

# **VILLAGE OF PARDEEVILLE**

## **PERSONNEL BENEFITS & POLICIES MANUAL**

Effective June 2021

## **Employee Acknowledgment of Receipt of Personnel Benefit and Policies Manual**

I acknowledge that I have received a copy of the Village of Pardeeville and the Pardeeville Public Utilities' Personnel Benefit and Policies Manual and that it is my responsibility to read and become familiar with the contents of the Manual. I understand that the Village of Pardeeville and the Pardeeville Public Utilities may modify or eliminate the terms of the Manual at any time, with or without notice.

I further understand that the Manual and any provisions contained in the Manual do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or any contract of employment, express or implied. I understand that unless I am covered under a collective bargaining agreement currently in effect, my employment is at-will and may be terminated at any time, with or without notice, and for any reason not expressly prohibited by law.

I acknowledge that I have received and read the Village of Pardeeville and the Pardeeville Public Utilities' harassment policy. I understand that the Village of Pardeeville and the Pardeeville Public Utilities strictly prohibit harassment and retaliation in the workplace. I understand that if I observe or believe I am the subject of harassment or retaliation in the workplace, I am required to report this conduct immediately. I also understand that if I engage in conduct which is in violation of the Village of Pardeeville and the Pardeeville Public Utilities' harassment policy, I may be disciplined up to and including immediate termination of employment or my elected position as a public official.

*\*This manual will be issued to all current employees and during orientation of new employees. Revised versions will also be distributed after any updates to the manual are made.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

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Signature

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## **ABOUT THIS MANUAL**

This policy manual is not meant to be all-inclusive and can be changed at any time at the discretion of the Village Board. In this manual, reference to the Village of Pardeeville and its employees also includes the Pardeeville Public Library and its employees.

### **APPLICATION & SCOPE**

This manual contains guidelines relevant to employment with the Village of Pardeeville and the Pardeeville Public Utilities and has been prepared for informational purposes only. None of the statements, policies, procedures, rules or benefits described herein constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, expressed or implied. The Village of Pardeeville and the Pardeeville Public Utilities may modify or eliminate the provisions set forth in this manual at any time with or without notice.

This manual supersedes and replaces any and all previous manuals and may only be modified, in writing, by an authorized representative of the Village of Pardeeville or the Pardeeville Public Utilities.

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## **GENERAL INFORMATION**

### **STATEMENT OF “AT-WILL” EMPLOYMENT STATUS**

Employment with the Village of Pardeeville and the Pardeeville Public Utilities is on an at-will basis. This means that the employment relationship may be terminated by either the employee or the Village of Pardeeville or the Pardeeville Public Utilities at any time, with or without notice, and for any reason not expressly prohibited by law.

Nothing in this manual or in any other documents or statements contained herein shall limit, or in any way alter, the right of the Village of Pardeeville or the Pardeeville Public Utilities to terminate employment at-will.

### **EMPLOYEE CLASSIFICATIONS**

Employees shall be classified as exempt or non-exempt personnel pursuant to applicable wage and hour laws. Exempt employees, including executives, administrators and professional employees, will be compensated on a fixed salary basis, which salary compensates such employees for all hours worked. Nonexempt employees, including support staff, will be compensated on an hourly basis.

## **Employment Definitions**

**"Elected or Appointed Employees"** shall be paid a fixed amount as determined by the Village Board.

**"Administrative Employees"** includes the position of Administrator/Public Works Director. Administrative Employees shall be paid a straight salary for a variable work week and are considered an Exempt Employee under the Fair Labor Standards Act (FLSA).

**"Full-Time"** employment is defined as a position where an employee is regularly scheduled to work at least two thousand eighty (2080) hours per year.

**"Part-Time I"** employment is defined as a position where an employee is scheduled to work less than full-time, but works at least one thousand two hundred (1200) hours per year.

**"Part-Time II"** employment is defined as a position where an employee works less than one thousand two hundred (1200) hours per year.

**"Temporary" or "Limited Term"** employment is defined as a position which terminates in less than one year.

**"Seasonal Employees"** employment is defined as dependent on seasonal activities such as life guards, umpires, crossing guards and grounds keepers.

