included under the Village's health insurance program subject to the provisions below.
- o Employees will be eligible for this benefit effective the first of the month following thirty days of employment.
- o The Village shall offer two health insurance plan options.

**The standard plan.** Regular full-time employees shall contribute fifteen percent (15%) of the health insurance premium through payroll deduction, except as required by law. However, those regular full-time employees who successfully complete the Wellness Scorecard along with successful completion from spouses for those on the family plan are eligible to contribute only ten percent (10%) of their health insurance premium for the upcoming

year. An employee starting employment with the Village or employees that complete the wellness scorecard but the spouse selects not to participate on the family plan will contribute at the twelve percent (12%) level. Those starting employees who begin after June 15 will have the option of staying at the 12% level for one additional year unless they would like to complete the Wellness Scorecard in order to contribute at the 10% level for the next year. Employees internally promoted and were either a union employee or not eligible for health insurance will be treated the same as a new employee when determining their health insurance contribution level. Union employees shall contribute the level as indicated in the Police Union Contract.

**The high deductible plan.** Regular full-time employees shall contribute ten percent (10%) of the health insurance premium through payroll deduction, except as required by law. The Village will provide a contribution toward an employee's health savings account (HSA) in the amount of \$400 to those employees on a single plan and \$1,200 to those employees on a family plan. These amounts will be provided in quarterly increments to all employees on the high deductible plan during the first payroll period of every quarter (January, April, July, October). Employees who start mid-year will receive their first HSA contribution when the next quarterly increment occurs. Employees who are eligible and complete the Wellness Scorecard will receive an additional \$500 (single plan) or \$900 (family plan) in their health savings account from the Village. Spouses that also complete the wellness scorecard in addition to an employee's completion will be awarded an additional \$600 in their health savings account. The wellness contributions to an employee's HSA will be given to an employee in biweekly increments (every pay period), and employees who resign mid-year will only earn up to the amount distributed in their accounts earlier in the year. The employee is able to contribute additional funds up to the federal limit. Union employees shall contribute the level as indicated in the Police Union Contract.

- Regular part-time employees who work more than 20 hours per week shall contribute a prorated amount. The prorated amount is computed by taking the contribution dollar amount the Village contributes for a full-time employee, multiplying it by the number of hours per week the regular part-time employee works and dividing it by 40 hours per week. Those regular part-time employees who successfully completed the Wellness Scorecard can pro-rate their contribution amounts based on the Wellness incentive identified in section 6. E. 1. 3. Health savings account contributions will also be prorated based on this formula.
- The Village shall have the right to select, from time to time, the insurance carriers or health plans to be included in the Village's group health insurance program. The Village shall notify all employees of any such change within a reasonable period of time thereafter.
- All employees shall be required to provide the Village with a verification of present coverage under any health insurance policy other than that provided by the Village.
- An opt-out payment of two hundred and fifty dollars (\$250) per month will be given to regular full-time employees who decline the Village health insurance coverage. Police command staff will also be eligible for the \$250 opt-out payment if they elect single coverage when they qualify for family coverage. Employees who elect this option must notify the Village by November 1 of the year preceding the change or by the end of the open enrollment cycle and must retain this "opt-out" option unless the employee becomes subject to a qualifying event as defined by the plan document or applicable federal statutory or regulatory directive.

#### 6. E. 2. Health Insurance Retirement Benefit

- Qualified retirement means the retirement meets the criteria to be considered a retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

- Upon qualified retirement, employees with twenty (20) years of service to the Village who are not Medicare eligible and will agree to:
  - Select a group health insurance plan offered by the Village; and
  - Apply all unused accumulated sick leave credits after the sick leave hours are converted as described in Section 6. M. toward the retiree's portion of the cost of health insurance premiums.
- The employee may remain as a participant under the Village's group health insurance program until they become eligible for Medicare. If the retiree obtains other employment where health insurance is offered, said retiree shall forfeit eligibility for participation with the Village's group health insurance program. The Village will pay a portion of the retiree's health insurance premiums if the following conditions below are met. In all cases, the Village's portion is capped at the dollar amount paid by the Village as of the employee's date of retirement. The portion of the retiree's health insurance premium that the Village will pay is as follows:
  - Employees hired on or after November 1, 2012 shall receive no portion of the health insurance premium as of the employee's date of retirement.
  - Employees hired before November 1, 2012 and on or after January 1, 2002, retiring with at least twenty-five (25) years of service to the Village-the Village will pay 50% of the single health insurance premium or 25% of the family health insurance premium as of the employee's date of retirement.
  - Employees hired before January 1, 2002, retiring with at least twenty (20) years of service to the Village-the Village will pay the full single health insurance premium or 50% of the family premium as of the employee's date of retirement.
- Additionally, the election to continue health insurance coverage under the Village's Health insurance plan after retirement will be subject to the ongoing conditions:
  - The notification of the retiree's election to continue benefit coverage shall be made to the Village's Human Resources personnel prior to their retirement date.
  - The retiree submits to the Village their portion of insurance coverage premiums in advance of the coverage period, consistent with the practices for active employee paycheck deductions.
  - Such payments shall be made in response to municipal invoices sent to the retiree's address of record for such purposes.
  - It shall be the responsibility of any retiree receiving such coverage to proactively notify the Village's Human Resources personnel of any changes in contact information.
- The retiree may choose to voluntarily discontinue coverage through written notice to the Village's Human Resources personnel. The retiree will also be deemed to have voluntarily chosen to discontinue coverage if they become more than 30 days past due on the payments for their portion of the benefit costs more than once in any 12-month period or become more than 60 days past due on any invoice for benefits coverage.
- Employees who are full-time as defined in the manual will receive one full year of service for each year worked as a full-time employee. Partial years will be prorated based on the length worked for that given year. Years of service for part-time employees will be awarded for this benefit by prorating their hours per year (number of hours divided by 2080 - or 2013 for a Police Officer or Sergeant - to acquire years of service). Part-time employees will only be credited prorated years of service for the days worked while providing WRS contributions.
- All employees shall be required to provide the Village with a certification of present coverage under any health insurance policy other than provided by the Village.

- In the event the employee has a spouse that is also a Village employee, that employee and spouse shall be entitled to only one family health plan between them from the Village.

#### **6. F. Dental Insurance**

The Village shall contribute 95% of the premium for employees electing single coverage. The Village shall contribute up to seventy dollars (\$70) per month toward the cost of dental insurance for employees eligible for family coverage. Employees who work part-time will receive a prorated amount contributed to their cost of dental insurance or opt-out payment. The remainder of the premium shall be paid by the employee through payroll deduction.

Employees will be eligible to receive this benefit beginning on the first day of the month following 30 days of employment.

#### **6. G. Vision and Long-Term Disability Insurance**

It is agreed and understood that all premiums under Vision and Long-Term Disability Insurance shall be paid by the employee and not the Village if the employee selects to enroll in this benefit. The Village shall deduct said premium costs from the employees through payroll deduction. Neither of these insurances is available for current employees working under 20 hours per week or retirees.

#### **6. H. Flexible Benefits Program**

The Village shall offer a Flexible Benefits Program to all regular full-time and regular part-time employees. The amount to be contributed by each employee for specific benefits under that program shall be selected by the employee prior to the beginning of each calendar year during the open enrollment period.

If a Department Head or general classification employee decides not to participate in the Village's Dental Plan, the Village will contribute toward the Village's Flexible Benefits Plan in the name of that employee an amount equal to the amount the Village would have contributed to the employee's account under the Village's Dental Plan.

#### **6. I. Employee Assistance Program**

The Village currently provides an employee assistance program. The program may be discontinued at any time. Please see the Appendices section of this manual for more information.

#### **6. J. Life Insurance**

The Village shall furnish life insurance under the group plan established by the State of Wisconsin for municipal employees providing life insurance in an amount determined by a state formula based on the annual earnings of each employee. (Full details of the policy shall be furnished to the employee upon request. ) The life insurance protection provided for in this paragraph shall become effective for new employees at the conclusion of their probationary period **if** the employee made application within 30 days of employment or as provided by law. The Village shall pay the cost of annual premiums for each employee for the basic plan only.

#### **6. K. Consolidated Omnibus Budget Reconciliation Act (COBRA)**

The Village is committed to complying fully with the Consolidated Omnibus Budget Reconciliation Act (COBRA). The purpose of COBRA is to provide employees, spouses and dependents with a means to continue health/dental coverage after they lose coverage due to qualifying events. COBRA is not required for employees who terminate to take employment elsewhere, as long as there is coverage under another group health plan that does not contain a preexisting condition limitation that applies to the beneficiary.

#### **6. L. Retirement Plan/Pension**

All eligible employees shall pay the full employee share of the pension contribution which has been determined by the Wisconsin Retirement System.

Protective services employees shall be governed by any applicable provisions of an existing collective bargaining agreement. New hires (on or after July 1, 2011) shall contribute the full employee share as determined by the Wisconsin Retirement System.

Supervisory/Non-bargaining unit protective services employees shall contribute to their respective pension as designated by the annual ordinance adopted by the Village Board and/or 2011 Wisconsin 2011 Act 32.

The Village has adopted two voluntary deferred compensation plans, with options for investments. Information on these plans is obtainable in the Village Manager's office.

**6. M. Accumulated Unused Sick Leave Retirement Benefit**

Employees shall be allowed to accumulate unused sick time, as specified under 7. C. Sick Leave section. Upon qualified retirement, or upon the death of any employee, a portion of the accumulated sick leave may be paid to the employee as a termination benefit. Qualified retirement means the retirement meets the criteria to be considered a retirement under the provisions of Chapter 40 of the Wisconsin Statutes related to public employee retirement.

The termination pay benefit may be received in cash at the time of retirement, or, in lieu of a cash payment, an employee may choose to continue the employee's membership under the Village's employee group health insurance program and may direct that the post-tax retirement benefit be held by the Village for the purpose of paying the employee's share of health insurance premiums as they become due, until the employee's termination pay benefit is exhausted or the person becomes eligible for Medicare.

The portion of the qualified employee's accumulated unused sick leave will be converted as follows:

- Employees hired on or after November 1, 2012, the employee shall not be eligible for the accumulated unused sick leave retirement benefit. Such employees will not be paid out any unused accumulated sick leave when their employment ends with the Village.
- Employees hired on or after January 1, 2003 and before November 1, 2012 may accumulate up to one hundred and twenty (120) days of unused sick time toward this benefit. One half of this accumulated time, up to a maximum of sixty (60) days, will be paid out and/or converted under this benefit, if qualified.
- Employees hired before January 1, 2003 may accumulate up to one hundred and eighty (180) days of unused sick time toward this benefit. One half of this accumulated time, up to a maximum of ninety (90) days, will be paid out and/or converted under this benefit, if qualified.

Total unused sick leave as reflected in the Village personnel records will be used to determine terminal pay benefits due upon retirement. The value of this benefit is taxable upon retirement.

In the case of the death of said employee, any amount of said retirement benefit which has not been used will be paid to the surviving spouse, for the duration of the benefit. Once the retirement benefit expires for the surviving spouse, the spouse will no longer be eligible to be on the Village plan.

Village retirees may use their converted sick leave credits toward dental insurance benefits. If the Village retiree selects to continue dental insurance benefits, the retiree contributes to the entire premium for dental insurance with no Village contribution. If the retiree has converted sick leave credits still available when they reach Medicare age, they can still use

their credits toward dental insurance benefits. Once a retiree chooses not to extend or enroll in dental insurance, they will lose the benefit of dental insurance coverage post-retirement. Retirees that choose family dental coverage can lower their coverage to a single plan, but those on single coverage are not able to change their coverage to a family plan.

## **7. Leaves of Absence**

### **7. A. Family and Medical Leave Act**

The Village will comply with the Federal and Wisconsin Family and Medical Leave Acts (FMLA). A copy of the FMLA Rights and Responsibilities is included in the Appendices section of this manual. For more information on FMLA and/or a copy of applicable forms, please speak with your Department Head and/or the Assistant Village Manager.

### **7. B. Military Leave**

It is the Village's policy that employees will be granted all military leave rights available under applicable law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Family and Medical Leave Act (FMLA).

At the time this Manual was drafted, USERRA rights included the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits, as long as the following prerequisites are met:

- If the individual was discharged, the discharge was honorable.
- The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- The leave did not exceed the maximum total absence of five years.
- The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:
  - Service less than 31 days: The individual must notify the Village of their return at the start of the next regularly scheduled work period, after having been home eight (8) hours.
  - Service 31 to 180 days: The individual must submit an application for reemployment not later than fourteen (14) days after completion of the uniformed service.
  - Service more than 180 days: The individual must submit an application for reemployment not later than ninety (90) days after completion of the uniformed service.

If you receive notice that you will be taking military leave, please contact your Department Head as soon as possible to discuss that leave.

Regular full-time employees may be granted a leave of absence up to fifteen (15) days (unless contract dictates otherwise) with pay annually to take training as members of the reserve corps of the United States Armed Forces, including the National Guard, upon submission of evidence of receipt of official orders, recommendation of Department Head and approval of the Village Manager; provided that employees who accept their pay from the Village during said training period shall immediately assign to the Village all payment received for such military duty or service rendered, exclusive of travel pay. In no event, shall the employee be entitled to both.

### **7. C. Sick Leave**

Sick leave with pay shall be granted to all eligible employees. The rate and the terms are provided in Village ordinances, Police collective bargaining agreement, Human Resources Manual, and departmental rules. Sick leave is also subject to the following rules.

- Regular full-time Employees shall earn sick leave at the rate of .75 day per month, nine (9) days annually, of employment with the Village. Regular part-time employees shall earn a prorated amount. Employees shall be allowed to accumulate unused sick time for future use with no cap. The maximum sick leave eligible to be accumulated toward retirement health insurance benefit are discussed within Section 6. M. of this Manual.
- Sick leave for regular part-time employees who work an average of twenty (20) hours per week or more (or Police Department employees who work a 2-4 schedule) shall be granted by prorating the amount of time worked compared to the sick leave received by full-time employees of the same classification.
- Sick leave shall not be considered as a privilege which an employee may use at their discretion, but shall be allowed only for sickness or disability of the employee or because of illness in the employee's immediate family residing in employee's household which necessitates their absence from employment. "Immediate family" includes spouse, domestic partner as determined by State FMLA, child, parent, grandparent, and sibling. Immediate family is defined in all instances as those who are related through blood, adoption, marriage/domestic partnership ("step") or fostering. Sick leave may be used for medical appointments.
- Sick leave shall normally be taken only after it has accrued. Sick leave may be paid against future retirement entitlement with approval of the Department Head.
- To receive compensation while on sick leave, the employee shall notify their immediate supervisor prior to the time set for beginning their daily duties. An employee who has called in sick is required to notify their supervisor daily as to whether they will be returning to work. This notification is not required for major illnesses when it is known when an employee is expected to return to duty.
- Medical proof of illness may be required by the Village as requested by the Department Head or Village Manager.
- Employees shall make every reasonable effort to schedule medical appointments at the beginning or end of the working day. Unless such appointment makes it impossible to do so, employees shall work at least one-half day on such occasions.
- The Department Head or the Village Manager may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action up to and including dismissal.
- No credit for sick leave shall be granted for time worked by an employee in excess of their normal work week.
- The Village reserves the right to send an employee home and provide them with the option of using vacation leave, sick leave, etc. if they are not feeling well enough to perform their duties to meet Village standards.

#### **7. D. Funeral Leave**

Employees are granted funeral leave as provided in the Police collective bargaining agreement, Village ordinances and departmental rules. Generally, the following will apply:

- When there is a death in the immediate family of the employee, they may utilize funeral leave with pay for a period of up to three days, not deducted from sick leave, as may be necessary to handle burial and/or memorial arrangements and/or attendance at the funeral, all subject to the approval of the Department Head. "Immediate family" includes parent, grandparent, spouse, child, sibling, domestic partner as defined by State FMLA and other relatives at the discretion of Village Manager or Library Director for library employees. Immediate family is defined in all instances as those who are related through blood, adoption, marriage/domestic partnership ("step") or fostering. Those that serve in the capacity of executor or trustee of an estate for non-immediate family members may also be eligible for the benefit.
- For deaths of persons who are relatives but not "immediate family", as defined in the above section, or who were residents in the household of the employee at the time of death, one (1) day with pay may be granted when approved by the Department Head or Village Manager.

#### Sworn Law Enforcement Officers Only

In case of a police emergency which requires the presence of the requesting employee and for which no other employee is available, funeral leave may be denied.

#### 7. E. Jury Duty

Leave of absence for jury duty or for mandated court obligations or appearances before a public body in connection with Village business will be granted with pay to eligible employees. In the case of jury duty, employees will receive their regular straight-time wage for scheduled straight-time hours during the period of absence, provided that the compensation received for jury duty, less parking expense and mileage, is returned to the Village. Checks must be addressed to the Village to compensate for the employee's time. If check is made out to the employee directly, the employee can cash the check but must provide the Village a personal check for reimbursement. The term "compensation" includes the jury fees, but excludes the mileage and parking expenses. When an employee is not assigned to a case, or is released from jury duty before the normal quitting time, the employee shall return to work unless excused by their supervisor.

#### 7. F. Witness Duty – Sworn Law Enforcement Officers Only

Please see current Police Union Contract for specific rules/regulations.

#### 7. G. Leaves of Absence Without Pay (Other than FMLA Leave)

The Village Manager may, upon recommendation of the Department Head, grant a regular employee leave of absence without pay for not more than thirty (30) calendar days. Longer leaves of absence without pay shall be granted only by the Village Board. Requests for leave of absence must be in writing. Approval of such leaves also must be in writing and signed by the Village Manager. Requests for leave of absence for Library employees should go to the Library Director and approved by the Library Board, if longer than thirty (30) calendar days. Upon expiration of regularly approved leave without pay, the employee will generally be reinstated in the position held at the time leave was granted if the position still exists and if the employee is still qualified for the position, otherwise to a similar position, if available. Failure on the part of the employee on leave to report promptly at the expiration of the leave will be considered a voluntary termination. Leave without pay shall be granted only when it will not result in undue prejudice to the interests of the Village as an employer.

During a leave of absence without pay, no benefit shall be earned including, but not limited to vacation, holidays, sick leave, and period of employment. Employee is also required to pay for health insurance if coverage is to be maintained by the Village during leave of absence.

Leaves of absence without pay may not generally be used to extend leave granted under the State or Federal FMLA.

