

CITY OF CLINTONVILLE

PERSONNEL MANUAL

Approved by the Clintonville Common Council on June 14, 2022

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INTRODUCTORY MATTERS

- Purpose of the Personnel Manual
- Equal Employment Opportunity
- The Role of Management
- Conflicts with Union Contracts
- Library Board and Police & Fire Commission Authority
- Employee Acknowledgement Form

INTRODUCTORY MATTERS

1. **Purpose.** This manual sets forth the City of Clintonville employee policies. Its purpose is to familiarize employees with the personnel policies of the City.

Because all employees are considered "at-will" employees, nothing contained in this document is to be construed by any employee as establishing, creating, or constituting a written, oral or implied contract of employment. Furthermore, nothing herein will be construed as a guarantee of continued employment nor as a guarantee of any benefits or conditions of employment.

The provisions set forth in this manual supersede all prior personnel policies and procedures, whether written or established by past practice but this manual should not be construed as all-inclusive. Because this Personnel Manual is based on City operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all to some degree subject to change, this manual is also subject to change. The City of Clintonville reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this manual.

Any changes made in this manual will be brought to the attention of all employees by employee meetings, e-mail notification, and/or corrections in the Personnel Manual itself.

2. **Equal Employment Opportunity.** It is the policy of the City of Clintonville to provide equal opportunity in employment to all qualified employees and applicants for employment without regards to race, color, religion, sex, or other protected characteristics. Positive action is required from all employees to help ensure that the City complies with its obligations under state and federal law. Equal consideration to all qualified persons includes, but is not limited to, the following functions:

- Hiring, placement, promotion, transfer, or demotion
- Recruitment
- Compensation for and conditions of employment
- Training; and
- Involuntary layoff or separation from employment.

Our policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability and other relevant considerations.

3. **Conflicts with Union Contracts.** In the event this manual conflicts with provisions of a union contract, the provisions of a union contract will take precedent.

4. **Library Board and Police & Fire Commission Authority.** While this manual and all policies contained herein are applicable to all City departments and employees, the Common Council acknowledges and affirms all statutorily-granted autonomous powers of the Library Board and the Police & Fire Commission. Violations of this handbook committed by personnel subject to the Library Board or the Police & Fire Commission will be addressed by those respective bodies within the authority of their jurisdiction.

5. **The Role of Management.** Certain rights and responsibilities are imposed on the City by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the City reserves any and all management rights regarding employees' employment status.

Employee Acknowledgment Form

A copy of the Clintonville Personnel Manual has been provided to me for review either electronically or printed. My signature indicates that I did receive and review a copy. I understand that the policies, rules, regulations, and procedures set forth in this manual will govern my employment with the City. I further acknowledge that it is my responsibility to thoroughly review this manual and familiarize myself with its contents. This manual is understood to form the parameters for my employment with the City and is not intended to be either an express or implied contract or guarantee of employment or guarantee any particular term or condition of employment. The City reserves the right to revise, amend, add, or delete any policy, procedure, or benefit contained in the manual without notice at any time.

Employee Signature

Date

Employee Name & Department

GENERAL PROVISIONS

- Policy 001 – Definitions

POLICY 001 DEFINITIONS

- 1. Purpose.** To provide clarity and consistency when referencing employee positions and any associated employment benefits.

- 2. Definitions.** The following words and phrases as utilized in this manual will be the definitions set forth unless a different meaning is specifically afforded to the word or phrase via definition established in the policy.
 - 2.1 ANNIVERSARY DATE.** The date an employee begins City employment (as may be modified by personnel actions).
 - 2.2 APPOINTING AUTHORITY.** A City official who has the authority to appoint and remove individuals to and from positions in the City service.
 - 2.3 DEMOTION.** The assignment of an employee from one position to another position with a lower pay range.
 - 2.4 DEPARTMENT HEAD.** A City official with the responsibility for the operation of a specific City department as set forth in the Organizational Chart.
 - 2.5 DISCIPLINARY ACTION.** The action taken to discipline an employee, including any action from a verbal reprimand, written reprimand, suspension with or without pay, demotion, up to and including discharge.
 - 2.6 ELIGIBLE.** A person determined by the City Administrator, or designee, as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
 - 2.7 EMERGENCY APPOINTMENTS.** An appointment which may be made in case of unforeseen emergency when necessary to prevent impairments of City service.
 - 2.8 EMPLOYEE.** An individual who is legally employed by the City and is paid in part or in whole through the City payroll.
 - 2.9 ENTRANCE PAY RATE.** The rate at which an individual not currently on the payroll is to be employed.
 - 2.10 GRIEVANCE.** A grievance is a formal written complaint of a regular City employee regarding working conditions, applications of discipline, or safety conditions.
 - 2.11 FULL-TIME EMPLOYEE.** A person who has been hired by the City to regularly work at least thirty (30) hours per week and is eligible for health insurance benefits under the insurance policy in effect at the time of hire.
 - 2.12 LAYOFF.** The involuntary separation of an employee because of reasons unrelated to an employee's performance.
 - 2.13 LIMITED TERM EMPLOYEE.** A person who has been hired by the City to perform a certain job for a limited period of time. Employees so hired are not entitled to the normal tenure rights and benefits afforded to regular employees.
 - 2.14 SALARY SCHEDULE.** A schedule of pay ranges for all positions in the City.
 - 2.15 SEASONAL EMPLOYEE.** A person who has been hired by the City for a specific seasonal period.
 - 2.16 PAY RANGE.** The minimum through maximum rates of pay established for each position.

- 2.17** PART-TIME EMPLOYEE. A person who has been hired by the City whose averaged scheduled hours is expected to be less than thirty (30) hours per week.
- 2.18** POSITION. A grouping of duties and responsibilities of all the actual duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, permanent or temporary.
- 2.19** POSITION DESCRIPTION. A written description of duties and responsibilities of a specific position.
- 2.20** REGULAR APPOINTMENT. An appointment of an eligible individual to a budgeted City position.
- 2.21** REINSTATEMENT. The action by which a former employee may be reinstated to a position with pay and/or fringe benefits comparable to that received at the time of separation or as may be appropriate at the time.
- 2.22** SELECTION DEVICE. A formal measurement device used to evaluate and/or rank applicants for City positions.
- 2.23** SEPARATION. The removal of an employee from employment for voluntary or involuntary reasons including resignation, layoff, retirement or death.
- 2.24** SUPERVISOR. The person responsible for the assignment, direction, and work of another employee, usually a full-time employee.
- 2.245** TERMINATION. The removal of an employee from employment for involuntary disciplinary reasons, including dismissal.
- 2.26** TRANSFER. The assignment of an employee from one position to another whether in the same or different departments.

RECRUITMENT, HIRING, & SEPARATION FROM EMPLOYMENT

- Policy 101 – Recruitment & Selection
- Policy 103 – Nepotism
- Policy 105 – Separation from Employment

POLICY 101 RECRUITMENT & SELECTION

- 1. Purpose.** To provide a recruitment and selection process for all regular and temporary positions. The City observes all equal employment opportunity laws and regulations. The selection process will include an evaluation of the applicant's relative abilities, skills, knowledge, and experience.
- 2. Vacancies.** When the City determines that a vacancy or new position will be filled, the City will normally post a notice of such vacancy or new position electronically. In departments where employees do not have ready-access to email, a paper notice will be posted. Job openings will normally be posted for a minimum of five (5) working days. The City retains the right to determine whether and when to recruit outside applicants and therefore may not post all open positions.
- 3. Department Head Openings.** In the event a Department Head position becomes open, an interview team normally comprised of the Mayor, the City Administrator, the Chair of the respective Committee, and a member of the Personnel Committee shall be formed to conduct the interview and selection process and to make a formal recommendation to the Personnel Committee. Should the Chair of the respective Committee be a member of the Personnel Committee, then the respective committee shall select another member not on the Personnel Committee to be on the interview team.
 - 3.1 Exceptions.** The Personnel Committee may elect a different composition for the interview team without Council action so long as the interview team consists of at least one alderperson.
- 4. Orientation Period.** The orientation period is intended to give new employees and those who have received promotions the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The orientation period provides a period of intensive observation to determine the adequacy of the job performance, but the completion of the orientation period does not add any additional protections for the termination of such employees who continue as at-will employees. An orientation period applies to all newly hired and rehired employees and employees seeking promotional vacancies, as applicable. The length of the orientation period is three to six months for non-department head level staff and twelve months for Department Heads.

POLICY 103 NEPOTISM

- 1. Purpose.** In order to avoid situations that create potential or perceived favoritism, or perceived or actual conflict of interest, it is the City's policy to not hire persons related to City employees within the same department or those of elected officials for regular full-time or part-time positions. Such related persons are not barred from seasonal or temporary City employment but will not be entitled to any preference because of their relationship. The City also prohibits having an employee supervise a person to whom they are related in accordance with Section 1.07 of the Clintonville Municipal Code.
- 2. Definitions of Related.** For purposes of this policy, related persons will mean wife, husband, father, mother, grandfather, grandmother, guardian, ward, sister, brother, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law.
- 3. City Administrator Review.** While the above-definition identifies relationships that are likely to be perceived as a conflict of interest, employees should also guard against other superior- subordinate relationships that could be perceived as creating a conflict of interest. In order to safeguard the interests of both employees and the City, the Administrator should be alerted to any employee relationships that pose, or potentially pose, a conflict of interest.
- 4. Recruitment & Hiring.** No employee may participate in the recruitment or hiring process if a relative is an applicant under consideration.

POLICY 105 SEPARATION FROM EMPLOYMENT

- 1. Policy.** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, and failure to return from approved leave. Such employment separation may be voluntary or involuntary.
- 2. Notice.**
 - 2.1** If an employee decides to terminate their employment, we request that at least two weeks advance notice be provided.
 - 2.2** Department Heads and Administrative Staff who decide to terminate their employment with the City will provide at least 30 days advance notice with such termination to be effective upon receipt by the appointing authority or upon the date specified.
 - 2.3** Any employee who fails to give the requested notice will be considered to have resigned not in good standing unless the City Administrator determines that acceptable reasons for a shorter notice period exist. Paid benefit time will not count as part of the notice unless approved by the City Administrator.
- 3. Separation Procedures.**
 - 3.1** Upon separation from employment, compensation and benefits which have been earned and accrued will be credited pursuant to law. Resigning employees should make an appointment with the payroll staff for payout review and with the City Administrator for an exit interview.
 - 3.2** Employees who resign not in good standing are ineligible for benefits payout.
- 4. Reduction in Workforce.** The City retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.
- 5. Return of City Equipment.**
 - 5.1** Prior to separation from employment, City equipment that was assigned to the employee must be returned to the City. Such equipment includes, but is not limited to, identification/key cards, keys, laptop computers, radios, and phones/pagers.
 - 5.2** Payout of accrued benefits will be withheld until all equipment is returned.
- 6. Notice of Resignation**
 - 6.1** When an employee resigns, a written notice of resignation must be provided to their supervisor or department, which needs to be forwarded within one working day to the City Administrator for placement in the personnel file.
 - 6.2** The notice of resignation must contain:
 - Employee's full name, title, and department
 - Current date of letter
 - Effective date of resignation
 - Date of the last day to be worked, with a request to use benefit time if this date is different from the resignation date
- 7. Last day of Employment.** The last day worked will, in most cases, be considered the last day of employment. The City reserves the right to determine the last day of employment.

STANDARDS OF EMPLOYEE CONDUCT

- Policy 201 – Employee Conduct and Working Environment
- Policy 203 – Concerns and Complaints
- Policy 205 – Corrective and Disciplinary Actions
- Policy 207 – Grievance Procedure
- Policy 209 – Performance Evaluations

POLICY 201 EMPLOYEE CONDUCT & WORKING ENVIRONMENT

1. Purpose. It is the City of Clintonville's policy that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees, and is free from all forms of harassment and violence. To ensure orderly operations and provide the best possible work environment, the City of Clintonville expects employees to follow the rules of conduct that will protect the interests and safety of all employees and the City.

2. Policy.

2.1 Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

2.2 Employees have a right to conduct their work without disorderly or undue interference from other employees. The City prohibits employees from violating this right of their co-workers. This prohibition includes, but is not limited to intentional acts such as:

- Unprovoked insolence or disrespect on the part of the employee toward fellow employees, elected officials, visitors, or other members of the public.
- Boisterous or disruptive activity in the workplace or actions adversely and substantially affecting morale, production, or efficiency.
- Sexual or other unlawful or unwelcome harassment.
- Fighting with or provoking a disturbance among fellow employees, threatening violence in the workplace, or actions adversely and substantially affecting morale, production, or efficiency.
- Discrimination against others because of any protected classification.
- Making malicious, false, or harmful statements about others or publicly disclosing another's private information.

3. Unacceptable Conduct.

3.1 It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including termination of employment.

- Falsification of timekeeping or other City records.
- Theft, damage, or destruction of City equipment or property, or dishonesty.
- Insubordination, inclusive of, but not limited to, a willful refusal to obey lawful and reasonable directives.
- Possession of dangerous or unauthorized materials, such as firearms, in the workplace.
- Possession, distribution, sale, transfer, being under the influence of or use of alcohol or illegal drugs in the workplace, while on duty or while operating City-owned vehicles or equipment.
- Smoking in undesignated smoking areas, to include City-owned vehicles or equipment.
- Unauthorized disclosure of confidential information.
- Immoral or otherwise improper conduct which adversely and substantially injures or brings the City into disrepute; being charged with or convicted of a crime which is directly related to the job which the person was hired to perform; or unavailability for work due to incarceration.
- Habitual tardiness, abuse of paid time off privileges, excessive absenteeism or any absence without notice.
- Violation of state law, administrative rules, City Ordinances, departmental work rules, Employee Policies, or other City policies or safety rules.
- Off duty conduct that negatively impacts the City.

4. Right to Search. The City reserves the right to search City property including but not limited to lockers, desks, computer information, etc. at any time without consent. The City may request a search of personal property at the worksite or locked City property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities reside therein. Refusal of such request may result in disciplinary action up to and including termination.

5. Consequences of Policy Violation. The above listed examples are not all-inclusive. Nothing in this policy is intended to modify the at-will employment relationship. The City may take corrective or disciplinary action against employees whose conduct violates this or other City policies and practices. The supervisor should consult with the department head and City Administrator on such matters.

POLICY 203 CONCERNS OR COMPLAINTS

1. Purpose. To provide access to address concerns outside the realm of formal grievance procedures.

2. Policy. The Concerns or Complaints Procedure should be used to address concerns that are not covered by a formal grievance procedure. These concerns may involve such issues as public and department policy, harassment issues, compliance with laws, issues on City policy or potential or perceived conflicts of interest. It is the desire of the City, when practical, to address concerns informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

3. Procedure.

3.1 The employee will complete a written complaint form, available from City Hall, and forward it to the City Administrator. The employee will explain the nature of the concern and any suggested resolution. To ensure appropriate follow-up action can be taken, all complaints must be signed by the person initiating them. The City of Clintonville will not tolerate retaliation or harassment of an employee who shares a concern or complaint if the complaint is truthful and is made in good faith.

3.2 If the complaint is deemed to be covered by a formal grievance procedure, it will be referred to the Department Head to proceed accordingly.

3.3 The City Administrator or designee will normally meet with the employee, department head, and interested parties within fifteen (15) working days of receipt of the complaint and attempt to reach a resolution. Information concerning a complaint will only be shared on a need-to-know basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured. Follow-up actions and/or referrals taken will be documented.

4. Formal Grievance Procedures.

4.1 Employees are expected to follow the formal grievance procedure that is in place. The following matters are subject to the formal grievance procedure:

- Disputes concerning employee discipline, disciplinary termination and workplace safety
- Any harassment complaints

5. Appendices.

5.1 General Complaint Form (Appendix 203A)

POLICY 205 CORRECTIVE AND DISCIPLINARY ACTIONS

1. Purpose. Corrective and disciplinary action may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance, as determined by the City. In

most instances, corrective and disciplinary action will only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations. Nothing in this policy is intended to modify the at-will employment relationship.

2. Scope and Application.

2.1 This policy applies to all full- and part-time employees of the City of Clintonville. The term “employee” excludes independent contractors, elected officials, and any employee, official, or officer that serves at the pleasure of an appointment authority, as provided by Wisconsin Statutes. Certain employees may be covered by either state statute and/or a collective bargaining agreement, particularly with regard to corrective and disciplinary actions. In those cases, the provisions of state statute and/or collective bargaining agreement will supersede this policy.

3. Definitions.

3.1 **CORRECTIVE ACTION.** The level of corrective action imposed will take into consideration the seriousness of the infraction as well as the employee’s performance record. At the City’s sole discretion, various types of corrective action may be imposed which include, but are not limited to, verbal warnings and written warnings. These measures are not required to be used before suspension or termination of employment occurs nor are the listed corrective actions required to be used in any specific order. The City may repeat corrective action. Problems related to an employee’s inability to meet job expectations, not related to misconduct, may be addressed through performance evaluation.

3.2 **DISCIPLINARY ACTION.** For purposes of this policy, disciplinary action means an employment action that results in disciplinary suspension without pay, termination, or disciplinary demotion/reduction in rank. Disciplinary action does not include verbal or written notices, warnings, evaluations or reminders that are issued in order to alert the employee that failure to correct the behavior may result in disciplinary suspension, demotion, or termination.

3.3 **ORAL WARNING.** An oral statement made to the employee indicating that conduct or performance fails to meet an acceptable level. Documentation of the oral statement is created and made part of the employee’s personnel file.

3.4 **WRITTEN WARNING.** A written statement to the employee indicating that conduct or performance fails to meet an acceptable level, which will be made part of the employee’s personnel file.

3.5 **SUSPENSION.** The temporary removal for disciplinary reasons of an employee from his/her assignment, without pay. Documentation of the suspension is created and made part of the employee’s personnel file.

3.6 **TERMINATION.** Involuntary dismissal from City employment. Termination does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment.

4. Authority. The City Administrator is responsible for oversight of all disciplinary actions for all employees covered by this policy, including Department Heads. The City Administrator must approve all suspensions without pay.

5. Standards of Conduct

5.1 While it is impossible to list every type of behavior that may be deemed a serious infraction, subject to disciplinary action, Policy 201 Employee Conduct and Working Environment includes examples of behaviors that may result in disciplinary action. The problems listed are not intended to be an all-inclusive list.

5.1.1 The severity of the disciplinary action will be related to the gravity of the offense, the employee's record of prior disciplinary actions, and a review of the facts and circumstances surrounding the incident(s) as determined by the City.

5.1.2 Nothing in this policy is intended to create additional liberty, property or procedural rights for employees beyond those rights guaranteed by federal and state law, unless such a provision is clearly labeled as a right of the employee.

6. Departmental Policies.

6.1 Each department head is responsible for developing any additional written departmental policies unique to, and necessary for, the efficient and safe operation of the department. Such policies shall not contradict policies in this manual.

6.2 Departmental policies will be in writing and copies will be made available to all affected employees, including notice that any violation of such rules will be subject to disciplinary action.

6.3 Departmental policies will be used in addition to the policies and procedures in the Personnel Manual.

6.4 Departmental policies will be approved by the department head and current departmental work rules will be kept on file with the City Administrator.

7. Formal Disciplinary Action.

7.1 City Employees may receive disciplinary action for reasons that include but are not limited to violation of departmental work rules, employee policies and administrative procedures, or other City policies or safety rules.

8. Documentation.

8.1 The supervisor will give the employee a notice that documents any/all oral and written warnings, suspensions, and/or terminations.

8.2 Receipt of such notice will be acknowledged by the employee or witnessed. A copy of the notice will be furnished to the employee. The original warning notice will be forwarded to the City Administrator for inclusion in the employee's personnel record.

8.3 All corrective and disciplinary actions will be documented and placed in the employee's permanent file at City Hall.

9. Appeal of Disciplinary Action. An employee may appeal the imposition of a disciplinary action of demotion/reduction in rank, disciplinary suspension without pay, or termination through the grievance procedure set forth in Policy 207 Grievance Procedure.

10. Administrative Leave. In certain limited circumstances, an employee may be placed on Administrative Leave in order to conduct an investigation. Such leave is with pay and may only be authorized by the City Administrator unless otherwise dictated by State Statutes.

POLICY 207 GRIEVANCE PROCEDURE

1. Purpose. This procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an impartial hearing officer, and to appeal to the Common Council, where appropriate, as required by WisStat 66.0509. The City expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure. If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable. This procedure does not replace or supersede any statutory provision which may be applicable to an employee's employment with the City. This grievance procedure does not create a legal binding contract or a contract of employment.

2. Definitions.

- 2.1 DISCIPLINE.** For purposes of this policy, discipline means an employment action that results in disciplinary suspension without pay, termination, or disciplinary demotion/reduction in rank. Disciplinary action does not include verbal or written notices, warnings, evaluations or reminders that are issued in order to alert the employee that failure to correct the behavior may result in disciplinary suspension, demotion/reduction in rank, or termination and are not subject to the grievance procedure.
- 2.2 TERMINATION.** Involuntary dismissal from City employment for disciplinary or performance reasons. Termination does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment.
- 2.3 EMPLOYEE.** For the purposes of the procedure for grievances concerning employee terminations and employee discipline, includes all regular full-time and part-time employees. The term employee excludes elected officials, individuals hired on a limited term, casual, project, or seasonal basis, independent contractors, employees within their introductory period, and any employee, official, or officer that serves at the pleasure of an appointing authority as provided by Wisconsin Statutes.
- 2.4 WORKPLACE SAFETY.** Any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. Workplace safety does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, and work schedules.
- 2.5 EMPLOYEE ASSISTANCE PROGRAM (EAP).** The City annually contracts with a healthcare provider to provide employee assistance programs. These programs also offer consulting on personnel issues where an outside viewpoint may be used to relieve an issue organizational or amongst employees.

3. General Provisions.

3.1 Role of Appointment of Impartial Hearing Officer

- 3.1.1** For purposes of this policy, the role of the impartial hearing officer will be to define the issues, identifying areas of agreement and dispute between the parties, and to hear the parties' respective argument.
- 3.1.2** The hearing officer may require parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing.
- 3.1.3** The hearing officer will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary.

3.1.4 The hearing officer may apply relaxed standards for the admission of evidence and may request oral or written arguments and replies.

3.1.5 The hearing officer will be selected by the City Administrator based upon the nature of the matter in dispute.

3.2 Costs.

3.2.1 Each party will bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting, or defending a grievance.

3.2.2 The fees of the impartial hearing officer will be paid by the City.

3.3 Time Limits.

3.3.1 The term days used in this provision means calendar days, excluding observed holidays as set forth in Policy 403 Holidays & Leaves Around Holidays. The City and grievant may mutually agree to waive time limits, in writing. If the last day on which a grievance is to be filed or a decision is to be appealed is a Saturday, Sunday, or observed holiday in Policy 403, the time limit is the next day which is not a Saturday, Sunday, or holiday.

3.3.2 A grievance or appeal is considered timely if received by the employer by the close of business on the due date. If the grievance is not timely filed or appealed by a grievant, it will be dismissed as final.

3.3.3 The City and grievant may mutually agree, in writing, to waive any step to facilitate or expedite resolution of the grievance.

3.3.4 If the grievance is not answered within the time limits, the grievant may proceed to the next available step within seven (7) days.

3.3.5 Any issues involving the timeliness of a grievance will be resolved by the City Administrator.

3.4 Scheduling. Grievance meetings and hearings will typically be held during the grievant off-duty hours. Time spent in grievance meetings and hearings will not be considered compensable work time.

3.5 Representation. The grievant will have the right to representation during the grievance procedure at the grievant's expense.

4. Procedure for Grievances Concerning Employee Terminations and Employee Discipline.

4.1 Step 1. An earnest effort will be made to settle the matter informally between the aggrieved employee and the employee's immediate supervisor. If the grievance is not resolved informally, it will be reduced to writing by the employee who will submit it to the employee's department head, who will then submit it to the City Administrator.

4.1.1 The written grievance will give a detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and indicate the specific relief being sought.

4.1.2 If the employee does not submit a written grievance within fourteen (14) days after the facts upon which the grievance is based first became known, or should have been known to the employee, the grievance will be deemed waived. The department head will reply in writing to the employee within fourteen (14) days after receipt of the written grievance.

4.2 Step 2. If the grievance is not settled in Step 1 and the employee wishes to appeal the decision, the employee will submit the written grievance to the City Administrator within five (5) days after receipt of the decision of the department head at Step 1. The City Administrator will review the matter and inform the employee of his or her decision within ten (10) business days of receipt of the grievance. Any grievance that involves actions by the City Administrator relative to an employee or which the City Administrator files against the City shall automatically skip Step 2 of the grievance process and move forward to review by an impartial hearing officer (Step 3).

4.3 Step 3. If the grievance is not settled in Step 2 and the employee wishes to appeal the decision, the employee will submit the written grievance to the City Administrator requesting a hearing before an impartial hearing officer.

4.3.1 If the employee does not submit the appeal to the City Administrator requesting a hearing before an impartial hearing officer within fourteen (14) days after receipt of the City Administrator's decision, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within thirty (30) days of receipt of the request for a hearing.

4.3.2 The hearing officer will determine whether the department head's decision was arbitrary, capricious, or not supported by the facts presented. At the conclusion of the hearing, the hearing officer will render a written decision indicating the reasons for one of two decisions: 1) Sustaining the discipline/termination, 2) Denying the discipline/termination. The hearing officer must sustain the discipline/termination unless demonstrated that the decision to discipline or terminate is arbitrary, capricious and not supported by fact presented. The hearing officer will render a written decision to the City and employee within ten (10) calendar days from the date of the hearing.

4.4 Step 4. The City or employee may appeal the decision of the hearing officer to the City Council. The decision of the City Council will be final and binding upon the parties.

4.4.1 The City or employee may request a review by the Common Council by filing a request with the City Administrator within fourteen (14) days of receipt of the written decision of the hearing officer. The request must set forth in detail the reasons for the appeal. The non-appealing party will have fourteen (14) days to submit a reply to the detailed request. Once the request for review and reply are received, the review will be scheduled at the Common Council's next regularly scheduled meeting. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

4.4.2 The Common Council will review only the record from the hearing, the written decision of the hearing officer, the reasons for the appeal, and the reply. The role of the Common Council in reviewing the decision of the hearing officer is to determine whether the impartial hearing officer's decision was arbitrary, capricious, or not supported by the facts presented to the hearing officer. The Common Council may either uphold, modify, or reverse the decision of the impartial hearing officer.