**"Temporary Emergency"** employment is defined as an emergency position hired for special extreme situations such as emergency snow removal.

## **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY**

The Village of Pardeeville and the Pardeeville Public Utilities will provide equal employment opportunities to all individuals regardless of their race, age, sex, or sexual orientation, creed or religion, color, handicap or disability, marital status, citizenship or veteran status, national origin or ancestry, arrest or conviction record, or any other characteristics protected by law. This provision shall include, but not be limited to, the following: recruitment, employment, promotion, compensation, demotion, transfer, layoff, seniority, benefits, training, dismissal, and all other terms and conditions of employment. It has also been, and continues to be, the Village of Pardeeville and the Pardeeville Public Utilities' policy to use affirmative action to ensure equal employment opportunities. If any employee has a suggestion, problem, or complaint with regard to equal employment, he or she should contact the Village President or Administrator.

## **FAIR LABOR STANDARDS ACT**

The Village has determined that the work week shall begin on Monday and end with Sunday. It is further determined that all employees that are to be paid on an hourly basis shall be eligible for minimum wage payment and all employees who are classified as full-time employees shall be entitled to overtime pay as determined by state and federal regulations and/or law. The Village will apply the new standards of the 2004 FLSA for exempt status employees.

## **IMMIGRATION REFORM ACT**

It is the policy of the Village of Pardeeville only to employ persons who are legally eligible to work in the United States.

The Immigration Reform and Control Act of 1986 requires that the Village verify the identity and the work eligibility of all persons hired after November 6, 1986. This law will be enforced by the Immigration and Naturalization Service (and other government agencies) and any Village of Pardeeville employee hired hereafter will be required to sign a verification form (Form I-9) and furnish both proof of identity and proof of eligibility to work in the United States. If you

have any questions about the law or about this policy, please contact your immediate supervisor.

**AMERICANS WITH DISABILITIES ACT**

An applicant for employment with the Village of Pardeeville will be questioned as to whether or not they have the ability to perform the duties and essential functions outlined in the job description for which they are applying. No discrimination against qualified individuals with a disability will occur; however, without discrimination, the disability as it applies to the ability to perform the duties and essential functions shall be considered.

The Village will reasonably accommodate all disabled qualified individuals.

The appointed A.D.A. Coordinator will be the Administrator and shall be responsible for the continual review and establishment of disability policies, procedures and grievances.

**THIRD PARTY REPRESENTATION**

Subject to federal and state labor laws, each employee has the right to join and support a union or to refrain from such activity.

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**EMPLOYMENT REQUIREMENTS**

**PHYSICAL EXAMINATION**

Following an offer of employment to an applicant, but before said individual commences any employment duties, the employee may be required to have a physical examination at a medical clinic chosen by the Village of Pardeeville. The examination will determine the candidate's ability to perform his/her duties and essential job functions.

Such physical examination shall be paid for by the Village and all medical information shall be kept confidential in a separate medical employee file, separate and apart from the personnel file.

Additional physical examinations may be required of the employee after the commencement of employment to ensure that continued employment shall not be harmful to that employee.

Continued employment is contingent upon the physical examination report that the individual is capable of performing the duties and essential job functions of the position for which he/she was hired.

**BACKGROUND CHECK**

All persons selected for appointment for employment to an Administrative, Full-Time, Part-Time I, Part-Time II, Seasonal or Temporary position shall undergo a routine criminal background check, and such report will be filed with the employee's personnel records.

## **DRUG SCREENING**

Pre-employment drug screening is required by the Village for employment for all Administrative, Full-Time, Part-Time I and Part-Time II positions. The Village may require post-employment drug testing at any time.

## **DRESS CODE**

Before an individual is hired and an offer of employment is extended, and before commencement of any employment duties, the considered applicant shall be notified by the immediate supervisor of any required hair style, facial hair requirements, dress, uniform or clothing requirements that apply to the job. These requirements shall relate to safety and public relations. In all departments where specific uniform requirements are not demanded, employees shall be neat and clean and conduct themselves in a dignified manner. This policy does not prohibit "Casual Friday" or other special occasions, as approved by the Administrator. A professional appearance is required of all employees as to manner and physical appearance.