#### **7. H. Worker's Compensation**

Each employee is covered by worker's compensation insurance in the event of a work-related injury or illness, which requires a doctor's attention. This insurance is fully paid by the Village. Any accident, however, minor, must be reported to your supervisor immediately, so the proper forms can be completed and filed with the necessary parties. See your supervisor or the Assistant Village Manager for the accident report forms.

Should an employee lose work time or incur medical expenses because of a work-related accident, the employee may be eligible for compensation in accordance with the terms of this insurance program and the laws of the State of Wisconsin. Payments received for worker's compensation is to be processed to the employee the next payroll following receipt. An independent medical examination (IME) may be required by the Village or by the Worker's Compensation insurance carrier. Work time missed during the first three workdays are not covered by worker's compensation unless restrictions or the disability from the injury lasts past seven days. As a result, the employee needs to use vacation, sick, compensatory, or any other accrued time for the employee to be paid during their absence. Employees must follow up with their supervisor to identify the type of leave they want to use for these days missed.

Employees who experienced a work-related injury and have an approved worker's compensation claim are strongly encouraged to schedule medical appointments outside of work hours. If an appointment can only be scheduled during work hours, supervisors will be required to extend the employee's work hours beyond their typical work hours to make up for the lost hours unless they are not able to do so due to the inability to have a supervisor on duty or other unique circumstances. Employees are required to take a return to work form to medical appointments so restrictions, if any, can be documented or certify the employee is able to return to work in writing.

Law enforcement officers under the Police union shall adhere to the language identified in the union contract in relation to worker's compensation.

#### **7. I. Light or Limited Capacity Duty**

It is the policy of the Village to encourage employees to return to work as soon as practicable after experiencing an injury or illness. An employee who suffers a work related or non-work injury or illness and has been certified in writing by a physician to return to work in a light or limited capacity with expectations of returning to work at full capacity immediately following light duty assignment, may be assigned to work in a light or limited duty capacity at the discretion of the Village Manager if such work is available. Employees are required to take a return to work form to all medical appointments so restrictions, if any, can be documented or certify the employee is able to return to work in writing. The assignment to light or limited duty shall be for a limited period of time. The assignment and duration of light duty shall be at the sole discretion of the Village Manager. An employee shall not return to work at regular duties at full capacity until written certification by physician is received by Village. In the event there is more than one person who wishes to work on a light duty status, if light duty is available, preference will be given to the employee who has suffered a work-related injury or illness to the extent consistent with applicable law.

### **8. EMPLOYEE CONDUCT AND CUSTOMER SERVICE**

All Village employees are expected to represent the Village to the public in a courteous manner, which is professional, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and their Department Head. Since the proper working relationship between employees and the Village depends on each employee's on-going job performance, professional conduct and behavior, the Village and Library Board have established certain minimum standards of professional conduct for its

employees. (Library employees must adhere to the Library's Customer Service Guidelines.-) ([Police Department employees must adhere to the Police Department Mission, Vision, Core Values, and Policies.](#))

Among the Village's expectations are:

- o Basic tact and courtesy toward the public and fellow employees;
- o Adherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors;
- o Preserving and protecting the Village's equipment, grounds, facilities, and resources; providing orderly and cost efficient services to its citizens.

To function as efficiently as possible, employees may be asked to perform duties outside of regular assignments.

#### **8. A. Customer Service Policy**

Employees should provide persons requiring assistance with exceptional customer service.

#### **8. B. Confidentiality**

In the daily operations of the Village, you may have to use or have access to confidential information. It is the responsibility of everyone, from an ethical and legal standpoint, to safeguard and use confidential information properly. Whether it is reproducing copies or communicating in other ways, common sense should prevail in protecting the interests of the Village, its residents, and its personnel from unauthorized intrusion and access into confidential matters.

In addition, all Library employees must follow the "Privacy of Library Records and Library Use" policy. Violation of this policy may result in disciplinary actions up to and including dismissal.

#### **8. C. Bulletin Boards**

Information of special interest to all employees is posted regularly on the Village bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Department Head responsible for the area where the bulletin board is located. Bulletin board space is available for the posting of union notices, but such notices shall not be scurrilous, scandalous, or in any way detrimental to the labor-management relationship.

#### **8. D. Village Communication Policy**

Communication is key to successfully performing the Village's business. It is important that you understand the Village's Communication Policy. The Village Manager is the contact for press questions and staff should avoid talking with the press unless designated by the Village Manager. The Communication Policy is found in the Appendices section of this Manual. Police Department personnel should follow Police Department Policy and Procedures.

#### **8. E. Purchasing**

All purchases must be approved per Village and departmental policies. All provisions are subject to Federal and State regulations.

#### **8. F. Village Property for Personal Use**

Employees will use Village property and equipment only for work purposes as directed, unless authorized by the Village Manager. Employees will not misuse, destroy, or otherwise use in an improper manner, Village property or the property of any employee. Unauthorized use, duplication, or possession of Village keys is prohibited.

#### **8. G. Solicitation**

Employees may not distribute or post handbills, pamphlets, or other written material in any work area without authorization from Department Heads.

#### **8. H. Security Policy**

Security policies are enforced and are included in the Security Policy in the Appendices section of this Manual.

#### **8. I. Tools and Equipment**

All employees who check tools and equipment out of the stockroom and tool locker will return the same to the stockroom upon completion of the task or at the end of each day. Tools assigned to trucks and equipment will remain with the vehicle when it is parked in its respective department area.

A tool allowance of nine hundred dollars (\$900) per year shall be given each mechanic, payable in twelve monthly installments at the end of each month, for the purpose of replacing stolen, worn, or broken tools and for upkeep and maintenance of each mechanic's tool inventory. Any specialty tools needed for work on Village equipment will be purchased by and remain the property of the Village. Specialty tools are tools not normally found in a mechanic's toolbox, to be determined by the Director of Public Works.

A current inventory of each mechanic's tools shall be provided by the mechanic to the Village on February 1st annually. The Village and the employee shall have copies that are updated when necessary, but no less often than once annually. The Village shall be responsible for replacement of tools and/or toolboxes of equal value and quality for each occurrence of theft or destruction in excess of \$250.00.

#### **8. J. Violation of Village Rules**

To provide for a positive and an effective and productive workplace for all employees, certain rules are established for the conduct of employees. Employees need to be aware that violations of the rules of conduct can affect your future as an employee of the Village.

In order to facilitate consistent and fair discipline, the Village has adopted a four-tier disciplinary guideline, which classifies possible offenses based on their severity. Level A and Level B offenses are those offenses for which an employee will generally receive a suspension, termination, demotion, or loss of pay for a first offense. Level C and Level D offenses are those offenses for which an employee will generally receive a written reprimand or verbal warning. However, the four tier structure is only a guideline, and the Village reserves the right to take any disciplinary action it deems appropriate under the circumstances for any offense.

**Level A:** Level A offenses are offenses for which the first offense may result in discharge. Those offenses include, but are not limited to:

- o Direction of violence at other Village employees, or members of the public. This includes threatening, intimidating, interfering with, or abusing (physically or verbally) or attempting to do bodily harm to Village employees or members of the public or recklessly damaging any Village vehicle or equipment;
- o Possession of firearms or other weapons at the workplace, in Village owned vehicles, or during the course of performing job duties (Police Department employees authorized to have firearm/weapon are exempt);
- o Use, possession, or removal of Village property or equipment without authorization;
- o Violation of the Village's alcohol and drug rule;
- o Violation of the Privacy of Library Records and Library Use policy;

#### **Violation of Village's security policy;**

- o Violation of the Village's anti-harassment policies;

- Conviction of a crime, which is job related;
- Lying, cheating, stealing, giving false or incomplete information required by an authorized person, or otherwise misrepresenting one's authority in the performance of assigned tasks; Falsification of any records is a serious offense.
- Insubordination. Employees could face corrective or disciplinary action if they refuse to follow directives given by their direct supervisor or other higher authority as long as the directive is legal and in line with the ethics of public service;

**Violation of personnel policy; or**

- Two Level B offenses within a year, or two or more Level B offenses for the same, or substantially related conduct.

**Level B:** Level B offenses are offenses for which the first offense may result in suspension from duty, demotion, and reduction of pay. Those offenses include, but are not limited to:

- Failure to perform the duties of the position. The duties required should be shared with the employee and be consistent with the position's job description.
- Making malicious, misleading, or false statements about Village policies and projects. An employee should not share internal information (information gathered at the workplace that is not public knowledge) for personal gain nor shall they use internal information to mislead or provide malicious statements to the public. The failure to respect the confidentiality of records is also an offense.
- Sleeping on duty.
- Violation of any safety, health, or sanitation rules and regulations.
- Two Level C offenses within a year, or two or more Level C offenses for the same, or substantially related conduct.

**Level C:** Level C offenses are offenses for which the first offense may result in issuing a written warning. Those offenses include, but are not limited to:

- Unauthorized absence from duty. Any absence from work or from the assigned work location should be approved by a Supervisor or the Village Manager. Individuals who are sick or face emergency situations should contact their Supervisor or the Village Manager as soon as possible about their absence. Failure to do so may result in corrective or disciplinary action.
- Abuse of sick leave. Sick leave is intended to allow sick employees time to get healthy and protect the health of other employees. It is not intended to be a vacation day or as a personal holiday. Other uses are allowed as approved by the Department Head or Village Manager. Employees should respect the intent of sick leave days.
- Insubordination. This is for lower levels of insubordination, i.e., failure to follow supervisor instructions or Village policies/procedures, complaining about having to perform a task, skipping small parts of a task, the failure to complete assigned tasks by the time allotted, or the refusal to follow directives of their direct supervisor that are legal, within the scope of their job, and consistent with the ethics of public service, etc. The Village Manager will determine the level of insubordination.
- Habitual Tardiness. This means tardiness that is occurring more than just a few times a year. Tardiness on a weekly or daily basis is not acceptable. Being tardy, loitering, or engaging in any unauthorized Village or personal endeavors.
- Habitual failure to maintain a satisfactory working relationship with other employees or the public. Employees should focus on creating a professional workplace with fellow employees and the public. Employees who resist attempts to work on a corrective plan or to build professional working relationships are subject to corrective or disciplinary action. Habitual failure is when an employee's actions with the public or other employees over several months have limited the effectiveness of the organization and/or the position.
- Gambling on Village premises.

- Picking up or conveying any rider, other than employees of the Village authorized to ride in Village owned equipment.
- Two Level D offenses within a year, or two or more Level D offenses for the same, or substantially related conduct.

**Level D:** Level D offenses are offenses for which the first offense may result in issuing a verbal warning. Those offenses include, but are not limited to:

- Being tardy to work.
- Reading any personal material not connected to their position, in a municipal vehicle or at their desk during working hours, unless on an authorized break.
- Failure to maintain a satisfactory working relationship with other employees, the Village Board, or the public.
- Acts or conduct detrimental to Village service delivery. This includes not maintaining a standard of personal appearance that is fitting to the community and to the public.
- Excessive personal use of business telephone.
- Excessive personal use of internet during working hours.
- Excessive socializing with co-workers or the public during work hours.
- Excessive work breaks during shift.
- Playing computer games during working hours unless on an authorized break or lunch break.

#### **8. K. Grievance Procedures**

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Employees with contractual grievance procedures shall follow the contractual procedure.

The Library Board is the governing body that presides over all grievance procedures related to library employees or library workplace safety issues. Therefore, substitute Library Director for Village Manager and Library Board for Village Board in Section 8. K.

##### **8.K. 1. Timelines**

- Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
- Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the Village Manager's Office is open. The grievance must be in writing.
- Village Manager's Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Village Manager or designee will provide a written response within five (5) working days of the meeting.
- Impartial Hearing: The grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Village Manager within ten (10) working days of the grievant's receipt of Village Manager's response. The Village Manager or designee will work with the Impartial Hearing Officer and grievant to schedule a mutually agreeable hearing date.
- Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days after the hearing date.
- Village Board Review: Either party may file a request for the Village Board review within ten (10) working days of the Grievant's receipt of the Impartial Hearing Officer response. The date of receipt by the Village President is the date of the filing. The Village Board shall make a decision regarding whether or not a hearing will be held within

twenty-five (25) working days of the filing of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.

- All timelines may be extended by mutual agreement.

#### 8. K. 2. General Requirements

- An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
  - Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not include the following:
    - Layoffs or failure to be recalled from layoff at the expiration of the recall period;
    - Workforce reduction activities;
    - Voluntary termination including, without limitation, quitting or resignation;
    - Job abandonment; "no - call, no show", death, or other failure to report to work;
    - End of employment due to disability or medical condition;
    - Retirement;
    - Lack of qualification or license, or other inability to perform job duties;
    - Action taken pursuant to an ordinance created under Section 19. 59 (1m) Wis. Stats. ; or
    - Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
  - The term "employee discipline," shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in employee's other benefits, or disciplinary demotion. The term "employee discipline," as used in this section, shall not include the following:
    - Plans of correction or performance improvement;
    - Performance evaluations or reviews;
    - Documentation of employee acts and/or omissions in an employment file;
    - Oral or written reprimands;
    - Administrative suspension with pay;
    - Transfer or change in job reassignment;
    - Layoffs or workforce reduction activities;
    - Change in assignment or assignment locations;
    - Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1m);
    - Non-disciplinary wage, benefit, or salary adjustments; or,
    - Other employment actions.
  - The term "workplace safety" as used in this section means any alleged violation of any standard established under State law or rule or Federal law or regulation relating to workplace safety.
- The written grievance must contain:
  - A statement of the pertinent facts surrounding the nature of grievance;
  - The date(s) the incident(s) occurred;
  - The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
  - The specific requested remedy; and;
  - Must identify the workplace safety rule alleged to have been violated, if applicable.

- The Village Manager's written response to the grievance must contain:
  - A statement of the date the meeting between the Village Manager or designee and grievant was held;
  - A decision as to whether the grievance is sustained or denied;
  - In the event the grievance is denied, a statement outlining the timeline to appeal the denial;
- Impartial Hearing Officer Selection: The Village shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.
- Impartial Hearing Officer Standard of Review: The IHO will determine procedural questions during the process except as provided by specific guidelines set forth by the Village of Shorewood regarding hearing procedures. Employees shall be entitled to be represented by an attorney or other representative, at the employee's own expense, during these proceedings. The standard of review for the IHO is whether the decision of the Village Manager was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village of Shorewood. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Village. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.
- The Impartial Hearing Officer's written recommendation to the grievance must contain:
  - A statement of the pertinent facts surrounding the nature of the grievance.
  - A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
  - A statement outlining the timeline to appeal the recommendation.
  - The IHO must sustain or deny the decision of the Village. Authority is not given to modify the decision as made by the Village. Authority is not given to grant in whole or in part the specific request of the grievant.
- Appeal to the Village Board: With or without an appeal by either party, the Village Board may decide, in each situation, whether it will review the record and make a decision, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Village Board.
- The Village Board's written decision regarding the grievance must contain:
  - A decision as to whether the grievance is sustained, denied, or modified.

#### 8.K.3. Process

- Grievances will be processed per the provided timelines.
  - An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.
  - An employee may not file or advance a grievance outside of the designated timeframes.
  - The Village Manager may advance an informal grievance submission to the next step at the written request of either the employee or the supervisor.
  - Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The Village Board in its discretion may, however, consider an otherwise untimely grievance at the Village Board level of the grievance procedure.
- Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- Granting the requested or agreed upon remedy resolves the grievance.

The decision of the Village Board is final and not subject to further review.

## **9. SAFETY**

### **9. A. Safety Equipment**

All Village employees will wear all safety equipment which has been provided to them by the Village, as the job requires. Employees should reference the Department Safety Manual and policies and procedures for detailed safety requirements.

### **9. B. Confined Entry Policy**

Federal and State confined entry policies will be followed at all times by all employees.

### **9. C. Obstructions**

All employees will ensure that aisles and exits are kept free of obstructions at all times.

### **9. D. Hazardous Materials**

Gas, fuel and flammable liquids will be kept in an approved container or cabinet. Gas cylinders will be secured to the wall, or if in a vehicle, secured in an upright position. All paints and aerosol cans will be stored in an approved cabinet or other storage container.

Personnel will become familiar with all chemicals used in Village operations. If there are any uncertainties about the proper use or application of chemicals, contact your supervisor or the manufacturer. An inventory sheet of hazardous chemicals and Material Safety Data Sheets (MSDS) will be established to ensure that required emergency information is available. Department Heads have information as to where the MSDS are kept.

Any spillage of hazardous materials will be immediately reported to the North Shore Fire Department so that it can be properly contained.

### **9. E. Vehicles**

Employees who use their vehicles in the daily operation of their duties must exercise extreme caution. Any accidents must be reported, as soon as possible, to your immediate supervisor. To verify employees have a history of safe vehicle operation, motor vehicle records will be obtained and observed throughout the year by the Village Manager's Office. Any detected issues will be subject for discussion with the Village Manager's Office and potential discipline. Employees who are issued a driving violation and/or ticket either during their personal or work time must report it to their immediate supervisor as soon as possible.

Overtime, if eligible, will only commence upon reporting for duty and end upon completion of said duty. Travel time reporting for duty, and travel time after completion of duty, will not be considered compensable unless traveling in a department vehicle. All time spent using a department vehicle traveling to and from a destination point while on official business or at the direction of the department head and/or Village Manager, shall be compensable time and the employee shall be considered on duty. The Village will make its best attempt to make a vehicle available for all Village related business unless circumstances exist that preclude the Village from being able to make a vehicle available. If a vehicle is not available, then the employee will take their own car and collect mileage from the Village. If an employee uses their personal vehicle, they must follow the language in Appendix M for mileage reimbursement.

For non-law enforcement personnel: Employees who use a Village-owned vehicle should do so responsibly and obey all traffic laws. Employees must remember they are a representative of the Village when using a vehicle. If an employee uses a vehicle outside of the municipality, they must have permission from their supervisor to do so. No personal use of vehicles is permitted. The Village vehicle shall not be operated by any person not a Village employee or unauthorized personnel by the Village Manager's Office. When out of the vehicle, personnel must turn the vehicle off and possess the keys in their possession at all times. Employees shall not operate the vehicle while on the phone or consuming food unless using a hands free device. Employees should conduct a daily inspection of the vehicle prior to usage to ensure it is in good working order. Drivers shall report any unsafe conditions or vehicle issues to their supervisor and DPW as soon as possible. In addition, employees must keep Village vehicles clean. Upon termination of employment, employees must return keys for the vehicle to the Village Manager's Office and remove any personal contents in the vehicle.