5. Procedure for Grievances Concerning Employee Workplace Safety.

5.1 Step 1. Any employee who personally identifies or is given information about a workplace safety issue or incident must notify the employee's department head of the issue or incident as soon as reasonably practical. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

- 5.1.1 Any workplace safety incident or issues must be reported by an employee within twenty-four (24) hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.
- 5.1.2 A written report of the incident or issues, outlining the events that transpired and proposed resolution, if any, will be signed by all concerned parties and submitted to the City Administrator within seven (7) days of the incident or issue for review and consideration.

5.2 Step 2. After consideration, the City Administrator will issue a final report on the findings and conclusions within fourteen (14) days of the review.

5.3 Step 3. The employee may appeal to the Common Council. The decision of the Council will be final and binding upon the parties.

5.3.1 The employee may request a review by the Common Council by filing a request with the City Administrator within fourteen (14) days of receipt of the written report outlining the City Administrator's decision. The review will be scheduled at the Common Council's next regularly scheduled meeting that provides at least five (5) calendar days to review material. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

6. Appendices.

6.1 Employee Grievance Form (Appendix 207A)

6.2 Employer Grievance Form (Appendix 207B)

POLICY 209 PERFORMANCE EVALUATIONS

1. Purpose. To improve employee performance, strengthen supervisor-employee relationships, and to recognize employee accomplishments and good work. Employee performance evaluations will be considered in decisions affecting placement, employment, step increases, promotions, transfers, corrective action or discipline, reemployment, and training.

2. Policy. It is the policy of the City of Clintonville to administer an Employee Performance Evaluation Program that will help to assess employee's work performance and effectiveness, to provide a means to suggest constructive action for improvement and employee development, and to provide positive feedback in areas of excellence.

3. Scope. All regular full-time and regular part-time employees of the City of Clintonville, regardless of their employment status, are covered by this policy. Elected Officials are not included in this policy.

4. Frequency of Evaluations. In general, the goal is to conduct employee performance evaluations on an annual basis.

5. Failing Evaluations. An evaluation with three or more zeroes is considered an automatic failure regardless of the overall score. In addition, an employee who receives a failing evaluation shall be placed on probation for a minimum of six months but not more than twelve months. Any performance or discipline issues during this probation period may subject the employee to immediate termination.

TECHNOLOGY & COMMUNICATIONS

- Policy 301 – Information Technology Resources
- Policy 303 – Social Media
- Policy 305 – Phone & Mail System
- Policy 307 – Political Activities & Other Forms of Solicitation
- Policy 309 – Email Retention

POLICY 301 INFORMATION TECHNOLOGY RESOURCES

- 1. Purpose.** To provide employees with a variety of information technology resources such as computers, printers, scanners, electronic mail, voicemail, Internet access, and application software in an effort to allow them to be more productive and have the information necessary to do their jobs.
- 2. Employee Responsibility.** Employees are responsible for appropriate use of information technology resources in accordance with this policy. All use of information technology resources must be able to withstand public scrutiny without embarrassment to the City of Clintonville, its customers or its employees.
- 3. Appropriate Use.**
 - 3.1** The use of and access to information technology resources is limited to employees and officers of the City of Clintonville and is intended for City business-related purposes only. Consequently, all data and information will be and will remain the property of the City and will not belong to employees or officers.
 - 3.2** Except as otherwise prohibited by this or another City of Clintonville policy, limited and reasonable use of these tools for occasional employee personal purpose that does not result in any additional cost from loss of time or diversion of resources from their intended business purpose is permitted, subject to management approval.
 - 3.3** The use of information technology resources is a privilege and may be revoked at any time by management if use is deemed inappropriate as defined below.
- 4. Inappropriate Use.** Inappropriate use of information technology resources may result in the revocation of privileges, job-related discipline, or both. Uses that are prohibited by the City of Clintonville include, but are not limited to:
 - 4.1** Accessing information resources or altering, deleting, or damaging data without the explicit authorization of management or introducing viruses.
 - 4.2** Illegal activities as defined in accordance with State and Federal Law or local ordinances or unethical uses.
 - 4.3** Waging, betting, or selling chances.
 - 4.4** Viewing, reading, or accessing any sexually explicit sites or materials that are in any way sexually revealing, suggestive, or demeaning, or are pornographic except when such access is required by job duties and approved by management.
 - 4.5** Using the organization's time and resources for personal gain, or promotion of political or private causes, positions, or activities.
 - 4.6** Attempts to evade, disable, or bypass any security provisions of systems or the network.
- 5. Confidential Information.** Many City of Clintonville employees have access to confidential information through the course of their job. Confidential information can only be used to perform job functions. Any other use is illegal and may result in prosecution and other sanction. Access to confidential information outside of business needs is prohibited and reasonable measures must be taken to safeguard confidential information from unauthorized access.
- 6. Storage, Retention, and Disposition.**
 - 6.1** Employees who use electronic documents must be aware of the retention requirements for public records and the exemptions that ensure the privacy of certain documents. It is the responsibility of the employee to determine whether a document contains official City business and whether it is subject to public record law.

- 6.1.1 If the documentation is subject to retention, the employee must determine the length of retention as required by law.
- 6.1.2 If the retention period is more than a few days, the document should be printed and filed in the same manner as other paper documents related to the same matter or stored electronically on the City server.
- 6.2 The City of Clintonville retains exclusive ownership of all information and applications created by or stored on the information technology resources it provides. All critical business-related information should be stored on the City network for backup purposes.

7. Security. The following guidelines have been established for all City of Clintonville employees given access to information technology resources:

- 7.1 Employees may only access information resources explicitly authorized by management.
- 7.2 Employees are responsible for properly safeguarding logins and passwords and will be held accountable for any activity that occurs under their login name and password. Any unauthorized activity must be immediately reported to management. The sharing of passwords is expressly prohibited.
 - 7.2.1 Where possible, the IT Manager will implement automatic password expiration process to ensure passwords are changed in a regular and timely manner.
 - 7.2.2 Passwords are to be treated as sensitive, confidential information and should never be written down or stored in the “Remember Password” feature of any application or program.
 - 7.2.3 Suspicion of a password being broken must be reported to the City Administrator as soon as reasonably possible.
 - 7.2.4 Password protected screensavers should be enabled and should protect the computer within five minutes of user inactivity.
- 7.3 Employees may not intentionally engage in any activity that is likely to prevent others from accessing and using any information technology resource.
- 7.4 Anyone receiving electronic communications in error will notify the sender immediately. The communication may be privileged, confidential, and/or exempt from disclosure under applicable law. Such privilege and confidentiality will be respected.

8. Downloading Software. Unless authorized, employees will not download any software. This includes but is not limited to games, graphics, utilities, demo disks, and third-party software. If downloading is properly authorized, employees must follow designated procedures for file transfer, virus scanning, and licensing.

9. Anti-virus Measures. All computers with Internet access will have virus protection software installed prior to the connection being established. Even though this software will detect many viruses, it will not detect them all. Do not access email or email attachments from senders you are not familiar with or appear suspicious.

10. Software Use. All software used on City of Clintonville computers must be legally licensed and purchased. Running software that is not licensed is illegal and can subject the user and the City to substantial penalties under the law.

11. Hardware Use. All hardware connected to computers or networks must be purchased through the City’s IT Manager or authorized by the City Administrator or Department Head.

12. Network Use. All hardware belonging to outside vendors, contractors or interns must be checked and approved by the IT Manager or City Administrator prior to being connected to the City network. Use of city equipment by non-employees will be reviewed on a case-by-case basis and must be approved by the department head or the City Administrator.

13. Smart Phones. The City Administrator must approve requests for an employee smartphone. All approvals shall be in accordance with the City's cellphone and smartphone policy.

14. Privacy and Monitoring.

14.1 The information technology resources provided for employees are the exclusive property of the City of Clintonville as are all documents, applications, communications, and messages created using those resources.

14.2 Utilizing information technology resources should **not** be considered private or secure.

14.3 The City of Clintonville reserves the right to access the contents of documents, applications, communications, and messages and to fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any electronic communications transmitted to or from any City facility.

14.4 The City of Clintonville will monitor the use of information technology and retains the right to limit its use. Hardware and software tools exist that will log destination and duration of Internet access by user, examine the content of files and email, and scan network and local disk drives. The City reserves the right to implement these tools to perform periodic and random audits of information technology usage. Management may use the results to identify and prevent potential problems.

15. Appendices

15.1 Cellphone/Smartphone Arrangement Form (301A)

POLICY 303 SOCIAL MEDIA BY THE CITY

1. Purpose. The City of Clintonville will employ the use of social media tools to more effectively market the community to outside individuals and organizations, to ensure the broad distribution of accurate and timely information regarding relevant City related issues, and to promote dialogue between community members and the City of Clintonville. This policy is not meant to address one particular form of social media but rather social media in general, as advances in technology will occur and new tools will emerge.

2. Scope. Social media provides a new and potentially valuable means of assisting the City in facilitating community outreach, problem-solving, and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by elected, administrative, and supervisory personnel. The City also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on City personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the personal use of social media by all personnel.

3. Definitions.

3.1 Social Media. Refers to content created by individuals with the use of various technologies for the purpose of information sharing through the Internet. Examples of social media are Blogs,

Discussion Forums, Social Networking websites, Photo-sharing websites, Video-sharing websites, Wikis, and more.

- 3.2 Blog (short for web log).** A type of website with regular diary style entries commonly displayed in reverse-chronological order. Entries usually contain commentary, descriptions of events, or other material such as graphics or video. Blog readers usually have the ability to leave comments.
- 3.3 Discussion Forum.** An online discussion site where individuals can discuss topics by leaving messages and receiving responses. Many topics on forums can include questions, comparisons, polls of opinion, and debates.
- 3.4 Social Networking Websites.** Focuses on the building of social networks or social relations among people. Social networking sites allow users to interact, share ideas, activities, events, and interests with people within their individual networks. Examples include Facebook, My Space, Twitter, LinkedIn, etc.
- 3.5 Podcasts.** Audio or video content that can be downloaded automatically through a subscription to a website so you can view or listen offline.

4. Employee Responsibility.

- 4.1** City of Clintonville employees are responsible for the appropriate use of social media in accordance with this policy and are expected to adhere to the highest ethical standards when conducting City business. All use of social media must be able to withstand public scrutiny without embarrassment to the City, its customers, or its employees.
- 4.2** Employees found in violation of this policy may be subject to disciplinary action up to and including termination.
- 4.3** Upon change of job responsibilities or separation of employment, employees must surrender all login information and passwords.

5. Management Responsibility. City of Clintonville department heads and supervisors are responsible for ensuring the appropriate use of social media through training, supervising, coaching and when necessary, taking disciplinary action.

6. Policy Regarding Representation of City Using Social Media.

- 6.1** All City of Clintonville social media platforms must be approved by the City Administrator. All content must be published using approved City social media platforms and tools. Any content that might act as the “voice” or position of the City must be approved by the department head or the City Administrator.
- 6.2** Whenever possible, links to more information should direct viewers back to Clintonville’s official website for more information, forms, documents, or online services.
- 6.3** Social media sites are to be used to further the goals of the City of Clintonville and to provide a service to the citizens. Appropriate time spent updating social media sites should be discussed between the employee and supervisor and should not interfere with completion of other job duties.
- 6.4** Protect the privacy of yourself and others in the City as well as any sensitive and/or confidential information the City holds. If posting a picture or video, the individual must consent to the use of their image on the social media site, unless the picture or video was taken at a public event.

Pictures or videos of minors shall not be posted unless consent is given by parents or the minors are unidentifiable.

- 6.5** It is the responsibility of the department to establish, publish, and update their pages on social media websites. It is the responsibility of the department to ensure that information is accurate and up-to-date.
- 6.6** Departments using social media sites must adhere to all applicable federal, state, and City ordinances, regulations, and policies. This includes all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and all other laws that might apply to the City. Departments should provide attribution as necessary.
- 6.7** Employees may not post employment recommendations or references for current or former employees of the City of Clintonville on any social media site. All requests for recommendations or references should be directed to the appropriate Department Head or the City Administrator.
- 6.8** Login information, including User ID's and passwords, must be provided to the Supervisor upon request. Any information posted is considered an extension of the City of Clintonville and must be relayed with the utmost level of professionalism. Information should be meaningful, accurate, and respectful.
- 6.9** All social media platforms will clearly indicate they are owned and maintained by the City of Clintonville and will have contact information prominently displayed.
- 6.10** City of Clintonville logos, marks, and insignia may be used on City social media platforms owned and maintained exclusively for City business and City purposes.
- 6.11** Those in charge of publishing and updating within each Department must monitor any comments made by the public. Comments should be removed immediately if they contain any of the following:
 - 6.11.1** Comments unrelated to the particular site or content on the site.
 - 6.11.2** Content or language that is profane or sexual or links to such content or is discriminatory towards any federally or statutorily protected status.
 - 6.11.3** Comments containing personally identifiable medical or health information.
 - 6.11.4** Solicitations of commerce or endorsements of products and/or services or external links constituting official endorsement or representative views on behalf of the City.
 - 6.11.5** Conduct that is illegal.
 - 6.11.6** Content promoting political purposes, a political candidate, or party.
 - 6.11.7** Information that compromises the safety and security of the public.
- 6.12** The City of Clintonville reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

7. Policy Regarding Personal Use of Social Media.

- 7.1** If one should identify themselves as a City employee during their use of social media on a personal level, your profile and any related content should be consistent with how you wish to present yourself to your colleagues, supervisors, and the public.

- 7.2 There is a limited amount of personal use that is permitted during scheduled work hours at the City of Clintonville. Employees should be as conservative as possible during such personal use and time spent on social media sites should be limited to personal break times. Use of social media for personal use should in no way interfere with job duties.
- 7.3 Personal social media platforms may be subject to legal discovery including subpoenas in legal proceedings.
- 7.4 Employees will not use their City of Clintonville email address for their login to their personal social media profiles.

8. Appendices

- 8.1 Social Media Permission Form (Appendix 303A)

POLICY 305 USE OF PHONE AND MAIL SYSTEMS

- 1. **Purpose.** To assist employees in communicating with management, other employees, clients, associates, and others with whom they may conduct business.
- 2. **Personal Calls.**
 - 2.1 Employees are discouraged from making or receiving personal telephone calls during working hours. In the event that a personal call is required, the conversation should be limited to five (5) minutes or less.
 - 2.2 Abuse of this privilege may result in loss of privilege and/or disciplinary action, at the discretion of the employee's supervisor or department head.
- 3. **Business Cell Phone Use.**
 - 3.1 Some employees will be provided cellular telephones for use as a business tool. Cell phone use is intended for business-related calls only.
 - 3.2 Although these devices might be used away from City property, usage and service records are public information. They also are subject to City inspection. The City of Clintonville reserves the right to access the contents, applications, communication records, and messages on any device at any time.
 - 3.3 As a representative of Clintonville, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.
 - 3.4 Cellular telephone use for business-related calls outside of regular work hours must be recorded as compensable work time unless such time is de minimis (i.e. increments of time less than 10 minutes).
 - 3.5 Text messaging without prior written approval of the department head is prohibited. Once approval is granted, such approval remains in effect until the employee is given written notice of revocation.
- 4. **Personal Cell Phone Use.**
 - 4.1 Some employees may use their personal cellular phone for business-related purposes. While there may be an expectation of privacy for an employee's personal cellular phone, employees are

put on notice that use of personal cellular phones for business-related purposes may subject the employee's cellular phone and cellular records to public inspection.

- 4.2 Cellular telephone use for business-related calls outside of regular work hours must be recorded as compensable work times unless such time is de minimis (i.e., increments of time less than 10 minutes).

5. Cell Phone Use While Driving on Official Business.

- 5.1 Employees may have access to a cell phone while in their cars and must remember that their primary responsibility is driving safely and obeying the rules of the road.
- 5.2 Employees are prohibited from using cell phones in any manner while driving and must safely pull off the road and come to a complete stop before dialing, talking on the phone, texting, or accessing email or any other application unless hands-free technology is being utilized.

5.2.1 Exception. Emergency personnel may use a cell phone while driving only when conducting official business when circumstances do not permit the use of the radio due to the nature of the information to be discussed and when it is unsafe or unreasonable to pull off the road and come to a complete stop.

POLICY 307 POLITICAL ACTIVITIES & OTHER FORMS OF SOLICITATION

1. Policy. Employees are free to engage in political activity, solicitations, and sales outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships, or City operations, subject to the following guidelines. When engaging in political activity, solicitations, or sales, or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the City. City resources may not be used for promoting a particular candidate or political party or community organization or for advocating a particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

2. Definition of Employer Resources. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. (Use of bulletin boards requires authorization.)

3. Unacceptable Activities. Employees must conduct "political" activities independent of their role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities.

- 3.1 Using working hours or employer resources to solicit money or signatures or to make political contributions;
- 3.2 Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- 3.3 Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- 3.4 Using the City's mailing address as the return address for political solicitations;
- 3.5 Providing City mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: The use and distribution of City

mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);

- 3.6 Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- 3.7 Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment, and intimidation in the workplace.
- 3.8 Political activities of any sort while wearing clothing that may identify him or her as a City of Clintonville employee.

4. Authorization for Solicitation & Sales. No employee or group of employees will on behalf of the City solicit funds or other things of value from any person, nor solicit funds or sell things of value to persons on City property without first obtaining permission from the City Administrator. This will not apply to internal departmental solicitations such as farewell gifts, shower gifts, length of service gifts, or donations for employee social gatherings.

POLICY 309 E-MAIL RETENTION

- 1. **Purpose.** To establish a consistent procedure for retention of email.
- 2. **Responsibility for E-mail Retention.**
 - 2.1 E-mail itself is not a public record that must be retained. The content of an e-mail determines if it constitutes a public record that must be retained.
 - 2.2 Employees are responsible for retaining e-mail that constitutes a public record.
- 3. **E-mail That Does Not Constitute a Public Record.**
 - 3.1 Junk e-mail – similar to junk mail, including spam.
 - 3.2 Conversational e-mail – similar to having phone conversations.
 - 3.3 Drafts – drafts, notes, preliminary computations and light materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working.
 - 3.4 Personal property – materials prepared for the originator’s personal use with no relation to his or her office.
 - 3.5 Copyright – materials to which access is limited by copyright, patent or bequest.
 - 3.6 Computer records – computer programs or trade secrets.
 - 3.7 Published materials – published materials are excluded if they are available for inspection at a public library or are available for sale.
 - 3.8 Copies – copies of documents received by a public agency from another agency purely for informational purposes and concerning matters not affecting functions of the recipient agency.
- 4. **Method of Retention.** E-mails that constitute public records should be saved electronically directly from the e-mail system. This method retains the content of e-mail as well as the metadata and all attachments.

TIME AT WORK & TIME AWAY FROM WORK

- Policy 401 – Hours of Work, Meals, & Break Periods
- Policy 403 – Holidays & Leaves Around Holidays
- Policy 405 – Leave – Civic Membership
- Policy 407 – Leave – Emergency Closings
- Policy 409 – Leave – Family, Medical, & Military
- Policy 411 – Leave – Paid Maternity, Parental, and Adoption
- Policy 413 – Leave – Jury and Witness Duty
- Policy 415 – Leave – Voting
- Policy 417 – Leave – Unpaid Leave
- Policy 419 – Leave – Funeral
- Policy 421 – Leave – Vacation, Personal Days & Sick
- Policy 423 – Leave – Bone Marrow and Organ Donation Leave
- Policy 425 – Vacation, Sick, Compensatory Leave Donation

POLICY 401 HOURS OF WORK, MEALS, & BREAK PERIODS

- 1. Purpose.** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective City operations.
- 2. Business Hours.** City offices are open 8:00am to 4:30pm Monday through Friday except for established holidays or as determined by the Common Council. Individual departments may establish alternate normal business hours with approval of the City Administrator.
- 3. Flexible Schedules.**
 - 3.1** The purpose of flexible schedules is to enhance the ability of the City to fulfill its responsibilities, to render services to the public, and to enhance employee morale.
 - 3.2** A flexible schedule may be worked out with the prior approval of the department head or City Administrator and the affected employee(s).
 - 3.3** The department head or City Administrator may discontinue the flexible schedule. When discontinuing or altering an established flexible schedule, the employee will normally be provided two (2) weeks advance notice of such change.
- 4. Department Heads and Supervisory Exempt Employees.** Department heads and supervisory exempt employees will be allowed freedom for flexible work hours when personal needs and convenience demand. Exempt employees may, with the approval of their supervisor, work flexible hours. While department heads and exempt employees are generally expected to conform to the normal business hours of their departments, they are afforded flexibility in the application of their time to the responsibilities involved in managing their job responsibilities.
 - 4.1** Department Heads are exempt from completing time sheets but exempt supervisory employees may be required by their respective Department Head to fully account for all work hours on payroll sheets provided by the City.
 - 4.2** Department Heads and exempt supervisory employees authorized exempt from completing time sheets must still account for vacation and sick time taken by completing time off requests and submission of payroll sheets.
- 5. Meal Periods.**
 - 5.1** Meal periods are required and must be scheduled approximately midway in an eight-hour workday. Employees scheduled to work six hours or less are not required to take a meal period.
 - 5.2** The designated meal period for all business offices should normally occur during the period of 11 a.m. to 2 p.m.
 - 5.3** Meal periods are normally one-half hour but exceptions may occur in departments required to provide shift coverage. Meal periods must not be less than one-half hour in length.
 - 5.4** Meal periods will not be included in hours worked, except when the job requires that the employee remain on duty.
 - 5.5** Employees who work more than six hours in a given day are required to take the scheduled meal period unless a department elects as a whole and without objection to work through lunch.
 - 5.6** Employees are not allowed to work through the meal period to make up lost work time or in order to leave work early without supervisor approval.

6. Break Periods. Employees are entitled to one (1) paid fifteen-minute break periods for every four (4) hours worked. Departments that elect not to take the unpaid lunch break may combine the two paid break periods.

7. Scheduling Meal and Break Periods. Department Heads or their designees are responsible for scheduling meal and break periods to ensure that adequate staff coverage is provided.

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

1. Purpose. To identify employee holidays and to establish a consistent procedure for scheduling and payment.

2. Holidays Observed. The following holidays will be observed.

New Year’s Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year’s Eve Day
½ Day Thanksgiving Eve	The Council may elect to close for other holidays during the year.

3. Eligibility.

- 3.1** Regular full-time employees are eligible to receive compensation for holidays. In order to receive holiday pay, employees must work the day before and the day after each holiday with the exception of normal days off, approved vacations or excused absences. Employees who call in sick immediately before or immediately after a holiday may be required to furnish a physician’s certification of illness in order to receive holiday or paid benefit time. Providing such certification does not guarantee qualification for holiday pay.
- 3.2** Employees on short- or long-term disability or worker’s compensation are not eligible for holiday pay.
- 3.3** Employees returning from an unpaid leave of absence will not receive holiday pay until returning to their normal work schedule for one full pay period prior to the holiday.

4. Compensation. Employees will receive eight (8) hours of holiday pay for observed holidays.

5. Work on Observed Holidays. In cases where a full-time non-exempt employee is required to work on an observed holiday, the employee shall be paid their rate of pay (either OT or straight-time) for hours worked plus the hours worked paid at the employee’s straight time rate or employees may elect to receive an equivalent number of compensatory hours in addition to the eight hours holiday pay. Employees will not receive more than eight (8) hours of holiday pay regardless of how many hours the employee worked on the holiday.

5.1 Examples.

5.1.1 An employee who worked eight (8) hours of overtime on a holiday would be paid eight (8) hours of overtime plus eight (8) hours of straight time, plus eight (8) hours of holiday pay.

5.1.2 An employee who worked eight (8) hours of regular time on a holiday would be paid sixteen (16) hours of straight time, plus eight (8) hours of holiday pay.

5.2 Salaried Staff Working a Non-traditional Schedule. Salaried employees working a non-traditional work schedule, such as a 6/3 rotation, who are required to work on a holiday will be provided a number of vacation hours equivalent to the number of hours the employee had to work, not to exceed eight (8) hours for full holidays and four (4) hours for half holidays. Such vacation hours shall be awarded in the same pay period in which the employee had to work.

6. Holidays Falling on a Weekend. Whenever any of the observed holidays falls on a Saturday, the preceding Friday will be observed as the holiday, and when falling on a Sunday, the succeeding Monday will be observed as the holiday. When Christmas Eve falls on Friday and Christmas Day on Saturday, the preceding Thursday and Friday will be observed as the holidays. When Christmas Eve falls on a Sunday and Christmas Day on Monday, the following Monday and Tuesday will be observed as the holiday, unless otherwise determined by the City Administrator.

6.1 Exception. Employees with a schedule that normally includes weekend work shall receive holiday compensation on the actual date of the holiday if that holiday falls on a Saturday or Sunday.

POLICY 405 LEAVE - CIVIC MEMBERSHIP

1. Purpose. To grant time away from work with pay for employees to attend regular meetings of civic groups of which they are a member or official or to attend such meetings by invitation.

2. Policy. Employees may be excused by the department head or, in the case of a department head, by the City Administrator to attend such meetings. Attendance is subject to the staffing needs of the Department.

POLICY 407 LEAVE – EMERGENCY CLOSINGS

1. Purpose. To provide a plan for employees in the event of an emergency closing due to inclement weather or other emergency situation. As a general practice, the City of Clintonville makes every effort to maintain its normal schedule of operations. The City of Clintonville will close all or parts of operations only in cases of extreme emergency caused by impassible roads, restricted visibility, violent weather, energy loss, or other conditions seriously endangering the health and safety of employees and/or the general public.

2. Reporting to Work.

2.1 Each employee accepts the responsibility for reporting to work at the regularly scheduled time, regardless of prevailing weather conditions.

2.2 Employees not reporting to work will not be paid, however, such employees may use vacation or compensatory time to minimize or avoid a loss of wages as a result of the absence.

3. Responsibility to Close. In the event the City of Clintonville is forced to close or delay the opening, the decision will be made by the City Administrator with approval of the Mayor.

4. Official Announcements. When the City Administrator determines that it is necessary to close or delay the opening of various operations, the starting time will be communicated to department heads via email and by phone who are, in turn, responsible for notifying their employees.

5. City Closures.

- 5.1 In the event the City Administrator determines the weather is sufficiently severe enough or is expected to become sufficiently severe enough to warrant closing down all non-essential operations, the closure will be treated as a paid holiday for all employees eligible for holiday pay.
- 5.2 Employees who are considered essential and who are required to report to work during a closure will be paid as if they are working on a holiday.