## **LICENSES**

### **Commercial Driver's Licenses (CDLs)**

All Public Works employees are required to possess a valid Commercial Driver's License (CDL) class B, C and D after six months employment with the Village of Pardeeville. Proof of renewal shall be presented to the Village Administrator, or Village Clerk/Treasurer in the absence of the Administrator, and inserted in the personnel file.

The Village shall pay one-half (½) of the cost of obtaining CDLs, including renewal fees, for employees required by the Village to hold such a license. The Village shall also allow employees to suffer no loss of pay (i.e., allow an employee on scheduled work time to take the CDL test). It is agreed, however, that the Village's obligation under this Section shall only be for one (1) time per attempt. In the event the employee takes time off work to take the test and does not pass the test, the Village shall not be responsible for the payment of any costs associated with the employee retaking the test, nor shall the Village be responsible for allowing the employee to use scheduled work time for purposes of taking the test.

### **Wastewater Treatment Plant Operator License and Waterworks Operator's License**

All Full-Time Water and Sewer non-clerical employees must obtain a Grade 1 D.N.R. General (G) Wastewater Treatment Plant Operator's certification with a Pond Level 1 sub grade and the D.N.R. Groundwater and Distribution licenses within the required time.

### **Electric Journeyman Lineman**

The Full-Time Electric Journeyman Linemen must be enrolled in an annual safety training to assure that they are qualified to perform their duties as a Journeyman Linemen.



## **EMPLOYEES AT WORK**

### **ORIENTATION & TRAINING**

The new employee will be oriented by the immediate supervisor. Items that shall be discussed are listed in the Employee Handbook. Daily routine and duties will be explained.

### **PROBATION AGREEMENT**

Newly hired employees shall serve a six (6) month probationary period. During this probationary period, employment may be terminated by the Village Board.

### **HOURS OF WORK**

The normal workweek shall consist of forty (40) hours, Monday through Friday. The regular business hours for the Village of Pardeeville office and the Pardeeville Public Utilities office are 7:30 a.m. to 4:00 p.m. The Village of Pardeeville garage working hours are normally from 7:00 a.m. to 4:00 p.m., although some weekend work is necessary and will be scheduled at management's discretion. Hours for the Pardeeville Public Library will be determined by the Library Board. Utility and street employees will be allowed a sixty (60) minute period for lunch. Office staff will be allowed thirty (30) minute period for lunch. This unpaid meal period will normally be held halfway through the scheduled shift. It is recognized that Administrative employees must devote time outside the normal regular office hours to carry out the business of the Village of Pardeeville, and to that end, the Administrative employee will be allowed to take personal time off as he/she shall deem appropriate during said normal office hours, as long as their job obligations are met. (See pg. 26 for Administrative Employee Time)

### **WORKDAY BREAKS**

Designated fifteen (15) minute break in the AM and PM. Management may alter starting and stopping times at their discretion.

### **PROMOTION**

The Village of Pardeeville and the Pardeeville Public Utilities will make a reasonable attempt to fill job vacancies by promotion from within. Newly promoted employees will be placed on a six-month orientation period.

### **APPOINTMENTS**

The Village of Pardeeville and the Pardeeville Public Utilities may appoint personnel to fill a vacant job position on an acting basis. Employees appointed on an acting basis may receive a temporary pay increase at the discretion of the appropriate committee.

### **DUES AND SUBSCRIPTIONS**

The Village agrees to budget for and pay for professional dues and subscriptions for Administrative employees necessary for his/her continuation and participation in national, regional, state, and local associations and organizations necessary and desirable for his/her continued professional participation, growth and advancement, and for the good of the Village of Pardeeville.

Pardeeville employees will participate in the Municipal Treasurer's Association (MTAW), Wisconsin Municipal Clerk's Association (WMCA), Wisconsin City/County Management Association (WCMA), Pardeeville Area Business Association (PABA), and Wisconsin League of Municipalities.

Pardeeville will also join the Municipal Electric Utilities of Wisconsin (MEUW), Wisconsin Rural Water Association (WRWA), American Water Works Association (AWWA), American Public Works Association (APWA) and Wisconsin Wastewater Operator's Association (WWOA).