For law enforcement personnel: Employees must follow the department policies and procedures when it comes to using a Village-owned vehicle.

#### **9. F. Enforcement**

Work rules are defined as and limited to rules promulgated by the Village of Shorewood, within its discretion, which regulate the personal conduct of employees. Work rules are intended to assist employees in the orderly and effective performance of their work. Failure to comply with these safety rules will result in sufficient grounds for disciplinary action up to and including termination.

### **10. EMERGENCY STANDBY**

DPW Employees in the position of Utility Foreman, Services Foreman, and Fleet and Facilities Foreman shall be assigned to one (1) week of emergency standby duty each month, during which time the employee shall carry a pager, to which the employee is obligated to respond if called. During this week, the employee shall be paid two hundred dollars (\$200) for emergency standby and shall be compensated if they are required to report for emergency duty.

- o Any other Foreman position created by the Village Management/Supervisory employees will also be assigned to this standby duty.
- o Employees who do not have a Village cell phone will be issued one by the Village.
- o If employee uses their own cell phone, they will be given a five dollar (\$5) per month stipend to offset monthly fees.
- o Cell phones are to be kept on, unless the employee cannot do so (i.e. , movie, play, lecture, etc. )

### **11. END OF EMPLOYMENT**

#### **11. A. Exit Interview Process**

The Village of Shorewood is committed to improving our employee relations and exit interview responses are used to help fulfill that commitment. Regular part-time and full-time employees leaving the Village's employment are asked to provide honest responses to wage, benefit, performance, management, teamwork, and communication questions. An exit interview is used to gain insight into the reasons for leaving employment with the Village, to help measure the effectiveness of Village personnel and managerial practices, to determine where personnel policies and practices may need review, and to determine if supervisory or managerial practices need modification or improvement. Responses are held in the strictest of confidence. Employees are also given the opportunity to meet with the Assistant Village Manager individually regarding their concerns.

Exiting employees may allow the release of their employment records to any individual/agency by completing an "Authorization for Release of Information" form. Without such an authorization on file with the Village, only information subject to the Wisconsin Open Records Law will be released.

#### **11. B. Return of Village-owned Equipment**

Department Heads will collect all equipment/tools/keys/access tags from the exiting employee. When items are not returned, the employee will be expected to reimburse the Village for such expenses. Rules and Regulations Manuals given to the employee upon hire must be turned in or the employee will be charged for the cost of the binder. Village-issued photo ID card(s) must also be turned in upon leaving. This section will be pursuant to Wisconsin Stat. § 103.455.

Employees will also be required to repay the Village for any recent tuition reimbursement per Village policy, or specialized training program per any re-payment agreement. The Assistant Village Manager will consult with the Village Manager and work with the employee to create a re-payment plan that best fits the individual's and Village's needs.

#### **11. C. Additional Benefits**

Please consult the Assistant Village Manager to discuss any additional benefits that you may have accrued.

#### **11. D. Separation Pay**

Separation from service includes resignations, terminations, or other severance of employment of the Village. Employees who are separated from service shall be entitled to payment for their accumulated, but unused vacation leave at the time of their separation, pursuant to the guidelines in Section 4. F. Unused sick leave balances will not be paid out. The payout of unused vacation leave benefit shall not be provided by the Village for employees who are terminated by the Village for misconduct.

In order to be eligible for such payments, the employee must provide the Village with at least fourteen (14) calendar days' notice (or thirty days' notice for a retirement) prior to the employee's last day of Village employment as provided in Section 4.F.

### **12. SALARY/CLASSIFICATION ISSUES**

#### **12. A. Wage Scales: [Refer to Appendices "R" and "S"]**

- o Present salary ranges, where they exist, can be maintained or modified, at the sole discretion of the Village Manager and Village Board.
- o The Village reserves the right to hire, at its sole discretion, employees at any step in the existing salary range(s).
- o The Village reserves the right, at its sole discretion, to advance employees through the steps of any current or future salary range (s).
- o The Library Board sets library employee wages per State Statute Chapter 43. 58 (4. )

#### **12. B. Work in a higher classification:**

Regular full-time employees performing work in a higher classification resulting from a vacancy created by resignation, termination, or other severance of employment by a higher-ranked individual, or from the incapacity of the incumbent in a higher-ranked position can, upon authorization by the Department Head/Village Manager, be paid the rate of the higher-ranked position. The Library Board may ask a regular full time employee to perform the work of the Library Director due to a vacancy created by resignation, termination or other severance of employment, or due to the incumbent being incapacitated. The Board would work with the Village Manager to ensure the employee is paid the rate of the higher-ranked position.

The employee shall be paid at the higher rate effective as of the sixth (6th) consecutive day during which they performs the work in the higher classification and ceases when the employee stops performing the work in the higher classification. The work must be assigned to the employee by the Department Head, in order for the employee to receive the rate of the higher-ranked position.

**12. C. Commercial Driver's License:**

An employee, who is currently required to drive a vehicle subject to the Commercial Driver's License (CDL), shall be required to have a CDL. The Village shall pay the cost of said CDL.

In the event such an employee loses their CDL or regular operator's license, the Village reserves the right to terminate the employment of the employee in question.

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## **Appendices**

- A. [Acknowledgement and Understanding Form](#)
- B. [Adverse Weather and Emergency Closing Leave Policy](#)
- C. [Phone Policy](#)
- D. E-mail and [Internet Policy](#)
- E. [Written Communications Policy](#)
- F. [Conflict of Interest](#)
- G. [Employee Assistance Program](#)
- H. [FMLA Rights and Responsibilities](#)
- I. [Grievance Policy](#)
- J. [Security Policy](#)
- K. [Time Sheet Policy](#)
- L. [Staff Sustainability Policy](#)
- M. [Reimbursement and Per Diem Expenses Policy](#)
- N. [Religious Observance](#)
- O. [No Smoking Policy](#)
- P. [Police Sergeant Policies](#)
- Q. [Supporting Breastfeeding Employees Policy](#)
- R. [Salary Determination/Merit Pay](#)
- S. [Salary Ranges Assignments](#)
- T. [Wellness Program Policy](#)
- U. [Sick Leave Sharing Program](#)
- V. Performance Evaluation Form
- W. Organizational Chart



**Appendix A  
Acknowledgement and Understanding**

*Current employees shall complete and submit a copy of this form to the Assistant Village Manager upon receipt of this updated manual. New employees shall complete and submit a copy of this form to the Assistant Village Manager within seven (7) days of employment.*

Please read the following statements and **initial each individual item and sign below** to indicate receipt, acknowledgment, and understanding of the Human Resource manual:

\_\_\_\_\_ I have received a copy or am able to access the Human Resource Manual on the Village shared (S:/) drive and Staff Intranet page.

\_\_\_\_\_ I have read the Human Resource Manual and understand the policies and procedures described in it.

\_\_\_\_\_ I understand that the rules, regulations, and procedures set forth in the Human Resource Manual will govern my employment with the Village of Shorewood unless specifically covered under an employment contract or collective bargaining agreement. All provisions in this manual are subject to federal and state law.

\_\_\_\_\_ I acknowledge I have the right to terminate my employment with the Village at any time without notice. In turn, I acknowledge the Village has the right to terminate my employment in its sole discretion, subject to any applicable State or Federal statutes or constitutional requirements.

\_\_\_\_\_ I am aware the descriptions of benefits in this Human Resource Manual are not contractual in nature and do not guarantee any continuance of said benefits.

\_\_\_\_\_ I am aware during the course of my employment, confidential information may be made available to me. I understand this confidential information must not be given out or used outside of Village premises or with non-Village employees, except as required by law.

\_\_\_\_\_ I understand my signature below indicates I have read and understand the above statements and have received a copy of the Human Resource Manual.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## **Appendix B Adverse Weather and Emergency Closing Leave Policy**

1. Should the Village Manager or their designee declare the buildings to be closed due to an adverse weather emergency or another emergency situation (i.e. electrical outage, boiler malfunction, etc. ) at the workplace, each employee scheduled to work that day will be directed to either not come into work or leave work unless authorized by their supervisor to be present at work during the weather or emergency event.
2. In the event that the employee is authorized to stay at work, they will be paid for the balance of the workday.
3. In the event that the employee is required to leave work or not report for work, the employee will have the following options for the time lost from the time at which the Village declares an emergency.
  - To have the time not worked subtracted from their accumulated vacation, floating holidays, compensatory time or accumulated sick leave.  
To take the time off without pay (for non-exempt employees only).
4. Police Department personnel and DPW staff may be required to work during adverse weather and other emergencies. Otherwise, all other staff will not be able to work unless authorized and required by the Village Manager to work during the emergency response.
5. Employees may make up time missed later in the week, if necessary. Scheduling to make up missed time must be approved by an employee's supervisor. If an employee is making up for time missed, they will not be permitted to work more than 40 hours in a given week in order to be awarded overtime pay.
6. All decisions regarding Library closure due to adverse weather or an emergency are at the discretion of the Library Director in consultation with the Library Board President. The majority of the library staff do not accrue paid time off. To avoid financial hardship due to an emergency closure, the Library Board approved a policy for all scheduled Library staff to be compensated at straight time and will not be required to use their accrual time (vacation, floating holiday, compensatory time, sick, etc. ) when the Library is closed for more than four hours due to adverse weather or an emergency situation for up to three days in a calendar year. If the building is closed for more than three days in a given year, then staff will be required to either take time off without pay or use their accrual time to be compensated.



## Appendix C Phone Policy

### CELLULAR PHONE USE POLICY

#### 1. A. Purpose and Scope

The Village of Shorewood wishes to provide the most consistent, convenient, and cost-effective cellular telephone services possible for its employees. The principles of this policy are applicable to pagers, Blackberries, other personal electric devices, as well as cellular phones. The objectives of this policy are to:

- Provides guidelines to employees who may require a cellular telephone to conduct Village business;
- Apply standards to the cellular telephone equipment and service agreements used by Village employees;
- Provide a system for monitoring cellular telephone usage patterns so that plans can be routinely modified to better meet the needs of the user;
- Ensure that the Village's acquisition of cellular telephone services is cost-effective;
- Provides an internal system for purchasing cellular telephone services, gaining access to repair services, and acquiring necessary training and support; and
- Establishes a system for monitoring future developments in cellular services and selecting those that meet the needs of the Village.

#### 1. B. Cellular Service Vendors

To facilitate accomplishment of the above objectives, the Village may at its discretion enter into contracts with cellular telephone service providers. During the period when one or more of these contracts is in force, the Village will only purchase cellular telephones or cellular telephone service agreements for employee use on the basis of these contracts, unless a specific exception is granted.

#### 1. C. Eligibility and Approval

Cellular telephones and services may be provided to certain Village employees to conduct activities incident to their employment that either cannot be conducted on a land-line telephone or for which it would be inefficient to use a land-line telephone. Requests for cell phones must be approved by the employee's Department Head and the Village Manager.

#### 1. D. Personal Calls

The Village provides cellular telephones to employees for the purpose of conducting Village regular and emergency business. Use of Village-owned cellular equipment to make or receive personal calls during business hours is discouraged, although it is understood that usage for personal reasons may be necessary in certain situations. It is also understandable that a staff person may utilize the Village-issued cellular phone during weekends and evenings. To accommodate this use, without causing excessive cell phone reviews, the Village of Shorewood will determine a

fixed amount to be paid by the Village of Shorewood. Any minute overage, long distance, roaming or other charges realized by the employee for personal calls shall be the responsibility of the employee. The base amount, to be Village-funded is based on current plans and can be obtained from the Assistant Village Manager. Because of periodic Village review of cell phone bills and plans, these amounts are subject to change.

#### **1. E. Other Restrictions**

- An employee may not operate a personal business from a Village cell phone;
- Employees should not use handheld cell phones for business purposes while driving. Should an employee need to make a business call while driving, they should locate a lawfully designated area to park and make the call;
- Employees may use hands-free cell phones while driving, but only in emergency situations. Such calls should be kept short and should the circumstance warrant (e. g. heavy traffic, bad weather), the employee should locate a lawfully designated area to park and continue the call;
- Employees may request to purchase cellular phone accessories from Village funds as long as such accessories enhance the phones functionality and/or safety. Purely cosmetic or similar accessories are the responsibility of the employee. The Village will not pay for installation of permanent hands-free kits in employee's automobiles;
- Cellular telephones distributed to staff members are the property of the Village;
- Cellular telephones will be returned to the Village if the employee discontinues employment at the Village;
- The Village discourages use of a cellular phone when a desktop phone could be used;
- Phones should be carried and turned on at all times and recharged nightly;
- Cellular telephones should be silenced during staff meetings, except for emergency personnel.
- Sworn police staff may be required to use the squad's cell phone for police business. Employees will exercise extreme caution if cell phone use is required while operating the vehicle. Whenever practical, officers will lawfully park the vehicle while engaging in cell phone conversations.

#### **1. F. Damage, Loss, or Theft**

Handsets or other equipment that are damaged in the course of business should be brought to the employee's Department Head, who will contact the vendor for replacement or repair. Lost or stolen cellular equipment should be immediately reported to the employee's Department Head, who will notify Shorewood Police Department and the Village Manager or designee so that the service can be cancelled. The Village will replace lost or stolen cellular phones, however, all costs incurred for replacement or repair will be the responsibility of the employee's department.

#### **1. G. Usage Monitoring**

Department Heads are responsible for educating subordinates about appropriate cellular telephone procedures and monitoring their usage.

#### **1. H. Program Management**

The Village Manager or designee shall manage the relationship with cellular providers. The Village Manager or designee will place all orders for cellular telephones and services with the contracted vendor and take delivery of the equipment. The Village Manager or designee will contact the employee who ordered the equipment when it arrives

and provide necessary orientation and training. The Village Manager or designee will monitor plans, overall usage and suggest changes in service agreements to provide the most convenient and economical plan.

#### **1. I. Phone Issuance**

Phones may be issued to:

- All Department Heads;
- Foremen and staff who have on-call responsibility;
- Volunteers and staff with special duties, as approved by the Village Manager; and,
- Certain Police Department personnel.

### **STANDARD PHONE USE POLICY**

#### **2. A. Purpose and Scope**

This policy is intended to ensure proper use and courtesy for general telephone use.

#### **2. B. Telephone Use and Courtesy**

Many of the people who rely upon us, rarely, if ever, see us face-to-face. To them, the Village is a voice over the telephone and therefore, courtesy and tact should be used. A friendly voice, clear speech and identifying yourself to the caller go a long way toward maintaining good relationships with those whom we serve. Callers, generally and justifiably, object to prolonged ringing, being placed "on-hold" for an unreasonable amount of time, or being provided wrong or incomplete information. Please use good judgment in addressing these concerns. Also, remember that the Village's telephone system is a vital link of service to those who rely on us and, therefore, it must be ready and available for Village business at all times.

#### **2. C. Personal Calls and Business**

Shorewood business phones should be limited to business purposes only. It is understood that from time to time due to emergencies, personal business must be conducted during the daytime hours and staff members may utilize the phone system for personal use under these circumstances. The following guidelines apply for this use:

- Limit the length of personal calls to fewer than two minutes;
- Do not conduct a personal private enterprise business;
- Should a customer or other staff member ask for your assistance, put the personal call on hold;
- Should you need additional time to conduct a longer personal call, ask your Department Head or their designee to be excused and use a phone away from the general work area; and
- Attempt to make longer calls during scheduled breaks.

#### **2. D. Answering Calls**

Please answer calls promptly and politely in the following manner: "Village of Shorewood (state department), this is (state your name). How can I help you?"

## **2. E. Transferring Calls**

When necessary to screen calls, ask, "May I say who is calling?" before transferring the call. Transfer calls promptly, announcing to the caller that you are making the transfer.

## **2. F. Call Waiting/Hold Messages**

It may be necessary to place a caller on hold.

- Before placing caller on hold, ask if they would like to go into voicemail or be placed on hold;
- Wait for a response;
- While caller waits, use the hold button;
- Again ask if they would like to continue to hold or if they would like voicemail; and
- Always provide the opportunity for the caller to leave a message. Take an accurate message, which should include date and time of call, the name of the caller (first and last name), name of the company or association, a complete telephone number (area code, extension #'s) and the message taker's name or initials.

Due to multiple incoming telephone lines at the Police Department, staff will endeavor to adhere to the Village's general Customer Service guidelines, with the understanding that calls must be handled as efficiently and effectively as possible. The Chief of Police will set the standards to be used when call volume is heavy.

## **2. G. Completing/Wrap-Up of Calls**

Complete all calls with a courteous thank you and goodbye.

## **2. H. Initiating Calls**

1. When placing a call, identify yourself by name and the Village of Shorewood department/facility;
2. Use a pleasant, clear and professional manner during all telephone calls;
3. Provide phone numbers to ensure that the return caller will reach you. Be prepared and available to take the call; and
4. When using voicemail options, provide clear, concise information including your phone number.



## INTERNET AND E-MAIL POLICY

### Appendix D Email and Internet Policy

#### 1. A. Purpose

The internet, as a value-added working tool, can bring great benefits to its users and to the Village. Unfortunately, internet use offers many non-productive work alternatives and increased security risk. Inappropriate use makes the Village network more vulnerable to hackers, virus infections and other dangers. This policy has been developed to provide guidelines for use of this privilege. Though the Library and library employees are on a different network, these guidelines are still to be applied and upheld. Violation of these guidelines may result in disciplinary action, up to and including termination of employment.

#### 1. B. E-mail Policy

The Village of Shorewood provides internal and external electronic mail (e-mail) to employees for municipal purposes. Employees must be aware that their name, user id, and location are included in each message. Therefore, e-mail users should exercise good judgment and common sense when creating and distributing e-mail messages

- **Ownership.** All electronic systems, hardware, software, temporary or permanent files and any related systems or devices used in the transmission, receipt or storage of e-mail are the property of the Village of Shorewood. E-mail messages are property of the Village of Shorewood and may be retrieved from storage even though they have been deleted by the sender and receiver.

Department Heads have the authority to inspect the contents of any equipment, files, calendars, or electronic mail of their employees in the normal course of their responsibilities. The Village Manager or the Manager's designee may extract stored e-mail messages when requested to do so by authorized personnel. Reasons for review include, but are not limited to, system hardware or software problems, general system failure, regular system maintenance, supervision and training, lawsuits against the Village of Shorewood, suspicion of crime or violation of policy, public records requests, or the need to perform work or provide a service when the employee is unavailable.