6. Essential Personnel. For the purposes of this policy, essential personnel include all employees of the Police Department and the Public Works Department. The City Administrator is authorized to designate additional employees as essential based on the circumstances of the emergency situation.

8. Employees Who Desire to Leave Early. Employees who desire to leave early when operations have not been shut down may do so with the approval of the department head. Employees will only be paid for the time actually worked, but they may use vacation time or compensatory time to minimize or avoid loss of wages as a result of the absence.

- 8.1 Making Up Lost Time. With approval from the respective department head, employees may make up lost time so long as the make-up time is within the same week as the delayed opening or closure.

POLICY 409 LEAVE – FAMILY, MEDICAL, & MILITARY

1. Purpose. Child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver leave are available to employees as specified below and to the extent covered by state and federal family, medical and military leave. The intent of this Policy is to comply with both the Wisconsin and federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations will control.

2. Eligibility. Employees who have been employed by the City for twelve (12) months and who have worked one thousand (1,000) hours during the preceding fifty-two (52) weeks are eligible for the leaves provided under Wisconsin law. Employees who have been employed by the City for twelve (12) months and who have worked one thousand (1,250) hours during the preceding fifty-two (52) weeks are eligible for the leaves provided under federal law.

3. Length of Leave.

- 3.1 The federal Family and Medical Leave Law provides a combined total of twelve (12) weeks of family and medical leave for various purposes described below in a calendar year and an additional fourteen (14) weeks of military caregiver leave as described below.
- 3.2 Wisconsin law provides six (6) weeks of child-rearing leave, two (2) weeks of family illness leave, and two (2) weeks of employee medical leave in a calendar year.
- 3.3 Wisconsin and Federal leaves provided for the same purposes run concurrently; that is, they do not "stack." If the leave is a City provided leave, plus federal and state FMLA leave as well, the leaves run concurrently. For example, an absence for a work or non-work related illness or injury that qualifies as employee paid benefit time is also deducted from an employee's FMLA leave entitlements under the state and federal laws if the medical condition qualifies as a "serious health condition" under those laws.

3.3.1 Use of paid benefit time due to the birth or adoption of a child is the exception to this policy and will not run concurrently with federal and state FMLA when using vacation time or compensatory time.

4. Notice of Eligibility for and Designation of FMLA Leave.

4.1 Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of (1) their rights and responsibilities in connection with such leave; (2) the City's designation of leave as FMLA qualifying or non-qualifying, and if not FMLA qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

4.2 The City may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA leave.

5. Employee FMLA Leave Obligations.

5.1 Notice of the Need for Leave. Employees who take FMLA leave must timely notify the City of their need for FMLA leave. Employees should request FMLA leave in writing whenever possible. The following describes the content and timing of such employee notices.

5.1.1 Content of Employee Notice. To trigger FMLA leave protections, employees must inform the City of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA qualifying. For example, employees might explain that:

5.1.1.1 A specific medical condition renders them unable to perform the functions of their job;

5.1.1.2 They or a covered family member are under the continuing care of a health care provider for a specific medical condition;

5.1.1.3 A specific medical condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness incurred in the line of duty;

5.1.1.4 They are pregnant or have been hospitalized overnight; or

5.1.1.5 The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty.

5.1.2 Calling in "sick," without providing the reasons for the needed leave, will NOT be considered sufficient notice for FMLA leave.

5.1.3 Employees must respond to the City's questions to determine if absences are potentially FMLA qualifying. If an employee fails to explain the reasons for FMLA leave, the leave may be denied. When an employee seeks leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, he or she must specifically reference the qualifying reason for the leave or the need for FMLA leave.

5.1.4 Timing of Employee Notice. Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable employees must provide the City with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

6. Basic FMLA Leave Entitlements.

6.1 Childbirth/Adoption Leave.

6.1.1 Purpose. Unpaid child rearing leave may normally be used within sixteen (16) weeks prior to, or within twelve (12) months following.

6.1.1.1 The birth of the employee's natural child; or

6.1.1.2 The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or

6.1.1.3 The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.

6.1.2 Length of Child Rearing Leave. No employee may take more than twelve (12) weeks of federal child rearing leave in a calendar year. In addition, no more than twelve (12) weeks federal leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the City, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks between both employees. Child-rearing leave provided under federal law runs concurrently with the six (6) weeks of child-rearing leave provided under Wisconsin law.

6.1.3 Intermittent/Partial Leave Absences. For the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event, an employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. An employee who does so will schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the City is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks before or after birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Rather, any remaining child-rearing leave must be taken in a single block.

6.1.4 Scheduling Child Rearing Leave. An employee is expected to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence and must schedule the leave after reasonably considering the City's needs. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee will provide notice as soon as practicable.

6.2 Family Illness Leave. Unpaid family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law), or domestic partner as defined by law or a domestic partner's parent as defined by law, who has a serious health condition.

6.2.1 Length of Family Illness Leave. No employee may take more than twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents in a calendar year. The federal leave generally runs concurrently with the two (2) weeks of family illness leave provided under state law in a calendar year. A maximum of two (2) weeks of family illness leave may be taken for a spouse's parent (i.e., a parent-in-law), a domestic partner, or a domestic partner's parent, in a calendar year, in addition to the twelve (12) weeks of federal FMLA leave.

6.3 Employee Medical Leave. Unpaid medical leave may be used by an employee who has a serious health condition which renders the employee unable to perform his or her job duties.

6.3.1 No employee may take more than twelve (12) weeks of federal employee medical leave in a calendar year. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law in a calendar year.

6.4 Military Call to Duty Leave. Federal unpaid call-to-duty leave may be used as a result of a qualifying exigency arising from an employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty status in Armed Forces in support of a contingency operation.

6.4.1 Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

6.4.2 An eligible employee is entitled to twelve (12) weeks of call-to-duty leave in a twelve (12) month period.

7. Injured/Ill Service member Caregiver Leave. In addition to the basic FMLA leave entitlements discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up 26 weeks of military caregiver leave during a single 12-month period to care for the service member with a serious injury or illness incurred in the line of duty.

7.1 A "covered service member" means a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness renders the service member medically unfit to perform duties of the member's office, grade, rank or rating.

7.2 "Next of kin" of a covered service member means the nearest blood relative other than the covered 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 his or her 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 will 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 will be deemed to be the covered service member's only next of kin.

7.3 Length of Leave. Leave to care for a service member will only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. For purposes of military caregiver leave, the single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. A separate caregiver leave can be taken for each covered service member and/or for each new injury/illness.

8. Scheduling Family Illness, Employee Medical, and Military Caregiver Leave.

8.1 Medical Necessity. An employee may schedule family illness, employee medical, or military caregiver leave as medically necessary. An employee must consider the needs of the City when scheduling leave. When medically necessary, an employee may take the leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. The lowest increment may be the lowest increment that the City permits for any other type of leave, paid or unpaid. An employee who does so will schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of partial absences as soon as possible after the employee learns of the probable necessity of such leave.

8.2 Planned Treatment. When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations, subject to the approval of the health care provider. Employees should consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employee, subject to the approval of the health care provider. If an employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to fulfill this obligation, the City may require the employee to attempt to make such arrangements, with approval of the health care provider.

8.3 Intermittent/Reduced Schedule Leave. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must, upon request, advise the City of the reason why such leave is medically necessary. In such instances, the City and employee will attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the health care provider.

9. Serious Health Condition/Medical Certification Supporting Need for Leave.

9.1 Submission of Certifications. Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications establishing that a "serious health condition" as described in Section 9.2 of this policy is involved and supporting their need for FMLA leave. There generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

9.1.1 It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests an employee to provide a FMLA medical certification, the employee must provide the requested certification within 15 calendar days after the City's request, unless it is not practicable to do so despite the employee's diligent, good faith, efforts. The City will inform the employee if a submitted

medical certification is incomplete or insufficient and provide the employee with at least seven calendar days to cure deficiencies. The City may deny FMLA leave to an employee who fails to timely cure deficiencies or otherwise fails to timely submit requested medical certifications.

9.1.2 With the employee's permission, the City (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify medical certifications. If an employee chooses not to provide the City with authorization allowing it to clarify or authenticate a certification with a health care provider, the City may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

9.1.3 Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete, and/or sufficient FMLA medical certifications.

9.2 Types of Certifications.

9.2.1 Initial Medical Certifications. Employees requesting leave because of their own, or a covered relative's, serious health condition, or to care for a covered service member, must supply a medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If an employee provides at least 30 days' notice of medical leave, he or she should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

9.2.1.1 A "serious health condition" is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following.

9.2.1.1.1 Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or

9.2.1.1.2 Outpatient care that requires continuing treatment or supervision by a health care provider.

9.2.1.1.3 The federal FMLA leave includes a more detailed and expansive definition of a "serious health condition" described in the medical certification form, which is provided to an employee if the employee is required to submit a medical certification form from his/her physician, certifying that a "serious health condition" within the meaning of law is involved.

9.2.1.1.4 If the City has reason to doubt an initial medical certification, it may require an employee to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require an employee to obtain a third final and binding certification from a health care provider designated or approved jointly by the City and the employee.

9.2.2 Medical Recertification. Depending on the circumstances and duration of FMLA leave, the City may require an employee to provide a recertification of a medical condition giving rise to the need for leave. The City will notify the employee if recertification is

required and will give the employee at least 15 calendar days to provide medical recertification.

9.2.3 Return to Work/Fitness for Duty Medical Certifications. An employee returning to work from FMLA leave that was taken because of the employee's own serious health condition that made the employee unable to perform his/her job duties must provide the City with a medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position. The City may delay and/or deny job restoration until an employee provides a requested return to work/fitness-for-duty certification.

9.3 Certifications Supporting Need for Military Family Leave.

9.3.1 Upon request, the first time an employee seeks leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the City may require the employee to provide (1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member's active duty service and (2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. An employee will provide a copy of new active duty orders or other documentation issued by the military for qualifying exigency leaves arising out of a different active duty or call to active duty status of the same or a different covered military member.

9.3.2 When leave is taken to care for a covered service member with a serious injury or illness, the City may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the City may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

10. Using Paid Leave While on Unpaid FMLA Leave.

10.1 Wisconsin FMLA. While on Wisconsin FMLA leave (including when running concurrently with federal FMLA leave), an employee may elect to use any accrued City provided paid time while taking unpaid FMLA leave.

10.2 Federal FMLA. When solely utilizing federal FMLA leave, an employee is required to utilize certain accrued City provided paid benefit time while on FMLA leave. However, an employee's use of City provided paid time off must comply with the terms and conditions of the City paid time off policy.

10.3 The substitution of paid time for unpaid FMLA leave time usually does not extend the length of FMLA leave - the paid time runs concurrently with an employee's FMLA entitlement.

10.3.1 Exception to Concurrency of FMLA and paid time. If an employee elects to use compensatory, sick, or vacation time for maternity, parental, or adoption leave, the employee may elect to use FMLA leave at a later time so long as the FMLA leave is taken within the timeline specified by the FMLA.

10.4 Leaves of absence taken in connection with a paid or unpaid disability leave plan or worker's compensation injury/illness run concurrently with any FMLA leave entitlement. Upon written

request, the City may allow employees to use accrued paid time to supplement any paid disability or worker's compensation benefits.

11. Insurance and Benefits.

11.1 Payment of Premiums. While an employee is on FMLA leave, the City will maintain group health insurance coverage under the conditions that applied before the leave began. If prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with payment of his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage.

11.1.1 Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during FMLA leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employees was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the City.

11.2 **Termination of Benefits.** The City's obligation to maintain health benefits will stop if and when (1) an employee informs the City of intent not to return to work at the end of the leave period; (2) the employee fails to return to work when the leave entitlement is used up; or (3) the employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The City's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the payment is received before that date.

11.3 **Recovery of Premium Payments.** If the City chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the City does so and an employee does not immediately repay the City upon the employee's return to work, the City will deduct the amount of the payments from the employee's paycheck.

11.3.1 The City has the right to collect from an employee the health insurance premiums the City paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his/her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

12. Return from Leave.

12.1 An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

12.2 The determination as to how an employee is to be restored to "an equivalent position" upon return from FMLA leave is made on the basis of established policies and practices, and provisions of the federal FMLA.

13. Outside Employment. An employee who is solely utilizing federal FMLA leave (i.e., Wisconsin FMLA leave has been exhausted) and/or a City provided and approved leave, is prohibited from working for another employer while on federal FMLA leave. Employees should contact the City Administrator if they have any questions regarding this policy.

POLICY 411 LEAVE – PAID MATERNITY, PARENTAL, & ADOPTION

1. Purpose. To grant time away from work with pay for the birth of the employee’s child or the placement of a child with the employee for adoption or as a precondition to adoption under Section 48.90(2) of the Wisconsin Statutes, but not both.

2. Eligibility. All regular full-time employees of the City who have been employed as full-time employees for at least twelve (12) consecutive months are entitled to the leave provided for in this section once for each birth or adoption instance once per calendar year. Multiple children in one birth or adoption count as one birth or adoption instance.

2.1 Exclusions.

2.1.1 Sperm donors do not incur a qualifying event under this policy.

2.1.2 Still births are not covered under this policy.

2.1.3 Serving as a surrogate does not incur a qualifying event under this policy.

3. Definitions

3.1 Parent. A person identified on a child(ren)’s birth certificate, adoption certificate, certified copy of a foreign adoption order that has been registered with the State of Wisconsin, or other legal document certifying an adoption.

3.2 Qualifying Event. The live birth or adoption of a child on or after March 12, 2018. For foreign adoptions, the qualifying event is the date the child enters the United States.

4. Length of Leave.

4.1 Maternity Leave. An eligible employee who gives birth is entitled to 240 hours of paid maternity leave after the birth of the child(ren) to be taken within the first twelve (12) weeks following birth of the child(ren).

4.2 Parental Leave. An eligible employee who is a non-carrying parent is entitled to eighty (80) hours of paid parental leave after the birth of the child(ren) to be taken within the first twelve (12) weeks following the birth of the child(ren).

4.3 Adoption Leave. An eligible employee who becomes an adoptive parent is entitled to eighty (80) hours of paid adoption leave to be taken within the first twelve weeks following adoption or placement of the child(ren). This leave may be split between post-adoption and post-placement.

5. Dual-employed parents. When both parents are employed by the City, both parents are entitled to their respective leaves. One parent may elect to donate their leave to the other but the number of hours is calculated using the donor’s current rate of pay. The City Administrator is responsible for calculating the donated leave hours.

6. **Concurrency with FMLA.** Paid maternity, parental, and adoption leave run concurrently with FMLA.

POLICY 413 LEAVE – JURY AND WITNESS DUTY

1. **Purpose.** Employees are encouraged to appear before a court, public body, or commission in connection with City business or for witness duty when subpoenaed to do so. Employees are excused from work to fulfill their civic responsibilities when required.
2. **Compensation for Jury Duty.**
 - 2.1 Employees who are called for jury duty will receive regular City wages that normally would have been paid during the period required for jury duty, up to a maximum of 160 hours per year. Exceptions to this limit may be authorized by the City Administrator.
 - 2.2 Jury duty pay will be calculated on the employee's base rate times the number of hours the employee would have otherwise worked on the day of the absence.
 - 2.3 Employees will return any jury duty or witness fees less travel allowance and any jury duty pay earned to the City (payroll department).
 - 2.4 Should an employee not be selected to serve on a jury panel or should jury duty end prior to the end of the employee's work day, the employee will report back to work within one hour of dismissal by the court, except in limited circumstances with approval of the Department Head or City Administrator.
 - 2.5 In order to be compensated for hours missed, the employee must bring back a statement from the Court regarding the time frame the employee was in attendance.
3. **Compensation for Witness Duty.**
 - 3.1 If employees have been subpoenaed or otherwise requested to testify as witnesses in connection to business with the City of Clintonville, but not as a plaintiff against the City, they will receive time off with pay for the entire period of witness duty.
 - 3.2 Employees will be granted unpaid time off to appear in court as a witness when requested or subpoenaed to appear in litigation which is not connected with City business. Employees may use any available paid leave benefit to receive compensation for the period of this absence.
4. **Documentation.**
 - 4.1 Employees are required to provide copies of the jury duty summons or the subpoena to their supervisors as soon as possible.
 - 4.2 Employees are expected to report for work whenever the court schedule permits.
 - 4.3 Employees are required to provide court documentation for all time away from work.
5. **Reporting to Work.** When possible, employees are to work their regularly scheduled hours that do not conflict with the jury or witness duty.
6. **Benefits.** Paid time off benefits will accrue during unpaid jury duty leave.

POLICY 415 LEAVE – UNPAID

- 1. Purpose.** To provide an option for employees to be off without pay due to extenuating circumstances for an extended period of time.
- 2. Policy.**
 - 2.1** An unpaid leave may only be granted when it is reasonably expected that the employee will return to employment when the condition(s) necessitating the leave permit, subject to the staffing needs of the department, and when granting a leave is in the best interest of the City.
 - 2.2** Unpaid leaves are without pay and may be requested after all compensatory time, vacation time, and sick time have been exhausted, unless otherwise prohibited by law.
 - 2.3** Paid benefit time and holiday benefits will be suspended during the leave and will resume upon the employee's return to their normal work schedule for one full pay period.
- 3. Authorization.**
 - 3.1** Short Term. 30 days or less. May be granted by the department head.
 - 3.2** Extended Leave. Over 30 Days. Any leave request extending over 30 days will be submitted in writing to the department head. The department head will submit their recommendation to the City Administrator for review and approval or denial.
 - 3.3** Personal leave. Personal leave may be granted by the City Administrator for up to 3 months for the employee's personal convenience or to relieve hardship to the employee and his or her immediate family.
 - 3.4** Educational leave. The City Administrator may grant employees an unpaid leave to further their education. Any expenses incurred will not be reimbursed by the City. Such leaves in aggregate will not exceed 24 months in any 5-year period.
 - 3.5** Extended Leave. Employees who are not eligible for participation under the Family Medical Leave Act and have exhausted their accumulated paid benefit time will be granted a leave of absence, supportable by medical evidence, of up to six (6) months inclusive of paid benefit time.
- 4. Procedure.**
 - 4.1** Any employee request for an unpaid leave will be submitted in writing to the department head at least 30 days in advance and will state the reason for such leave and the period of time to be absent. The 30-day notice may be waived under emergency circumstances by the City Administrator.
 - 4.2** Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.
 - 4.3** Employees will make their own arrangements in advance for payment of benefits for any full calendar month they are on leave of absence by remitting monthly premium payments to the finance department. Insurances will be cancelled if the employee fails to remit payment upon notice of delinquency.
- 5. Return to Active Employment.**
 - 5.1** An employee may return to work at an earlier date than scheduled if approved by the department head.

5.2 The employee will be eligible for reinstatement to a vacant position or equivalent position, provided stated qualifications are met. If no vacant position is available for which the employee is qualified, the employee will be terminated.

5.3 Any employee failing to return to work upon expiration of unpaid leave will be considered to have resigned, not in good standing.

6. Leave restrictions.

6.1 Unpaid leave of absence will not be granted for periods exceeding 6 months to permit an employee to seek other employment or work at some other paid employment except for military service.

7. Appendices.

7.1 Unpaid Leave of Absence Request Form (Appendix 417 A)

POLICY 417 LEAVE – VOTING

1. **Purpose.** To encourage employees to fulfill their civic responsibilities by participating in elections.

2. Time Off to Vote.

2.1 If employees are unable to vote in an election during their nonworking hours, the City of Clintonville will grant up to 3 consecutive hours of unpaid time off to vote, in compliance with Wis. Stat. §6.76.

2.2 The City of Clintonville may specify the time during the day that leave can be taken.

3. Requesting Time Off.

3.1 Employees are to request time off to vote from their supervisor at least two working days prior to Election Day.

3.2 Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift or at another alternative time; whichever provides the least disruption to the normal work schedule.

3.3 Employees are not entitled to paid leave. Employees who choose to exercise their right to take time off from work to vote may use accumulated paid benefit time or the absence may be treated as excused without pay.

POLICY 419 LEAVE – FUNERAL

1. **Purpose.** To support employees during periods of bereavement.

2. **Policy.** Employees are eligible for up to twenty-four (24) hours of funeral leave for the death of an immediate family member. For the purposes of this policy only, immediate family member is defined as wife, husband, father, mother, grandfather, grandmother, guardian, ward, sister, brother, child, grandchild, mother-in-law, father-in-law, grandfather-in-law, grandmother-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law. The City Administrator may authorize eight (8) hours of funeral leave for a family member not listed if the City Administrator determines that the employee had a relationship with the deceased that would warrant funeral leave based on the recommendation of the Department Head.

3. Use of Sick Leave. Employees may use up to twenty-four (24) hours of sick leave to attend the funeral of a family member not covered by funeral leave. Extensions of the use of sick leave for this purpose or for an additional bereavement period for the death of an immediate family member may be authorized by the City Administrator under limited circumstances.

POLICY 421 VACATION, PERSONAL DAYS, & SICK LEAVE

1. Purpose. Vacation is intended to reward employees for their service to the City and to provide employees with a break from their normal routine so that they can become refreshed and recharged before returning to work. Sick leave is intended to ensure that the workforce remains at home when they are too ill to work and also helps stop the spread of illness in the workplace. Sick leave is also intended to allow employees to address their physical and mental health needs and that of their dependents. The use of sick leave to care for other immediate family members on a limited basis may be approved by the City Administrator.

2. Eligibility. Regular full-time employees are eligible for all the benefits documented herein. Part-time, temporary, and seasonal employees are not eligible for benefits.

3. Vacation Accrual and Carryover. Eligible Full-time employees will accrue vacation according to the following accrual rates the year in which they complete the required years of full-time service:

Non-Management

Year 1	Year 2	Year 4	Year 6	Year 10	Year 15	Year 20	Year 25	Year 30
40 hours	80 hours	96 hours	120 hours	136 hours	160 hours	184 hours	200 hours	216 hours

Management

Year 1	Year 3	Year 6	Year 10	Year 15	Year 20	Year 25	Year 30
120 hours	128 hours	136 hours	144 hours	168 hours	200 hours	216 hours	232 hours

- 3.1** Employees shall accrue their appropriate vacation amounts on their anniversary date for the first year of employment. All future years’ vacation will be distributed on January 1st.
- 3.2** Vacation will not accrue during unpaid leaves and cannot be taken before it has been earned.
- 3.3** For non-exempt staff, vacation shall be used during the calendar year in which it is awarded. If not used, it is forfeited unless a carryover of vacation has been approved by the City Administrator.
- 3.4** Exempt employees are entitled to a vacation carryover from one year to the next of a maximum of forty (40) hours. The City Administrator may authorize, on a case-by-case basis, an additional carryover or a cash payout of up to twenty-four (24) hours of vacation beyond the carry-over amount if an exempt employee is unable to use sufficient vacation hours to not be subject to forfeiture.
 - a. Exceptions for the City Administrator must be approved by the Mayor (unless otherwise stated in the employment contract).

3.5 For the purposes of this policy, management staff include all department heads, the Assistant City Administrator, the Clerk-Treasurer, the Utility Finance Director, and the Police Captain.

4. Personal Days. All regular non-represented full-time employees will receive twenty-four (24) hours of personal time each year. These hours are deposited into the employee's vacation bank and considered effective as of January 1st.

4.1 New employees receive their personal hours on the first day of employment but are not eligible to use them in the first ninety (90) calendar days of employment without authorization of the Department Head or City Administrator.

5. Sick Leave Accrual and Carryover. Sick leave is accumulated at a rate of eight (8) hours per month for a total of 96 hours per year. Unused sick pay is accumulated and carried over into the subsequent calendar years for future use but shall not exceed 960 hours of accumulation.

5.1 Sick leave cannot be utilized before it is earned unless approved by the City Administrator.

5.2 Sick leave will not accrue during unpaid leaves.

6. Planned Absences. Employees must request approval for paid planned absences as far in advance as practicable and must be approved in advance by the department head or designee, but not less than twenty-four (24) hours in advance. Department Heads or designees may approve planned absence requests of less than twenty-four (24) hours notice on a case by case basis. Employees will follow established procedures for requesting vacation. Vacation requests may be denied based on the needs of the department and the scheduled time off of other department employees.

7. Medical Certification/Returning to Work After Medical Absence.

7.1 The City may require verification of illness.

7.2 After a medical absence, a physician's statement may be required to be submitted to the City (payroll department) on the employee's first day back to work, indicating the date the employee was seen and the date the employee may return to work, stating that the absence from work was medically necessary, and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

7.3 A physician's statement will be required for unplanned absences after three consecutive days of illness and will be required prior to returning to work.

7.4 Any work restrictions must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return until they comply with this provision. Sick leave may be denied for any employee failing to meet this requirement.

7.5 The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it has been required by the City.

7.6 If the absence qualifies as FMLA, the Policy 409 Leaves – Family, Medical, & Military will apply. The appropriate medical certification form(s) will be required.

8. Unpaid Leave.

8.1 With the exception of qualified FMLA leave, unpaid leave may not be taken until the employee's accumulated vacation or sick leave (if applicable) has been exhausted. At no point will an employee's vacation or sick balances be allowed to fall below zero without prior approval of the

City Administrator. Should this happen, the employee will revert to unpaid time, and if this occurs without the prior authorization of the department head, the employee may be subject to corrective or disciplinary action.

8.2 Vacation and sick leave will not accrue during unpaid leaves. Unpaid leaves may be approved in accordance with the City personnel policies.

9. Family Medical Leave Act. State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave; Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay.

10. Payment Upon Separation. Regular employees who leave employ of the City in good standing and upon giving proper notice or employees separated by the City for other than disciplinary or performance reasons will receive payment for unused vacation as outlined in Policy 105 Separation from Employment and Policy.

11. Conversion of Sick Leave.

11.1 Employees may convert sick leave upon full retirement from the City to pay for continued health insurance premiums. The conversion is based on the number of years of service, with a minimum of ten full years of service, based on the percentages in the table below:

10 Years of Service	65%
15 Years of Service	90%
20 Years of Service	95%
25 Years of Service	100%

11.2 Conversion Formula. Employee's last 12 months' base wage divided by two thousand eighty hours (2080) multiplied by the number of hours of accumulated sick leave.

11.2.1 Employees who work a six on and three off schedule will have their last 12 months' base wage divided by one thousand nineteen hundred and forty seven hours (1947).

11.2.2 Grandfather Clause. Employees with at least fifteen (15) full years of service as of January 1, 2020 will have their sick leave conversion calculated using wages as of the date of retirement.

11.3 Employees separated for disciplinary or performance reasons or who fail to provide a two-week notice (30 days for department head and administrative staff positions) of intent to terminate will receive no separation benefits.