Any additional requests for membership dues or subscriptions will require Finance and Personnel Committee approval.

### **CAREER DEVELOPMENT**

Employees are encouraged to actively seek and pursue opportunities to improve their knowledge, skills and abilities to grow and develop in their careers. Employees may desire to attend or be asked to attend job-related conferences, workshops, seminars or credit courses offered by various educational institutions or by other organizations. Registration fees will be paid for Full-Time and Part-Time I employees who attend seminars, classes, meetings, conferences, training sessions and other such functions at the request of, and with prior approval of the Administrator or Village President, with consideration given to the availability of budgeted funds for this purpose.

### **COMPENSATION & WAGES**

The Village of Pardeeville can best be supported when employees at all levels of the organization believe they are paid based on performance. We will, therefore, offer compensation programs that allow us to attract and retain a quality workforce.

Salary and wage rates for non-union employees are established annually by the Village of Pardeeville Board through recommendation from the Finance & Personnel Committee. A cost of living increase will be discussed and considered annually by the Village Board. Salary and wage rates for library employees will be set by the Library Board. The wage and salary ranges will be determined by a combination of local rate comparisons and a survey of area communities with similar population size (such as the MEUW annual wage study). Other factors which will be considered in establishing a wage or salary rate are: education necessary to perform the job; experience necessary to be able to fully perform all the duties at an acceptable performance level; level of judgment and decision-making necessary to perform the job; level of responsibility for Village of Pardeeville property or functions; physical or mental effort necessary to perform the job; hazards and/or working conditions in which the duties of the job are performed; the level of supervision of other employees. The employee will have an annual review every November. A merit increase (if applicable) shall be established at that time and applied in the following January.

### **TIME AND BENEFIT RECORDS**

Employees will be required to complete a biweekly time sheet, as authorized by the Personnel Committee, which records hours worked, vacation and/or sick leave taken, holiday periods and any other absences. Time sheets shall be reviewed as vacation, sick time and personal time is taken and initialed by the employee's immediate supervisor and turned in to the Village of Pardeeville or the Pardeeville Public Utilities office. A permanent record of these time sheet

records shall be maintained for each employee by office personnel as required by law.

### **PAY PERIODS**

Employees shall be paid biweekly on the Friday following the end of the biweekly period. If a pay day falls on a holiday, the pay day shall be the day prior to the holiday.

(updated 12/2020)

### **OVERTIME/COMPENSATORY HOURS**

With the exception of Administrative personnel., the Village of Pardeeville and the Pardeeville Public Utilities will compensate employees at the rate of one and one-half times the regular rate of pay for all hours in excess of forty (40) hours in any week. No employee may work more than forty (40) hours in any week without prior approval of the employee's supervisor.

In lieu of receiving pay for overtime hours worked, the outside staff employees may request and receive compensatory time off at one and one-half (1-1/2) straight time rate. Accrual of compensatory time shall not exceed 56 hours per calendar year and may be taken with the approval of the supervisor. Any remaining/unused compensatory time shall be cashed out at the end of the calendar year. In the absence of the Administrator/Director of Public Works, employees shall contact the Village President in order that the immediate supervisor or designee can be contacted for approval. (For clarification purposes, eight (8) overtime hours worked equals twelve (12) hours compensatory time earned.) Employees must state their choice of either pay or compensatory time on the daily time sheet in which it is earned. If the time falls on a Holiday (as listed on page 25, items 1-9) then the employee shall receive double time for their time worked.

### **CALL OUTS**

The Village of Pardeeville and the Pardeeville Public Utilities employees shall respond to call-outs to work outside of the regularly scheduled hours by the supervisor. A minimum of two (2) hours of time at the overtime rate shall be granted for any call-out, excepting that this provision shall not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours. Any employee will receive 1 ½ times regular pay for actual time worked for call-outs, unless the time falls on a Holiday (as listed on page 25, items 1-9) then the employee shall receive double time for their time worked.

### **EMERGENCY AND WEATHER CLOSING**

(Compensatory time for library employees will be set by the Library Board).