- **Personal Use.** E-mail will be used for municipal purposes only. Incidental and limited non-business use of a computer and communications systems – for example, to create and store documents in a directory identified by an employee number or to send or receive e-mails of a personal nature – is acceptable, if not abused, as with the case of personal phone calls. Any incidental personal use should not interfere with the conduct of business of the Village of Shorewood or distract from an employee's work duties.
- **Privacy.** Even if you are careful, you have no control over what others may do, and it is common for a message to be forwarded, sometimes to large groups or many times, with the consequence that strangers may have ready access to what you have written.

The Village of Shorewood does not, as a matter of routine, review or monitor e-mail messages, telephone information, or computer-generated documents, business or non-business. However, all such information,

including e-mail messages, may be accessed to promote or to protect the Village of Shorewood interests. Employees should be aware that they cannot expect any use of the Village of Shorewood computer network to be private.

- **Prohibited Uses.** Under no circumstances should Village of Shorewood electronic communication be used for sending, accessing, receiving, or storing any material of offensive, discriminatory or harassing nature or that is of a threatening, obscene, or defamatory nature, for chain letters, or for any other purpose that is against Village of Shorewood policies, or contrary to the Village of Shorewood's interests.

Solicitation is not allowed in the e-mail system.

Consider carefully whether it is appropriate to forward a message sent to you without the sender's permission.

Adopting the identity of another person on any e-mail message is prohibited.

Using e-mail for any commercial promotional purpose, including personal messages offering to buy or sell goods or services is prohibited.

- **Copyright infringement.** The ability to attach a document to an e-mail message for distribution greatly enhances the risk of copyright infringement. A user can be liable for the unauthorized copying and distribution of copyrighted materials through the e-mail systems. Accordingly, you should not copy and distribute through the mail system any copyrighted materials of a third party such as software, database files, documentation, articles, and graphic files or download information unless you confirm in advance from appropriate sources that the Village of Shorewood has the right to copy or distribute such material.

### 1. C. Internet

As a user of the Village of Shorewood network and computer system, you may be authorized to access the internet. You should be aware that every Internet site you visit is capable of determining who you are and who you represent. Accordingly, access to the Internet should include the use of good judgment, common sense, and care and discretion.

- **Personal Use.** Internet access should be limited to Village of Shorewood business. Employees' use of the Village of Shorewood computer and communications systems to access the Internet for personal use is limited to breaks, lunch or immediately before or after work. All personal transactions (i.e. online purchases) are at user's own risk. Personal use may not involve any prohibited activity previously described or any of the following:
  - Visiting game or adult-oriented sites.
  - Use of the Village of Shorewood computer systems for gambling in any manner.
  - Use of the Village of Shorewood computer system in attempts to gain unauthorized access to remote computer systems.

Due to the prevalence of viruses on the Internet, downloading of any programs, data, or other material, except as approved by a Department Head or the Village Manager, is prohibited. When approved by a Department Head or Village Manager, downloading of programs, data or other materials must be done on your specific PC's hard drive and not to the Village of Shorewood's network server.

Confidentiality of data (including e-mail messages via the Internet) cannot be assured. Accordingly, the transmission of private, personally sensitive materials or other protected information, without authorization, is prohibited.

#### **1. D. Viruses**

Virus infection is one of the most well documented threats of Internet use. It is important that employees scan all incoming files for viruses, whether downloaded or attached to electronic mail messages. Users should not open or attempt to read any files received over the Internet that they did not specifically request, and should immediately contact the Village network administrator upon receiving an un-requested file.

#### **1. E. Copyright**

Information placed on the Internet is the intellectual property of the person or organization posting it. Users must be sure to cite their sources when using any text, ideas, software, or graphics copied from the Internet.

#### **1. F. Fee Resources**

Access to some resources require that additional fees be paid. Employees must obtain prior approval from their Department Head for access to any fee-based internet resources.

#### **1. G. File Transfers**

Large file transfers should be done at times when it will not degrade the performance of the Village network. Non-peak hours are from 5:00 PM to 7:00 AM weekdays and any time on Saturday or Sunday.

#### **1. H. Public Record Requests**

Requests from outside the Village for access to electronic files should be handled through the same procedures as requests for any other public record. Employees should not send out files of Village information without approval of their immediate supervisor.

#### **1. I. Village Property**

All internet transmissions sent from or received by Village computers are Village property. Village management reserves the right to examine, at any time and without prior notice, all e-mail, directories, files, and other information stored on data disks, computers, tape or other electronic media.

#### **1. J. Confidentiality Notice**

All e-mails should be sent with the following notice, or similar to, at the bottom of the e-mail:

**IMPORTANT NOTICE:** The preceding message may be confidential. It is not intended for transmission to, or receipt by, any unauthorized persons. If you believe that it has been sent to you in error, do not read it. Please reply to sender that you have received the message in error and then destroy it. Thank you.

#### **1. K. Discussion Groups and Social Networking Sites**

The Internet contains numerous discussion groups, social networking sites, and forums where users may post messages and exchange ideas. Some discussion groups are useful places for research on topics of interest to Village employees. However, as with any other form of communication, employees are responsible for their conduct and must not misrepresent official Village policy in any message posted to the Internet. Employees should consult with their manager prior to posting messages in such locations. Employees using e-mail, posting to public forums, or participating in online chats must take care to ensure that their personal statements are not misconstrued as official Village positions. All Village standards for communication with the public apply to the Internet. Employees must take care not to disclose confidential or proprietary information, including anything that you would not tell an anonymous caller on the telephone.

#### **1. L. World Wide Web Pages**

Any corrections or other input for the Village's website is appreciated and should be addressed to the administrator(s). Department Heads are responsible for setting up and maintaining their department's webpage.

#### **1. M. Responsibilities**

Each individual is responsible for complying with all applicable state and federal laws, and all Village policies and standards when accessing the Internet. Violations of any policy or standard can result in disciplinary action in accordance with Village administrative rules. Widespread abuse of Internet access by individuals can result in the revocation of Internet privileges.

#### **1. N. Unacceptable Practices**

The following practices are unacceptable and are not allowed. Anyone conducting any of these practices will be subject to discipline, up to and including termination.

- Viewing, storing, downloading or forwarding pornographic images or other obscene materials;
- Sending e-mail that is obscene, racist, sexist, harassing, intimidating or otherwise offensive;
- Any form of hacking, including: attempting to gain access to restricted resources inside or outside the Village's network; impersonating another user; and damaging or deleting the files of another user;
- Downloading, installing, or using unlicensed or unauthorized software;
- Using Village e-mail or Web pages to promote enterprises (political, religious and personal business) unrelated to the Village's activities; and
- Failing to use virus-checking software.

**Appendix E**  
**Written Communications Policy**



**Purpose and Scope:** This section of the policy addresses the more traditional forms of communication. Paper communication is important because of the paper trail that can be left. It is very important that all employees understand the impact that their actions have on the whole organization when they communicate both internally and externally with paper.

**A. Faxes**

All faxes should be sent with a fax cover sheet. The fax cover sheet should have confidentiality language. Faxes are not always received by the person intended so make sure that the language and information included in the fax is appropriate for the general public.

**B. Letters**

Letters from the Village of Shorewood should be prepared on official letterhead. The letters should be professional in nature and should be spelling and error free.



## Appendix F Conflict of Interest Policy

**Purpose and Scope:** Rules under this section are set forth because the proper operation of Village government requires that employees be independent, impartial, and yet responsible to the public. It is important that the public have confidence in the integrity of the government. Nothing in this section shall deny any individual rights guaranteed by the U. S. Constitution, the Constitution of the State of Wisconsin, federal or state laws, or by a labor agreement negotiated with certified employee bargaining unit representatives.

1. **Personal Conduct** - No Village employee shall use their office or position for personal financial gain or the financial gain of their family, friends, associates, or private business or employment. No employee shall engage in their own business activity, private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of their official Village duties or would impair their independence of judgment or action in the performance of their official Village duties. No employee shall use or disclose privileged or confidential information gained in the course of or by reason of their official position or activities.
2. **Political Activity** –
  - a. Employees shall be permitted to:
    - i. Register and vote in any election;
    - ii. Express opinions as individuals privately and publicly on political issues and candidates;
    - iii. Attend political conventions, rallies, fund-raising functions, and similar political gatherings;
    - iv. Actively engage in any political functions not involving Village officials or the Village government;
    - v. Sign political petitions as individuals;
    - vi. Make financial contributions to political organizations;
    - vii. Serve as election judges or clerks or in similar positions to perform nonpartisan duties as prescribed by state or local laws;
    - viii. Hold membership in a political party and participate in its functions to the extent consistent with the law and consistent with this section; and
    - ix. Otherwise participate fully in public affairs, except as provided by law, to the extent that such endeavors do not impair the neutral and efficient performance of official duties, or create real or apparent conflicts of interest.
  - b. Employees are prohibited from:
    - i. Engaging in political activities while at work;
    - ii. Using Village property for political purposes; and
    - iii. Using their office or their official position with the Village for political advantage or purpose.
3. **Gifts and Gratuities** - Employees shall not accept personal gifts or gratuities with a value of greater than five dollars from any other person with an interest in the services provided or duties performed. If such gifts and gratuities are offered, the employee shall politely decline the gift, return the gift with a letter of thanks, or, if it is not practical to return such gifts and gratuities, the employee shall send a letter of thanks and inform the sender

that Village policy states employees shall not accept gifts since this activity could undermine public confidence. Employees should demonstrate an attitude that discourages any offers of personal gifts.

**4. Outside Employment –**

- a. Village work is the primary responsibility of the employee; however, outside employment is permitted if it does not interfere in any way with the employee's work and the employee's Department Head is notified of such.
- b. Outside employment shall not be of such a nature as to embarrass or bring discredit to the Village or interfere with or excuse an employee from required overtime or extra hours' work as assigned by the employee's Department Head, or Village Manager.
- c. Employees who engage in outside employment shall not conduct any business related to such employment on Village premises or during hours in which such employees are working for the Village or advertise their outside employment either directly or indirectly on Village premises during work hours.
- d. Department Heads are not permitted to have any outside employment without prior approval of the Village Manager. The Village Manager is not permitted to have any outside employment without prior approval of the Village Board.

5. **Personal Mail** - Employees shall not use the addresses of the Village municipal buildings or offices for receipt of personal mail and other deliveries nor shall they use Village postage machines, stationery, etc.

**Appendix G**  
**Employee Assistance Program**



The Village contracts with an outside vendor which provides our employees an Employee Assistance Program (EAP). This program is offered to all employees at no cost to the employee.

The purpose of the EAP is to assist employees in the resolution of problems and concerns that may or may not relate to the work environment.

Employees are encouraged to contact the EAP whenever they feel the program might be able to assist them in resolving personal problems or concerns. Managers will make referrals as deemed necessary.

Management may contact the program coordinator to ascertain whether or not the employee was actually seen by an EAP counselor, and whether a referral was made. If a referral was made, management may check at a later time to ascertain whether the employee pursued the recommended course of treatment if job-related and consistent with business necessity.

**Please contact the Assistant Village Manager for more information.**



## Appendix H Family and Medical Leave Act (FMLA) Policy

### Purpose

This policy outlines the provisions of the Federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws.

### Policy

The Wisconsin and Federal FMLA laws differ in a number of areas. The Village will comply with the more generous provision as required by law.

Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently.

### Eligibility

Employees are entitled to FMLA benefits if they:

#### Federal

Have been employed by the Village of Shorewood for at least 12 months (not necessarily consecutive) and have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.

#### Wisconsin

Have been employed by the Village of Shorewood for at least 52 consecutive weeks and have been paid for at least 1,000 hours during the 52 weeks prior to the start of the FMLA leave.

**Qualifying Event and Amount of Leave**

Unpaid leave is available for one or any combination of the following circumstances:

<u>TYPE</u>	<u>ELIGIBILITY</u>	<u>MAXIMUM DURATION FOR STATE LEAVE</u>	<u>MAXIMUM DURATION FOR FEDERAL LEAVE</u>
Personal serious health condition; inpatient hospitalization, chronic condition, or continuing care by a physician	Unable to work because of serious health condition	Up to two (2) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to six (6) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child, or parent with serious health condition	Up to two (2) weeks per calendar year  Also covers care for qualifying domestic partners	Up to twelve (12) weeks per rolling 12-month period
Leave to care for a seriously ill or injured military service member who is a spouse, son or daughter, parent, or next of kin.	Spouse, son, daughter, parent, or next of kin service member has been injured on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.	None	Up to twenty-six (26) weeks per rolling 12-month period, per service member, per injury.

<p>“Qualifying exigency” leave due to employee’s spouse, son, daughter, or parent being on or called up for active duty in the Armed Forces.</p>	<p>Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities where the employer and employee agree to the leave.</p>	<p>None</p>	<p>Up to twelve (12) weeks per rolling 12-month period</p>
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To determine the amount of Federal FMLA leave to which an employee is entitled, the Village uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Pursuant to Wisconsin law, entitlement to State FMLA leave will be calculated based on the calendar year. Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee’s entitlement under both laws and will run concurrently. When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee’s entitlements under the Wisconsin and Federal FMLA. In other words, FMLA and worker’s compensation leave will run concurrently.

Under the Federal FMLA, spouses employed by the Village are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition. Up to a combined total of twenty-six (26) weeks may be used to care for a seriously ill or injured military service member.

Unless leave is taken on an intermittent or reduced schedule, as set forth below, leave will be taken on a continuous basis. Employees are entitled to up to 12 weeks of leave. Consistent with the U. S. Department of Labor’s regulations, when a holiday or other Village scheduled day off occurs during a week taken as FMLA leave, that holiday or scheduled day off has no effect; the week will be counted as a full week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday or scheduled day off will not count against the employee’s FMLA entitlement unless the employee was otherwise scheduled and expected to work on that holiday or scheduled day off.

**Non-Continuous or Intermittent Leave**

Employees are permitted to take leave on an intermittent (blocks of time) or reduced work schedule in the following circumstances:

1. When it is medically necessary to care for a parent, spouse, domestic partner (under Wisconsin FMLA only), or dependent child with a serious health condition or because of the employee’s serious health condition.

2. When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.
3. During Wisconsin FMLA leave to care for a newborn, adopted or foster child. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement. Federal FMLA leave for the birth or placement of a child for adoption or foster care may not be taken in non-continuous increments unless approved by the Village.

Medical or family caretaking leave should be planned so as not to unduly disrupt the Village's operations. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition or for the employee's own serious health condition may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits, but may be assigned different duties.

The Village allows for intermittent leave to be taken in no less than one hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

#### **Substitution of paid leave for unpaid FMLA Leave**

Both Wisconsin and Federal FMLA leaves are unpaid. The Village will require employees to substitute paid leave for which they are eligible when using Federal FMLA leave only. The Village will require that any leave provided by a Village collective bargaining agreement be substituted for Federal FMLA leave. The employee may elect to substitute any accrued paid leave for Wisconsin FMLA leave.

#### **How to Apply for FMLA Leave**

Except in situations where the employee is unable to provide a written request because of the need for emergency health care, employees must submit a written application to the Department Head before the requested commencement of the leave on the "Family and Medical Leave Request Form" available in the Department Head's office. In cases where the need for the leave is foreseeable, the request is to be made at least 30 days in advance of taking leave. If the employee gives less than 30 days' notice of the need for leave, the Village may require the employee to explain why it was not practicable to give the 30 days' notice. The request shall indicate the date that the employee is expected to return to work.

If circumstances do not permit an employee to give 30 days' notice in advance of taking leave, verbal notice of the need for leave should be given as soon as possible and in accordance with the Village's absence policy. Calling in sick, without providing additional information, is not sufficient notice needed for federal FMLA leave. If verbal notice is initially provided, Employees should provide the Request Form as soon as possible thereafter.

If an employee has been out for three or more days in a row, or if the Village has information that the employee is out for an FMLA-qualifying reason but has not requested FMLA leave, the Village may require the employee to complete an FMLA Request Form and Medical Certification so the leave may be properly designated. The Village may also retroactively designate FMLA leave when it later learns that certain leave was FMLA-qualifying.

The employee is to advise the Department Head if their return date changes. The employee does not return to work when scheduled will be considered to have voluntarily terminated unless the employee was unable, due to a health care emergency, to notify the employer.

The employee will meet with the Department Head to determine the payment formula while on FMLA leave. Employees are strongly encouraged to discuss anticipated FMLA leave with the Department Head prior to applying for FMLA leave.

Failure to give timely notice may result in the delay or denial of FMLA leave and may subject the employee to discipline under Village or Department rules and policies. The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice and the need for leave was clearly foreseeable to the employee 30 days in advance of the leave.

- A. If the leave is for a family member's or the employee's serious health condition, the employee must submit a medical certification from the employee's or the family member's health care provider within 15 days of requesting leave. In the case of unforeseen leave, the certification should be furnished as soon as practical. If an employee does not provide the required certification by the designated deadline, or if the Village determines that an employee's absence is not covered as FMLA leave, the leave may not be designated as Wisconsin and/or Federal FMLA leave, and the employee may be subject to discipline under Village or Department attendance policies unless the employee uses accrued paid leave and/or is granted a non-FMLA leave of absence.
- B. Second or third certifications at the Village's expense and periodic recertification at the employee's expense may be required under certain circumstances. The Village requires periodic reports during Federal FMLA leave regarding the employee's status and intent to return to work.

#### **Health Insurance Benefits**

Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. The employee will be required to pay their regular portion of health insurance premium payments on a schedule established by the Village. Other benefits, including cash payments chosen by the employee rather than group health insurance coverage, will not be maintained during periods of unpaid FMLA leave. The Village may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The Village may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

The Village may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing written notice to the employee of the cancellation of coverage for non-payment.

### **Other Benefits**

Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. An employee may be disqualified from attendance reward program, and/or any reward may be reduced for taking unpaid FMLA leave. Other Village benefits (life insurance, long-term disability insurance, deferred compensation, and union dues deductions) may be continued during periods of unpaid FMLA leave, and arrangements should be made for the employee's portion of the payments, if applicable, with the Village Manager's Office.

### **Return to Work**

Any employee who has exhausted FMLA leave for their own serious health condition must provide a Fitness for Duty Certification signed by their treating health care provider indicating whether the employee is able to resume work, including whether the employee is able to perform the essential functions of their position. If an employee is unable to perform the essential functions of their position, the Certification must also specify any physical or other limitation on the employee's ability to perform duties and the duration of the limitations. A Fitness for Duty Certification must be provided to the employee's Department Head before returning to work. If this Certification is not received, the employee's return to work will be delayed and further absences may be deemed unexcused. Upon return from FMLA leave, an employee shall be restored to their original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment unless the employee would have been terminated during the statutory leave for a legitimate business reason.