12. Vacation Service Credit at Hire.

12.1 A department head may recommend to the City Administrator that a new hire be given credit for length of service for employment experience directly related to the position to which the employee is being appointed or to match the current leave accrual provided by the employee's most recent employer. The recommendation must be in writing and based on the department head's assessment of the employee's qualifications beyond the minimum requirements, recruitment considerations, or service accrual provided by the employee's previous employer.

12.2 The length of service credit plus the employee's subsequent actual length of service with the City will be the basis for future accrual determinations. No additional length of service credit shall be granted after initial appointment to the City.

13. Restrictions.

13.1 An employee cannot be paid for time at work and receive vacation pay at the same time.

13.2 Employees who are ill should not report to work. Department Heads or supervisors have the right to judiciously assess the health of an employee and, if the employee is deemed too sick to work, the Department Head or supervisor can send the employee home.

POLICY 423 – LEAVE – BONE MARROW AND ORGAN DONATION LEAVE

1. Purpose. To provide security for employees who elect to serve as a bone marrow or organ donor. The leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

2. Eligibility. Bone marrow and organ donation leaves only applies to a full-time employee who has worked for the City for more than fifty-two (52) consecutive weeks and for at least one-thousand (1000) hours during that 52-week period.

3. Paid Time Off. When an employee qualifies for bone marrow or organ donation leave, the City will provide paid time off while the bone marrow and organ donation leave is being used as follows:

3.1 Any employee who is eligible as a bone marrow donor will receive from the City up to forty (40) hours of paid leave for the procedure and to recover from the procedure.

3.2 Any employee who is eligible as a human organ donor will receive from the City up to one hundred sixty (160) hours of paid leave for the procedure and to recover from the procedure.

3.3 Should the leave exceed the number of hours as noted above, the employee will be required to substitute vacation, sick, or compensatory leave for the remainder of the absence.

4. Notice. The employee shall give the City advance notice of the bone marrow or organ donation in a reasonable and practicable manner. The employee shall make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations, subject to the approval of the healthcare provider of the bone marrow or organ recipient.

5. FMLA. Eligibility requirements for bone marrow or organ donation will normally meet requirements for FMLA and allow the City to count the time used for these leaves against employee's FMLA entitlement. Therefore, FMLA forms are required for all bone marrow or organ donor leaves in excess of three (3) consecutive scheduled workdays and may be required for less than three (3) days given the circumstances.

POLICY 425 DONATION OF SICK, VACATION, OR COMPENSATORY LEAVE

1. Purpose. To permit an employee to donate sick leave, vacation leave, or compensatory time to another employee who is experiencing an FMLA-qualifying event that is not covered by employer disability policies or compensated by Worker's Compensation. It is not intended to provide for the donation of leave for common illnesses of short duration.

- 2. Eligibility.** Only full-time employees who are not in a probationary status and are eligible to accrue paid time off but have exhausted all forms of their own paid leave, or plan on exhausting all forms of paid leave, during the qualifying FMLA leave event are eligible to request leave donations.
- 3. Responsibility.** The City Administrator is responsible for coordinating donations, reviewing donation requests, and authorizing eligibility. Final decisions on eligibility and distribution of donated leave time rests with the City Administrator and shall not be subject to any grievance or appeal procedure.
- 4. Procedures.** The following procedure shall be used in all cases.
 - 4.1** Upon becoming aware of a qualifying FMLA leave need, a department head shall submit a paid leave donation request to the City Administrator.
 - 4.2** Upon verifying the need for additional paid leave, the City Administrator shall issue a city-wide communication by reasonable means, including by e-mail to all departments and employees advising of the leave need. Such communication shall not identify the individual with the leave need but may disclose the type of illness or injury provided the requesting employee has provided written authorization for the disclosure.
 - 4.3** Employees wishing to donate leave must complete and submit a leave donation form to the City Administrator.
 - 4.3.1** Leave donations must be in whole hours with a minimum of four hours per donation.
 - 4.3.2** Employees may donate as many hours as they wish, but the donation may not reduce the employee's sick leave account balance below eighty (80) hours.
 - 4.4** Donated hours will be converted to dollars by the City Administrator by multiplying the hours donated by the donor's hourly base rate of pay at the time of processing. Once the donation has been processed, neither the donor nor the recipient may revoke the transaction.
 - 4.4.1** Leave donations from one major account (General Fund, Utilities, Library) to another will be charged against the donor's account.
 - 4.5** Donated hours shall be available to the recipient to draw upon during the qualifying leave event as needed. In no case shall donated hours be converted to cash as a lump sum payout or result in overtime payment.
 - 4.6** The City Administrator shall cap donated hours and shall reject offers to donate additional hours if the donated hours and the accumulated paid leave hours in the residual bank would exceed the anticipated duration of the leave need. Total maximum donations for any individual leave event shall not exceed 2080 hours for those normally working 40 hours a week and 1947 hours for those normally working 37.5 hours a week.
 - 4.7** FMLA leave shall run concurrently with donated leave for up to the first twelve weeks of the leave.
 - 4.8** Recipients may refuse to accept donated hours at their discretion.
 - 4.9** The City will not inform the recipient of the name(s) of anyone donating hours or the number of hours donated.
 - 4.10** Donated leave will expire and revert back to the donor one year from the date initial request for donations.

5. **Solicitation Prohibited.** Recipients are prohibited from soliciting co-workers for donations of paid leave. Donations are strictly voluntary. Any recipient found soliciting for donations of paid leave will lose all donated leave not taken.
6. **Benefits While on Donated Leave.** Sick Leave will not accrue during the use of donated leave. All other benefits will accrue and health, vision, and dental insurance will continue to operate as if the recipient were using his/her own paid benefits.

POLICY 427 FIRE DEPARTMENT RESPONSE POLICY

1. **Purpose.** To support the response capabilities of the City's volunteer Fire Department by allowing City employees who are also a volunteer member of the Fire Department to respond to calls during the workday.
2. **Authorization.** An employee who is also a member of the Fire Department is authorized to immediately respond to a call when performing the duties of their regular full-time employment position. Employees should make an attempt to notify their immediate supervisor but are not required to unduly delay their response in order to provide such notification.
 - 2.1 **Exception.** Any absence that would result in a safety violation or create an undue hardship on a department must be approved by the department head or City Administrator. Safety violations must be correctable prior to the absence being authorized.
3. **Pay.** An employee who responds to a call during normal working hours will receive their regular rate of pay for response hours that occur within their normal working hours. Any response time outside of their normal working hours will be paid at the current rate of pay for fire response calls and will not count as hours worked for the purposes of overtime.
4. **Overnight Calls.** Department Heads should make every attempt to make considerations for employees who respond to calls overnight by permitting employees to report to work late.

WAGES & OTHER FORMS OF COMPENSATION

- Policy 501 – Total Base Wages & Other Forms of Compensation
- Policy 503 – Overtime & Compensatory Time
- Policy 505 – Payroll & Deductions from Payroll
- Policy 507 – Personal Data Changes
- Policy 509 – Timekeeping
- Policy 511 – Training & Development
- Policy 513 – Travel & Expense Reimbursement
- Policy 515 – Use of City Vehicles
- Policy 517 – Out-of-Title Work
- Policy 519 – Salary Plan Administration
- Policy 521 – On-Call Pay
- Policy 523 – Safety Equipment
- Policy 525 – Clothing Allowance

POLICY 501 TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

- 1. Purpose.** To review and provide total base wages in accordance with State law which authorizes collective bargaining for total base wages *only*; to allow for consideration of other forms of compensation outside of collective bargaining.
- 2. Procedure.**
 - 2.1** Employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the employer.
 - 2.2** Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation.
- 3. Appendices.**
 - 3.1** Salary Schedule (Appendix 501 A)

POLICY 503 OVERTIME AND COMPENSATORY TIME

- 1. Purpose.** To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act (FLSA).
- 2. Definitions.**
 - 2.1** Each position is designated as either “Non-exempt” or “Exempt” from the federal Fair Labor Standards Act and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position’s designation.
 - 2.1.1** Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.
 - 2.1.2** Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
- 3. Overtime.**
 - 3.1** Non-exempt employees are eligible to receive overtime pay of one and one-half (1.5) times their regular hourly wages for approved hours over forty (40) hours in one (1) week. All overtime must be approved in advance.
 - 3.2** Hours worked includes time the employee actually performed work, vacation time, and holidays. Compensatory time and sick time will not be considered as hours worked for purposes of determining overtime hours and pay.
- 4. Compensatory Time.**
 - 4.1** Non-exempt employees may elect to earn and use compensatory time. Compensatory time will be earned at time and one half.
 - 4.2** Exempt employees are not eligible for compensatory time.
 - 4.3** Accrual. Employees are only eligible to earn compensatory time after the employee has reached forty (40) hours worked. Only hours worked as defined in subsection 3 of this policy are counted for purposes of determining compensatory hours. Eligible employees may carry a

maximum of one hundred and twenty (120) hours of compensatory time at any one time. Once the maximum accrual has been met, employees will be paid for any time worked for hours worked beyond their regularly scheduled hours in one (1) week at a rate of one and a half times their regular rate of pay. Employees may carry over up to forty (40) hours of earned compensatory time from one year to the next or they may request a payout.

- 4.4 **Approval.** Except in emergencies, all overtime and compensatory time must be approved in advance by management. The employee's supervisor will have the sole right to approve or deny overtime and compensatory time requests.
- 4.5 **Pay-out.** Compensatory time pay-outs are made seven days after the first pay date of the month. Requests for pay-outs must be received by the noon on the first pay date of the month. For example, if the first pay date of the month is Friday the 11th, then pay-outs are made on Friday the 18th with the requests due by noon on the 11th.

POLICY 505 PAYROLL & DEDUCTION FROM PAYROLL

1. **Purpose.** To provide standardized payroll procedures in accordance with applicable State and Federal guidelines.
2. **Pay Periods.** The bi-weekly pay period runs Saturday to the second Friday. Paychecks are deposited by direct deposit the Friday following the end of the pay period. Employees will receive a paper advice of deposit unless the City establishes online access to view pay stubs.
3. **Employee Responsibility.** To review all advice of deposits (pay stubs) and direct any questions or concerns to the Clerk-Treasurer. Items for review include, but are not limited to, salaried status and deductions that have been made from pay.
4. **Employer Responsibility.**
 - 4.1 To comply with applicable wage and hour laws and regulations.
 - 4.2 To investigate and resolve all complaints as promptly, and as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances.
 - 4.3 If an investigation reveals that an improper deduction from pay has occurred, the employee will be reimbursed and the City will take whatever action it deems necessary to ensure compliance in the future.

POLICY 507 PERSONAL DATA CHANGES

1. **Purpose.** To ensure accurate and up-to-date personal information is on file for all employees.
2. **Policy.**
 - 2.1 Each employee must promptly notify the City of Clintonville of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, marital status, certification achievements, and other such status reports must be accurate and current.

3. Employee Responsibility.

- 3.1** When necessary, complete and submit the Biographical Information Form to the Clerk-Treasurer after the Department Head has reviewed and signed the form.
- 3.2** Submit certificates received from trainings, transcripts from continuing education coursework, diplomas, or other educational materials obtained while employed by the City of Clintonville to the Department Head with copies to the City Administrator for placement in the personnel file.
- 3.3** Employees in positions that require renewal of licenses or certifications must provide updated copies upon expiration of the license or certification to their respective Department Head with copies to the City Administrator for placement in the personnel file.

POLICY 509 TIMEKEEPING

1. Purpose. To provide time reporting requirements for all employees of the City of Clintonville. This policy provides each department the information needed to accurately record and submit their time sheets. This policy applies to **ALL** employees of the City of Clintonville unless otherwise noted.

2. Definitions.

- 2.1** AUTHORIZED HOURS. Work hours that a supervisor assigns to complete a task.
- 2.2** COMPENSATORY TIME. Hours worked in excess of the normal workweek which may be used as time off from a regular work schedule in accordance with specified guidelines.
- 2.3** EXEMPT. Employees that are covered under the Fair Labor Standards Act (FLSA) and exempt from FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
- 2.4** NON-EXEMPT. Employees that are covered under the Fair Labor Standards Act (FLSA) and subject to FLSA overtime rules and pay provisions as defined by the Department of Labor Wage and Hour Division.
- 2.5** OVERTIME. Authorized hours worked by an hourly or nonexempt employee in excess of forty (40) hours in a workweek and should be recorded to the nearest quarter of an hour.
- 2.6** WORK HOURS. Any hour of the day that is worked and authorized to be worked and should be recorded to the nearest quarter of an hour.

3. Procedures.

- 3.1** The pay period covers fourteen (14) consecutive days beginning on a Saturday and ending on the second Friday. The usual pay period is 80 hours.
- 3.2** All employees, except Department Heads and exempt supervisory employees when authorized by respective Department Heads, are required to complete their timekeeping records on a daily basis and should not be completed in advance.
- 3.3** Time sheets must show all time worked and absence from work with appropriate codes (hours worked, vacation, sick, etc) that were incurred for the pay period. Employees will mark their time sheets in fourths for the purpose of computing regular hours and shall do so to the nearest quarter of an hour.
- 3.4** Employees on official business outside the normal work schedule should note it on their timekeeping records. Submission of appropriate documentation is necessary.

- 3.5 Time sheets for each two-week pay period must be completed accurately and submitted to the approving supervisor by all employees by the 9am the Monday after the pay period ends.
 - 3.6 Supervisors will review time records for accuracy and completeness and verify overtime entries prior to submission for data input, sign the timesheet in ink, and forward to the Clerk-Treasurer's office by noon the Monday after the pay period ends.
- 4. Overtime and Compensatory Time.**
- 4.1 Overtime and compensatory time earned must be approved in advance by the supervisor to whom the employee reports; if not, an employee is not authorized to work the overtime or compensatory time.
 - 4.2 All overtime or compensatory time must be clearly noted on the time sheet.
 - 4.3 Working unauthorized overtime or compensatory time is prohibited and will subject employees to disciplinary action.
- 5. Time Worked.** The following provisions are included as time worked.
- 5.1 Work Away From Premises or at Home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at home, unless approved in advance in writing by his or her department head and the City Administrator. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.
 - 5.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.
 - 5.3 Travel/Training Time. Travel and training time is considered and included in actual time worked.
 - 5.4 Vacation and Regular Sick Leave.
- 6. Time Not Worked.** Per the Fair Labor Standards Act, the City of Clintonville does not count the following provisions as time worked.
- 6.1 Leaves. Approved absences, including but not limited to Family Medical Leave Act leave, military leave, and time off for voting are not counted as time worked, except Vacation and Regular Sick Leave.
 - 6.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked.
- 7. Responsibilities.**
- 7.1 Employee Responsibilities. All employees, when completing their time sheet, will adhere to the following procedures.
 - 7.1.1 Record correct overtime and benefit codes.
 - 7.1.2 Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily.
 - 7.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.
 - 7.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.
 - 7.2 Supervisor Responsibilities. Each supervisor is responsible for the following procedures.

- 7.2.1 Ensuring that employees reporting to him or her have the correct codes.
- 7.2.2 Ensuring that all employees maintain accurate time sheets.
- 7.2.3 Providing approval for overtime or compensatory time.
- 7.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

8. Timesheets for Department Heads and Exempt Supervisory Staff.

- 8.1 Department heads, and exempt supervisory staff when authorized by their respective Department Heads, are not required to document time worked, but they are required to document and submit any paid benefit time (vacation, sick, etc) on the approved payroll sheet. Work schedules may be adjusted according to operational needs of the department/work unit.

POLICY 511 TRAINING AND DEVELOPMENT

1. Purpose. To provide organized training programs for the purpose of increasing the knowledge, proficiency, ability, and skills of the City of Clintonville employees.

2. Definitions.

2.1 Required training. Training that employees and volunteers must attend.

2.2 Optional training. Training that is offered through the City of Clintonville, but is not required by law, City policy, or City Administrator or Department Head direction.

3. Training Philosophy. The City recognizes and desires that its employees seek training and educational opportunities to broaden their knowledge, skills, and abilities enabling them to obtain and retain the competencies essential to job satisfaction and high-quality performance of their duties.

3.1 The Common Council expects the City Administrator to monitor the level and implementation of employee training and development of all City employees and department heads by periodically analyzing the overall needs for employee training and development, to ensure employees are informed of available training opportunities and encouraging participation in training that will provide career enhancement and professional growth, and to ensure department heads properly credit each employee with indications of such training and development in their personnel files, and to budget for the cost of such training when feasible.

3.2 The Common Council expects Department Heads to provide active leadership in the training and development of their respective employees by submitting annual budget requests and scenarios that adequately address the training and education needs of their staff, by granting employees under their supervision with sufficient time and opportunities to participate in training programs provided that such participation does not unduly interfere with the necessary operations of the department, and by suggesting broad level training needs to the City Administrator that would be beneficial to all City employees beyond the needs for any single department.

4. New Employee Orientation.

4.1 Within the first week of employment, all new regular full- and part-time employees will meet with the City Administrator to introduce the employee to City policies, rules, and benefit programs, and to review required employment paperwork.

- 4.2 The employee's supervisor will continue orientation by introducing department coworkers to them, explaining hours of work, reviewing job duties and responsibilities, initiating training, and explaining departmental and safety rules.
- 4.3 Department Heads are responsible for ensuring that the all new employee paperwork is properly completed and submitted to the City Administrator in the required timeframe.

5. Conferences, Conventions and Training.

- 5.1 City employees are encouraged to attend conferences, conventions, and training education opportunities with approval of their department head if attendance is expected to add to their job-related knowledge and skills. Approval to attend conferences, conventions, or training seminars in Wisconsin is at the discretion of the department head. Approval of the City Administrator is required to attend any out of state conferences, seminars, or training opportunities.
- 5.2 The City will pay or reimburse for the cost of an employee attending approved training including registrations costs, mileage reimbursement or airline fare (whichever is lower), motels, meals, parking, and toll fees. To the extent possible department heads are expected to account for these annual costs in their department's annual operating budget so that these expenses are not an unexpected cost to the City.
 - 5.2.1 For travel by car, mileage is not authorized if a City vehicle is available for use. Exceptions to this policy may be authorized by the City Administrator in advance of the travel.

6. Continuing Education and Coursework.

- 5.1 Changes in job requirements and individual responsibilities including potential future job assignments and/or desirable cross training of employees, technological advances, and certification or recertification requirements warrant the City to provide financial assistance to employees who need to improve or develop job-related knowledge and skills through attendance of a class or classes at an accredited college or university. The employee who is requested by their department and agrees to attend this type of post-secondary training will be eligible for the following reimbursement from the City, based on evidence of successful completion of the course, provided this reimbursement is pre-approved by the City Administrator before attending such classes.
 - 5.1.1 Reimbursement of 100% of the cost of tuition, books, and associated direct class costs will be made if the employee receives a grade of 3.7 or higher on a 4.0 scale.
 - 5.1.2 Reimbursement of 75% of the cost of tuition, books, and associated direct costs will be made if the employee receives a grade of 3.0 but less than 3.7 on a 4.0 scale.
 - 5.1.3 Reimbursement of 50% of the cost of tuition, books, and associated direct class costs will be made if the employee receives a grade of 2.5 but less than 3.0 on a 4.0 scale.
- 5.2 Coursework or degree programs must be substantially related or aligned with the employee's current job assignment, potential future job assignment, or desirable employee cross training, and shall be determined to be advantageous for the City by the City Administrator to authorize enrollment and reimbursement.
- 5.3 The City Administrator may, on a case-by-case basis, authorize pre-payment of a course so long as the employee signs a letter of understanding that repayment of pre-paid costs must be repaid to the City immediately should the employee fail to meet the grade standard as listed in Section

5.1 of this policy. Repayment will be restricted to that which would apply based on the grade received. For example, if an employee receives a grade of 3.0, then the employee would be required to repay 25% of the total pre-payment made. If an employee receives a grade of 2.4, then the employee would be required to repay the full amount of the pre-payment.

5.3.1 Employees may elect to have any repayment deducted from their paychecks and may spread repayment over no more than two pay periods.

5.4 For every credit hour the City pays for in part or in whole under this policy, the employee must work for two months beyond completion of the class, program, or degree. If the employee leaves employment either voluntarily or as a result of termination, the employee shall be liable for repaying a prorated portion of the amount the City paid for that class, program, or degree. For example, if the City reimbursed or prepaid 100% of the cost of a three-credit hour class, the employee would have to remain employed by the City for six months after completion of the class. Should the employee voluntarily leave or be terminated three months after completion, the employee would be required to repay 50% of the total amount paid or reimbursed by the City.

5.4.1 Exceptions to this repayment policy may only be approved by the Personnel and Labor Relations Committee after considering the recommendation of the City Administrator.

6. Scheduling. Department Head approval is required to attend optional training events. Work schedules will be determined in advance of the training event.

7. Lunches.

7.1 Employees will take an unpaid meal period as outlined in Policy 419 Meal & Break Periods.

7.2 When directly related to the session(s) on the agenda, include the lunchtime on the time sheet and attach a copy of the agenda showing the lunch hour training to the employee time sheet.

7.3 Lunch break will be taken and office work will not be done during this period unless approved in advance by the supervisors.

8. Appendices.

8.1 Pre-payment of Educational Courses Letter of Understanding (Appendix 511 A)

8.2 Reimbursement and Length of Service Agreement (Appendix 511 B)

POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

1. Purpose. To establish a uniform system for determining City responsibility for expenses incurred by employees and officers while performing official City business.

2. Definitions.

2.1 Authorizing party. The City Administrator with respect to department heads; the department heads with respect to subordinate employees; the Mayor with respect to the City Administrator; the Common Council with respect to the Alderpersons and any other public officials such as citizens serving on City committees.

2.2 Budgeted. Appropriated by the Common Council.

2.3 Person. All public officials and employees of the City.

2.4 Vehicles. All motor drive surface forms of transportation.

- 3. Personal Automobile Insurance.** All City employees who drive their personal vehicles on City business will be required to maintain, at a minimum, personal automobile liability insurance in the amount of \$100,000/\$300,000 or as required by state statutes, whichever is higher. Department Heads are responsible for maintaining records showing proof of insurance for any employee authorized to use personal vehicles for official use.
- 4. General Travel Policy.**
- 4.1** Each person will be reimbursed for reasonable, necessary, and actual travel expenses incurred in the performance of authorized official duties.
 - 4.2** Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind.
 - 4.3** Department Heads and the City Administrator will determine departmental travel and training needs and authorize expenditures.
- 5. Out-of-state Travel.** All out-of-state travel at City expense must have the prior approval of the City Administrator. Employees will submit a request for out-of-state travel to the City Administrator as far in advance of the time of travel as possible.
- 6. Travel Costs.** The employee's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount. Expenditures in excess of the budgeted amount will not be reimbursed unless approved by the City Administrator.
- 7. Lodging Expense.**
- 7.1** The choice of lodging will be based primarily on cost with consideration given to accessibility in conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed and at the rate for a single room. Any expenses incurred by the employee above the single room rate are the responsibility of and at cost to the employee.
 - 7.2** All lodging expenses will be supported by the original machine printed receipts or an original handwritten receipt.
 - 7.3** Same sex employees are required to share a room when the selected lodging provides two beds in separate defined areas in a room (ex. 2 bedroom suite) when such arrangement is cheaper than purchasing two separate rooms.
- 8. State or third-party reimbursements.** Employees being reimbursed for travel expenses from a third party will not be reimbursed by the City.
- 9. Private Vehicle Mileage Allowance.**
- 9.1** The mileage allowance for use of private vehicles will equal the IRS rate and will automatically be adjusted each time the IRS rate is adjusted.
 - 9.2** Travel between the employee's residence and place of employment is exempt from reimbursement.
 - 9.3** Mileage reimbursement is not permitted when a City vehicle is available for use. All employees, regardless of department, are permitted to use the Administration Department's vehicle. Exceptions to this policy require the pre-approval of the City Administrator.

10. Meals.

10.1 Employees will be reimbursed for meals if the employee is attending an approved meeting, convention, or seminar, unless a meal is provided. Should a meal be provided, exceptions to this policy may only be authorized by the City Administrator.

10.2 The claim for meals will represent actual, reasonable, and necessary costs expended for meals, including tax and 20% maximum tip according to the following schedule:

Breakfast (Required to leave before 6:00am)	\$12.00
Lunch (Required to leave before 11:30am & return after 1:30pm)	\$17.00
Dinner (Required to leave before 4:30pm and return after 6:30pm)	\$22.00

*K-9 Officer is permitted to purchase lunch on all full training days regardless of training location when funded by the K-9 Special Fund.

10.3 Maximum daily total of \$51.

10.4 No reimbursement will be made for the cost of or tip on alcoholic beverages.

10.5 If the employee is required to purchase one meal while on City business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals at the employee's option. Exceptions to the individual meal or daily amount may be authorized by the City Administrator in advance of the travel.

10.5.1 An employee that is authorized three meals may purchase additional food and beverages for themselves outside of meal time so long as the maximum daily total is not exceeded.

10.6 If an employee exceeds the meal authorization when using the City credit card, the employee must immediately reimburse the City for the difference between the approved amount and the amount charged to the credit card.

11. Claiming Reimbursement of Authorized Expenditures. All claims for reimbursement of authorized expenses must be submitted within ten (10) days on a Travel and Expense Reimbursement Form provided by the Clerk-Treasurer's office.

12. Appendices.

12.1 Travel/Expense Reimbursement Form (Appendix 513 A)

POLICY 515 USE OF CITY VEHICLES

1. Purpose. To provide guidelines and assign responsibility for the safe operation and use of all vehicles operated by authorized individuals. It is the intent of this policy to ensure that City vehicles are safe and that operators adhere to all local, state, and federal laws. This policy applies to all regular full-, part-time, and temporary employees of the City of Clintonville and all owned, non-owned, rented, or leased vehicles.

3. Definitions.

3.1 Authorized employee. The designated City employee-operator of the vehicle conducting City business.

- 3.2 City-Owned Vehicle. Any vehicle owned or leased by the City of Clintonville. All vehicles will be clearly marked with municipal plates and a City Logo. Exceptions for vehicles assigned to sensitive jobs will require approval from the Chief of Police to not be marked.
- 3.3 City Business. Any authorized work or activity performed by a City employee conducting official business for the City of Clintonville.

4. Use of Vehicles.

- 4.1 Only authorized employees conducting official City business will use City vehicles.
- 4.2 Passengers in City vehicles must be engaged in City business. Family members who are not City employees will not ride in City vehicles unless prior authorization is requested and approved by the City Administrator.
- 4.3 Drivers of City vehicles are responsible for operating vehicles in a safe and prudent manner and are responsible for their own actions when occupying a vehicle, including responsibility for violations of the law.