In the case of adverse weather or other catastrophic emergency, the Village Administrator and Village President will make the decision to close the Village Hall office (for non-emergency employees only). Village Hall Staff will be authorized up to 3 days per calendar year to use in lieu of vacation or other accumulated time off. If Village Hall closes more than 3 days in the calendar year and the employee wants to be paid for that time off, they would have the option of using any accumulated time-off benefits.

### **SALARY ADVANCES**

Salary advances are prohibited.

### **TRANSFERS**

An employee's written request for transfer shall be given consideration when a suitable vacancy occurs. This request, along with the employee's resume of qualifications, shall be directed by

the employee to the employee's present department head; and the employee shall simultaneously provide copies of the same to the head of the department in which the employee wishes to transfer. A transferred employee will be paid at the rate corresponding to his/her new position title.

### **NEPOTISM**

No employee of the Village of Pardeeville or the Pardeeville Public Utilities shall supervise another member of the employee's immediate family. Immediate family members shall include spouse, parents, children, siblings, stepparents, stepchildren and in-laws. Supervision of seasonal employees by another member of the employee's immediate family is allowed.

### **VEHICLE USE**

The following procedures shall govern the use of the Village of Pardeeville and the Pardeeville Public Utilities vehicles:

1. Vehicles shall not be driven to an employee's residence.
2. Village of Pardeeville and the Pardeeville Public Utilities vehicles shall carry no passengers except other Village of Pardeeville and Pardeeville Public Utilities employees and other neighboring municipal employees participating in ride share. Use of the vehicles shall only be allowed while the employees are engaged in work activity within the course and scope of their employment.
3. Village of Pardeeville and the Pardeeville Public Utilities vehicles shall not be used to push, shove or tow other vehicles.
4. All employees shall be responsible to see that the interior of their vehicle is neat and orderly at the end of their shift, including checking under and behind seats.
5. Village of Pardeeville and the Pardeeville Public Utilities vehicles shall not be used to jump-start any privately-owned vehicles.
6. The use of Village of Pardeeville and the Pardeeville Public Utilities vehicles and/or other vehicular equipment is intended for official business purposes only. It is expected that any such use will be confined to the corporate limits of the Village of Pardeeville; however, it is recognized that there are occasions which require usage outside the Village of Pardeeville for official business. It is the responsibility of all Department Heads to assure that vehicle usage outside the Village of Pardeeville limits is consistent with the needs of the Village of Pardeeville and the Pardeeville Public Utilities and is, in fact, for purposes of official business.
7. Seat belts shall be worn by all passengers, consistent with current Wisconsin State laws.
8. Persons not employed by the Village of Pardeeville or the Pardeeville Public Utilities will not be allowed to operate Village of Pardeeville and the Pardeeville Public Utilities' vehicles.
9. Village of Pardeeville and the Pardeeville Public Utilities vehicles may be used while conducting business on behalf of the Village of Pardeeville or the Pardeeville Public Utilities only. This includes weekend general maintenance checks; and for attending training classes, seminars, etc. when vehicles are available. If a Village of Pardeeville or the Pardeeville Public Utilities vehicle is available, mileage will not be reimbursed for the use of a personal vehicle. (Cross reference "Mileage" pg. 29).
10. Employees operating Village of Pardeeville and Pardeeville Public Utilities owned vehicles and equipment are expected to obey all rules and regulations pertaining to the operation of motor vehicles. Any fines incurred as a result of an employee's failure to obey such

regulations shall be paid by the employee.

### **SOLICITATION**

Employees may not engage in solicitation of any kind during their working time or during the working time of the employee being solicited.

Employees may not engage in distribution of literature of any kind in working areas during their working time or during the working time of the employee receiving the literature. Persons who are not employees of the Village may not solicit or distribute literature for any purposes to the employees during working time.

“Working Time” excludes authorized meal periods and “Working Areas” excludes lunch or break rooms.

### **TELEPHONE & FAX USE**

Municipal telephones and FAX machine within the Village’s facilities are for business purposes only. Personal, non-emergency type calls are to be kept to a minimum. No personal long-distance calls are permitted unless charges are reversed or other prior arrangements for payment are made.