In the event an employee returning from leave has not been cleared by the employee's health care provider to resume work at full capacity, the Village will make accommodations as necessary and in accordance with state and federal law. An employee whose health care provider has certified that the employee is unable to return to work following expiration of FMLA leave may continue to participate in the Village's group insurance programs. The Village will continue to pay the Village's premium share for insurance coverage as long as they still have leave accruals (vacation, sick, comp, etc. ) to pay for their time off. Once an employee's leave accruals are exhausted after or at the end of their FMLA leave period, the Village will pay its share for insurance coverage for one additional month. Thereafter, all benefit premium payments for the duration of the employee's continued leave from work are the sole responsibility of the employee for future months until the employee is able to return to work.

### **Definitions**

Child - Biological, adopted, or foster child, stepchild, legal ward or, under Federal FMLA, a child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a "physical or mental disability." A "physical or mental disability" is a physical or mental impairment that substantially limits one or more of an individual's major life activities. For purposes of the Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).

Covered Service Member (Federal FMLA)- Active members of the Armed Forces (including National Guard and Reserves) and veterans who were members of the Armed Forces (including National Guard and Reserves) at any point in time within 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Domestic Partner (Wisconsin FMLA)

Either:

- (1) a same-sex partner registered with the Register of Deeds in your county of residence or
- (2) a same-sex or opposite-sex partner who is not registered but the following criteria are met: (a) both partners are at least 18 years old and able to consent to a domestic partnership, (b) neither individual in the domestic partnership is married to or in a domestic partnership with another individual, (c) the partners share a residence, (d) the partners are not related by blood in any way that would prohibit marriage under Wisconsin law, (e) the partners consider themselves members of each other's immediate family, and (f) the partners agree to be responsible for each other's basic living requirements.

**Incapable of Self-Care** - The individual requires active assistance or supervision to provide daily self-care in three or more of the *activities of daily living* (i.e. grooming, hygiene, bathing, dressing, eating) or *instrumental activities of daily living* (i.e. cooking, cleaning, shopping, utilizing public transportation, paying bills, maintaining a residence, using telephones and directories, and using a post office).

**Next of Kin (Federal FMLA)** - The nearest blood relative other than the service member's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

**Parent** - Biological parent, foster parent, adoptive parent, stepparent or legal guardian of an employee, or under Wisconsin FMLA only, parent-in-law or domestic partner's parents. Under Federal FMLA, "parent" includes an individual who provided day-to-day care to the employee when the employee was a child.

**Serious Health Condition** - An illness, injury, impairment or physical or mental condition that involves:

- a. Inpatient care in a hospital, hospice or residential medical care facility; or
- b. "continuing treatment or supervision by a health care provider"

Under Federal FMLA a serious health condition involving "continuing treatment by a health care provider" includes any of the following:

- i. A period of incapacity – inability to work, attend school, or perform other regular daily activities due to the serious health condition -- of more than 3 consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (i.e. physical therapist) under orders of, or on referral by, a health care provider; or

Treatment by a health care provider on at least one occasion, that results in a regimen of continuing treatment under the supervision of a health care provider. The first or only in person treatment visit must take place within seven days of the first day of incapacity. Whether additional visits or a regimen of continuing treatment is necessary within the 30-day period shall

be determined by the health care provider. "Treatment" must be an in-person visit to a health care provider for examination, evaluation or specific treatment.

- ii. Any period of incapacity due to pregnancy or for prenatal care.
- iii. Any period of incapacity or treatment due to a chronic condition requiring periodic treatment (defined as at least twice a year) by or under the supervision of a health care provider that continue over an extended period of time and may cause an episodic rather than a continuing period of incapacity (i.e. asthma, diabetes, epilepsy, etc.).
- iv. Any period of incapacity or treatment due to a permanent/long term condition requiring supervision for which treatment may not be effective (i.e. Alzheimer's, a severe stroke, or the terminal stages of a disease).
- v. Any period of absence to receive multiple treatments by or under the supervision of a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three calendar days in the absence of medical intervention or treatment, such as cancer (Chemotherapy), severe arthritis (physical therapy), or kidney disease (dialysis).

The term "health care provider" includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.

**Leave for Child, Spouse or Parent with Serious Health Condition** - Federal and Wisconsin FMLA leave may be taken to care for a child, spouse, domestic partner (under Wisconsin FMLA only), or parent with a serious health condition. "To care for" is defined as caring for a family member's physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

**Spouse** - Your legal spouse. This does not include an unmarried domestic partner. The Wisconsin FMLA has a separate provision covering qualified domestic partners.

**Work Week** - The employee's regularly scheduled work week which normally consists of approximately 40 hours.



## Appendix I Grievance Policy

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues. Employees with contractual grievance procedures shall follow the contractual procedure.

### I. Timelines

- A. Informal Grievance Submission: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. Grievances related to termination may proceed straight to the written grievance step.
- B. Formal Grievance Submission: The employee must file a written grievance within fifteen (15) working days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. "Working day" is defined as any day that the Village Manager's office is open. The grievance must be in writing.
- C. Administrative Response: The Village Manager (or designee) will meet with the Grievant within fifteen (15) working days of receipt of the written grievance. The Administration will provide a written response within five (5) working days of the meeting.
- D. Impartial Hearing: The Grievant may file an appeal to the Impartial Hearing Officer by giving written notice to the Village Manager within ten (10) working days of the Grievant receipt of Administrative Response. The Administration will work with the Impartial Hearing Officer and Grievant to schedule a mutually agreeable hearing date.
- E. Impartial Hearing Officer Response: The Impartial Hearing Officer shall file a written response within thirty (30) working days after the hearing date.
- F. Village Board Review: Either party may file a request for the Village Board review within ten (10) working days of the Grievant receipt of the Impartial Hearing Officer Response. The date of receipt by the Village President is the date of the filing. The Village Board shall make a decision regarding whether or not a hearing will be held within twenty-five (25) working days of the filing of the appeal. A written decision will be made within sixty (60) working days of the filing of the appeal.
- G. All timelines may be extended by mutual agreement.

### II. General Requirements

- A. An employee may only initiate a grievance in writing regarding employee termination, employee discipline or alleged workplace safety issues.
  - 1. Termination is defined as a discharge from employment for rule violation(s), poor performance or other acts of misconduct. The term "employee termination," as used in this section, shall not

include the following:

- a. Layoffs or failure to be recalled from layoff at the expiration of the recall period;
  - b. Workforce reduction activities;
  - c. Voluntary termination including, without limitation, quitting or resignation;
  - d. Job abandonment; “no – call, no show”, death, or other failure to report to work;
  - e. End of employment due to disability or medical condition;
  - f. Retirement;
  - g. Lack of qualification or license, or other inability to perform job duties;
  - h. Action taken pursuant to an ordinance created under Section 19. 59(1m) Wis. Stats. ;
  - i. Any other cessation of employment not involving involuntary termination including but not limited to completion of assignment of a temporary, seasonal, contract, daily assignment, substitute, or replacement employment relationship.
2. The term “employee discipline,” shall include any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, or disciplinary demotion.

The term “employee discipline,” as used in this section, shall not include the following:

- a. Plans of correction or performance improvement;
- b. Performance evaluations or reviews;
- c. Documentation of employee acts and/or omissions in an employment file;
- d. Oral or written reprimands;
- e. Administrative suspension with pay;
- f. Transfer or change in job reassignment;
- g. Layoffs or workforce reduction activities;
- h. Change in assignment or assignment locations;
- i. Action taken pursuant to an ordinance created under WI Statutes Sec 19.59 (1m);
- j. Non-disciplinary wage, benefit, or salary adjustments; or,
- k. Other non-material employment actions.

3. The term "workplace safety" as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

B. The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of grievance.
2. The date(s) the incident(s) occurred.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion;
4. The specific requested remedy; and,
5. Must identify the workplace safety rule alleged to have been violated, if applicable.

C. The Administration's written response to the grievance must contain:

1. A statement of the date the meeting between the Administration and Grievant was held.
2. A decision as to whether the grievance is sustained or denied.
3. In the event the grievance is denied, a statement outlining the timeline to appeal the denial.

D. Impartial Hearing Officer Selection: The Administration shall select the Impartial Hearing Officer (IHO). The IHO shall not be an employee of the Village of Shorewood. The IHO may be an employee of another municipality, a lawyer, a professional mediator/arbitrator, or other qualified individual.

E. Impartial Hearing Officer Standard of Review: The IHO will determine procedural questions during the process except as provided by specific guidelines set forth by the Village of Shorewood regarding hearing procedures. Employees shall be entitled to be represented by an attorney or other representative, at the employee's own expense, during these proceedings. The standard of review for the IHO is whether the decision of the Administration was arbitrary or capricious. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village of Shorewood. If the decision was not arbitrary or capricious then the IHO is required to find on behalf of the Administration. The Rules of Evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence.

F. The Impartial Hearing Officer's written recommendation to the grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. A recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
3. A statement outlining the timeline to appeal the recommendation.

4. The IHO must sustain or deny the decision of the Administration. Authority is not given to modify the decision as made by the Administration. Authority is not given to grant in whole or in part the specific request of the Grievant.

G. Appeal to the Village Board: With or without an appeal by either party, the Village Board may decide, in each situation, whether it will review the record and make a decision, or hold a new hearing and make an independent decision. The manner of review is the sole choice of the Village Board

H. The Village Board's written decision regarding the grievance must contain:

1. A decision as to whether the grievance is sustained, denied, or modified.

### III. Process

A. Grievances will be processed per the provided timelines.

1. An employee may advance a grievance to the next step if a response is not provided within the designated timeframes.

2. An employee may not file or advance a grievance outside of the designated timeframes.

3. The Village Manager may advance an informal grievance submission to the next step at the written request of either the employee or the supervisor.

4. Failure of the employee to adhere to any of the specified timelines within the process shall result in the grievance being denied. The Village Board in its discretion may, however, consider an otherwise untimely grievance at the Village Board level of the grievance procedure.

B. Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.

C. Granting the requested or agreed upon remedy resolves the grievance.

D. The decision of the Village Board is final and not subject to further review.

**Appendix I  
Grievance Appeal Form**



**Instructions:** Complete this form and submit it to the Village Manager within ten (10) working days of receipt of the Administrative Response. Keep one copy for your records.

Employee's Name:	
Job Title:	
Department:	

Date of Grievance Initiation: \_\_\_\_\_

1.	I Wish to appeal the Grievance Disposition signed by: Name: Title: Date:
2.	Nature of Grievance: <i>Be specific as to names, locations, and dates.</i>
3.	Reason for appeal:

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



**Appendix I  
Grievance Initiation Form**

**Instructions:** Complete this form and submit it to your supervisor within fifteen (15) working days of the date of the incident. Please use additional pages if needed. Keep one copy for your records.

Employee's Name:	
Home Address:	
Department:	
Job Title:	

1.	On what date did the situation occur?
2.	What is the action or situation about which you have a grievance? <i>Please provide all pertinent facts surrounding the nature of the grievance</i>
3.	What were the steps to informally resolve the grievance? Please include the names of the individual(s) involved in the attempted resolution and the results of the discussion.
4.	What is your specific requested remedy?
5.	Identify the workplace safety rule alleged to have been violated, if applicable.

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

DATE RECEIVED BY ADMINISTRATION: \_\_\_\_\_



**Appendix I**  
**Impartial Hearing Officer (IHO) Response Form**

**Instructions:** Complete original and three copies within thirty (30) working days of the impartial hearing. Give the original to the employee involved. Send a copy to the Village Manager. Keep a copy for your records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

1.	Date of the Impartial Hearing.
2.	Please provide a statement of the pertinent facts surrounding the nature of the grievance.
3.	Your recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
4.	Please provide a statement outlining the timeline to appeal the recommendation.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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



**Appendix I**  
**Grievance Administrative Response Form**

**Instructions:** Complete original and three copies within five (5) working days of meeting with the grievant. Give the original to the employee involved. Send a copy to the Village Manager along with a copy of the original Grievance Initiation Form. Keep a copy for your departmental records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

Date of Grievance Initiation: \_\_\_\_\_

1.	On what date did the Administration and Grievant meet to discuss the grievance?
2.	Please provide a statement on the meeting between the Administration and Grievant on this matter.
3.	What was the decision as to whether the grievance is sustained or denied?
4.	If the grievance is denied, please provide a statement outlining the timeline to appeal the denial.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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



**Appendix I**  
**Impartial Hearing Officer (IHO) Response Form**

**Instructions:** Complete original and three copies within thirty (30) working days of the impartial hearing. Give the original to the employee involved. Send a copy to the Village Manager. Keep a copy for your records. Please use additional pages if needed.

Employee's Name:	
Job Title:	
Union:	
Department:	

1.	Date of the Impartial Hearing.
2.	Please provide a statement of the pertinent facts surrounding the nature of the grievance.
3.	Your recommendation as to whether the grievance is sustained or denied, with the rationale for the recommendation.
4.	Please provide a statement outlining the timeline to appeal the recommendation.

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

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



**Appendix J  
Security Policy - General**

In order to provide for secure operations of Village functions, the following shall apply to the Village Departments located within the Village Hall, Village Center, and Department of Public Works:

**Access to Buildings and/or Offices**

The Village of Shorewood has implemented an electronic, programmable door security system in 2016. The purpose of this policy is to outline employee's roles, responsibilities and duties in the operation of the security system.

Doors

Three sets of doors at Village Hall will be outfitted with the security system: the east doors facing the parking lot, the west entrance door on Murray Avenue and the internal door to the Clerk's Department area. Both sets of entrance doors will remain open during normal business hours (Monday to Thursday, 8:00am to 4:30pm; Fridays 8:00am to 12:00pm) and a key FOB will not be needed to use those doors during those times. The door to the Clerk's Department area will remain locked at all times and a key FOB will be required to access the area by any employees.

Any employee issued a key FOB will be able to access Village Hall outside of normal hours by using their key FOB during predetermined hours.

Employees

After initial system installation, it will be the responsibility of the Assistant Village Manager and/or their designee to issue and program the key FOBs for the appropriate employees.

All Department Heads will be issued a key FOB. All Village Hall, appropriate Public Works (Director, Assistant Director, Building Maintenance) and Police staff (Police Chief, Captains, Sergeants) will also be given a key FOB so that they can perform their normal duties during their shift. When a new employee is hired, it will be the responsibility of the department head to notify the Assistant Village Manager so that the new employee can be issued a key FOB, if appropriate.

When an employee resigns or is terminated, the Assistant Village Manager will be responsible for collecting and deprogramming their key FOB, if appropriate.

At the designation of the Village Clerk, an extra key FOB will be given or placed at or near the front counter so that non-Clerk staff can access the area on an as-needed basis.

Employees who are not management or emergency personnel will be able to access the building 30 minutes prior and after normal business hours. If these employees need access outside of this timeframe, there are to contact the Assistant Village Manager to receive special access.

#### Loss/Reissue

When an employee or department head loses their key FOB, a five-dollar payroll deduction will be taken each time a loss is incurred in order to offset the cost of a new FOB and the associated administrative costs.

#### Schedule

The Assistant Village Manager and/or their designee will be responsible for programming the security system for after-hours board and committee meetings.

At a minimum, the doors will be set to open 20 minutes prior to the start and 20 minutes after the end of each meeting. The doors will remain open during meetings to adhere to open meeting laws.

This schedule will be based upon events listed on the Village calendar, and be scheduled on a weekly basis. If a new or unscheduled meeting is to take place, the appropriate staff liaison shall contact the Assistant Village Manager and/or their designee at least 5 days prior so that the doors can be programmed.

If the Assistant Village Manager or their designee are not available to program the system or make changes, an appropriate staff member will serve as a back-up.

#### **Access to Telephones**

Each employee shall provide their voice mail password to the appropriate department head so that access may be gained in order that regular business is not interrupted during the employee's absence from work.

Unauthorized access to another employee's voice mail account is prohibited.

Tampering with another employee's account is prohibited.

#### **Access to Computer Network**

Each employee shall provide their computer password to the appropriate department head so that access may be gained in order that regular business is not interrupted during the employee's absence from work.

As a network security precaution, employees will be required to change their network password every 90 days. The password must contain both letters and numbers, at least 8 characters long and may not be a recently used password.

Unauthorized access to another employee's network and/or email account is prohibited.

Tampering with another employee's network account is prohibited.

#### **General**

It is the policy of the Village of Shorewood that upon retirement, resignation, or termination all Shorewood identification badges, FOBs and keys will be returned to the Village and an employee's telephone, computer accounts and access codes, if applicable, will be disabled.

Violation of this policy can result in disciplinary action up to and including termination.

This policy governs employees working out of the Village Hall, Village Center, and Department of Public Works. Employees of the Police Department and Library shall be subject to the respective security policies adopted for those buildings which are hereby incorporated. The current Library security policy is titled "Building and Network Access Policy."



## Appendix K Time Sheet Policy

Time Sheets information should be entered into the BS&A system by 10 am on the Monday morning prior to each payday. Each department shall determine the best process for collecting time sheet data prior to being entered into the system.

The Department Head is responsible for signing off within the BS&A time sheet module. As part of that process the responsible official should ensure that the time sheets from their department are accurate and reflective of any time taken off (vacation, sickness, compensation, etc. ) during the pay period.

Any questions or concerns about the accuracy of an employee's time sheet should be directed to the Village Manager or Assistant Village Manager.

**Reminder: The BS&A Time sheets module is used to record benefit use and assure proper payment so it is vitally important that they be accurate.**



## Appendix L Staff Sustainability Policy

The Village of Shorewood adopted the *Sustainability Action Plan*, a commitment to ensure that Shorewood becomes a sustainable community by providing a guidepost for staff and Village Board decision-making on eco-friendly initiatives. The following policy is to guide staff in making sustainable everyday decisions that will help Shorewood toward its goal of becoming a sustainable community.

### Policy:

#### Reduce:

1. When not in use remember to switch off all lights, computers, monitors, printers, and all other electrical appliances.
2. Try using a smart power strip. Smart power strips reduce the amount of phantom power wasted when appliances are turned off.
3. Put your computer into sleep mode at the end of every workday.
4. If you are going to a conference or event with another employee, carpool whenever possible to save on gas and reduce your carbon emissions.