5. Commuting.

- 5.1 Use of City vehicles for purposes of commuting between an employee's residence and principal place of work, provided such use is in the best interests of the City, will require written authorization of the Department Head and the City Administrator. In order to ensure appropriate fiscal control, a reporting system including vehicle identification, vehicle mileage, purpose, principal operator of the vehicle, and business and commuting mileage driven, will be developed by the City Administrator and will be reviewed and approved annually by the City Administrator.
- 5.2 Employee use of City vehicles for purposes of commuting between an employee's residence and principal place of work will be subject to the applicable provisions of the Internal Revenue Code and Regulations as may be subsequently amended or modified.

6. Department Head or Supervisor Responsibilities. Department Head and supervisors are responsible for ensuring vehicle operators maintain a current Wisconsin Driver's License for the class of vehicle they are assigned to operate, that all vehicle use is in accordance with this policy, and that vehicles are maintained in accordance with fleet vehicle operating procedures. At a minimum, checks with the Police Department should be performed annually.

7. Authorized Employee Responsibilities.

- 7.1 Possess and maintain the proper Wisconsin Driver's License.
- 7.2 Notify their supervisor and department head of any changes in their driver's license (i.e. revocation, suspension).
- 7.3 Notify their supervisor and department head of any traffic citations, etc. received while operating a City owned vehicle.
- 7.4 Comply with all federal, state, and local laws relative to the operation of a City vehicle.
- 7.5 While in a City-owned vehicle, report all accidents or incidents within two (2) hours of the accident to the driver's immediate supervisor. Accidents involving personal injury or significant property damage must be reported to the City Administrator immediately when possible but no later than two (2) hours after the event. Failing to report accidents will result in disciplinary action.

- 7.6 Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages and any illegal drugs are not permitted in City vehicles at any time.
 - 7.7 Do not drive while operating a cell phone or other electronic communication device. Emergency Services personnel are exempt from this requirement when said use is for official business.
 - 7.8 Report and assume responsibility for all citations or moving violations while operating the City vehicle.
 - 7.9 Do not use or allow the use any of tobacco products, including e-cigarettes in a City vehicle.
8. **Compliance.** Abuse of the vehicle or policies may result in, but not be limited to disciplinary action, reimbursement of a departmental cost of repair and/or cleaning, or suspension of vehicle usage.

POLICY 517 OUT-OF-TITLE WORK

1. **Purpose.** Some vacated positions may require an interim appointment be made in order to continue effective operations of the department or work unit. Employees may be assigned an interim position to assist in carrying out those duties which must be continued.
2. **Policy.** Assignment of employees to work out of title would normally be made by the employee's department head, with the approval of the City Administrator. The City Administrator may also make assignments.
3. **Determination of Pay Status.**
 - 3.1 The City Administrator and the department head will determine whether such employee will receive additional pay and what that pay will be.
 - 3.2 If it is determined the employee will receive additional compensation, the effective date will be the first day where the exact duration of the assigned duties is known, or retroactive to the first day when the exact duration of the assignment was known.
 - 3.3 Where the City Administrator and Department head determine that the assigned duties have a value at or below the non-represented employee's regularly assigned duties, there will be no additional pay.
4. **Time Worked.** The assignment can be for any length of time consistent with the work to be completed.

POLICY 519 SALARY PLAN ADMINISTRATION

1. **Purpose.** The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the City to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the City is either required to or is discretionarily providing to its residents. The City will provide these salaries and benefits on the basis of internal equity as well as external competitiveness, if fiscally feasible.
2. **Salary plan administration.**
 - 2.1 New Hires and Promoted Employees. Will normally commence working at the entry level salary Step 1. New hires may start at a probationary rate, as determined by the City Administrator. Additionally, an entrant may be assigned at a higher starting salary step subject to approval of the City Administrator under the following conditions.

2.1.1 The entrant must have substantial experience immediately usable in the new position.

2.1.2 Market conditions must demand a higher starting salary step.

2.1.3 Salary compression from subordinate positions requires a higher starting salary.

2.2 Requests for Step Increases for full-time employees. The City will consider step increases every even year for implementation in the following odd budget year.

2.2.1 Requests by Department Heads will be approved or denied by the City administrator.

2.2.2 Such progressions will not be automatic, but will be based upon annual performance evaluations averaged over a two-year period and recommendation by the Department Head according to the following:

Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Greatly Exceeds Expectations
No Step Increase	One Step Increase	Two Step Increase	Three Step Increase
Score < 1.0	Score = 1.0 but <3.4	Score = 3.4 but <5.0	Score 5.0-6.0

2.2.3 Employees must have a performance evaluation that indicates a minimum of a satisfactory performance and achievement in the accountabilities attributed to the position which they fill. An employee who has received an is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not be eligible for a step increase until a minimum of three (3) months have passed after a satisfactory performance evaluation is received, the disciplinary suspension is completed, or the performance deficiencies are corrected within the time limit given.

2.2.4 Employees who receive a “Does Not Meet Expectations” on the second year evaluation is not eligible for a step increase regardless of the two-year average performance evaluation score.

2.2.5 Approval or denial of step increases will be at the discretion of the City Administrator for all employees, except that three-step increases must be approved by the Personnel Committee and all step increases for the City Administrator must be reviewed and approved by the Common Council.

2.2.6 Employees must be employed for a minimum of 12 months preceding September 1st of the second year before becoming eligible for a step increase.

2.3 Requests for Step Increases for Part-time Employees. The City will consider step increases for part-time employees every even year for implementation the following odd year.

2.3.1 Approval or denial of step-increases will be at the discretion of the City Administrator for all employees.

2.3.2 Such progression is not automatic and is based on an evaluation conducted by the Department Head. Such evaluations for part-time personnel are developed and maintained by the respective Department Head. Part-time employees are only eligible for up to a two-step increase.

2.3.3 Department Heads will submit a summary of the employee’s two-year evaluations with reasoning for the recommended step increase or for the denial of a step increase. Department

Heads must consider the number of hours worked when determining whether a step-increase is warranted.

POLICY 521 ON-CALL PAY

- 1. Purpose.** To ensure an employee is available at any time to respond to emergency situations as they arise.
- 2. Application.** Each department head has the discretion to decide whether a mandatory on-call schedule will be utilized. When the Department Head elects to use a mandatory on-call schedule, the following structure and compensation will apply.
 - 2.1 Public Works.** On-call status will be 24 hours a day for seven days. An employee on-call will receive two (2) hours of pay each weekday and weekend day and holidays the employee is scheduled for mandatory on-call status.
 - 2.2 Utilities.** On-call status will be 24 hours a day for seven days. An employee on-call will receive two (2) hours of pay each weekday and four (4) hours each weekend day and holidays the employee is schedule for mandatory on-call status.
- 3.** On-call pay does not count as hours worked for the purposes of overtime calculation but may be taken as compensatory time on a one-for-one basis.
- 4.** Employees must be able to meet a thirty-minute response time while on-call and consumption of alcohol is not permitted.

POLICY 523 SAFETY EQUIPMENT

- 1. Purpose.** The City promotes the safety of its employees. The City has personal protective equipment available and/or issued to employees to provide a safe working environment. Common sense must be utilized to determine under which conditions different equipment should be worn.
- 2. General Guidelines.**
 - 2.1** Hard hats must be worn when an overhead hazard is present.
 - 2.2** Proper eye protection must be worn when sledging, hammering, sawing on metal or concrete, chipping, welding, grinding, drilling, working in dusty places, handling hazardous materials or chemicals, or any operations where eye injuries may result.
 - 2.3** Approved hearing protection must be worn where high noise levels exist.
 - 2.4** Safety shoes in serviceable condition and appropriate for the operation to which the employee is assigned are required.
 - 2.5** Gloves must be worn when handling rough edge or abrasive materials when the work subjects hands to lacerations, puncturing, or burns.
 - 2.6** Reflective clothing must be worn when performing work adjacent to or in traffic.
 - 2.7** Approved respirators must be worn when an air-based hazard is present and may be used for no other purpose.

2.8 Approved harnesses must be worn when a fall hazard is present or in confined space and may be used for no other purpose.

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

4. Safety Equipment Reimbursement. The City shall pay for safety related equipment for all full-time employees who are required by the City to wear them. All purchases must have the pre-approval of the Department Head. Safety Equipment purchases by employees are limited to the items and aggregate amounts listed below.

Electric

Boots *	Prescription Safety Glasses
\$535	\$375

*One pair of safety-toe boots must provide sufficient protection for chainsaw use.

Public Works

Summer Boots	Winter Boots*	Prescription Safety Glasses
\$190	\$240	\$375

*Winter safety-toe boots are authorized once every three years.

Water and Wastewater

Boots	Winter Boots *	Prescription Safety Glasses
\$190	\$240	\$375

*Winter safety-toe boots are authorized once every three years.

4.1 In order to be eligible for reimbursement for prescription safety glasses, the employee must have vision insurance. Purchase of prescription safety glasses is authorized only once every two years unless a medical provider provides a statement that says the employee's prescription has changed to such a degree that it would be unsafe to work without new prescription safety glasses. This applies to all departments eligible for this item.

4.2 Regular part-time personnel and full-time seasonal personnel may be eligible to receive a prorated portion of the boot allowance based on the estimated hours the employee works in the year. This determination shall be made by Department Heads.

POLICY 525 CLOTHING ALLOWANCE

1. Purpose. To provide an employee compensation for additional work-related clothing.

2. Structure. Each department is authorized a clothing allowance as listed below on an annual basis unless otherwise noted. Pre-approval by the Department is required.

2.1 The City Administrator may make exceptions to the frequency, quantity, or cost in limited circumstances based on the recommendation of the respective Department Head..

2.2 New employees are authorized the full amount regardless of the first date of employment.

Administration

Business Casual Attire	
\$55	

Public Works

Bibs*	Jacket**
\$160	\$105

*If an employee does not utilize the full amount authorized for a bib, the employee may use the remaining difference to purchase work pants.

**Bibs and jackets are authorized once every three years.

Water and Wastewater

Bibs*	Bomber Jacket**
\$160	\$135

*If an employee does not utilize the full amount authorized for a bib, the employee may use the remaining difference to purchase work pants.

**Bibs and bomber jackets are authorized once every three years.

Police Department

Police Chief and Captain – The Police Chief and the Captain will be provided an annual clothing allowance of \$550 per year to be paid on the first compensatory time payroll of the year or, for new employees, the first compensatory time payroll after hire.

Full-time Dispatcher – Full-time dispatchers will be provided an annual clothing allowance of \$275 per year to be paid on the first compensatory time payroll of the year or, for new employees, the first compensatory time payroll after hire.

Part-time Officer and Dispatcher

Uniform Shirt (1) including patches	\$55
Uniform Pants (1)	\$55

3. Payment. Employees use one of three options when purchasing approved clothing”

- a. Reimbursement. The employee may purchase an item out of pocket and request reimbursement from the City.
- b. City Credit Card. The employee may purchase an item using the City credit card when approved to do so by the Department Head. If a purchase exceeds the approved amount, the employee must immediately repay the difference.

- c. Charge Account. For local retailers with whom the City has a charge account, the employee may charge the purchase to the City's account with that retailer. If a purchase exceeds the approved amount, the employee must immediately repay the difference.

INSURANCE & RETIREMENT BENEFITS

- Policy 601 – Benefits – Health, Dental, & Vision Insurance and COBRA
- Policy 603 – Benefits – Other
- Policy 605 – Benefits – Retirement Plan

POLICY 601 BENEFITS – HEALTH, DENTAL, & VISION INSURANCE, & COBRA

1. Purpose. To provide health, dental, and vision insurance to those employees who qualify for coverage.

2. Coverage. The design of the plans is determined by the Common Council on an annual basis consistent with applicable state, federal, and insurance regulations. Employees will receive notification of the plans as adopted by the Common Council.

3. Eligibility. Full-time employees who qualify for coverage may participate in the Health, Dental, and Vision Insurance Plans. Part-time employees are not eligible.

4. Effective Date. Insurance coverage will be effective the 1st day of the month thirty (30) days after hire, provided the employee has submitted a completed application within thirty (30) days of hire, or as otherwise determined by the insurance policy. Employees who do not meet the thirty-day deadline may subsequently only obtain coverage after a qualifying event.

5. Payment of Employee Share of Premium. Employees may be required to contribute towards the premium costs for the insurance plans as determined by the Common Council. Any employee required to pay all or any portion of the premiums will make such payment by payroll deduction, except as provided in Section 7 of this policy.

6. Spouse or other Dependent as Employee. The City will provide coverage to an employee under only one plan. If an employee is eligible for coverage under another employee's plan due to marriage or other dependency status, the employee is only entitled to coverage under one plan.

6.1 Example: Two employees, a mother and a daughter where the daughter is legally eligible for coverage on mother's plan. The daughter could not be covered under both the mother's family plan and a single plan by herself.

7. Coverage Upon Separation.

7.1 Employees discharged will have insurance coverage only through the month in which the discharge is effective.

7.2 Employees on unpaid leave or layoff, or surviving spouses may continue insurance under the City plans by remitting premiums by check or money order to the City Clerk-Treasurer. Insurance will be canceled if the employee or retiree fails to remit payment upon notice of delinquency. Employees on FMLA will continue to pay their contribution but will be allowed a 30-day grace period to pay and the City will give a fifteen (15) day notice of intent to cancel.

7.2.1 No cost of any part of the insurance plans, including but not limited to deductibles, co-pays, or co-insurance will be reimbursed or paid for by the City.

8. Payments While Receiving Worker's Compensation Payments. Employees receiving worker's compensation payments will have their premiums paid by the City for a period of up to one year.

9. Waiver of Coverage.

9.1 Any employee who is eligible to be covered by an insurance plan who fails to apply for coverage will be considered to have waived coverage.

9.2 Any employee may elect to decline or cancel health insurance coverage by signing a waiver form provided by Administrative Department and filing it with the City Administrator during the open enrollment period or after a qualifying event.

9.3 A waiver will be effective upon receipt by the City Administrator or, in the case of cancellation, on the 1st day of the month following receipt by the City Administrator. Any waiver may be withdrawn prior to its effective date.

9.4 Health Insurance Opt-Out Incentive. Eligible employees who choose to waive Health Insurance will be eligible for the Health Insurance Opt-out Incentive as determined by the Common Council each year. Employees may receive the opt-out incentive payment while still electing dental and vision coverage.

9.4.1 Employees who are eligible for health insurance through the City of Clintonville who opt to have coverage through a spouse or other coverage from an outside source are eligible to select a payment in lieu of health coverage through the City of Clintonville. To be eligible, you must present evidence of other coverage to the City Administrator. This can be an insurance card or document showing you are covered under another policy and the evidence must be presented during the City's open enrollment period as determined each year.

9.4.2 The payment shall be made in one lump sum on the last compensatory time payout of the year. The opt-out incentive payment is fully taxable but does not count toward your WRS retirement contribution.

9.4.3 If there are two spouses (or other eligible employees within the same household) employed with the City who are eligible for health insurance and one family member chooses the family plan, there will be no health insurance payout for the remaining family member(s).

9.4.4 The opt-out incentive is subject to change each year when Council approves the annual budget.

10. Insurance Continuation (COBRA).

10.1 Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

10.2 All employees and qualified dependents will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan for the coverage begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continuation participation is solely at the participant's expense.

10.3 Payment of Premiums. Premium payments must be submitted to the Clerk-Treasurer by the 1st of every month. (ex. Payment due by October 1st for October coverage.)

10.4 Additional information regarding coverage and premium contributions may be obtained from the Clerk-Treasurer.

11. Retirement Health Insurance Plan.

11.1 The City offers health insurance coverage for retirees and their dependents. Retirees on the retirement plan are responsible for all premiums but may utilize the sick leave conversion, if eligible, to cover the cost of premiums.

- 11.2 To be eligible, retirees must have been employed as a full-time employee for at least ten (10) full years and must be at least fifty-five (55) years of age.
- 11.3 Payment of Premiums. Premium payments must be submitted to the Clerk-Treasurer by the 1st of every month for that month's coverage. If a retiree fails to pay the premium when due, a cancellation notice will be sent providing the retiree with fifteen (15) days to pay the premiums due. If premiums are not received by that date, the insurance coverage will be terminated effective the 1st of the month when premiums were originally due.

POLICY 603 BENEFITS – OTHER

- 1. **Purpose.** The Common Council will determine the design and selection of benefits. The Common Council retains the right to change these benefits. Employees will be notified of any such changes.
 - 1.1 Social Security. The City will provide social security coverage to all employees under the Federal Old Age, Survivors, Disability and Health Insurance System pursuant to the provisions of Wis. Stat. § 40.41 (1), except for exemptions provided by law.
 - 1.2 Deferred Compensation. All eligible City employees and elected officers will be afforded the opportunity to voluntarily participate in the City of Clintonville employees deferred compensation plan pursuant to the rules, terms and conditions outlined in the plan.
 - 1.3 Workers Compensation. The City provides workers compensation insurance in the event of an injury that occurs while an employee is working. Employees must report any injuries to their supervisor following the injury. The supervisor shall also notify the City Administrator of such injuries. The specific benefits provided are defined and limited in the literature provided by the City's insurance company.
 - 1.4 Life Insurance. The City provides Life Insurance to all employees eligible for the Wisconsin Retirement System at 1x the employee's annual base wage.
 - 1.6 Income Continuation Insurance. The City provides income continuation insurance all employees eligible for the Wisconsin Retirement System.

POLICY 605 BENEFITS – RETIREMENT PLAN

- 1. **Purpose.** To provide retirement contributions to eligible employees in accordance with State law.
- 2. **Employee Contribution.** Once eligible for coverage under Wisconsin Retirement System, coverage is mandatory and an employee may not "opt out" of Wisconsin Retirement System. Employers and employees are required to contribute as specified by the Wisconsin Department of Employee Trust Funds. Employee contributions are pre-tax.
- 3. **Part-time Employees.** The City follows Wisconsin Department of Employee Trust Funds in regards to part-time employee eligibility for the Wisconsin Retirement System.

WORKPLACE HEALTH, SAFETY, & SECURITY

- Policy 701 – Substance Abuse
- Policy 703 – Harassment & Discrimination
- Policy 705 – Workplace Violence
- Policy 707 – Identification & Key Cards
- Policy 709 – Right to Know About Hazardous Materials in the Workplace
- Policy 711 – Use of Tobacco Products
- Policy 713 – Illnesses/Injuries
- Policy 715 – Progressive Duty Return to Work
- Policy 717 – ADA Accommodations

POLICY 701 SUBSTANCE ABUSE

- 1. Purpose.** Maintaining a workplace free from the effects of alcohol and drugs and ensuring the public that their safety and trust in us is protected. The purpose of these work rules is to establish and maintain a safer, healthier working environment, to help reduce the number of and potential for injuries, to aid in reducing absenteeism and tardiness, and to improve job performance.
- 2. Designated Employer Representative (DER).** The primary designated employer representative is the City Administrator, who can be reached at (715)823-7600. The DER is responsible for answering all questions and/or concerns regarding this policy.
- 3. Confidentiality.** Confidentiality is critical to the City's drug and alcohol program. All testing information specifically relating to individual employees shall be treated as confidential and kept separate from personnel files. Access to test results will be limited to persons who need to have such access.
- 4. Assistance for Employees.** Early recognition and treatment of substance abuse is important for successful rehabilitation. The City encourages employees to voluntarily seek help for substance abuse problems by contacting the county health and human services agencies or the City's Employee Assistance Program. Employees are encouraged to seek assistance to any personal issue that may affect their job performance.
- 5. Safety Rules.** Violation of any of these rules will result in disciplinary action up to and including termination. In certain situations, an employee's actions will be reported to law enforcement officials.
 - 5.1** No employee will be under the influence of alcohol or illegal drugs at any time while on duty.
 - 5.2** The sale, possession, transfer, or purchase of illegal drugs by City employees substantially impacts upon and affects the employment relationship and is, therefore, strictly prohibited.
 - 5.3** Consumption of alcohol or illegal drugs by an employee on duty is not allowed. This policy includes any paid or unpaid lunch periods in the normal work day, normal hours of training sessions or conferences, and at all City sponsored events.
 - 5.4** When using a City vehicle, either on or off duty, the use of alcohol or illegal drugs is prohibited.
 - 5.5** An employee is also prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, including prescription medications, except when the use is pursuant to the instructions of a licensed health care provider who has advised the employee that the substance does not adversely affect the employee's ability to safely and competently perform his/her job. Employees must report to their supervisor when they are taking any prescription or over-the-counter medication known to cause dizziness or drowsiness or that might affect their senses, motor ability, judgment, or reflexes, or otherwise affect their ability to perform their job.

5.5.1 In the case of a work-related injury, the City may reassign an employee to other work that would meet the restrictions placed by those medical practitioners until the use of the prescription drug has ended.

6. Search and Testing.

- 6.1** In order to promote compliance with this policy, the City reserves the right to search any part of its premises at any time to determine the physical presence of drugs and/or alcohol on property of the City.
- 6.2** Failure to comply with any part of this policy may result in a withdrawal of any conditional job offer for job applicants, and in discipline, up to and including, termination for employees.
- 6.3** A positive drug or alcohol test result for any reason may lead to discipline, up to and including, discharge from employment.
- 6.4** New Employee Testing. Before a final offer of employment is made, all new employees may be subject to a drug test. A non-negative test result will result in a withdrawal of an offer of employment.
- 6.5** Post work-related injury testing. The City, at its discretion, may require that any employee involved in a work-related accident submit to an alcohol and/or drug test as soon as possible after the accident, but no later than eight (8) hours for alcohol or thirty-two (32) hours for drug testing. Any employee involved in a reportable accident will notify the City at the first available opportunity after the accident, at which time the employee will be advised to report to an appropriate collection site for testing if required. In the event an employee is seriously injured and unable to report to the collection site, the employee will authorize the health care provider to release to the City any information necessary to indicate the presence of alcohol or any controlled substance in the employee's system.
- 6.5.1** Normally, post work-related injury testing only occurs when the incident results in a fatality or results in an injury to any person where the injury requires treatment beyond basic first aid or is an OSHA recordable injury
- 6.6** Reasonable suspicion testing. The City will require that an employee be tested, upon reasonable suspicion, for the use of controlled substances or alcohol. An employee will submit to testing when requested to do so by the City. The City will presume a positive test result if an employee refuses to be tested upon reasonable suspicion. Reasonable suspicion means a belief drawn from facts or circumstances and inferences from those facts or circumstances sufficient to lead a reasonable person to suspect that the employee is using a controlled substance or alcohol, and it must be witnessed and documented by at least one supervisor. Examples of reasonable suspicion include, but are not limited to the following:
- 6.6.1** Direct observation of physical symptoms
- 6.6.2** Pattern of abnormal conduct or erratic behavior
- 6.6.3** Arrest or conviction for drug or alcohol-related offenses
- 6.6.4** Information from credible and reliable sources
- 6.6.5** Evidence of employee tampering with drug or alcohol tests
- 6.7** Post-rehabilitation drug and alcohol testing. Any employee who undergoes rehabilitation or who enrolls in an employee assistance program because of a positive drug or alcohol test

result will be required to undergo an additional drug and/or alcohol test before returning to work, if not terminated from work. If the test results are negative, the employee will be returned to work, if work is available. If the test results are positive, the employee will be disqualified from employment and, in reasonable suspicion circumstances, any previous discharge or other discipline will be reinstated.

6.7.1 Employees may be covered by FMLA while receiving care for a drug or alcohol addiction. Affected employees should contact the City Administrator for additional information. However, application for FMLA upon consideration of termination for violation of this policy may be denied as the employee may no longer be eligible for FMLA. Employees are encouraged to seek assistance if needed prior to any workplace violation occurring.

6.8 DOT-mandated Testing. All City employees who have a Commercial Driver's License are subject to random drug and alcohol testing per the DOT regulations.

6.9 Testing Positive on Alcohol. The City will suspend an employee with a confirmed positive alcohol level of greater than or equal to 0.02 BAC without pay for a period of no less than 24 hours and an employee with a confirmed positive alcohol level of greater than or equal to 0.04 BAC will also be subject to additional disciplinary action.

7. Testing Process.

7.1 Where applicable, standard DOT cut-off levels will be used. Tests will be performed for illegal and controlled substances including marijuana (THC), Cocaine, PCP, Amphetamines, and Opiates.

7.2 The laboratory performs an initial test on every specimen it receives. Specimens that test negative are reported as negative to the City. No further testing of these negative specimens is done and the specimens shall either be discarded or pooled for use in the laboratory's internal quality control program.

7.3 All specimens identified as positive on the initial test are confirmed for the class(es) of drugs screened positive on the initial test using an alternative analytical method. All drug screen and confirmation results will be forwarded to the MRO who will determine if an alternative medical explanation exists to explain the test result. If none is identified, positive results shall be considered to be verified and further action taken.

7.4 Specimens that test negative on confirmatory testing are reported as negative.

7.5 Dilute Specimens. The City of Clintonville will follow the DOT guidelines/process for dilute specimens. Positive results on dilute specimens are treated as positives. Negative results on dilute specimens require the employee to immediately submit to a second test. The City will accept the results of the second test regardless of whether the second test is dilute or not.

7.6 Adulteration or Substituted Specimens. Adulterated or substituted specimens will be treated as a refusal to test/submit and subject the employee to respective disciplinary action.

7.7 Shy Bladder or Shy Lung. Employees who are unable to provide a urine specimen or sufficient breath on the initial attempt must remain at the collection site. DOT Shy Bladder Evaluation Guidelines will be used. The City will, after consulting with the MRO, direct the employee to obtain, within five working days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the MRO determines that, based on the medical evaluation, the employee has a medical condition that prevents him/her from providing a sufficient amount

of urine or breath, the MRO will take cancel the test and no further action will be taken. If the MRO determines that the employee does not have a medical condition which prevents the him/her from providing a sufficient amount of urine or breath, the MRO will indicate a refusal and the employee will be subject to appropriate disciplinary action.

