



Human Resources Manual

Adopted by the Village Board of Trustees on February 2, 2026

Adopted by the Library Board on February 11, 2026

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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,, 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.

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, 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) 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 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
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

- 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

- 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.
- Unused vacation pay of deceased employees shall be payable to the surviving spouse, next of kin, or estate.
- 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)

- 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	-

- Vacation allowances shall not be accumulated from year to year.
- Unused vacation pay of deceased employees shall be payable to surviving spouse, next of kin, or their estate.
- 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.
- 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.
- Only one supervisor shall take vacation at one time, unless approved by the Police Chief.
- 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

- 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.
- Employees will be eligible for this benefit effective the first of the month following thirty days of employment.
- 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 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:

- Basic tact and courtesy toward the public and fellow employees;
- Adherence to Village policies, procedures, safety rules and safe work practices; compliance with directions from supervisors;
- 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:

- 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;
- 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);
- Use, possession, or removal of Village property or equipment without authorization;
- Violation of the Village's alcohol and drug rule;
- Violation of the Privacy of Library Records and Library Use policy;

Violation of Village's security policy;

- 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.

- Any other Foreman position created by the Village Management/Supervisory employees will also be assigned to this standby duty.
- Employees who do not have a Village cell phone will be issued one by the Village.
- If employee uses their own cell phone, they will be given a five dollar (\$5) per month stipend to offset monthly fees.
- 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"]

- Present salary ranges, where they exist, can be maintained or modified, at the sole discretion of the Village Manager and Village Board.
- The Village reserves the right to hire, at its sole discretion, employees at any step in the existing salary range(s).
- The Village reserves the right, at its sole discretion, to advance employees through the steps of any current or future salary range (s).
- 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.

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.



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.



Appendix D Email and Internet Policy

INTERNET AND E-MAIL 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	\$144,051.68	\$ 162,079.77
	69.26	77.92
Assistant Village Manager/Human Resources Manager	\$97,600.74	\$136,636.71
	46.93	65.70
Village Clerk	\$80,322.49	\$112,429.65
	38.61	54.05
Deputy Village Clerk	\$63,486.11	\$80,785.99
	30.52	38.84
Planning and Development Director	\$98,946.95	\$138,535
	47.58	66.60
Chief of Police	\$126,506.72	\$138,434.06
	60.82	66.51
Captain (2013 hours worked annually)	\$100,094.37	\$140,123.26
	48.12	67.37
*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)	\$58,278.43	\$70,967
	28.02	34.11
Director of Public Works	\$106,758.47	\$149,458.15
	51.32	71.85
Public Works/Utilities Superintendent	\$85,839.17	\$120,174.22
	41.27	57.77
Director of Senior Services	61,257.19	\$71,209.05
	29.45	34.24
Library Director	\$85,508.54	\$119,711.75
	41.11	57.56
Assistant Library Director	\$71,121.50	\$99,564.95
	34.20	47.86
Library Office Manager/Confidential Secretary	\$49,671.75	\$66,200.16
	23.89	30.83

Non-Exempt Positions – Hourly

Title	MIN	MAX
Administrative Assistant I (Library)	22.05	30.87
Administrative Assistant II (DPW, PAD, Police)	22.05	30.87
Administrative Payroll Specialist	25.77	36.07
Elections and Licensing Clerk	22.26	28.12
Finance Specialist	24.34	34.07
Associate Building Inspector	30.25	42.35
Lead Building Inspector	34.91	48.85
Community Service Officer	22.40	31.36
Court Clerk	22.40	31.36

Public Safety Clerk	22.39	31.36
Senior Resource Center – Program Coordinator	17.31	19.63
*DPW – Seasonal	15.00	17.00
*Horticultural/Forestry Intern	17.00	19.00
DPW – General (Route Collector, Equipment Operator)	25.44	35.17
DPW – Forestry (Forester I, Forester II, Equipment Operator II, Horticulturalist)	27.77	38.87
DPW – Facility Maintenance (Craftsman, Chief Craftsman, Electrician)	28.54	39.96
DPW – Utilities (Utility Equipment Operator, Operator I, Operator II)	30.31	37.62
DPW – Fleet Maintenance (Fleet Mechanic)	33.81	43.95
DPW – Foreman (Foreman, Utility Lead)	34.51	48.30
Librarian	28.24	39.53
Library Associate	20.40	28.57
Library Clerk	18.96	26.53
*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 must turn in the wellness scorecard and any necessary attachments to the Village's designated representative by the assigned due date 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 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

Office Use Only:

Date Received: _____

Received By: _____