#### Reuse:

1. Print double sided whenever possible.
2. If possible, all single sided paper should be used as scrap paper.
3. If you get a new piece of office furniture, find out if someone else in the office can use your old furniture before disposing of it.
4. Try to reduce the use of disposable cups, plastic-ware, etc. by using your own reusable utensils, containers, and cups.

#### Recycle:

1. Recycle all batteries in the battery recycling bin on the first floor.
2. Ensure that you use the paper recycling bin in your office. Do not throw away paper.
3. Empty your desk recycling bin into large office recycling bin once a week.
4. After lunch, make sure to recycle any recyclable materials such as brown paper lunch bags, soda cans and plastic utensils.
5. Ask DPW to pick up any Village electronics no longer in use for proper recycling.



## Appendix M Reimbursement and Per Diem Expenses Policy

Village employees may be reimbursed for reasonable and customary expenses actually incurred while performing official Village business. The Village will not reimburse expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization. The Village may provide administrative leave with pay for employees attending schooling, conventions, or similar meetings that will benefit the Village as approved by the Village Manager or Library Director for Library employees.

### Reimbursable Expenses

Expenses such as meals, lodging, mileage, airfare, parking, bridge tolls, and ferries may be reimbursed with proper approval and/or receipts. Travel reimbursements will be based on the cost of travel by the most direct route to and from the meeting. Entertainment reimbursement requests must include the date, time, place, people involved, and purpose of the expense. A receipt is required for all costs before reimbursement will be granted. Employees are responsible for the submittal of their own reimbursement requests. Requests which are not submitted within 90 days of the date in which the expense was incurred may not be approved. Requests for reimbursement are to be submitted on an expense report form signed by the employee and the Department Head or Village Manager, with applicable receipts attached.

Automobile mileage reimbursement is the standard mileage rate as set forth in the most current issue of IRS Publication 17.

Department Head and/or Village Manager authorization is required for Village coverage of lodging expenses for employees on official Village business. **A written report on the event is required when lodging is part of the event before reimbursement will be authorized for costs associated with that event.**

### Non-Reimbursable Expenses

Alcoholic beverages, traffic and parking tickets and similar expenses are non-reimbursable. If the employee chooses to take his spouse to a convention or meeting, the cost of the spouse will be paid by the employee and such items as room rates will be prorated on that basis.

### Per Diem

Travel expenses should be submitted for approval before the event whenever possible. Per Diem, if authorized should be approved ahead of time according to the current per diem rate designated by the U. S. General Services Administration (GSA), including tax and tip. Alcoholic beverages are not reimbursable.

### Use of Personal Vehicle for Village Business

If an employee uses their own vehicle conducting Village business, the employee shall be paid mileage in the same amount per mile as is paid all other Village employees for such use, in addition to the cost of parking; provided, however, that in no event shall an employee be paid for using his motor vehicle when traveling from the employee's residence to the

Village, or from the Village to the employee's residence. Employees should review Section 9. E in the Human Resources Manual for more information on utilizing a vehicle for Village business.

Situational Telecommuting

Some staff members may request to work at home from time to time. The Village Manager must receive a written request for such scheduling that includes the day and time the telecommuting is going to take place. The scheduling must be approved by the Village Manager and shall not be more than 10 hours/week. Telecommuting arrangements will be reviewed monthly and may be discontinued at the discretion of the Village Manager.



**Appendix N**  
**Religious Observance Policy**

Upon approval of the Village Manager or in the case of library employees, the Library Director, or their designee, and with notice as far in advance as possible, but with a minimum of 30 days' notice (15 days for the Library employees), any employee desiring time off for personal religious observances may elect one of the following:

1. To have the time not worked subtracted from their accumulated vacation or floating holiday;
2. To have the time not worked subtracted from their accumulated compensatory time off.
3. To make up the time lost at a date within the pay period/pay week mutually agreed upon between the employee and the Village Manager, or in the case of library employees, the Library Director.
4. To take the time off without pay. For exempt employees, the employee must take the entire day off in order to take time off without pay. For partial day absences, exempt employees must use one of the three options above.



**Appendix O**  
**No Smoking Policy**

The Village of Shorewood is dedicated to providing a healthy, comfortable and protective work environment for its employees.

The United States Surgeon General in a 1986 report on involuntary smoking concluded that involuntary smoking is the cause of disease, including lung cancer, in healthy non-smokers, and separation of smokers and non-smokers within the same airspace may reduce, but does not eliminate, the exposure of non-smokers to tobacco smoke.

In 1993, the United States Environmental Protection Agency (EPA) classified tobacco smoke as a group A carcinogen, a substance known to cause cancer in humans. The EPA does not recognize any safe level of exposure for group A carcinogens.

Based on the above, smoking and vaping (the use of e-cigarettes) is prohibited within all Village of Shorewood owned buildings and vehicles. This includes, but is not limited to, offices, hallways, restrooms, lunchrooms, meeting rooms, and garages. This policy applies to all Village employees. Village employees may smoke on Village property outdoors in areas selected by the Village Manager or their designee.

The success of this policy will depend upon the consideration and cooperation of smokers and non-smokers. Failure to comply or a disregard of this policy may be grounds for disciplinary action. The employee signing this policy is an indication that they read, understand and agree to follow the terms provided.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date of Signature



**Appendix P**  
**Police Sergeant Policies**

Below is a list of policies the Village executes for Police Sergeant Employees:

**Educational Incentive Program**

- A. Employees will be reimbursed for tuition and books paid for successful completion (i.e. "B" or better) of college level courses which are job-related and approved by the Police Chief, such as courses required for obtaining a bachelor's degree in Law Enforcement or Criminal Justice. Such reimbursement shall be limited to a maximum of one hundred fifty dollars (\$150) per credit, per course. Master's degree level courses shall be reimbursed, limited to a maximum of two hundred dollars (\$200) per credit, per course.
- B. Prior to enrolling in any course covered herein, the employee shall submit to the Police Chief a description of the course in addition to tuition costs to be reimbursed.

**Additional Employment**

- A. Members of the Shorewood Police Department may engage in outside employment or work when they are not scheduled for work with the Shorewood Police Department or are not engaged in duty. Such outside employment or work shall be limited to off-duty hours and shall be considered supplementary and secondary to their duties as members of the Shorewood Police Department.
- B. The primary responsibility and obligation of each member of the Shorewood Police Department is to the Village of Shorewood as an employee; that such employment shall take precedence at all times over any other employment members of said Department may engage in; that such supplementary or secondary employment shall not interfere or conflict with their duties as members of the Shorewood Police Department or be of such a nature as to embarrass the Village of Shorewood.
- C. Members of the Police Department who engage in such outside employment will not conduct any business related to such outside employment on Village premises or during hours in which such employees are working for the Shorewood Police Department. It is further agreed and understood by the parties herein that such members so engaged in outside employment shall not advertise said outside employment either directly or indirectly on Village premises or during duty hours with the Police Department.
- D. Prior to accepting or undertaking any employment, an employee shall furnish to the Police Chief a statement setting forth the name of their employer or indicate if self-employed, verifying the statement of the employee and agreeing to all of the terms and conditions of such part-time employment and provisions in this agreement.
- E. In addition to the information required under section "D" above, said member shall, prior to undertaking any part-time employment, waive, in writing, any and all claims for sick leave compensation or any other benefits arising by reason of the fact that such disability occurred while they were engaged in part-time employment.

- F. No member shall engage in any part-time employment, which employment requires the securing of a taxi-cab owner or operator's license, or a liquor, beer or bartender license, or which employment requires the securing of a license from the Village of Shorewood.
  
- G. In the event the Police Chief is of the belief that any part-time employment is decreasing the efficiency of the member, or interfering with their availability for duty, they may order the member to terminate their part-time employment. The member upon receipt of such order, shall terminate their employment immediately. The decision can be appealed from the determination of the Police Chief to the Board of Police Commissioners. The appeal shall be made in accordance with such rules and regulations as the Board shall establish. The decision of the Board of Police Commissioners shall be subject to judicial review ordinarily available with respect to decisions of the Board of Police Commissioners.



## Appendix Q Supporting Breastfeeding Employees Policy

In recognition of the well-documented health advantages of breastfeeding for infants and mothers, the Village of Shorewood provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a Village-wide lactation support program administered by the North Shore Health Department (NSHD) and the Village Manager's Office.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

**Milk Expression Breaks** – Breastfeeding employees are allowed to breastfeed or express milk during work hours using a 15 to 30 minute break once before and once after the lunch hour and mealtimes. For time that may be needed beyond the usual break times, employees may use personal leave (vacation, sick, comp, etc. ) or may make up the time as negotiated with their supervisors.

**Place to Express Milk** – Each Village building will provide an available location for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. Employees should contact the Department Head or Village Manager to solidify a location. Employees may also breastfeed or express milk in their own private offices, or in other locations agreed upon in consultation with the Department Head or Village Manager. Expressed milk can be stored in the general use refrigerators located in the employee break room for each Village building or an employee's personal cooler.

**Education** – Prenatal and postpartum breastfeeding informational materials are available for all mothers and fathers, as well as their partners, through the NSHD.

**Staff Support** – Supervisors are responsible for alerting pregnant and breastfeeding employees about the Village's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall be responsible for the following:

**Communication with Supervisors** – Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the Village.

**Management of Break Time** – Employees who wish to express milk during the work period shall maintain a record of their own break time and to make up any time beyond paid break time. Employees are expected to communicate with their supervisor to discuss schedule accommodations.

**Maintenance of Milk Expression Areas** – Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to keep the lactation room clean for others. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

**Milk Storage** – Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee’s milk. Each employee is responsible for proper storage of her milk using workplace refrigerators or a personal cooler.

**Use of Break Times to Express Milk** – When more than one breastfeeding employee needs to use the designated lactation room, employees can use a sign-in log provided by the Village Manager’s Office.



## Appendix R Salary Determination/Recognition Pay

**Effective January 1, 2019** – It is the policy of the Village of Shorewood that movement through a salary range (see Appendix on Salary Ranges) shall be based upon longevity and performance. This movement or pay increase – also known as recognition pay – is intended to reward employees who are consistently meeting high expectations and stay with the organization. It should not only act as an incentive to retain employees, but help employees progress from the minimum to the maximum of a pay range over a 30+ year career. Cost of living adjustments (COLA) shall also be a consideration in salary increases and establishing pay ranges. Nothing herein shall be deemed to vest or grant any right to a salary increase. The decision regarding whether any increase will be granted is at the discretion of the Village Manager and is subject to budgetary limits as established by the Village Board. For Library employees, the decision regarding whether any increase will be granted is at the discretion of the Library Director and is subject to budgetary limits as established by the Library Board.

### A. Process for Performance Evaluations

All regular employees are required to have performance evaluations. At a minimum, an employee's self-evaluation should be filled out 6 months prior to an employee's anniversary date and a six-month check-in should occur with the supervisor. The Payroll and Administrative Specialist shares the anniversary dates (with six-month dates) monthly to department heads. Another self-evaluation should be completed by the employee 1-30 days prior to their annual anniversary date. To start the process, employees must first complete a self-evaluation and turn it in to their supervisor based on the date the supervisor requests. The self-evaluation allows the employee to provide the supervisor all the necessary information before the supervisor completes the supervisor-level evaluation. If an employee is reaching a five-year incremental work anniversary, the Recognition Pay Form should also be completed. Once their evaluation is finished, the supervisor meets with the employee to go through their feedback. The process is finalized by having the supervisor and employee sign the final performance evaluation. A hard copy is sent to the Village Manager's Office for their personnel file with the self-evaluation and any other supporting documents (i.e. Recognition Pay Form) attached. Library staff that work 15 or more hours per week are required to have performance evaluations and are eligible for recognition pay.

### B. Recognition Pay Form

Recognition pay is designed to be a 4% wage or salary increase for regular employees every 5-year incremental anniversary to help the employee progress through the pay range. A Recognition Pay Form is used to help determine the eligibility of an employee and how much they can receive. Those eligible for the pay must meet the following parameters:

- Regular employees who work 10 or more hours per week (excluding Library Shelves and the Library Services Aide) who meet expectations for a five consecutive year period leading up to a five year (5, 10, 15, 20, etc. ) incremental work anniversary.
- If a regular employee does not meet expectations on one annual performance evaluation during the five-year period, the employee is eligible for a 2% increase on their five-year incremental anniversary.

- Regular employees who meet expectations for 3 or less of the 5 years in between their 5-year incremental work anniversaries will not be eligible for an increase.
- For those near the maximum of their pay range and that would exceed the maximum if awarded a full 4% wage or salary increase, the employee will receive an increase that takes them to the maximum of the range. They will not be eligible for any additional recognition pay.
- All forms need to be approved and signed off by the Village Manager's Office prior to being awarded.
- Any increases awarded will be applied to the first full paycheck following the employee's anniversary date.
- Union officers who are promoted into non-union command staff positions will use their promotion date instead of their anniversary date to determine their five-year incremental anniversary when they are eligible for the pay increase.



**Appendix S**  
**Salary Range Assignments**

**SALARY RANGE ASSIGNMENTS**

Salary ranges are established for non-represented employees based upon research of similar positions at similar, nearby municipalities. The ranges shall be reevaluated at least biennially by the Village Manager and the Village Board (Library Director and the Library Board for Library employees) must approve any changes to the salary ranges. All salary employees will be considered exempt and all hourly paid employees will be considered non-exempt.

**Exempt Positions - Salary**

Position	Min	Max
Village Manager	<del>\$139,856</del> <u>\$144,051.68</u>	<del>\$157,359</del> <u>\$162,079.77</u>
	<del>67.24</del> <u>69.26</u>	<del>75.65</del> <u>77.92</u>
Assistant Village Manager/Human Resources Manager	<del>\$94,758</del> <u>\$97,600.74</u>	<del>\$132,657</del> <u>\$136,636.71</u>
	<del>45.56</del> <u>46.93</u>	<del>63.78</del> <u>65.70</u>
Village Clerk	<del>\$77,983</del> <u>\$80,322.49</u>	<del>\$109,155</del> <u>\$112,429.65</u>
	<del>37.49</del> <u>38.61</u>	<del>52.48</del> <u>54.05</u>
Deputy Village Clerk	<del>\$61,637</del> <u>\$63,486.11</u>	<del>\$78,433</del> <u>\$80,785.99</u>
	<del>29.63</del> <u>30.52</u>	<del>37.71</del> <u>38.84</u>
Planning and Development Director	<del>\$96,065</del> <u>\$98,946.95</u>	<del>\$134,500</del> <u>\$138,535</u>
	<del>46.19</del> <u>47.58</u>	<del>64.66</del> <u>66.60</u>
Chief of Police	<del>\$122,824</del> <u>\$126,506.72</u>	<del>\$134,402</del> <u>\$138,434.06</u>
	<del>59.05</del> <u>60.82</u>	<del>64.57</del> <u>66.51</u>
Captain (2013 hours worked annually)	<del>\$97,179</del> <u>\$100,094.37</u>	<del>\$136,042</del> <u>\$140,123.26</u>
	<del>46.72</del> <u>48.12</u>	<del>65.44</del> <u>67.37</u>
*Sergeant, tied to union agreement- % above Detective top pay (2013 hours worked annually)	Year 1:	4% above
	Year 2:	5% above
	Year 3+:	6.5% above

	(6.5% over)	
Administrative Services Manager (Police)	<del>\$56,584</del> <u>\$58,278.43</u>	<del>\$68,900</del> <u>\$70,967</u>
	<del>27.20</del> <u>28.02</u>	<del>33.12</del> <u>34.11</u>
Director of Public Works	<del>\$103,649</del> <del>\$106,758.47</del>	<del>\$145,105</del> <u>\$149,458.15</u>
	<del>49.83</del> <u>51.32</u>	<del>69.76</del> <u>71.85</u>
Public Works/Utilities Superintendent	<del>\$83,339</del> <u>\$85,839.17</u>	<del>\$116,674</del> <u>\$120,174.22</u>
	<del>40.07</del> <u>41.27</u>	<del>56.09</del> <u>57.77</u>
Director of Senior Services	<del>\$59,473</del> <u>61,257.19</u>	<del>\$69,135</del> <u>\$71,209.05</u>
	<del>28.59</del> <u>29.45</u>	<del>33.24</del> <u>34.24</u>
Library Director	<del>\$83,018</del> <u>\$85,508.54</u>	<del>\$116,225</del> <u>\$119,711.75</u>
	<del>39.91</del> <u>41.11</u>	<del>55.88</del> <u>57.56</u>
Assistant Library Director	<del>\$69,050</del> <u>\$71,121.50</u>	<del>\$96,665</del> <u>\$99,564.95</u>
	<del>33.20</del> <u>34.20</u>	<del>46.47</del> <u>47.86</u>
Library Office Manager/Confidential Secretary	<del>\$48,225</del> <u>\$49,671.75</u>	<del>\$64,272</del> <u>\$66,200.16</u>
	<del>\$23.19</del> <u>23.89</u>	<del>\$30.90</del> <u>30.83</u>

**Non-Exempt Positions – Hourly**

Title	MIN	MAX
Administrative Assistant I (Library)	<del>21.41</del> <u>22.05</u>	<del>29.97</del> <u>30.87</u>
Administrative Assistant II (DPW, PAD, Police)	<del>21.41</del> <u>22.05</u>	<del>29.97</del> <u>30.87</u>
Administrative Payroll Specialist	<del>25.02</del> <u>25.77</u>	<del>35.02</del> <u>36.07</u>
Elections and Licensing Clerk	<del>21.61</del> <u>22.26</u>	<del>27.30</del> <u>28.12</u>
<del>Assistant to the Finance Director</del> <u>Finance Specialist</u>	<del>23.63</del> <u>24.34</u>	<del>33.08</del> <u>34.07</u>
Associate Building Inspector	<del>29.37</del> <u>30.25</u>	<del>41.12</del> <u>42.35</u>
Lead Building Inspector	<del>33.89</del> <u>34.91</u>	<del>47.43</del> <u>48.85</u>
Community Service Officer	<del>21.74</del> <u>22.40</u>	<del>30.45</del> <u>31.36</u>
Court Clerk	<del>21.74</del> <u>22.40</u>	<del>30.45</del> <u>31.36</u>

Public Safety Clerk	<del>21.74</del> <u>22.39</u>	<del>30.45</del> <u>31.36</u>
Senior Resource Center – Program Coordinator	<del>16.84</del> <u>17.31</u>	<del>19.06</del> <u>19.63</u>
*DPW – Seasonal	15.00	17.00
*Horticultural/Forestry Intern	17.00	19.00
DPW – General (Route Collector, Equipment Operator)	<del>24.70</del> <u>25.44</u>	<del>34.15</del> <u>25.17</u>
DPW – Forestry (Forester I, Forester II, Equipment Operator II, Horticulturalist)	<del>26.96</del> <u>27.77</u>	<del>37.74</del> <u>38.87</u>
DPW – Facility Maintenance (Craftsman, Chief Craftsman, Electrician)	<del>27.74</del> <u>28.54</u>	<del>38.80</del> <u>39.96</u>
DPW – Utilities (Utility Equipment Operator, Operator I, Operator II)	<del>29.43</del> <u>30.31</u>	<del>36.52</del> <u>37.62</u>
DPW – Fleet Maintenance (Fleet Mechanic)	<del>32.83</del> <u>33.81</u>	<del>42.67</del> <u>43.95</u>
DPW – Foreman ( <u>Foreman, Utility Lead</u> )	<del>33.50</del> <u>34.51</u>	<del>46.89</del> <u>48.30</u>
Librarian	<del>27.42</del> <u>28.24</u>	<del>38.38</del> <u>39.53</u>
Library Associate	<del>19.84</del> <u>20.40</u>	<del>27.73</del> <u>28.57</u>
Library Clerk	<del>18.44</del> <u>18.96</u>	<del>25.76</del> <u>26.53</u>
*Library Aide	11.50	13.50
*Shelver	11.00	13.00

\* Positions do not receive COLA on an annual basis.