- 7.8 The City requires employees to submit to monitored or direct observation collections with no advance notice, as directed by the collection site personnel, but with an explanation as to why. The process for observed/monitored collections follows the DOT Observed/Monitored Collection guidelines. However, generally, the City does not require directly observed return-to-duty or follow-up tests.
- 7.9 Alcohol screening tests are performed using a non-evidential testing device. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

8. Refusal to Submit to a Required Drug or Alcohol Test. An employee cannot refuse to submit to any type of test required by this policy. A refusal will be treated in the same manner as a positive result. It is considered a refusal when an employee does any of the following:

- 8.1 Fails to appear for any test within a reasonable time, as determined by the City after being directed to do so.
- 8.2 Fails to remain at the testing site until the testing process is complete.
- 8.3 Fails to permit the observation or monitoring of the employee's provision of a specimen in the case of a directly observed or monitored collection in a drug test.
- 8.4 Fails to provide a sufficient amount of urine or breath when directed and it has been determined, through a medical evaluation, that there was no adequate medical explanation for the failure.
- 8.5 Fails or declines to take a second test the employer or collector has directed the employee to take.
- 8.6 Fails to undergo a medical examination as directed by the Medical Review Officer (MRO) as part of the verification process or as directed by the DER.
- 8.7 Fails to cooperate with any part of the testing process.
- 8.8 For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the employee has any type of prosthetic or device that could be used to interfere with the collection process.
- 8.9 Possesses or wears a prosthetic or other device that could be used with the collection process.
- 8.10 Is reported by the MRO as having a verified adulterated or substituted test result.

9. Non-negative Result. A non-negative result is any test disposition other than a negative such as positive, refusal, adulterated, substituted, and in some instances, cancelled. In most cases, for the first instance of a verified non-negative drug and/or alcohol test, disciplinary action against the employee shall include unpaid suspension until the following return-to-work conditions are met:

- 9.1 Mandatory referral to EAP for assessment and education/treatment. Failure to report to the EAP shall result in termination from employment.

- 9.2 Formulate a treatment plan. In the judgment of the EAP, the employee must cooperate with his/her EAP recommended treatment plan. Failure to participate or cooperate shall result in termination of employment.
- 9.3 Execute and comply with a return-to-work agreement. Compliance means that the employee has submitted to a drug and/or alcohol test immediately prior to returning to work, the results of which must be negative and has agreed to periodic unannounced follow-up drug and/or alcohol testing at a minimum of six tests within twelve months after reinstatement, which can be extended at the discretion of the EAP. Failure to execute or remain compliant with the return-to-work agreement shall result in termination of employment.
- 9.4 The City will terminate an employee who has a second instance of a verified non-negative test.

10. Leave of Absence for Rehabilitation. The City Administrator will work with an employee regarding any leave of absence pursuant to treatment for substance abuse as long as such request occurs prior to an event leading to discipline and/or termination. All time-off is considered as FMLA, if applicable. Employees who request an unpaid leave of absence must use available accrued benefits as soon as allowable under the Wisconsin and federal FMLA. Employees will suffer no loss of seniority upon successful completion of the treatment process.

POLICY 703 HARASSMENT & DISCRIMINATION

1. Purpose. The fundamental policy of the City of Clintonville is that the workplace is for performing duties to serve and provide the highest quality services to the public. The purpose of this policy and goal of the City is to maintain a healthy work environment free from sexual harassment and other unlawful harassment and discrimination based on sexual, racial, age-based, religious, ethnic, disability, family status, and other forms of legally impermissible harassment or discrimination of any employee or applicant for employment and to provide procedures for reporting, investigating, and resolving complaints of harassment, discrimination and retaliation.

2. Policy. It is the policy of the City of Clintonville that all employees have the right to work in an environment free of all forms of unlawful harassment and discrimination by employees, whether regular, part-time, volunteer, or non-employees who conduct business with the City. The City of Clintonville considers harassment, discrimination, and retaliation of others to constitute serious employee misconduct warranting prompt and effective remedial action to end the harassing or discriminatory behavior. It is the responsibility of all employees of the City to take reasonable and necessary action to prevent unlawful harassment, discrimination, and retaliation, and it is the responsibility of all employees to promptly report and cooperate with the City’s efforts to eradicate conduct that could be in violation of this policy. Where impermissible harassment, discrimination, or retaliation has occurred, the City will take appropriate disciplinary action, including, without limitation, termination.

3. Scope. This policy applies to all employees and applicants for employment with the City of Clintonville.

4. Definitions.

4.1 Harassment. Any form of conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment. Harassment includes persistently bothering, disturbing, or tormenting another person. Unlawful harassment may be based on a variety of factors, such as race, color, religion, sex, national origin, disability, marital status, sexual orientation or other protected status. The City prohibits all forms of unlawful verbal,

visual, or physical harassment. Examples of unlawful harassment and discrimination include use of sexual, racial, religious, age, or ethnic epithets or other derogatory words or actions based upon someone's sex, race, color, origin, ethnic origin, religion, age, physical or mental impairment or other protected status.

4.2 Discrimination. A failure to treat all persons equally and without discrimination based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

4.3 Sexual harassment. is defined as unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal, visual, or physical conduct of a sexual nature when submission to such conduct is explicitly or implicitly made a term or condition of employment, is used as the basis for employment decisions, or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

5. No employee can be forced to submit to sexual harassment as a basis for any employment decision. The City will attempt to prevent and promptly eliminate any conduct that creates an intimidating, hostile, or offensive work environment for our employees. The following conduct may be considered sexual harassment or another form of prohibited harassment, discrimination, or inappropriate behavior, even if it occurs outside the workplace.

5.1 Sexually suggestive or off-color comments or jokes;

5.2 Sexual flirtation, innuendo, advances, propositions, or other sexual activities;

5.3 Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;

5.4 Repeated and unwelcome invitations for social interactions outside of the workplace;

5.5 Sexual or racial slurs, derogatory remarks, or offensive gestures;

5.6 Displaying or distributing sexually explicit or otherwise off-color materials, including books, magazines, articles, pictures, greeting cards, photographs, drawings, cartoons, and e-mail messages; and

5.7 Including or excluding any individual from workplace activities, assignments, or responsibilities based on their refusal to participate in or tolerate sexual or other forms of harassment or based on other factors not related to job performance or legitimate business reasons.

5.8 Inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated.

6. Retaliation.

6.1 The City prohibits retaliation against any employee for filing a complaint under this policy or for assisting, testifying, or participating in the investigation of such a complaint.

6.2 If any City employee believes that he or she has been retaliated against for bringing a complaint or providing information related to a complaint, the City requires employees to promptly comply with and use the reporting procedure described in this policy.

- 6.3 Retaliation is a form of employee misconduct. Any evidence of retaliation will be considered a separate violation of this policy and will be handled by the same complaint procedures established for harassment and discrimination complaints.
- 6.4 Monitoring to ensure that retaliation does not occur is the responsibility of the department head, supervisors, and all City employees.

7. Employee and Supervisor Expectations of Conduct and Processing of Complaints.

7.1 Prohibited Conduct. In order to prevent and eradicate sexual harassment and other unlawful harassment and discriminatory behavior, the City has established the following list of prohibited activities for City employees defined as employees and applicants for employment with the City, whether sworn, regular, reserve, or civilian, and all volunteers. All prohibited acts of these types will be judged on the basis of conduct that is objectively reasonable.

- 7.1.1 No employee will either explicitly or implicitly ridicule, mock, deride or belittle any person.
- 7.1.2 No employee will make offensive or derogatory comments to any person, either directly or indirectly.
- 7.1.3 No employee will engage in activity such as sabotage, ostracism, badgering, withholding resources, disrespectful or disruptive treatment, defamation or conduct that intimidates or is hostile, whether this conduct is of a sexual nature or not. Nor will any non-employee who conducts business with the City of Clintonville engage in such activity.
- 7.1.4 No employee or non-employee will engage in conduct identified or defined as prohibited sexual harassment, harassment, discrimination, retaliation or other inappropriate behavior.

7.2 Employee Responsibilities.

- 7.2.1 Each employee of the City is responsible for complying with this policy and assisting in the prevention of sexual harassment and other unlawful harassment and discrimination by refraining from conduct forbidden by this policy, including participating in or encouraging of action that could be perceived as harassment, discrimination, retaliation or conduct in violation of this policy, behaving courteously and professionally toward fellow employees, reading this policy and fully understanding its requirements, immediately and thoroughly reporting observed acts of sexual harassment and other harassment and discrimination, encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor and through the reporting process, and cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which they are familiar.
- 7.2.2 Failure of any employee to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

7.3 Supervisor's Responsibilities.

- 7.3.1 All employees are responsible for complying with this policy and preventing sexual harassment and other unlawful harassment and discrimination. Supervisors are also responsible for advising employees on the types of behavior prohibited and the City's

procedures for reporting and resolving complaints of harassment and discrimination, monitoring the work environment on a daily basis for signs that harassment and discrimination may be occurring, stopping any observed acts that may be considered harassment and discrimination, and taking appropriate steps to intervene, whether or not the involved employees are within his or her line of supervision and utilizing all reasonable means to prevent a prohibited act from occurring when he or she knows or should know that an employee will or may perform such an activity. Supervisors should take immediate action to prevent adverse action or retaliation toward the complaining party and to eliminate the hostile work environment where there has been a complaint.

- 7.3.2** Each supervisor has the responsibility to assist any employee of the City who comes to that supervisor with a complaint of sexual harassment or other unlawful harassment, discrimination, or retaliation in documenting and filing a complaint with the City.
- 7.3.3** No supervisor will make any employment decision that affects the terms, conditions, or privileges of an individual's employment based on the basis of that person's race, sex, religion, national origin, color, sexual orientation, age, disability or other protected status.
- 7.3.4** Failure of any supervisor to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline up to and including termination of employment.

8. Complaint Procedure.

- 8.1** The City of Clintonville encourages and expects employees to immediately and thoroughly report all perceived incidents of sexual harassment and other forms of unlawful harassment, discrimination, or retaliation, regardless of the offender's identity or position. Any employee who believes that he or she is being harassed, discriminated, or retaliated against should report the incident promptly and as soon as possible so that steps may be taken to protect the employee and so that appropriate investigative and remedial measures may be initiated.
- 8.2** Employees with a complaint under this policy or questions about whether particular conduct is prohibited under this policy should immediately contact and discuss the concern with the employee's supervisor. Complaints received by supervisors or department heads must be reported to the City Administrator immediately. If the complaint involves the employee's immediate supervisor, then the employee should bring the complaint to that supervisor's immediate supervisor. If the complaint involves the conduct of the City Administrator, then the complaint should be forwarded to the Mayor.
- 8.3** The City encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The City recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures. The employee is encouraged to document all incidents of harassment and discrimination in order to provide the fullest basis for investigation by the City. The employee is expected to then promptly report such acts consistent with the requirements of this policy.
- 8.4** The supervisor to whom a complaint is given or other designated person will meet with the employee and document the facts surrounding the incident complained of, including the conduct of the parties, the person performing or participating in the harassment and discrimination, any witnesses to the incident and the date on which it occurred. The supervisor taking the complaint

will promptly submit a confidential memorandum documenting the complaint to the City Administrator or Mayor if the complaint involves the City Administrator.

- 8.5 The City Administrator is responsible for assigning a person to conduct the investigation involving any complaint alleging harassment or discrimination. If the complaint involves the Department Head, then the City Administrator will conduct the investigation. The investigator may include a determination as to whether other employees are being harassed or discriminated against by the person and whether other City employees participated in or encouraged the harassment or discrimination.
- 8.6 If the situation requires separation of the complainant and the alleged harasser, then care should be taken to avoid action that punishes or appears to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.
- 8.7 A file of harassment and discrimination complaints will be maintained.
- 8.8 The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
- 8.9 The City Administrator or designated person will inform the parties involved of the outcome of the investigation.
- 8.10 The City will take prompt and effective remedial action to end the prohibited behavior, which may include appropriate disciplinary action, up to and including termination of employment of any employee who engages in sexual or other harassment or who otherwise violates this policy. Further, the City will correct any adverse employment action an employee experienced due to conduct forbidden by this policy.
- 8.11 If the City does not employ the individual involved in the harassing or inappropriate conduct, the individual will be informed of the City's policy and appropriate remedial action will be taken.
- 8.12 In all cases, the City will make follow-up inquiries to make sure the harassment has stopped. If an employee is not satisfied with the results of the investigation or follow-up action, or if further harassment or other unacceptable conduct occurs, the employee should contact the City Administrator or designated person promptly.
- 8.13 This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

9. Remedial Action.

- 9.1 The City will take prompt and effective remedial action to end the prohibited behavior. The City will also correct any adverse employment action an employee experienced due to conduct forbidden by this policy.
- 9.2 Misconduct constituting harassment, discrimination, or retaliation will not be tolerated and will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, reassignment, and/or disciplinary action such as warning, reprimand, reassignment, suspension without pay, or termination, as the City believes appropriate under the circumstances.
- 9.3 If a party to a complaint does not agree with its resolution, that party may appeal to the City Administrator.

9.4 False and malicious complaints of harassment, discrimination, or retaliation as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

9. Training. The City will provide training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.

10. Conclusion. The City of Clintonville has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation. The City will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with the City Administrator.

POLICY 705 WORKPLACE VIOLENCE

1. Purpose. To provide a preventative plan to address violent or aggressive behavior in the workplace and to establish procedures to respond to acts of violence by or against City employees.

2. Scope. This policy applies to all regular full-time, regular part-time, limited term employees, seasonal employees, and temporary employees of the City of Clintonville.

3. Definitions.

3.1 City Employee. All regular full-time, regular part-time, limited term employees, seasonal employees, temporary employees, volunteers, and elected and appointed officials of the City of Clintonville.

3.2 Workplace. All City-owned or leased property, including vehicles and mobile equipment, and any property where City employees are performing work in an official capacity for the City.

3.3 Workplace Violence. Includes, but is not limited to, murder, assault or battery, any acts of written, verbal, or physical violence against City employees, stalking while either the stalker or victim is on the job, at their place of employment, or while performing the duties of their job.

3.4 Weapon. A handgun, an electric weapon, as defined in Wis. Stat. § 941.295 (1c) (a), a knife other than a switchblade knife under Wis. Stat. § 941.24, or a billy club.

4. Policy.

4.1 The City of Clintonville is committed to providing a safe and secure environment for its employees, visitors, and customers. All violent acts or aggressive behavior of any type will not be tolerated by or against City employees, visitors, and customers. All employees will notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. The City will investigate allegations of any violent or intimidating behaviors, gestures, or acts in the workplace.

4.2 The City of Clintonville adheres to the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- 4.2.1 All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City of Clintonville without proper authorization.
- 4.2.2 With the exception of authorized employees of the City of Clintonville Police Department, no employee of the City of Clintonville will possess firearms, whether licensed or not, or any other weapon while on premises or property owned or leased by the City of Clintonville, in City vehicles, or while otherwise conducting City business. This weapons ban does not apply to weapons legally possessed by an employee, who is licensed by the State under Wis. Stat. § 175.60, stored in the employee's private vehicle. Employees in violation of the weapons ban are subject to disciplinary action.
- 4.2.3 Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

5. Reporting Procedures.

- 5.1 All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, employees should be as specific and detailed as possible.
- 5.2 All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in dangerous situations. If there is a nearby commotion or disturbance, employees should not try to intercede or see what is happening.
- 5.3 Report to City Administrator. Supervisors receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of the City and its assets will report such incidents to the City Administrator.
- 5.4 Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.
 - 5.4.1 For those cases where it appears that criminal activity may be involved, department heads and supervisors should not take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.
- 5.5 False Reports. Allegations and/or reports of workplace threats will be taken seriously. Employees intentionally making false reports will be subject to discipline up to and including termination.
- 5.6 Investigations and Resolutions. The City of Clintonville will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending the outcome of the investigation.

5.6.1 Privacy rights will be observed in the event of the need to investigate workplace violence incidents. Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Those investigating and resolving the complaint will maintain anonymity of employees reporting violence or threats of violence during the investigation to the greatest extent possible. However, there is no right to or guarantee of anonymity since it is often necessary to make the employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

6. Consequences of Policy Violation.

- 6.1** Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment and may also result in criminal prosecution.
- 6.2** The City of Clintonville encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the City Administrator before the situation escalates into potential violence. The City of Clintonville is prepared to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.
- 6.3** Retaliation against an employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

POLICY 707 IDENTIFICATION & KEY CARDS

- 1. Purpose.** To ensure physical security of certain City facilities and to provide a way for the general public to identify an individual as a City employee.
- 2. Identification Cards.** All full-time and regular part-time employees must obtain a City identification card on the first day of employment. Identification cards may be obtained from the Police Department. Department Heads are responsible for ensuring their employees obtain a City identification card and keep it on their person at all times during work hours and/or while on official business. Employees should present their identification card when requested when conducting official business on private property when such request is made by the property owner or tenant of said property.
- 3. Key Cards.** The City Hall complex is partially secured through the use of proximity locks. Employees who may need access to the areas secured by these locks will be provided a key card with only the access permissions needed. Employees are responsible for securing the key cards in such a manner that they will not be lost or misplaced.

POLICY 709 RIGHT-TO-KNOW ABOUT HAZARDOUS CHEMICALS IN THE WORKPLACE

- 1. Purpose.** All employees, under the Wisconsin public employee Right-To-Know Law, have the right to information about any hazardous chemical or substance that is used in their workplace.
- 2. Information Available.** Each department will provide the identity of any toxic substances or infectious agents with which an employee work or to which an employee is likely to come into contact or be exposed. Each department will also maintain accurate and up-to-date Safety Data Sheets (SDS) on each chemical product used. The SDS sheets will have a description of the hazardous effects of and handling

precautions for each chemical. In addition, the SDS will include procedures for emergency treatment in the event of over-exposure.

3. Rights. The City may not refuse a request for information nor may an employee be discharged or discriminated against for exercising this right.

POLICY 711 USE OF TOBACCO PRODUCTS

1. Purpose. To protect the environment and public health and comfort by prohibiting the use of tobacco products in City facilities and vehicles. Numerous studies have found that tobacco smoke is a major contributor of indoor air pollution, and that breathing secondhand smoke is a cause of disease in healthy non-smokers, including heart disease, stroke, respiratory disease, and lung cancer.

2. Scope. This policy applies equally to all employees, customers, and visitors.

3. Prohibited Conduct.

- 3.1** Smoking is prohibited within 25 feet outside a City facility to ensure that tobacco smoke does not enter the facility through entrances, windows, ventilation systems, or other means and to protect those entering facilities from exposure to secondhand smoke.
- 3.2** The use of smoking, chewing tobacco and e-cigarettes is prohibited in any City facility or City vehicle.
- 3.3** It is unlawful to remove, deface, or destroy any legally required “No Smoking” sign, or to smoke in any place where such sign is posted.
- 3.4** Smoking by employees on City property is only permitted in designated areas and only during official break and lunch periods.

POLICY 713 ILLNESSES/INJURIES

1. Purpose. To promote and ensure the safe return of injured/ill employees back into the work environment.

2. Non-Work Related Injuries/Illnesses. A supervisor or Department Head may require verification of an illness or injury at any time. A doctor’s statement is required when the employee is absent three or more days due to an illness, when the employee is absent due to an injury, surgery, or serious medical condition, or when the employee returns with a cast, sling, crutches, or any other restrictions, such as lifting or walking.

2.2 Work restrictions must receive prior approval from the Department Head or City Administrator before returning to work.

2.3 The City of Clintonville does not have a company doctor and does not require employees to be cleared by a particular health care facility. However, the City does reserve the right to refer an employee to a management-selected facility or practitioner to make a fitness-for-duty evaluation when the Department Head or City Administrator determined that such an evaluation is appropriate.

3. Work-Related Injuries/Illness.

3.1 Report any accident information, hazard, or concern about workplace safety as soon as possible to the supervisor, Department Head, Clerk-Treasurer, or City Administrator.

- 3.2 Employees who suffer injuries or are involved in an accident on the job must immediately report the accident or injury verbally to their supervisor as soon as is physically possible after the occurrence.
 - 3.2.1 Within twenty-four hours of the accident or injury, employees must complete and submit the Employee Report of Incident form, which can be obtained from a Department Head, the Clerk-Treasurer, or the City Administrator.
 - 3.2.2 The Department Head or Supervisor must complete the Employee Injury Form and submit to the City Administrator or, in the City Administrator's absence, the Clerk-Treasurer, within twenty-four (24) hours of the incident. If neither are available, the completed form must be faxed to the fax number on the form.
 - 3.2.3 Injured employees must keep their supervisor informed of the injury status. The injured employee must make contact with the supervisor at least once every seven (7) lost workdays.
 - 3.2.4 Employees are required to submit a doctor's note after every medical appointment.
- 3.3 Employees must submit only Workers Compensation claims pertaining to employment at the City of Clintonville. Inappropriate and fraudulent claims will be denied. Information related to fraudulent claims will be forwarded to the District Attorney for appropriate action and the City Administrator for appropriate discipline, which may lead to termination.
- 3.4 In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

4. Prescribed Medications. Employees are required to inform their supervisors about any prescribed medications, which may affect ability to perform job duties safely **before** beginning work.

5. Family Medical Leave. Contact the City Administrator to determine whether an absence due to injury or illness is covered by the Family Medical Leave Act (FMLA). An approved leave of absence is required for all periods of absence exceeding seven consecutive calendar days.

6. Appendices

6.1 Employee Report of Injury Form (713A)

Policy 715 PROGRESSIVE DUTY RETURN TO WORK

- 1. Purpose.** To provide employees with an understanding of the City's return to work program.
- 2. Policy.** The City Administrator, in consultation with the respective Department Head, will review and consider return to work job offers for all applicants who are injured on the job and are unable to perform their regular duties based on an evaluation by the appropriate medical provider. The job offer does not have to be in the employee's department and all City employees are eligible for return to work offers in the Administrative Department.

POLICY 717 ADA ACCOMMODATIONS

- 1. Purpose.** To provide equal employment opportunities to all qualified individuals, including those with disabilities.
- 2. Policy.**
 - 2.1** The City of Clintonville’s policy is to fully comply with the reasonable accommodation requirements of the American’s with Disabilities Act. Under the law, employers must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. The City of Clintonville is committed to providing reasonable accommodations to its employees and applicants for employment in order to ensure that individuals with disabilities enjoy full access to equal employment opportunity with the City of Clintonville. The City provides reasonable accommodations when one of the following conditions is met.
 - 2.1.1** A qualified applicant with a disability needs an accommodation in order to be considered for a job
 - 2.1.2** A qualified employee with a disability needs an accommodation to enable him or her to perform the essential functions of the job or to gain access to the workplace
 - 2.1.3** A qualified employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.
 - 2.2** The City of Clintonville will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.
 - 2.3** The City Administrator is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.
- 3. Scope.** This policy applies to all departments, qualified applicants, and qualified employees of the City of Clintonville.
- 4. Procedure.**
 - 4.1** Requests for Reasonable Accommodation.
 - 4.1.1** The employee will inform his or her supervisor, Department Head, or the City Administrator of the need for an accommodation either orally or in writing.
 - 4.1.2** To enable the City of Clintonville to keep accurate records regarding requests for accommodation, employees seeking a reasonable accommodation must follow up an oral request by completing the ADA Reasonable Accommodation Form and submitting it to the City Administrator.
 - 4.1.3** For applicants seeking a reasonable accommodation, the City Administrator will give them the ADA Reasonable Accommodation Form to fill out. If an individual with a disability requires assistance with this requirement, the staff member receiving the request will provide that assistance.
 - 4.1.4** While written confirmation should be made as soon as possible following the request, it is not a requirement for the request itself. The City of Clintonville will begin processing the request as soon as it is made, whether or not the confirmation has been provided.
 - 4.1.5** A written confirmation is not required when an individual needs a reasonable accommodation on a repeated basis (i.e., the assistance of sign language interpreters or

readers). The written form is required only for the first request although appropriate notice must be given each time the accommodation is needed.

4.2 Medical Documentation.

4.2.1 The City Administrator may request medical documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.

4.2.2 The individual may authorize the City Administrator to contact his or her health care provider. The appropriate release of health information form must be completed and signed by the individual.

4.2.3 All medical information is treated as confidential and is not maintained in the general personnel files.

4.3 Process – Current Employees and Employees Seeking Promotion.

4.3.1 The reasonable accommodation process is overseen by the City Administrator. Reasonable accommodations are identified through dialogue between the City Administrator and the person requesting an accommodation.

4.3.2 When a qualified individual with a disability has requested an accommodation, the City Administrator will discuss the purpose and essential functions of the particular job involved with the employee. Completion of a step-by-step job analysis may be necessary. The City Administrator will determine the precise job-related limitation and identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.

4.3.3 The City Administrator will select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, the City is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide. The City Administrator will work with the employee to obtain technical assistance, as needed.

4.3.4 The City Administrator will provide a decision to the employee within a reasonable amount of time.

4.3.5 If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the City Administrator will work together to determine whether reassignment may be an appropriate accommodation.

4.4 Appeals. Employees or applicants who are dissatisfied with the decision(s) pertaining to their accommodation request may file an appeal with the City Administrator, within a reasonable period of time, for a final decision. If the individual believes the decision is based on discriminatory and/or retaliatory reasons, then he or she may file a complaint internally through the City Administrator.

5. Additional Information.

- 5.1 Disability discrimination can include harassment based on disability, tangible employment actions, or other actions that create a hostile or intimidating work environment for those in the protected class.
- 5.2 The City will not retaliate against any individual who opposed any unlawful act or practice, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing to enforce anti-discrimination laws.

6. Appendices.

- 6.1 Reasonable Accommodation Request Form (Appendix 719A)
- 6.2 Workplace Modification Request Form (Appendix 719B)
- 6.3 Reasonable Accommodation Request – Healthcare Provider Form (Appendix 719C)

POLICY 719 DOMESTIC AND SEXUAL VIOLENCE

- 1. **Purpose.** To support our employees who may be dealing with domestic and sexual violence and to help them get safe and continue their employment.
- 2. **Policy.**
 - 2.1 The City of Clintonville encourages employees to contact the City Administrator if they are currently dealing with a domestic or sexual violence situation. We will treat any information shared as confidential, sharing the information only on a need to know basis as necessary to protect the physical safety of our workers or workplace.
 - 2.2 The City of Clintonville will not take negative employment action against any applicant or employee based on their being a victim of domestic or sexual violence. Note however, that we may take temporary steps to protect the physical safety of our workers or workplace, such as relocating an employee.
 - 2.3 The City of Clintonville will work with an employee dealing with domestic or sexual violence to provide time off to address his or her situation – such as through relocation of his or her family, dealing with law enforcement or court action, etc. – with the goal of returning the employee to his or her regular work schedule as soon as possible.
- 3. **Additional Information.** Employees that are experiencing domestic or sexual violence are encouraged to contact the Employee Assistance Program for additional assistance.

WORKPLACE POLICIES (OTHER)

- Policy 801 – Conflict of Interest
- Policy 803 – Outside Employment
- Policy 805 – Personal Appearance
- Policy 807 – Personnel Files
- Policy 809 – Ethics & Confidentiality

POLICY 801 CONFLICT OF INTEREST

1. Purpose. To ensure that City decisions are made in the proper channels of the governmental structure, that public office is not used for improper personal gain, and that conflicts between private interests and public responsibilities are avoided, employees are expected to adhere to the following conflict of interest guidelines.

2. Specific Conflicts Defined.

- 2.1 Incompatible employment.** No employee will engage in or accept private employment or render services to any other governmental body or to anyone in the private sector which would tend to be incompatible with the proper discharge of his or her duties, unless otherwise permitted by law.
- 2.2 Representing private interests before agencies or court.** No employee who is admitted to practice law will represent, as an advocate, any private interests, other than his or her own or that of his or her own family, in any proceeding adverse to the City before any federal or state court or government agency.
- 2.3 Disclosure of confidential information.** No employee will, without proper authorization, disclose confidential information, nor use such information to advance the actual or anticipated financial or personal interests for him or herself, to others.
- 2.4 Gratuities or Kickbacks.** An employee will not accept anything of value whether in the form of a gift, service, loan or promise from any person, which may impair his or her independence of judgment or action in the performance of his or her official duties.
- 2.4.1** No payment of a gratuity or kickback will be made by or on behalf of any person and be accepted by any employee as an inducement or reward for the latter's action in procuring the award of any contract or order.
- 2.4.2** It is not a conflict of interest for an employee to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an official or employee.
- 2.5 Nepotism.** Employees will not engage in nepotism as outlined in Policy 103. Employees will not use their positions to influence the City to employ a member of their immediate family or to retain the services of a member of their immediate family as an independent contractor or agent.
- 2.6 Conducting private business on City premises and time.** Employees will not conduct their personal or private business while on City premises and engaged in their public duties.

3. Prohibited Contracts with the City.

- 3.1** No City official or employee who, in capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract with some function requiring the exercise of discretion on part shall enter into any contract with the City unless, within the confines of Wis. Stats. § 946.13:

- 3.2 The contract is awarded through a process of public notice and competitive bidding or the Common Council waives the requirement of this section after determining that it is in the best interest of the City to do so.
- 3.3 The provisions of this subsection shall not apply to the designation of a public depository of public funds.
- 4. **"Anything of Value" Defined.** Any money or property, favor, service, payment, advance forbearance, loan or promise of future employment, but DOES NOT INCLUDE such things as compensation and expenses paid by the state or City, fees, honorariums and expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials or unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals.
 - 4.1 The City's working definition of "anything of value" is anything with a value in excess of twenty dollars (\$20.00). When an employee receives something of value, the employee should take one of the following three steps.
 - 4.2.1 Return the item and document return of item
 - 4.2.2 Donate the item to charity and document the donation
 - 4.2.3 If the item is of potential use to the City, consult with the City Administrator on appropriate disposition.
- 5. **Municipal Code.** See Municipal Code 1.05 – Code of Ethics and 1.06 – Nepotism Policy.
- 6. Cross Reference Policy 103 Nepotism, Policy 803 Outside Employment.

POLICY 803 OUTSIDE EMPLOYMENT

- 1. **Purpose.** To ensure employees are not engaging in outside employment that conflicts with or affects performance of City duties.
- 2. **Policy.**
 - 2.1 Employees may hold outside employment as long as they continue to meet performance standards of their City position and provided the outside employment does not create a conflict of interest with the City position or affect the performance of City duties.
 - 2.2 Employees will be held to the same performance standards and work schedules, regardless of existing outside employment demands.
 - 2.3 Outside employment that creates a conflict of interest is prohibited. The determination of whether a conflict of interest exists is the sole discretion of the City Administrator.
- 3. **Prohibited Conduct.**
 - 3.1 Use of a City-assigned work number for any business purpose other than City of Clintonville business.
 - 3.2 Use of City-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.

- 3.3 Storage of personal business records on City computers or use of any City equipment or property in conducting an outside business or outside employment.
- 3.4 Engaging in outside employment during regular working hours.

POLICY 805 PERSONAL APPEARANCE

1. Purpose. City employees are in the forefront of providing service to the general public. Personal appearance is an essential element of good public relations. The City of Clintonville expects its employees to be well groomed and neatly dressed. Employees should dress in a manner consistent with a professional business atmosphere and should practice good personal hygiene. Jewelry, perfume and other accessories should not interfere with an employee's or co-worker's ability to perform their jobs and should not pose a safety or health hazard.

2. Scope. This policy applies to all regular full-time, regular part-time, limited term employees, seasonal employees, and temporary employees of the City of Clintonville. Employees working in municipal building offices should dress in business-casual clothing unless otherwise authorized by the City Administrator. Employees working in the field or in strenuous labor positions are permitted to wear clothing as set-forth by their department rules or guidelines.

3. Policy. Employees are expected to dress in an appropriate and professional manner while at work. These established general guidelines will be used when considering appropriate dress unless department needs require alternative guidelines as approved by the department head or City Administrator.

4. Inappropriate Attire.

- 4.1 Wearing hats in an office environment unless approved by the department head or City Administrator.
- 4.2 Midriff bearing tops or tops portraying any offensive words, terms, logos, pictures, cartoons, or slogans.
- 4.3 Sweatpants, exercise pants, shorts, and spandex pants.
- 4.4 Miniskirts, sundresses, beach dresses, and spaghetti strap dresses.
- 4.5 Footwear resembling what is considered a bedroom slipper or beach flip-flops.
- 4.6 Torn clothing of any sort.

5. Appropriate Attire.

- 5.1 T-shirts/sweatshirts portraying the City logo are considered acceptable clothing assuming the work schedule permits.
- 5.2 Business Casualwear will be worn to work Monday through Friday unless otherwise approved by the department head or City Administrator.
- 5.2 Jeans with no holes or tears may be permitted by the City Administrator on special days such as the day of a Packer or Badger game or casual Friday assuming the work schedule permits.
- 5.3 Dresses and skirts worn at a length in which an individual is able to sit comfortably in a public setting.

5.4 Footwear must fit securely enough to ensure safe movement, be appropriate for the work environment, and must have a hard or rubber sole.

6. Casualwear Exception for Office Employees. Office employees are permitted to wear jeans Monday through Friday when wearing a City-logoed polo shirt or sweater or an approved City name badge. The City will provide two logoed shirts or sweaters to each office employee once a year as provided for in Policy 523 of this manual.

6.1 The City Administrator has the authority to revoke this privilege when determined appropriate with a twenty-four (24) hour notice to employees.

7. Additional Information. If there are any questions or concerns regarding appropriate City attire, employees should address their supervisor or department head on what clothing is acceptable personal appearance.

8. Consequences of Policy Violation. In addition to corrective or disciplinary action, depending on the severity of the dress violation the supervisor reserves the right to send the employee home (without pay) until they dress in accordance with the City of Clintonville Personal Appearance Policy.

POLICY 807 PERSONNEL FILES

1. Policy. Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.

2. Procedure. Employees, and other authorized viewers of records, will have the authority to review and copy, but not to remove or alter, personnel records. If an employee disagrees with any information in his/her personnel file, the employee may submit a written statement explaining his/her position which will be included in the file.

POLICY 809 ETHICS & CONFIDENTIALITY

1. Purpose. To ensure the privacy of all clients and to protect the confidentiality of personal, health, and other related information and ensure the confidentiality of the City of Clintonville's human resources, payroll, fiscal, and information systems (collectively "Confidential Information").

2. Scope. This policy applies to all City employees, temporary employees, volunteers, and interns.

3. Policy. Throughout the course of employment, employees may come into the possession of confidential information. It is the policy of the City that the information will not be disclosed to others, including friends or family, who do not have a need to know it. Anyone who intentionally causes a breach in confidentiality will be held accountable and disciplinary action may result up to and including termination. Some circumstances may warrant legal action and criminal penalties for failure to maintain required confidentiality.

4. Physical and Electronic Safeguards. Physical and electronic safeguards to maintain the integrity, confidentiality and availability of confidential information must remain in place at all

times. Employees, temporary employees, volunteers, and interns are expected to understand and abide by the following practices:

- 4.1 Confidential information will not be disclosed to others, including friends or family, who do not have a need to know it.
 - 4.2 Personal access codes, user ID(s), and passwords used to access computer systems are to be considered confidential information.
 - 4.3 Confidential information will not be accessed and equipment will not be utilized for purposes not related to the performance of your job duties.
 - 4.4 Confidential information will not be discussed where others can overhear the conversation. This includes, but is not limited to, hallways, elevators, breakrooms, restaurants, and social events. It is not acceptable to discuss confidential information in public areas even if a client's name is not used. Such discussions may raise doubts among other clients and visitors about respect for their privacy.
 - 4.5 Employees will not make inquiries about confidential information for other personnel who do not have proper authorization to access such confidential information.
 - 4.6 Employees will not make any unauthorized transmissions, inquiries, modifications, or purging of confidential information in the City's computer system. Such unauthorized transmissions include, but are not limited to, removing and/or transferring confidential information from the City of Clintonville's computer system to unauthorized locations.
 - 4.7 Upon cessation of employment, all employees will immediately return any documents or other media containing confidential information to the City of Clintonville.
- 5. Reporting a breach of confidentiality.** A breach of confidentiality may occur through a variety of means, some unintended and others by intent to steal or do harm. These include but are not limited to unintended mistakes that cause accidental disclosures, abuse of access privileges, knowingly accessing information for non-work related purposes, and unauthorized physical intruders.
- 5.1 Employees will immediately report any activity, by any person, including themselves that is in violation of this policy or of any City of Clintonville security or privacy policy to their direct supervisor. This will allow the process of mitigating the effect of the breach and preventing any additional loss of data.
 - 5.2 The employee and/or supervisor will immediately contact the City Administrator to report the breach of confidentiality.

APPENDIX

- Appendix 203A – General Complaint Form
- Appendix 207A – Employee Grievance Form
- Appendix 207B – Employer Grievance Form
- Appendix 209A – Performance Evaluation Forms
- Appendix 301A – Cellphone/Smartphone Arrangement Form
- Appendix 303A – Social Media Permission Form
- Appendix 417A – Unpaid Leave of Absence Form
- Appendix 501A – Salary Schedule
- Appendix 507A – Biographical Information Form
- Appendix 511A – Prepayment of Educational Courses Letter of Understanding
- Appendix 511B – Reimbursement and Length of Service Agreement
- Appendix 513A – Travel/Expense Reimbursement Form
- Appendix 713A – Employee’s Report of Injury Incident Form
- Appendix 719A – Reasonable Accommodation Request Form
- Appendix 719B – Workplace Modification Request Form
- Appendix 719C – Reasonable Accommodation Request – Healthcare Provider Form

**The City Administrator is authorized to make changes to all appendices as needed without further review by the Common Council. Employees should contact the City Administrator to obtain the most up-to-date form.

**GENERAL COMPLAINT PROCEDURE FORM
(FOR NON-PERSONNEL CONCERNS)**

Concern: _____

Date issue/concern was recognized: _____

Suggested Solutions/Recommendations:

Name: _____ Department: _____

Signature: _____ Date: _____

Referred to _____ for action/follow-up.

Meeting(s) with parties conducted.

Action/follow-up taken:

City Administrator: _____ Date: _____

EMPLOYEE GRIEVANCE FORM

The Clintonville Employee Personnel Manual provides an employee with the individual opportunity to address concerns regarding discipline, termination, or workplace safety matters, to have those matters reviewed by an impartial hearing officer, and to appeal to the Common Council, where appropriate as required by Wis. Stat. 66.0509.

The City expects employees and management to exercise reasonable efforts to resolve any questions, problems, or misunderstandings prior to utilizing the grievance procedure. If an employee is subject to a contractual grievance procedure, the contractual grievance procedure must be followed as applicable.

Grievant Name: _____ Position Title: _____

Department: _____

Immediate Supervisor: _____ Department Head: _____

Detailed statement concerning the subject of the grievance, the facts upon which the grievance is based, and the specific relief sought: (attach additional pages as necessary)

Employee Signature: _____ Date: _____

EMPLOYER GRIEVANCE FORM

This form is to be completed by the Supervisor or Department Head.

Were you aware of this situation? Yes
 No

What action, if any, have you taken before receiving this grievance?

What action do you recommend?

Signature: _____

Date: _____

City of Clintonville Cellular Telephone /“Smartphone” Use Agreement

For Dept. Managers, Supervisors and Employees Authorized for City Cell/Smartphone Use

Cellular telephone communication and cellular “Smartphone” functionality has become an important tool to help City of Clintonville, Supervisors and Employees perform their daily jobs. At the same time the lines between business use and personal use of communication devices have become difficult to define as more employees regularly carry a cellular device on their person and conduct business as well as personal communications at any time of the day or night regardless of being “on the job” or not. In the interest of encouraging efficient use of these devices and reducing the number of devices employees carry and pay attention to, the City of Clintonville has developed a Cellphone Use Agreement for Department Managers, Supervisors and Employees authorized by the City Administrator to be eligible for a City supported Cell / “Smartphone” for use in the normal, as well as the extra, day-to-day conduct of their jobs.

There are three options available to those eligible employees as approved by the City Administrator or Department Manager. The Department Manager will decide if the employee needs only a cell phone or a “Smartphone” and the size of data package to conduct their everyday City business and City reimbursement or City payment for services will be based on this determination.

1. An employee may choose to receive a City contracted and approved Cell / “Smartphone” and use it for both City business purposes and for reasonable personal use. Employees who choose this option will be charged \$8.00 per month for a Cell phone or \$24.00 per month for a “Smartphone” through a payroll deduction as a reimbursement to the City for the personal use. Repair or replacement costs will be shared 50/50 between the employee and the City and the City retains rights to the device and the telephone number upon separation of the employee.
2. An employee may choose to privately contract with a vendor of their choice for a personal Cell Smartphone which the Employee agrees to also use for, and be available to the City for business use. The City will reimburse an employee \$8.00 per month for a Cell phone or \$24.00 per month for a “Smartphone” through an addition to payroll wages as reimbursement for business use of the Cell / “Smartphone”. Employees are wholly responsible for all costs of their private contract including maintenance and replacement of devices.
3. An employee may choose to receive a City contracted and approved Cell / “Smartphone” at 100% City cost and use it only for City business purposes. Such devices are for City business only but may be used in the event of a private emergency. The employee acknowledges and understands that the City has the right to monitor all use of this Cell / “Smartphone” and the employee may be reprimanded up to and including termination for unauthorized use of this phone for personal use.

The Employee signing below accepts the following option:

(Please initial in the box beside the option selected)

Receive a City contracted and approved Cell / “Smartphone” and use it for both City business purposes and for reasonable personal use. Employee agrees to a \$_____ per month payroll deduction.

Employee will independently contract with a cellular vendor for a private Cell / “Smartphone” to be used for both personal and City/ purposes. Employee will be reimbursed \$_____ per month by City through an addition to payroll.

Employee will be issued a City/ Cell / “Smartphone” and will use it only for City business purposes and will not use it for or pay any contribution for personal usage. Employee further agrees to use said Cell / “Smartphone” for City business purposes only except for a personal emergency situation.

Deductions and reimbursements will be done once each month through payroll processing. Both reimbursements and deductions will be made after or “post” tax and will not affect tax liability or withholding.

Name: _____

Employee Signature: _____

Date: ____ \ ____ \ ____

City Administrator:

Date: ____ \ ____ \ ____

Permission Form/Waiver

I give the City of Clintonville permission to publish and copyright my image (including audio, video, or photography) in any publication relating to the City of Clintonville including, but not limited to, brochures and websites, including social media websites.

_____ (initial)

I give the City of Clintonville permission to photograph, audiotape, and/or videotape my child during an event.

_____ (initial)

I give the City of Clintonville permission to publish and copyright my images (including audio, video, and/or photography) of my child in any publication relating to the City of Clintonville including, but not limited to, brochures and websites, including social media websites.

_____ (initial)

Printed Name

Signature

Date

UNPAID LEAVE OF ABSENCE FORM

Employee Name: _____ Department/Position: _____

Date Submitted: _____

I am requesting an unpaid leave of absence pursuant to the Employee Personnel Manual. The type of unpaid leave being requested is: (check all that apply)

Short Term: 30 days or less

Over 30 days

Personal Leave

Educational Leave

Medical Leave

I would like to commence my leave on _____, 20____ and expect the leave to continue through _____, 20_____.

Comments:

Employee's Signature

Recommended Not Recommended _____

Supervisor Signature and Date

Recommended Not recommended _____

Department Head Signature and Date

Approved Denied _____

City Administrator Signature and Date
(Or Department Head if less than 30 days)

Appendix 501A Salary Schedule

Salary Schedule – Management

City of Clintonville Salary Schedule - Management									
	City	Electric Utility	Police	Asst. City	Police	Water + Waste	Clerk-	Utility Finance	Parks/Recreation
(.85-1.15)	Administrator	Manager	Chief	Administrator	Captain	Water Manager	Treasurer	Director	Director
Step 1-Minimum	73993	72550	64944	61662	59186	58746	56176	54927	46467
2	75081	73617	65899	62569	60056	59610	57002	55735	47150
3	76169	74684	66854	63476	60926	60474	57828	56543	47833
4	77257	75751	67809	64383	61796	61338	58654	57351	48516
5	78345	76818	68764	65290	62666	62202	59480	58159	49199
6	79433	77885	69719	66197	63536	63066	60306	58967	49882
7	80521	78952	70674	67104	64406	63930	61132	59775	50565
8	81609	80019	71629	68011	65276	64794	61958	60583	51248
9	82697	81086	72584	68918	66146	65658	62784	61391	51931
10	83785	82153	73539	69825	67016	66522	63610	62199	52614
11	84873	83220	74494	70732	67886	67386	64436	63007	53297
12	85961	84287	75449	71639	68756	68250	65262	63815	53980
Step 13-Midpoint	87049	85354	76404	72546	69626	69114	66088	64623	54663
14	88137	86421	77359	73453	70496	69978	66914	65431	55346
15	89225	87488	78314	74360	71366	70842	67740	66239	56029
16	90313	88555	79269	75267	72236	71706	68566	67047	56712
17	91401	89622	80224	76174	73106	72570	69392	67855	57395
18	92489	90689	81179	77081	73976	73434	70218	68663	58078
19	93577	91756	82134	77988	74846	74298	71044	69471	58761
20	94665	92823	83089	78895	75716	75162	71870	70279	59444
21	95753	93890	84044	79802	76586	76026	72696	71087	60127
22	96841	94957	84999	80709	77456	76890	73522	71895	60810
23	97929	96024	85954	81616	78326	77754	74348	72703	61493
24	99017	97091	86909	82523	79196	78618	75174	73511	62176
Step 25-Maximum	100105	98158	87864	83430	80066	79482	76000	74319	62859

City of Clintonville Salary Schedule - Management (Hourly Rate)									
	City	Electric Utility	Police	Asst. City	Police	Water + Waste	Clerk-	Utility Finance	Parks/Recreation
(.85-1.15)	Administrator	Manager	Chief	Administrator	Captain	Water Manager	Treasurer	Director	Director
Step 1-Minimum	\$35.5736	\$34.8798	\$31.2231	\$29.6452	\$30.3986	\$28.2433	\$27.0077	\$26.4072	\$22.3399
2	\$36.0966	\$35.3928	\$31.6822	\$30.0813	\$30.8454	\$28.6587	\$27.4048	\$26.7957	\$22.6683
3	\$36.6197	\$35.9058	\$32.1413	\$30.5173	\$31.2922	\$29.0740	\$27.8019	\$27.1841	\$22.9966
4	\$37.1428	\$36.4188	\$32.6005	\$30.9534	\$31.7391	\$29.4894	\$28.1990	\$27.5726	\$23.3250
5	\$37.6659	\$36.9317	\$33.0596	\$31.3894	\$32.1859	\$29.9048	\$28.5962	\$27.9611	\$23.6534
6	\$38.1889	\$37.4447	\$33.5188	\$31.8255	\$32.6328	\$30.3202	\$28.9933	\$28.3495	\$23.9817
7	\$38.7120	\$37.9577	\$33.9779	\$32.2615	\$33.0796	\$30.7356	\$29.3904	\$28.7380	\$24.3101
8	\$39.2351	\$38.4707	\$34.4370	\$32.6976	\$33.5265	\$31.1510	\$29.7875	\$29.1264	\$24.6385
9	\$39.7582	\$38.9837	\$34.8962	\$33.1337	\$33.9733	\$31.5663	\$30.1846	\$29.5149	\$24.9668
10	\$40.2813	\$39.4966	\$35.3553	\$33.5697	\$34.4201	\$31.9817	\$30.5817	\$29.9034	\$25.2952
11	\$40.8043	\$40.0096	\$35.8144	\$34.0058	\$34.8670	\$32.3971	\$30.9788	\$30.2918	\$25.6236
12	\$41.3274	\$40.5226	\$36.2736	\$34.4418	\$35.3138	\$32.8125	\$31.3760	\$30.6803	\$25.9519
Step 13-Midpoint	\$41.8505	\$41.0356	\$36.7327	\$34.8779	\$35.7607	\$33.2279	\$31.7731	\$31.0688	\$26.2803
14	\$42.3736	\$41.5486	\$37.1918	\$35.3139	\$36.2075	\$33.6433	\$32.1702	\$31.4572	\$26.6087
15	\$42.8966	\$42.0615	\$37.6510	\$35.7500	\$36.6543	\$34.0587	\$32.5673	\$31.8457	\$26.9370
16	\$43.4197	\$42.5745	\$38.1101	\$36.1861	\$37.1012	\$34.4740	\$32.9644	\$32.2341	\$27.2654
17	\$43.9428	\$43.0875	\$38.5692	\$36.6221	\$37.5480	\$34.8894	\$33.3615	\$32.6226	\$27.5938
18	\$44.4659	\$43.6005	\$39.0284	\$37.0582	\$37.9949	\$35.3048	\$33.7587	\$33.0111	\$27.9221
19	\$44.9889	\$44.1135	\$39.4875	\$37.4942	\$38.4417	\$35.7202	\$34.1558	\$33.3995	\$28.2505
20	\$45.5120	\$44.6264	\$39.9466	\$37.9303	\$38.8885	\$36.1356	\$34.5529	\$33.7880	\$28.5788
21	\$46.0351	\$45.1394	\$40.4058	\$38.3663	\$39.3354	\$36.5510	\$34.9500	\$34.1764	\$28.9072
22	\$46.5582	\$45.6524	\$40.8649	\$38.8024	\$39.7822	\$36.9663	\$35.3471	\$34.5649	\$29.2356
23	\$47.0813	\$46.1654	\$41.3240	\$39.2385	\$40.2291	\$37.3817	\$35.7442	\$34.9534	\$29.5639
24	\$47.6043	\$46.6784	\$41.7832	\$39.6745	\$40.6759	\$37.7971	\$36.1413	\$35.3418	\$29.8923
Step 25-Maximum	\$48.1274	\$47.1913	\$42.2423	\$40.1106	\$41.1228	\$38.2125	\$36.5385	\$35.7303	\$30.2207

Salary Schedule – Non-management

City of Clintonville Salary Schedule - Administrative Department				
	Deputy Clerk	Administrative	Billing	Customer
(.90-1.10)	Treasurer	Assistant	Specialist	Service Rep.
Step 1-Minimum	41390	33628	39145	36238
2	41901	34043	39628	36686
3	42412	34458	40111	37134
4	42923	34873	40594	37582
5	43434	35288	41077	38030
6	43945	35703	41560	38478
7	44456	36118	42043	38926
8	44967	36533	42526	39374
9	45478	36948	43009	39822
Step 10-Midpoint	45989	37363	43492	40270
11	46500	37778	43975	40718
12	47011	38193	44458	41166
13	47522	38608	44941	41614
14	48033	39023	45424	42062
15	48544	39438	45907	42510
16	49055	39853	46390	42958
17	49566	40268	46873	43406
18	50077	40683	47356	43854
19	50588	41098	47839	44302

City of Clintonville Salary Schedule - Public Works				
	PW	Fleet	Fleet	Public Works
(.90-1.10)	Superintendent	Mechanic II	Mechanic I	Operator
Step 1-Minimum	54841	47204	44000	44024
2	55518	47787	44543	44568
3	56195	48370	45086	45112
4	56872	48953	45629	45656
5	57549	49536	46172	46200
6	58226	50119	46715	46744
7	58903	50702	47258	47288
8	59580	51285	47801	47832
9	60257	51868	48344	48376
Step 10-Midpoint	60934	52451	48887	48920
11	61611	53034	49430	49464
12	62288	53617	49973	50008
13	62965	54200	50516	50552
14	63642	54783	51059	51096
15	64319	55366	51602	51640
16	64996	55949	52145	52184
17	65673	56532	52688	52728
18	66350	57115	53231	53272
19	67027	57698	53774	53816

City of Clintonville Salary Schedule - Administrative Department (Hourly Rate)				
	Deputy Clerk	Administrative	Billing	Customer
(.90-1.10)	Treasurer	Assistant	Specialist	Service Rep.
Step 1-Minimum	\$19.8990	\$16.1673	\$18.8197	\$17.4221
2	\$20.1447	\$16.3668	\$19.0519	\$17.6375
3	\$20.3904	\$16.5663	\$19.2841	\$17.8529
4	\$20.6361	\$16.7659	\$19.5163	\$18.0683
5	\$20.8817	\$16.9654	\$19.7486	\$18.2837
6	\$21.1274	\$17.1649	\$19.9808	\$18.4990
7	\$21.3731	\$17.3644	\$20.2130	\$18.7144
8	\$21.6188	\$17.5639	\$20.4452	\$18.9298
9	\$21.8644	\$17.7635	\$20.6774	\$19.1452
Step 10-Midpoint	\$22.1101	\$17.9630	\$20.9096	\$19.3606
11	\$22.3558	\$18.1625	\$21.1418	\$19.5760
12	\$22.6014	\$18.3620	\$21.3740	\$19.7913
13	\$22.8471	\$18.5615	\$21.6063	\$20.0067
14	\$23.0928	\$18.7611	\$21.8385	\$20.2221
15	\$23.3385	\$18.9606	\$22.0707	\$20.4375
16	\$23.5841	\$19.1601	\$22.3029	\$20.6529
17	\$23.8298	\$19.3596	\$22.5351	\$20.8683
18	\$24.0755	\$19.5591	\$22.7673	\$21.0837
19	\$24.3212	\$19.7587	\$22.9995	\$21.2990