## Appendix T Wellness Program Policy



### Introduction and Purpose

The Village of Shorewood has initiated a proactive wellness program to encourage employees to complete prevention and educational activities that improves their overall health. Wellness can be defined as the state or condition of being in good physical and mental health. It is important to recognize that several things impact an individual's physical and mental health. Therefore, the Village of Shorewood's wellness program incorporates several components that can positively impact our overall health. In addition, the Village of Shorewood will be creating financial incentives to encourage employees to successfully complete the wellness scorecard each year. The Village of Shorewood has created a Wellness Scorecard (Appendix S) to formalize and clarify which wellness goals need to be met on an annual basis to be eligible to receive the financial incentives.

### Employee Participation in the Wellness Program

The wellness program is a voluntary program and is open for all employees to participate. Financial incentives related to health premiums and/or the health savings account will only be offered to regular employees that are on the Village health insurance plan. Village employees that aren't on the health plan the current year but want to enroll in the upcoming year can still receive the financial incentives if they successfully completed the wellness program for the current year. Any part-time or full-time Village employee who is not on the Village health plan may still choose to participate in completing the wellness scorecard. Employees not on the Village health plan that complete the wellness scorecard will be entered into an end of the year drawing for other incentives coordinated by the Wellness Committee.

Any wellness scorecard activities that have a cost associated with them (such as becoming a member of a gymnasium) need to be paid for by the employee. The Village will not sponsor activities requiring a cost not included in the Village insurance plan, acknowledging that several of the activities are voluntary for anyone to participate in. Several of the prevention and educational activities included in the wellness scorecard are covered through the Village insurance plan(s) and network providers.

Any employee that is hired after June 15 will not need to complete the Wellness Scorecard in order to receive the financial incentives for the upcoming year. However, the employee will still be provided the opportunity to complete the scorecard in order to be eligible for the financial incentives for the following year. When the new calendar year begins the following year, the employee must then complete the Wellness Scorecard to be eligible for future financial incentives.

Any employee that is unable to complete the necessary amount of activities due to a medical condition or a disability may contact the Assistant Village Manager by the end of July to propose alternative wellness activities.

### Dependent Participation in the Wellness Program

Spouses are the only dependents on the Village of Shorewood health insurance plan required to complete a wellness scorecard for the employee to receive all of the financial incentives related to health premiums and/or the health savings account. Employees who complete the scorecard but not their spouses will see partial financial incentives described in Section 6. E. of the HR Manual.

#### **Privacy of the Wellness Information**

Any information provided on the wellness scorecard will only be seen by the contracted insurance broker tracking the scorecards and will be kept confidential. No health information will be requested to violate any federal or state laws such as HIPAA or GINA. None of the wellness reporting forms will be shared with insurance companies.

#### **Timeline of the Program**

~~Employees can begin recording and documenting activities the day after the previous year's wellness scorecard was due. Employees are able to record and document activities from October 15 (of the previous year) through October 14 when the wellness scorecard is due.~~ Employees must turn in the wellness scorecard and any necessary attachments to the ~~Village's designated representative Assistant Village Manager~~ by the assigned due date ~~in mid-October~~ to be eligible for the financial incentives related to premiums and/or the health savings account. Employees are strongly encouraged to turn in scorecards prior to the assigned due date so that the ~~Village's designated representative Assistant Village Manager~~ can review the scorecard and alert the employee of any missing information. If there are any changes to the format of the wellness scorecard, they need to be approved by the Village Manager and will be publicized by January of each program year.

#### **Financial Incentives for Wellness Scorecard Completion**

The Benefits Committee will provide annual recommendations toward financial incentives for wellness scorecard completion. These recommendations need to be approved by the Village Manager. The Wellness Committee will be responsible for coordinating the end of the year drawing (not related to health premiums and/or health savings account) for wellness scorecard completion for those participants not on the Village health plan. Employees who only partially complete the scorecard are not eligible for any financial incentives or the end of the year drawing. Employees who provide false information and/or lie about the activities they've completed may be subject to no longer being eligible for the financial incentives for the duration of their employment with the Village of Shorewood as well as possible disciplinary action.

#### **Structure of the Wellness Scorecard**

The wellness scorecard lists several different activities for participants to complete. Participants are required to take a biometric screening and an online health risk assessment. Spouses must also complete the scorecard but aren't required to complete as many activities as an employee. Affidavits for certain activities must be completed and attached to the scorecard when turning in to the tracking agent or online tool.

## Appendix U Sick Leave Sharing Program



### Purpose

To provide for the alleviation of the hardship caused to an employee and the employee's immediate family if an illness, injury, or any other approved FMLA leave forces the employee to exhaust all leave time (sick leave, vacation, and/or compensatory time) earned by that employee and to avoid losses of compensation, by establishing a Sick Leave Sharing Policy.

### Procedures

An employee is eligible to utilize Sick Leave Sharing if they have exhausted or will exhaust all of their accrued leave time during an approved Family Medical Leave Act (FMLA) leave unless the employee is within their first 12 months of employment and all other requirements would have been met under FMLA. To utilize Sick Leave Sharing, an employee must submit a "Sick Leave Sharing Request Form" in writing to the Village Manager, Assistant Village Manager, Library Director or designee for approval. The Sick Leave Sharing Request form can be submitted prior to the initiation of the unpaid leave. The employee's leave must be approved for FMLA leave in order for the employee to be eligible to request donated time. Newly hired employees who have not yet met the FMLA length of employment requirement but meet all the other FMLA requirements are eligible to request and receive donations of Sick Leave Sharing hours.

Once the Village has determined an employee is eligible to receive sick leave sharing donations, the Village will e-mail a notice to all Village employees soliciting leave donations. The recipient employee shall specify and approve what information is to be disclosed in the notice. Notices can be for an anonymous recipient with no other information; for an anonymous recipient with only a brief description of the reason for the needed leave; or, a full disclosure notice with the recipient's name and a brief description of the reason for the needed leave. No direct solicitation by employees or coercion of employees for leave donations is allowed. All leave donations must be in writing on the Sick Leave Donation form provided by the Village and signed by the donor. All donations will be processed confidentially.

In order for the beneficiary employee to receive the benefits, the "Sick Leave Sharing Donation Form" must be turned in to payroll by the Friday prior to processing payroll.

To become a Sick Leave Sharing donor, an eligible employee must voluntarily transfer vacation or sick accruals to a specific beneficiary employee. To transfer accrued vacation or sick time to the beneficiary employee, the donor must submit a "Sick Leave Sharing Donor Request" in writing to the Village Manager, Library Director or designee. Once the time is donated, it is no longer able to be returned to the employee donating the time.

An eligible employee may contribute up to 40 hours per year to a specific beneficiary employee. A minimum of 8 hours must be donated to participate. An eligible employee may contribute to multiple employees approved for Sick Leave Sharing in a calendar year. The Sick Leave Sharing Policy includes only vacation and sick time to donate and does not include compensatory time as an accrual bank to donate. The Village Manager, Library Director or designee shall credit the beneficiary employee the number of hours transferred by an eligible employee after deducting the hours from the contributing employee's accrued leave.

Any hours of leave donated to a beneficiary employee that have not been utilized by the beneficiary employee will remain in their sick bank for future use and retirement benefits, if eligible.

The estate of a deceased beneficiary employee is not entitled to payment from unused leave hours donated by an eligible employee.



## Sick Leave Sharing Donation Form

The Village of Shorewood has established a Sick Leave Sharing Policy that allows employees to voluntarily transfer accrued leave to another employee who has exhausted all leave time due to an illness, injury, or any other approved FMLA leave. Eligible employees may donate between 8-40 hours of their accrued sick or vacation time to a specific eligible employee as notified by the Village Manager's Office. Compensatory time is not eligible for donation.

I, \_\_\_\_\_, voluntarily authorize the Village of Shorewood to transfer  
(insert full name)

\_\_\_\_\_ hours of my sick / vacation (circle one) time to \_\_\_\_\_.  
(8-40 hours) (insert name of beneficiary employee)

*I have read the Village of Shorewood Leave Sharing Policy and understand that this donation is voluntary and that any donated hours will be used as the employee needs them. I also understand that the donated hours will be deducted from my accrued balance designated above and any unused hours will not be credited back to me.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

All donor information will be kept confidential

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Office Use Only:

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

Received By: \_\_\_\_\_



## Sick Leave Sharing Request Form

The Village of Shorewood has established a Sick Leave Sharing Policy to provide for the alleviation of the hardship caused to an employee and the employee's immediate family if an illness, injury, or any other approved FMLA leave forces the employee to exhaust all their leave time (sick leave, vacation, and/or compensatory time). To be eligible for Sick Leave Sharing, an employee must have an approved and active FMLA request on file with the Village of Shorewood unless they began working for the Village within 12 months and would meet all other qualifications for FMLA leave. A coworker may voluntarily donate 8-40 hours of sick or vacation time to an eligible beneficiary employee. Multiple coworkers may donate sick or vacation time to an eligible beneficiary employee.

I, \_\_\_\_\_, have exhausted or will exhaust all my vacation, sick, and compensatory time as a result of an illness, injury, or any other approved FMLA leave. I am currently approved for FMLA with the Village of Shorewood and would like to participate in the Sick Leave Sharing program.

*I have read the Village of Shorewood Sick Leave Sharing Policy and understand the policy terms related to me*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Office Use Only:

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

Received By: \_\_\_\_\_



# VILLAGE OF SHOREWOOD

## REPORTS AND PRESENTATIONS TO VILLAGE BOARD

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**Agenda Item: ReFed Catalytic Grant Fund Submission**

**Date: February 2, 2026**

**Presenter: Nicole Berzin, Assistant Village Manager    Department: Village Manager's Office**

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### **History**

The Village of Shorewood has partnered with Compact Crusaders to operate a successful composting program since 2019. Over this time, residents and businesses have diverted more than 1.1 million pounds of food and organic waste from landfills.

In collaboration with Compact Crusaders, the Village set a goal to double residential participation from 350 to 700 households, while expanding composting access to local businesses and schools and establishing a public drop-off site. Compact Crusaders subsequently identified a ReFed grant opportunity that would provide funding to achieve these objectives and support the next phase of program growth.

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### **Overview**

ReFED's Catalytic Grant Fund targets bold initiatives in Advancing Food Recycling and Reducing Methane in Beef and Dairy. The Village applied under the Advancing Food Recycling category, requesting \$50,000 to expand our composting program. Funding would support a community drop-off site at DPW, improve participation tracking and infrastructure, and help the Village achieve its goal of doubling residential registrations.

This grant would help Shorewood make composting more accessible to residents, improve program efficiency, and set the stage for future partnerships with schools and businesses. With this funding, the Village can expand the program, divert more organic waste from landfills, and engage the community in sustainable practices.

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### **Financial Impact:**

The Village applied without matching funds, so there is no financial impact. If awarded, the grant could provide up to \$50,000 to support program expansion.

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### **Possible motion:**

N/A

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### **Attachments:**

ReFed Letter of Intent Submittal



AT THE EDGE OF THE CITY AND  
THE HEART OF EVERYTHING

**Village of Shorewood**  
The Catalytic Grant Fund

Dear Grant Review Committee,

The Village of Shorewood respectfully submits this proposal to expand our community's food and organics recycling efforts through the Shorewood ReFed program. Shorewood has operated a successful composting program since 2019, and over the past eight years our residents and businesses have diverted more than 1.1 million pounds of food and organic waste from landfills. With a strong foundation in place, we are ready to scale this impact.

Currently, approximately 350 households participate in curbside composting, diverting an average of 20 to 30 pounds per household each month. In addition, five commercial and school locations—including two schools, a daycare, a coffee shop, and a restaurant—are actively composting and have diverted approximately 79,000 pounds of food waste to date. These results demonstrate both community buy-in and the effectiveness of our existing program.

Over the next two years, Shorewood's goal is to double residential participation to more than 700 households while expanding composting access throughout the community. Key areas of focus include adding composting to all four Shorewood School District schools, recruiting additional local businesses, and establishing a community drop-off composting site at the Department of Public Works. This site will provide a visible and accessible option for residents who do not have curbside service.

Grant funding will be used to support outreach and education efforts, enhance registration and data tracking systems, and invest in the infrastructure needed for drop-off sites, school programs, and business participation. Special collection pilots, such as leaf and pumpkin diversion, will also help capture additional organic material that would otherwise be landfilled.

By expanding access, increasing participation, and engaging schools and businesses, Shorewood ReFed will significantly increase food waste diversion while strengthening community involvement and long-term environmental stewardship.

Sincerely,

Nicole Berzin

Assistant Village Manager

The Village of Shorewood • 3930 N. Murray Ave. • Shorewood, Wisconsin 53211-2303  
414.847.2700 • Fax 414.847.2606 • [www.villageofshorewood.org](http://www.villageofshorewood.org)

## LETTER OF INTENT - DUE JAN 21 MIDNIGHT

### **4. Please describe how your work can advance food recycling. To the extent possible, please provide clear, measurable evidence or logic demonstrating your work's impact potential. (300 words)**

The Village is working to boost food recycling by making it easier for people to participate and learn about organics diversion, building on a successful residential composting program. Shorewood is now in its third year of food waste collection and has already kept more than 470,000 pounds of organic material out of the landfill. This shows strong community interest and gives us a solid base to grow the program.

In the next phase, we want to double residential participation—from about 350 households to over 700—in the next two years. We'll do this through targeted outreach, marketing, improvements in registration, and how we track the data. Right now, participating households divert around 20–30 pounds of food waste each month, so doubling the number of households could mean an extra 80,000–100,000 pounds diverted every year.

We also plan to expand food recycling beyond homes, focusing on schools, local businesses, and community drop-off locations. Schools are a big opportunity because they produce consistent, large amounts of food waste and help teach kids recycling habits that can last a lifetime. Working with businesses, especially food service spots, could capture food scraps that would otherwise end up in the trash. And community drop-off sites will give residents who can't do curbside pickup a convenient way to recycle their food waste, making the program accessible to everyone.

By rolling this out step-by-step, we can build the program carefully, use data to guide us, and improve infrastructure. This approach helps Shorewood reduce landfill waste and create a food recycling program that's effective, sustainable, and easy to replicate in other communities.

### **5. What types of food products or byproducts does your solution currently apply to, and do you have plans to expand it to other types? If so, please describe. (250 words)**

The Village's program current covers a wide range of food waste and related organic materials, mostly coming from residential households. Through Shorewood's curbside organics collection, we collect everyday food scraps like fruit and vegetable peels, leftover prepared foods, baked goods, coffee grounds, and food-soiled paper. Since starting the program, participation has steadily grown, and we've seen measurable results in reducing landfill waste—giving us a solid foundation to build on.

So far, the focus has been mostly on residential collection, but expanding into commercial and institutional sectors presents a big opportunity. We've had some early involvement from a few schools, childcare centers, and local food businesses, which shows there's interest and that the program can work in these settings. However, we're not yet fully serving all commercial or institutional food waste generators. These early partnerships have helped us understand what's needed—like better education, training, service design, and improved data tracking—to support wider adoption.

Going forward, we plan to reach out and onboard more schools, restaurants, coffee shops, and municipal facilities, offering hands-on support, tailored educational materials, and better tracking of the food waste being diverted. We also plan to set up community drop-off sites so residents and small businesses who can't use curbside service still have a convenient way to compost.

Together, these steps will help us handle a broader range of food waste and build a scalable, community-wide organics program with strong potential to be replicated elsewhere.

**6. How much surplus food or byproduct material can your solution currently process or address in a year? Please explain how you calculated this estimate, including any key assumptions. (250 words)**

Our program currently processes an estimated 220,000 pounds of surplus food and related organic waste each year, based on past data and current participation levels. This includes Shorewood's residential curbside organics collection as well as early involvement from a few local schools and businesses.

Between January 2025 and November 2025, the residential program diverted nearly 143,000 pounds of organic waste. In previous years, full-year totals were around 160,000 pounds in 2024 and nearly 169,000 pounds in 2023. Looking at these numbers, it's reasonable to expect about 155,000 to 165,000 pounds diverted annually from residential households under current conditions. Right now, about 350 households participate, with each household diverting an average of 20 pounds per month during the winter and up to 30 pounds per month in the warmer months—supporting this estimate.

On top of that, a small group of institutional and commercial participants—two schools, a childcare center, a coffee shop, and a restaurant—have diverted roughly 79,000 pounds of food waste so far. While these locations aren't yet fully engaged, their results show the program's capacity to handle more food waste as participation grows.

Putting it all together, Shorewood's current organics program can manage about 220,000 pounds annually, assuming steady residential participation and ongoing limited

commercial involvement. This number doesn't yet include expected increases from expanded outreach efforts or new community drop-off sites, which will help us grow the program even more.

**7. How will you measure your progress and overall impact of your initiative? (This helps us understand how your organization thinks about its success markers and metrics as well as the methodology you use to measure those.) (250 words)**

The Village will measure progress and overall impact by tracking results that directly align with the goals of this grant, including increasing food waste diversion, growing participation, and building a program that can expand over time. The primary measure of success will be the total pounds of food and food-related organic material diverted from landfill, tracked through our service provider, Compact Crusaders, weight data and reviewed monthly and annually to measure progress toward diversion targets supported by this funding.