City of Clintonville Salary Schedule - Public Works (Hourly Rate)				
	PW	Fleet	Fleet	Public Works
(.90-1.10)	Superintendent	Mechanic II	Mechanic I	Operator
Step 1-Minimum	\$26.3659	\$22.6942	\$21.1538	\$21.1654
2	\$26.6913	\$22.9745	\$21.4149	\$21.4269
3	\$27.0168	\$23.2548	\$21.6760	\$21.6885
4	\$27.3423	\$23.5351	\$21.9370	\$21.9500
5	\$27.6677	\$23.8154	\$22.1981	\$22.2115
6	\$27.9933	\$24.0957	\$22.4591	\$22.4731
7	\$28.3188	\$24.3760	\$22.7202	\$22.7346
8	\$28.6442	\$24.6563	\$22.9813	\$22.9962
9	\$28.9697	\$24.9366	\$23.2423	\$23.2577
Step 10-Midpoint	\$29.2952	\$25.2168	\$23.5034	\$23.5192
11	\$29.6207	\$25.4971	\$23.7644	\$23.7808
12	\$29.9462	\$25.7774	\$24.0255	\$24.0423
13	\$30.2716	\$26.0577	\$24.2865	\$24.3038
14	\$30.5971	\$26.3380	\$24.5476	\$24.5654
15	\$30.9226	\$26.6183	\$24.8087	\$24.8269
16	\$31.2481	\$26.8986	\$25.0697	\$25.0885
17	\$31.5736	\$27.1788	\$25.3308	\$25.3500
18	\$31.8990	\$27.4591	\$25.5918	\$25.6115
19	\$32.2245	\$27.7394	\$25.8529	\$25.8731

City of Clintonville Salary Schedule - Parks and Recreation		
(.90-1.10)	Park Foreman	Park Laborer
Step 1-Minimum	43451	41982
2	43987	42500
3	44523	43018
4	45059	43536
5	45595	44054
6	46131	44572
7	46667	45090
8	47203	45608
9	47739	46126
Step 10-Midpoint	48275	46644
11	48811	47162
12	49347	47680
13	49883	48198
14	50419	48716
15	50955	49234
16	51491	49752
17	52027	50270
18	52563	50788
19	53099	51306

City of Clintonville Salary Schedule - Police		
(.90-1.10)	Lead Clerk Dispatcher	Clerk Dispatcher
Step 1-Minimum	37276	36293
2	37736	36741
3	38196	37189
4	38656	37637
5	39116	38085
6	39576	38533
7	40036	38981
8	40496	39429
9	40956	39877
Step 10-Midpoint	41416	40325
11	41876	40773
12	42336	41221
13	42796	41669
14	43256	42117
15	43716	42565
16	44176	43013
17	44636	43461
18	45096	43909
19	45556	44357

City of Clintonville Salary Schedule - Parks and Recreation (Hourly Rate)				
(.90-1.10)	Park Foreman	Park Laborer	Recreation Coordinator	Facilities (.90-1.10) Custodian
Step 1-Minimum	\$20.8899	\$20.1837	\$14.8536	Step 1-Minimum \$11.8310
2	\$21.1476	\$20.4327	\$15.0370	2 \$12.0939
3	\$21.4053	\$20.6817	\$15.2204	3 \$12.3568
4	\$21.6630	\$20.9308	\$15.4038	4 \$12.6197
5	\$21.9207	\$21.1798	\$15.5872	5 \$12.8826
6	\$22.1784	\$21.4288	\$15.7706	Step 6-Midpoint \$13.1455
7	\$22.4361	\$21.6779	\$15.9540	7 \$13.4084
8	\$22.6938	\$21.9269	\$16.1374	8 \$13.6713
9	\$22.9514	\$22.1760	\$16.3208	9 \$13.9342
Step 10-Midpoint	\$23.2091	\$22.4250	\$16.5042	10 \$14.1971
11	\$23.4668	\$22.6740	\$16.6876	11 \$14.4600
12	\$23.7245	\$22.9231	\$16.8710	
13	\$23.9822	\$23.1721	\$17.0544	
14	\$24.2399	\$23.4212	\$17.2378	
15	\$24.4976	\$23.6702	\$17.4212	
16	\$24.7553	\$23.9192	\$17.6046	
17	\$25.0130	\$24.1683	\$17.7880	
18	\$25.2707	\$24.4173	\$17.9714	
19	\$25.5284	\$24.6663	\$18.1548	

City of Clintonville Salary Schedule - Police (Hourly Rate)						
(.90-1.10)	Lead Clerk Dispatcher	Clerk Dispatcher	Part-time Patrolman	Part-time Dispatcher	(.90-1.10) Guard	Pound Keeper
Step 1-Minimum	\$17.9212	\$17.4486	\$20.7039	\$16.3369	Step 1-Minimum \$12.5077	\$12.0997
2	\$18.1423	\$17.6639	\$20.9595	\$16.5386	2 \$12.7856	\$12.3686
3	\$18.3635	\$17.8793	\$21.2151	\$16.7403	3 \$13.0635	\$12.6375
4	\$18.5846	\$18.0947	\$21.4707	\$16.9420	4 \$13.3414	\$12.9064
5	\$18.8058	\$18.3101	\$21.7263	\$17.1437	5 \$13.6193	\$13.1753
6	\$19.0269	\$18.5255	\$21.9819	\$17.3454	Step 6-Midpoint \$13.8972	\$13.4442
7	\$19.2481	\$18.7409	\$22.2375	\$17.5471	7 \$14.1751	\$13.7131
8	\$19.4692	\$18.9563	\$22.4931	\$17.7488	8 \$14.4530	\$13.9820
9	\$19.6904	\$19.1716	\$22.7487	\$17.9505	9 \$14.7309	\$14.2509
Step 10-Midpoint	\$19.9115	\$19.3870	\$23.0043	\$18.1522	10 \$15.0088	\$14.5198
11	\$20.1327	\$19.6024	\$23.2599	\$18.3539	11 \$15.2867	\$14.7887
12	\$20.3538	\$19.8178	\$23.5155	\$18.5556		
13	\$20.5750	\$20.0332	\$23.7711	\$18.7573		
14	\$20.7962	\$20.2486	\$24.0267	\$18.9590		
15	\$21.0173	\$20.4639	\$24.2823	\$19.1607		
16	\$21.2385	\$20.6793	\$24.5379	\$19.3624		
17	\$21.4596	\$20.8947	\$24.7935	\$19.5641		
18	\$21.6808	\$21.1101	\$25.0491	\$19.7658		
19	\$21.9019	\$21.3255	\$25.3047	\$19.9675		

City of Clintonville Salary Schedule - Electric Utility			
(.90-1.10)	Journeyman	Meter	Line
Step 1-Minimum	68766	55780	70674
2	69615	56469	71547
3	70464	57158	72420
4	71313	57847	73293
5	72162	58536	74166
6	73011	59225	75039
7	73860	59914	75912
8	74709	60603	76785
9	75558	61292	77658
Step 10-Midpoint	76407	61981	78531
11	77256	62670	79404
12	78105	63359	80277
13	78954	64048	81150
14	79803	64737	82023
15	80652	65426	82896
16	81501	66115	83769
17	82350	66804	84642
18	83199	67493	85515
19	84048	68182	86388

City of Clintonville Salary Schedule - Water and Wastewater Utilities				
(.90-1.10)	Wastewater	Water	Wastewater	Water
Step 1-Minimum	52648	52373	47126	46756
2	53298	53020	47708	47333
3	53948	53667	48290	47910
4	54598	54314	48872	48487
5	55248	54961	49454	49064
6	55898	55608	50036	49641
7	56548	56255	50618	50218
8	57198	56902	51200	50795
9	57848	57549	51782	51372
Step 10-Midpoint	58498	58196	52364	51949
11	59148	58843	52946	52526
12	59798	59490	53528	53103
13	60448	60137	54110	53680
14	61098	60784	54692	54257
15	61748	61431	55274	54834
16	62398	62078	55856	55411
17	63048	62725	56438	55988
18	63698	63372	57020	56565
19	64348	64019	57602	57142

City of Clintonville Salary Schedule - Electric Utility			
(.90-1.10)	Journeyman	Meter	Line
Step 1-Minimum	\$33.0606	\$26.8173	\$33.9779
2	\$33.4688	\$27.1486	\$34.3976
3	\$33.8769	\$27.4798	\$34.8173
4	\$34.2851	\$27.8111	\$35.2370
5	\$34.6933	\$28.1423	\$35.6567
6	\$35.1014	\$28.4736	\$36.0764
7	\$35.5096	\$28.8048	\$36.4962
8	\$35.9178	\$29.1361	\$36.9159
9	\$36.3260	\$29.4673	\$37.3356
Step 10-Midpoint	\$36.7341	\$29.7986	\$37.7553
11	\$37.1423	\$30.1298	\$38.1750
12	\$37.5505	\$30.4611	\$38.5947
13	\$37.9587	\$30.7923	\$39.0144
14	\$38.3668	\$31.1236	\$39.4341
15	\$38.7750	\$31.4548	\$39.8538
16	\$39.1832	\$31.7861	\$40.2736
17	\$39.5913	\$32.1173	\$40.6933
18	\$39.9995	\$32.4486	\$41.1130
19	\$40.4077	\$32.7798	\$41.5327

City of Clintonville Salary Schedule - Water and Wastewater Utilities				
(.90-1.10)	Wastewater	Water	Wastewater	Water
Step 1-Minimum	\$25.3115	\$25.1793	\$22.6567	\$22.4788
2	\$25.6240	\$25.4904	\$22.9365	\$22.7563
3	\$25.9365	\$25.8014	\$23.2163	\$23.0337
4	\$26.2490	\$26.1125	\$23.4962	\$23.3111
5	\$26.5615	\$26.4236	\$23.7760	\$23.5885
6	\$26.8740	\$26.7346	\$24.0558	\$23.8659
7	\$27.1865	\$27.0457	\$24.3356	\$24.1433
8	\$27.4990	\$27.3567	\$24.6154	\$24.4207
9	\$27.8115	\$27.6678	\$24.8952	\$24.6981
Step 10-Midpoint	\$28.1240	\$27.9788	\$25.1750	\$24.9755
11	\$28.4365	\$28.2899	\$25.4548	\$25.2529
12	\$28.7490	\$28.6010	\$25.7346	\$25.5303
13	\$29.0615	\$28.9120	\$26.0144	\$25.8077
14	\$29.3740	\$29.2231	\$26.2942	\$26.0851
15	\$29.6865	\$29.5341	\$26.5740	\$26.3625
16	\$29.9990	\$29.8452	\$26.8538	\$26.6399
17	\$30.3115	\$30.1563	\$27.1337	\$26.9173
18	\$30.6240	\$30.4673	\$27.4135	\$27.1947
19	\$30.9365	\$30.7784	\$27.6933	\$27.4721

Salary Schedule – Library

City of Clintonville Salary Schedule - Library			
	Library	Youth Services	Technical Services
(.85-1.15)	Director	Librarian	Librarian
Step 1-Minimum	47956	33082	31969
2	48661	33569	32439
3	49366	34056	32909
4	50071	34543	33379
5	50776	35030	33849
6	51481	35517	34319
7	52186	36004	34789
8	52891	36491	35259
9	53596	36978	35729
10	54301	37465	36199
11	55006	37952	36669
12	55711	38439	37139
Step13-Midpoint	56416	38926	37609
14	57121	39413	38079
15	57826	39900	38549
16	58531	40387	39019
17	59236	40874	39489
18	59941	41361	39959
19	60646	41848	40429
20	61351	42335	40899
21	62056	42822	41369
22	62761	43309	41839
23	63466	43796	42309
24	64171	44283	42779
Step 25-Maximum	64876	44770	43249

City of Clintonville Salary Schedule - Library									
	Library	Youth Services	Technical Services		Library	(.90-1.10)	Custodian II	Custodian I	Pages
(.85-1.15)	Director	Librarian	Librarian	(.90-1.10)	Technicians	Step 1-Min.			
Step 1-Minimum	\$23.0558	\$15.9048	\$15.3697	Step 1-Min.	\$13.9358	2	\$12.7582	\$11.8310	\$8.7711
2	\$23.3947	\$16.1389	\$15.5957	2	\$14.1078	3	\$13.0417	\$12.0939	\$8.9660
3	\$23.7337	\$16.3731	\$15.8216	3	\$14.2798	4	\$13.3252	\$12.3568	\$9.1609
4	\$24.0726	\$16.6072	\$16.0476	4	\$14.4518	5	\$13.6087	\$12.6197	\$9.3558
5	\$24.4115	\$16.8413	\$16.2736	5	\$14.6238	Step 6-Mid.	\$13.8922	\$12.8826	\$9.5507
6	\$24.7505	\$17.0755	\$16.4995	6	\$14.7958	7	\$14.1757	\$13.1455	\$9.7456
7	\$25.0894	\$17.3096	\$16.7255	7	\$14.9678	8	\$14.4592	\$13.4084	\$9.9405
8	\$25.4284	\$17.5438	\$16.9514	8	\$14.9678	9	\$14.7427	\$13.6713	\$10.1354
9	\$25.7673	\$17.7779	\$17.1774	9	\$15.1398	10	\$15.0262	\$13.9342	\$10.3303
10	\$26.1063	\$18.0120	\$17.4034	10	\$15.3118	11	\$15.3097	\$14.1971	\$10.5252
11	\$26.4452	\$18.2462	\$17.6293	Step 10-Mid.	\$15.4838		\$15.5932	\$14.4600	\$10.7201
12	\$26.7841	\$18.4803	\$17.8553	11	\$15.6558				
Step13-Midpoint	\$27.1231	\$18.7144	\$18.0813	12	\$15.8278				
14	\$27.4620	\$18.9486	\$18.3072	13	\$15.9998				
15	\$27.8010	\$19.1827	\$18.5332	14	\$16.1718				
16	\$28.1399	\$19.4168	\$18.7591	15	\$16.3438				
17	\$28.4788	\$19.6510	\$18.9851	16	\$16.5158				
18	\$28.8178	\$19.8851	\$19.2111	17	\$16.6878				
19	\$29.1567	\$20.1192	\$19.4370	18	\$16.8598				
20	\$29.4957	\$20.3534	\$19.6630	19	\$17.0318				
21	\$29.8346	\$20.5875	\$19.8889						
22	\$30.1736	\$20.8216	\$20.1149						
23	\$30.5125	\$21.0558	\$20.3409						
24	\$30.8514	\$21.2899	\$20.5668						
Step 25-Maximum	\$31.1904	\$21.5240	\$20.7928						

Prepayment of Educational Courses Letter of Understanding

(Date)

I, (Employee Name), understand that by the City of Clintonville electing to prepay the cost of my tuition for the (program) at (school/university), I will be responsible for repayment of these costs should I fail to receive the grade listed in Policy 511 Training and Development of the Clintonville Personnel Manual. I understand the amount I will be required to repay to the City will be based on the grade I receive as dictated in Policy 511.

I understand that prepayment will be due by the end of the second full pay-period after I receive my grade. Should I fail to repay the required amount, I authorize the City to immediately deduct the full amount from my next pay check. Should I quit my employment or be terminated prior to repayment, I understand that the repayment will be deducted from any available accrued benefits that are to be paid-out on my separation.

Employee Name (printed)

Employee Signature

Date

City Administrator Signature

Date

Reimbursement and Length of Service Agreement

(Date)

I, (Employee Name), agree that for every credit hour paid for in part or whole, whether directly or through reimbursement, by the City of Clintonville in connection with (class, program, degree) at (school/university), I will continue my employment for two months beyond completion. I understand that if I leave employment, either voluntarily or as a result of termination, I will be required to repay a directly prorated portion of the amount the City paid directly to (school/university) or reimbursed me. I understand the proration will be based on the number of credit hours and the number of months I continued my employment with the City. I understand the City may elect to withhold this prepayment from my last paycheck, including from any payout of accrued benefits.

Employee Name (printed)

Employee Signature

Date

City Administrator Signature

Date

Appendix 513A Travel/Expense Reimbursement Form
 City of Clintonville
 Travel Expense Sheet

Name _____

Department _____

Destination _____

Transportation Mode _____

Purpose of Travel _____

Period of Travel _____

Include all City credit card charges and attach all credit card receipts via paperclips.

Actual Expenses

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTALS
DATE								
MILEAGE								
LODGING								
BREAKFAST (\$12.00)								
LUNCH (\$17.00)								
DINNER (\$22.00)								
AIR, BUS, RAIL								
GAS (CITY VEHICLE)								
REGISTRATION FEES								
PARKING, TOLLS								
OTHER TRANSPORTATION								
TELEPHONE								
MISCELEANEOUS								
TOTALS								

*Receipts are required for all purchases.

Mileage Calculation:

Miles Claimed _____
 Rate \$0.57.5 Per Mile _____
 effective 1/1/2019

Total City Business Expense _____
 Less: Paid by City Credit Card _____
 Less: Advance by City _____
 (Taxable) Payroll Balance Due Employee* _____
 AP Balance Due Employee* _____
 Refund Due City _____

Accounts: _____

 (Employee Signature and Date)

This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of City of Clintonville business.

Department Head Approval _____ Date _____

City Administrator Approval _____ Date _____

Processed by Payroll: _____

*If both AP and Payroll balances due, Department Heads must submit two copies of the form.

Employee Report of Injury

Name: _____ Address: _____
 Phone #: _____ Birth Date: _____ Date of Hire: _____
 Accident Occur on Premises: Yes No Detailed Location: _____
 Date of Injury: _____ Time: am pm Shift: _____
 Date Reported: _____ Witnesses: _____

What were you doing just before incident occurred: _____

Describe the accident in detail/what happened: _____

What object or substance directly harmed the employee: _____

Injured Area	Indicate Area of Injury	Type of Injury																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 30%;">Injured Area</th> <th style="width: 70%;">Indicate Area of Injury</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/> Head</td> <td rowspan="19" style="text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td>2 <input type="checkbox"/> Eye: L/R</td> </tr> <tr> <td>3 <input type="checkbox"/> Shoulder L/R</td> </tr> <tr> <td>4 <input type="checkbox"/> Arm L/R</td> </tr> <tr> <td>5 <input type="checkbox"/> Elbow L/R</td> </tr> <tr> <td>6 <input type="checkbox"/> Wrist L/R</td> </tr> <tr> <td>7 <input type="checkbox"/> Hand L/R</td> </tr> <tr> <td>8 <input type="checkbox"/> Finger: Specify _____</td> </tr> <tr> <td>9 <input type="checkbox"/> Back</td> </tr> <tr> <td>10 <input type="checkbox"/> Chest</td> </tr> <tr> <td>11 <input type="checkbox"/> Abdomen</td> </tr> <tr> <td>12 <input type="checkbox"/> Pelvis</td> </tr> <tr> <td>13 <input type="checkbox"/> Hip L/R</td> </tr> <tr> <td>14 <input type="checkbox"/> Leg L/R</td> </tr> <tr> <td>15 <input type="checkbox"/> Knee L/R</td> </tr> <tr> <td>16 <input type="checkbox"/> Ankle L/R</td> </tr> <tr> <td>17 <input type="checkbox"/> Foot L/R</td> </tr> <tr> <td>18 <input type="checkbox"/> Toe: Specify _____</td> </tr> <tr> <td>19 <input type="checkbox"/> Other: _____</td> </tr> </tbody> </table>	Injured Area	Indicate Area of Injury	1 <input type="checkbox"/> Head		2 <input type="checkbox"/> Eye: L/R	3 <input type="checkbox"/> Shoulder L/R	4 <input type="checkbox"/> Arm L/R	5 <input type="checkbox"/> Elbow L/R	6 <input type="checkbox"/> Wrist L/R	7 <input type="checkbox"/> Hand L/R	8 <input type="checkbox"/> Finger: Specify _____	9 <input type="checkbox"/> Back	10 <input type="checkbox"/> Chest	11 <input type="checkbox"/> Abdomen	12 <input type="checkbox"/> Pelvis	13 <input type="checkbox"/> Hip L/R	14 <input type="checkbox"/> Leg L/R	15 <input type="checkbox"/> Knee L/R	16 <input type="checkbox"/> Ankle L/R	17 <input type="checkbox"/> Foot L/R	18 <input type="checkbox"/> Toe: Specify _____	19 <input type="checkbox"/> Other: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="width: 30%;">Injured Area</th> <th style="width: 70%;">Indicate Area of Injury</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/> Abrasion</td> <td rowspan="17" style="text-align: center; vertical-align: middle;"> </td> </tr> <tr> <td>2 <input type="checkbox"/> Amputation</td> </tr> <tr> <td>3 <input type="checkbox"/> Bite: _____</td> </tr> <tr> <td>4 <input type="checkbox"/> Bruise</td> </tr> <tr> <td>5 <input type="checkbox"/> Burn</td> </tr> <tr> <td>6 <input type="checkbox"/> Concussion</td> </tr> <tr> <td>7 <input type="checkbox"/> Cut/Laceration</td> </tr> <tr> <td>8 <input type="checkbox"/> Foreign Body</td> </tr> <tr> <td>9 <input type="checkbox"/> Fracture</td> </tr> <tr> <td>10 <input type="checkbox"/> Hearing Impaired</td> </tr> <tr> <td>11 <input type="checkbox"/> Infection</td> </tr> <tr> <td>12 <input type="checkbox"/> Pain: _____</td> </tr> <tr> <td>13 <input type="checkbox"/> Puncture</td> </tr> <tr> <td>14 <input type="checkbox"/> Rash/Dermatitis</td> </tr> <tr> <td>15 <input type="checkbox"/> Respiratory</td> </tr> <tr> <td>16 <input type="checkbox"/> Strain/Sprain</td> </tr> <tr> <td>17 <input type="checkbox"/> Other: _____</td> </tr> </tbody> </table>	Injured Area	Indicate Area of Injury	1 <input type="checkbox"/> Abrasion		2 <input type="checkbox"/> Amputation	3 <input type="checkbox"/> Bite: _____	4 <input type="checkbox"/> Bruise	5 <input type="checkbox"/> Burn	6 <input type="checkbox"/> Concussion	7 <input type="checkbox"/> Cut/Laceration	8 <input type="checkbox"/> Foreign Body	9 <input type="checkbox"/> Fracture	10 <input type="checkbox"/> Hearing Impaired	11 <input type="checkbox"/> Infection	12 <input type="checkbox"/> Pain: _____	13 <input type="checkbox"/> Puncture	14 <input type="checkbox"/> Rash/Dermatitis	15 <input type="checkbox"/> Respiratory	16 <input type="checkbox"/> Strain/Sprain	17 <input type="checkbox"/> Other: _____
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Employee's suggested action to prevent recurrence: _____

Employee Signature: _____ Date: _____

IMMEDIATE ACTIONS: Prior to resuming work following incident:

Any unsafe conditions with equipment or process that caused accident: Yes No Supervisor Signature _____

If yes, list condition and corrective actions to eliminate the conditions: _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED PRIOR TO LEAVING YOUR SHIFT

City of Clintonville
Reasonable Accommodation Request

To be eligible for a reasonable accommodation under the Americans with Disabilities Act (ADA), you must

- 1) Be qualified to perform the essential functions of your position, and
- 2) Have a qualifying disability that limits a major life function.

In order to complete this form, you will need to understand the essential functions of your job. You may refer to the current job description or contact the City Administrator for more information regarding this. You may also contact the City Administrator if you have questions or need information about the ADA or the process for requesting reasonable accommodation.

Employee Information:

Name: _____ Position: _____

Department: _____ Work Location: _____

Immediate Supervisor: _____ Contact Number: _____

1. Describe how your condition affects your ability to perform a major life activity. Which major life activity/activities is/are most significantly affected. Examples of major life activities are seeing, hearing, breathing, walking, caring for yourself, concentrating, or working.
2. Describe any mitigating measures (medication, wheelchair, etc) you are using because of the disability, and the effect of those measures on the disability.
3. Identify the essential functions affected and be specific about how the medical condition impairs your ability in each instance.
4. Describe the accommodation you are requesting.
5. Explain how the accommodations you are requesting will enable you to perform the essential functions of your job. Be specific.
6. Will you be able to perform all the essential functions of your job if you receive the requested accommodation? If not, describe the specific functions you will not be able to perform.
7. Do you need assistance to identify accommodations that will enable you to perform the essential functions of your job? If you do, explain what type of assistance you need.

Signature and Date

**City of
Clintonville
AMERICANS WITH
DISABILITIES ACT**

Complete this form if you are requesting a long-term or permanent modification of the work environment in a situation, which may not rise to the level of an ADA-qualifying event. Illustrative examples of workplace modification include ergonomic or adaptive equipment such as a chair for a person with back problems or a keyboard for a person with repetitive stress injury to the wrists.

EMPLOYEE INFORMATION

Employee Name:

Work Phone Number:

Title of Position:

Work Location:

Department:

Name of Immediate Supervisor:

1. Explain why you are making a request for a work modification.
2. If the request is the result of a work-related illness or injury, have you applied for Workers Compensation?
3. Describe the modification you are requesting, including (if known) an approximate cost and, if equipment is involved, the names of potential vendors.
4. Explain how the work modification you are requesting will enable you to perform specific job tasks.
5. Explain the consequences of a denial of this request.

Signature

Date

City of Clintonville
AMERICANS WITH DISABILITIES ACT

Attached to this form is the current job description of the essential functions of the position occupied by _____, including the physical and mental demands of the job. Please answer the following questions regarding the employee’s condition as it relates to the essential functions and possible accommodations. The employee’s signed release is also attached.

1. Does the employee have a disability that substantially limits a major life activity? If so, describe the disability and the limitation.
2. Does the employee use any mitigating measures (medications, assistive technologies, etc.). How do the mitigating measures affect the disability?
3. Does the disability affect the employee’s ability to perform any one of the essential functions of the position? Yes No
- a. If yes, please describe the impact on the person’s ability to perform specific functions. Describe the effects of any mitigating measures used.
4. Are there any accommodation that in your opinion would allow the employee to perform the essential functions of the job? If so, describe those accommodations.
5. If the employee cannot perform the essential functions of this position with or without an accommodation, what type of work, if any, can the employee perform with or without an accommodation? Please be specific.
6. Is the need for accommodation likely to be temporary or permanent? If temporary, how long do you estimate the need for accommodation will exist?

Provider name (Please print)

Professional license or specialty

Signature

Date

ADA DEFINITION OF DISABILITY

With respect to an individual, the term "disability" means:

1. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
2. a record of such an impairment; or
3. being regarded as having such an impairment.