Participation growth is another key indicator tied to grant goals. For residential composting, we will track the number of active households, new enrollments, and average pounds collected per household. These measures will help assess whether grant-funded outreach, education, and infrastructure improvements are effectively increasing participation. As the program expands, we will also track the number of schools, businesses, and community sites engaged through pilot efforts or onboarding activities supported by the grant.

To measure program effectiveness and readiness for growth, we will monitor collection reliability, contamination feedback, and use of community drop-off sites, once established. These indicators help ensure that increased diversion is achieved in a sustainable and cost-effective way. Outreach efforts funded through the grant will be evaluated by tracking materials distributed, registrations completed, and participation changes following campaigns.

Progress will be reviewed quarterly by Compact Crusaders and shared with the Village to guide adjustments and ensure grant funds are being used effectively. Together, these measures demonstrate how the initiative advances the grant's goals of reducing food waste, increasing community participation, and creating a scalable model for future expansion.

**8. Who are your key peers, and what differentiates your approach or gives it a distinct advantage? (This helps us understand how your initiative fits into the broader ecosystem and contributes to the field's overall progress.) (300 words)**

Our key peers include local schools, small businesses, the Village's Conservation Committee, and Compost Crusaders, along with other local communities and organizations working to reduce food and organic waste. While Shorewood is still growing our program, we see strong opportunities to learn from and collaborate with neighboring municipalities and regional partners as this work continues to expand.

What sets Shorewood apart is our practical, community-focused approach. We focus on making composting easy and accessible by meeting residents where they are. This includes expanding curbside composting for residents, creating convenient community drop-off locations, growing participation among local businesses, and increasing composting in our schools. Together, these efforts support consistent habits and make composting easier to access, understand, and maintain over time.

To support education and outreach, the Village will tap into the Shorewood Waters Project (SWP), a trusted, long-standing community initiative. For nearly 15 years, SWP has successfully connected Shorewood residents with resources and hands-on activities focused on protecting and promoting freshwater resources. This existing audience is a natural fit for growing Shorewood's compost program, as food waste reduction and composting directly support water quality goals. By leveraging SWP's established communication channels, programming, and community trust, the Village can strengthen outreach efforts, reinforce key messages, and reach residents who are already engaged in sustainability-related actions.

Shorewood is now in its third year of organics collection, with more than 470,000 pounds diverted to date. Tracking participation and collected weights allows the Village to focus resources where they matter most and demonstrate clear progress over time.

Our size is also a strength. We can test new ideas—such as school-based pilots or special collection events—quickly and refine them before scaling. We aim to share what we learn and build stronger partnerships with neighboring municipalities, helping move the broader community toward smarter, more sustainable waste practices.

**9. Who are your target customers, users, or partners, and what evidence shows that your initiative responds to a demonstrated need and has the potential for meaningful impact (e.g., customer feedback, purchase commitments, letters of support, partnership agreements, pilot data, or research gaps)? (250 words)**

Our primary users are Shorewood residents and local businesses and schools. These groups generate a significant amount of food and organic waste, and they are also well-positioned to drive measurable change when given accessible composting options.

At the residential level, participation has steadily grown over three years, with 350 active subscribers and a clear goal of reaching 700+ households. Since tracking began, more than 470,000 pounds of material have been diverted from landfill, with households consistently diverting 20–30 pounds per month. This performance demonstrates both demand for the service and the impact that expanded access can create.

Our commercial and institutional partners currently include five active locations, including two schools, a childcare center, and local food businesses. These sites have collectively diverted an estimated 79,000 pounds of organic material, showing that even small-scale commercial participation can deliver meaningful diversion.

Schools are a particularly important audience. Early pilots at Lake Bluff Elementary and Shorewood Intermediate School have shown strong engagement and reliable diversion, creating a foundation for district-wide expansion, including future milk carton diversion.

We are also targeting residents who are not currently enrolled by reducing barriers through marketing, education, and the addition of convenient community drop-off locations.

Ongoing feedback from participants highlights the need for simpler access, clearer guidance, and more visible community infrastructure. Similar drop-off programs in other Wisconsin communities show that these sites can be used frequently, which gives us confidence this will work well here too.

Together, this data shows there's a clear need for the program and a real chance to make a big, lasting impact as we grow.

**10. Please describe your plans for scaling, replicating, and/or amplifying this initiative to maximize its impact, and the key factors needed to achieve that growth (e.g., resources, partnerships, or other enabling conditions) (300 words)**

Our plan to scale this initiative is focused on making composting easier to access, more visible, and more widely used across the Shorewood community.

In the near term, we aim to double residential participation from 350 to 700+ households by expanding outreach, improving registration and data tracking systems, and increasing awareness through direct mail, digital communications, and community events. Grant funding will allow the Village to invest in consistent marketing and education to increase enrollment and correct usage.

We will also expand physical infrastructure by piloting a community drop-off site at the Department of Public Works (DPW), operating on the first and third Saturdays from April through November and the first Saturday from December through March, from 8:00 a.m. to 2:00 p.m. Starting with limited hours allows us to test the program, understand community

use, and adjust before expanding hours or adding additional locations. These sites reduce barriers for residents who cannot participate in curbside service and help capture additional organic material currently going to landfill.

Education and outreach will be supported through the Shorewood Waters Project (SWP), a trusted Village initiative that has connected residents to environmental resources for nearly 15 years. SWP's existing audience and communication channels are a natural fit for composting outreach.

On the institutional side, we plan to grow school and business participation by providing clear education on program benefits and contamination prevention. Schools offer strong long-term impact, as student habits influence household behavior. Pilot efforts such as milk carton diversion and special event composting will be evaluated and scaled.

We will grow impact by documenting activities, tracking results, and sharing lessons learned. With stable funding and strong partnerships, Shorewood can significantly increase organics diversion and serve as a practical model for similar communities.

**11. What have been the key lessons learned and feedback to date, and how will that be integrated into the next phase of your work? (300 words)**

Over the first three years of Shorewood's organics collection program, several clear lessons have emerged that are shaping our next phase of growth.

First, convenience drives participation. Households and businesses are far more likely to compost when the system is simple, well-located, and easy to understand. Feedback consistently shows that unclear instructions or inconvenient access points are the biggest barriers to enrollment and correct use. In response, our next phase will prioritize clearer signage, simpler sorting guidance, and expanded access through both curbside service and community drop-off locations.

Second, education must be ongoing, not one-time. Contamination issues tend to increase when outreach slows or when new users are onboarded without strong training. This has reinforced the need for regular communication, refreshers, and visible reminders, especially for schools, childcare centers, and commercial kitchens. Future efforts will include standardized training materials and seasonal education campaigns.

Third, data really matters. By tracking participation and how much waste is diverted, we've been able to spot trends, show real impact, and focus our resources where they're needed most. For example, the steady amount of waste diverted per household tells us people are sticking with the habit, while overall growth comes from more people signing up, not just

from existing participants doing more. We'll keep improving how we collect and use data to make smart decisions and stay accountable.

Finally, partnerships amplify impact. Our most successful sites are those with engaged staff or champions who help reinforce proper use and encourage participation. The next phase will focus on strengthening these relationships, identifying new community champions, and expanding collaboration with schools and businesses.

By focusing on making things easy, keeping education ongoing, using solid data, and building strong partnerships, Shorewood is set up to grow a program that really works and lasts!

### Catalytic.Potential

The.Catalytic.Grant.Fund.has.a.goal.to.provide» catalytic« .funding?.meaning.that.it. looks.to.fill.fundraising.gaps?attract.other.funding.(through.matches?for.example)? support.impactful.projects.that.might.be.considered.too.new.or.risky.by.other.funders? and–or.provide.more.flexible.funding.that.can.help.organizations.achieve.impact.goals. that.would.not.otherwise.be.possible;The.responses.to.the.questions.in.this.section. are.related.to.the.selection.criterion?» Catalytic.Potential« .and.will.be.used.to.assess.if. a.grant.from.ReFED.combined.with.non\_financial.support.will.unlock.additional. funding.and–or.advance.the.applicant"s.impact?often.in.a.way.that.would.not. otherwise.have.been.possible;

**12. Based on our description of how we think about “catalytic” funding, how do you expect a grant from ReFED combined with its wraparound support could be catalytic for you in a way that is unique or different from other funding opportunities you may have?\* (This helps us understand how grant funding specifically, as opposed to other types of funding, can be catalytic for you as well as how ReFED might be well-positioned to support you in non-financial ways that other funders may not.) (250 words)**

A grant from ReFED would be especially important for Shorewood because the Village simply does not have the funding capacity right now to support the next phase of this program on its own. While the need and potential for expanded food waste diversion are clear, local budgets are tight and focused on core services, which leaves very limited room to invest in new outreach, infrastructure, and program development.

ReFED's support would help fill that gap at a critical point. It would allow us to move from a stable but limited program into a phase of real growth—something that likely wouldn't

happen in the near term without outside funding. These dollars would support the behind-the-scenes work that often goes unfunded, like education, community engagement, data systems, and pilot projects, but that are essential for long-term success.

This kind of early investment also helps us prove the program's value, grow participation, and build a stronger case for future funding from the Village and other partners. In that way, ReFED's grant helps reduce risk and sets the program up to be sustainable.

Just as important, ReFED's technical support and national perspective are incredibly valuable for a small community. Access to proven strategies, performance benchmarks, and peer learning will help us build a better program and avoid costly trial and error.

Together, ReFED's funding and guidance would let Shorewood move faster and achieve impact that wouldn't be possible with local resources alone.

**13. Please describe what you are seeking funding for, such as a specific initiative, a strategic pivot, or general operations, and how it aligns with the open call's thematic focus. Feel free to include relevant context or examples that help illustrate this alignment. (250 words)**

We're seeking funding to support the next phase of Shorewood's organics diversion program by expanding infrastructure and outreach so we can significantly increase food and organic waste diversion across the community.

Specifically, this funding will support:

- Grow residential participation through direct mail, digital outreach, and clear, easy-to-use education materials.
- Create permanent community drop-off locations, starting with a site at the Department of Public Works, with secure enclosures and visible signage.
- Support commercial and school partners with guidance and materials that help prevent contamination and improve day-to-day operations.

These investments align closely with the open call's focus on practical, scalable solutions that reduce food waste, keep organics out of landfills, and lower greenhouse gas emissions through community-based action.

Shorewood has already made strong progress, diverting more than 470,000 pounds of organic material over the past three years. Still, our current participation and infrastructure don't yet reflect the full potential of our community. This funding would help us move beyond a limited pilot phase and build a more accessible, long-lasting program that other similar communities could replicate.

By pairing infrastructure with education and strong data practices, this initiative supports lasting behavior change and measurable environmental benefits, directly advancing the goals of ReFED's Catalytic Grant Fund.

**14. How much funding are you requesting from the ReFED Catalytic Grant Fund?**

\$50,000

**15. Please outline your implementation timeline for this initiative, including key milestones and how you expect to use the requested funds at each stage. We suggest using either dollar amounts or percentages with estimated dates (e.g., \$50,000 to build cold storage infrastructure starting in September 2026).**

Implementation Timeline (12–18 Months)

Phase 1: Program Setup & Infrastructure \$16,220

- Finalize project planning and partner coordination (*est. 15 hrs per quarter x 5 quarters [18mo] = 75 hrs @ \$50 / hr = \$3,750*)
- Create and print outreach and education materials (*est. \$8,000*)
- Improve registration and data tracking systems (*est. 5 hrs @ \$50 / hr = \$250*)
- Launch the first community drop-off site at DPW (*Delivery & service for 1 year: \$2,220 + \$2,000 for enclosure & signage = \$4,220*)

Phase 2: Community Outreach & Enrollment Growth \$5,570

- Run direct mail and digital outreach campaigns (incl. above in \$8,000 material cost)
- Host community events and education sessions (*Estimated 5 hours communication. \$50 / hr x 5 = \$250. Estimated 20 hrs on-site at events incl drivetime = 20 hrs. 25 hrs total x \$50 / hr = TOTAL \$1,250*)
- Expand residential enrollment (*Current residential subsidy cost is \$1.20 / resident / quarter; if goal of 900 residents is reached subsidy is \$4,320*)
- Provide guidance and materials for commercial and school participants

Phase 3: Program Expansion & Optimization \$19,100

- Plan additional drop-off locations and explore a second site (*Delivery & service for 1 year at 2nd drop off site: \$2,220*)
- Test pilot efforts (such as school diversion projects and special event composting) (*Supplies, signage, delivery, training & service for four schools for 1 year [Shorewood Intermediate, Atwater, Shorewood High, Lake Bluff] Total = \$14,140 - \$16,380*);
- Ongoing outreach and performance tracking (*Estimated 10 hours communication. \$50 / hr x 10 = \$500*)

Phase 4: Evaluation & Replication Readiness \$2,500

- Analyze data and report on impact
- Refine the program based on results
- Document lessons learned and share with partners (est. 30-50 hrs for all 3 bullet points @ \$50/ hr = \$2,500)

Total \$43,390

\*.15 contingecy (\$6,508)

Grand Total \$49,899 [\$50,000]

**16. What is the minimum amount of funding needed to meaningfully advance your initiative? (We ask this to understand the minimum funding needed to achieve your intended progress or impact.)**

\$25,000

**17. If awarded the minimum funding amount, how would you use it, and what progress would it enable? (Sometimes we're unable to provide the full requested amount, so we ask this and the previous question to understand the minimum needed to help your organization build momentum.) (250 words)**

If awarded the minimum funding amount of \$25,000, we would prioritize key activities that directly drive increased participation and diversion while laying the groundwork for future growth.

First, a significant portion would go toward establishing and operating a permanent community drop-off site at the Department of Public Works. This includes purchasing bins, building simple enclosures, and installing clear, user-friendly signage to reduce contamination and improve accessibility for residents who don't have curbside service.

Next, we would invest in targeted outreach and education efforts to boost residential enrollment. This would include focused direct mail campaigns, digital outreach, and community events designed to engage new users and reduce barriers to participation. Clear educational materials and messaging would reinforce proper sorting and encourage consistent use.

Additionally, a portion of funds would support onboarding and training for our existing commercial and school partners. This hands-on support is critical for minimizing contamination and increasing diversion rates in institutional settings.

Finally, we would improve our data tracking and reporting systems to better measure program performance and inform ongoing outreach strategies. Strong data allows us to demonstrate impact, adjust efforts in real time, and build a case for future funding.

This minimum funding level would enable Shorewood to move beyond its initial pilot phase and achieve meaningful growth—doubling residential participation and increasing organic waste diversion community-wide. It would also establish a solid foundation for expanded infrastructure, stronger partnerships, and scalable program elements in subsequent phases.

**18. If your organization is unable to raise the full amount needed to reach the minimum funding threshold within your fundraising timeline, what actions would you take? (We understand that things don't always go according to plan, so we are interested in understanding what your "Plan B" looks like.) (250 words)**

If we're unable to raise the full amount needed to reach our minimum funding goal within the planned timeline, we have a practical "Plan B" that allows the program to keep moving forward, even if at a slower pace.

Our first priority would be to focus on the most cost-effective, high-impact activities—especially residential outreach and education. These efforts directly drive participation and can continue to grow diversion without requiring major capital investment. We would also concentrate on strengthening engagement with current subscribers through regular communication and simple educational reminders to reinforce good habits and reduce contamination.

If funding is not sufficient to fully develop a permanent community drop-off site, we would explore lower-cost or shared options, such as temporary drop-off locations or partnerships with existing public facilities that could host bins with minimal infrastructure.

For schools and businesses, we would rely more heavily on self-guided materials and digital resources, allowing partners to participate with limited direct support. This keeps institutional involvement moving forward without significant staffing costs.

We would also continue to pursue smaller grants, sponsorships, and municipal contributions to gradually build toward the minimum funding level, and leverage ReFED's network and guidance to identify additional funding opportunities.

While this approach would slow the overall expansion, it would still allow Shorewood to make steady progress, maintain momentum, and be well-positioned to scale more quickly once additional resources become available.

**20. What skills, experience, or expertise do the team members leading this initiative bring that make them well-prepared to execute the proposed use of ReFED grant funds? (250 words)**

Shorewood partners with Compact Crusaders, whose team brings specialized knowledge in organics collection, composting operations, and community education. Their experience working with municipalities and residents ensures that the program is practical, efficient, and aligned with best practices in food waste diversion.

The Village's Department of Public Works Director has been with Shorewood for over 30 years and brings deep institutional knowledge and hands-on experience across all areas of municipal program management. This long-term leadership supports consistent operations, effective coordination, and responsible use of grant funds.

In addition, Shorewood has an engaged Conservation Committee focused on sustainability and waste reduction that is eager to support the program. Committee members assist with outreach, education, and community engagement, and serve as local champions who help promote participation and reinforce proper use.

Together, this combination of technical expertise, operational leadership, and community involvement positions Shorewood well to implement the proposed activities, manage funding effectively, and scale the program responsibly in alignment with ReFED's goals.

**21. What are the key challenges, risks, or uncertainties that could affect the success of your initiative (e.g., regulatory, permitting, technical, or operational risks), and how do you plan to mitigate them? (300 words)**

The success of this initiative depends on a few key factors, and our primary challenges fall into three main areas: funding, participation, and site-related risks.

Funding is the most significant uncertainty. As a small municipality, Shorewood has limited flexibility within its operating budget, which makes it difficult to independently fund program expansion, outreach, and new infrastructure. To account for this, we to phase implementation so progress can continue even if full funding is not immediately available.

Participation is another critical factor. The program's impact is directly tied to how many residents, schools, and businesses choose to take part and how consistently they use the system. Barriers such as confusion about acceptable materials, habit change, and limited awareness can slow growth or affect diversion quality. We will address this through clear, simple education materials, ongoing outreach, and visible community infrastructure that makes composting easy and normal. Data tracking will help us identify trends and adjust outreach as needed.

Site-related risks include selecting appropriate locations for community drop-off sites, obtaining approvals, and ensuring the sites remain clean, accessible, and well-maintained. Poorly sited or maintained locations could discourage use or create operational challenges. To mitigate this the Department of Public Works and Compact Crusaders will work closely to choose practical, high-visibility sites and establish clear maintenance responsibilities.

By identifying these challenges early and planning for them in a practical way, Shorewood can manage risk and keep the program moving forward for long-term success.