### **COMPUTER SOFTWARE, NETWORK AND INTERNET USE**

It is the policy of the Village of Pardeeville to expect that staff will use the Internet system and email in a responsible manner. Accordingly, the Village has established procedures for the use of the computers, internet and email along with rules for governing staff’s use in accessing these systems. Staff must realize that use of this electronic resource is a privilege, not a right. Violations of the procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay or possible discharge.

The Village provides staff with access to the internet for the purpose of fulfilling the Village’s mission of learning and public service operations. Uses are to be related to the programs or operations of the Village.

Email accounts are owned by the Village and therefore are not private. The Village retains the right to review, audit, intercept, access and disclose all messages created, received or sent via electronic mail systems as necessary.

The following Rules of Conduct have been established to set guidelines for appropriate utilization of the technology in a manner consistent with related municipal policies and applicable laws:

1. Use of computer equipment, software and network access in a manner consistent with the business of the Village. Off-site access into the Village of Pardeeville computer network and software is forbidden unless expressly permitted in writing by the Village Board.
2. Report messages pertaining to illegal activities.
3. Be aware that all internet or email activity is considered an open record and can be requested by the public, supervisor or other interested party at any time.
4. Personal use should be limited and is not encouraged.
5. Shall not engage in downloading copyrighted materials.
6. Shall not use the internet or email system for conducting personal commercial business

- or for a personal website.
7. Shall not use any form of obscene, harassing, racist, sexist or abusive language or behavior on line.
  8. Neither the internet nor email may be used to send jokes or other comments that may be discriminatory, harassing, or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization.
  9. Shall not vandalize or diminish the value or effectiveness of the computer system or network or any of its components.

### **KEYS**

Keys and badges necessary to perform your duties are issued to each individual employee. All keys in the possession of an individual employee shall remain with said employee and at no time shall keys be copied or given to third parties. Upon termination of employment, all keys and badges in possession of the employee must be surrendered by turning them in to the Clerk's Office.

### **PROCUREMENT POLICY**

Supplies required for operation of the village offices and departments shall be purchased, as required, in accord with authorization to purchase issued by the respective department head, who maintains the department's budget. It is required that purchases be made from suppliers located in the village unless price is not competitive or comparable to that of non-village suppliers.

The department requesting purchase of budgeted outlay items shall be responsible for the preparation of specifications or the procurement of professional specifications. Bids, proposals or quotes shall be requested based on those specifications. The responsible department head, along with the respective Village committee, will determine which bid or quote will be most advantageous to the Village or Utility and make recommendation therein to the full Village Board. Specifications for competitive bids shall be in writing and may appear in applicable trade magazines or newspapers. Quotes may be invited by verbal or written correspondence.

Any Village or Utility Projects exceeding the Wisconsin Statutory amount will be bid in accordance with Wisconsin State Statutes.

### **ETHICAL STANDARDS**

#### **Ethical Standards of Public Officials Sec. 2-269**

- (a) The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people. The purpose of this chapter is to establish ethical standards of conduct for all such officials and to direct disclosure by such officials of private financial or other interests in matters affecting the Village.
- (b) The municipal officials and employees of the Village, whether elected or appointed, are "public officials and employees" within the meaning and intent of this chapter.

#### **Responsibilities of Public Office Sec. 2-270**

- (a) Public officials and employees are bound to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their

primary concern. Their conduct in both their official and private affairs shall be above reproach.

- (b) Public officials are bound to uphold the Constitution of the United States and the Constitution of the state and to carry out impartially the law of the nation, state and municipality.

#### **Dedicated Service Sec. 2-271**

Public officials and employees shall not exceed their authority or breach law or ask others to do so, and they shall work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

#### **Use of Public Property: Obligation of Citizens Sec. 2-272**

- (a) USE OF PUBLIC PROPERTY. No public official or employee shall request, use or permit the use of Village-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as municipal policy for the use of such official or employee in the conduct of official business.
- (b) OBLIGATION OF CITIZEN. No public official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

#### **Conflict of Interest Sec. 2-273**

- (a) No Trustee or other public official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public judgment or will tend to impair their independence or judgment or action in the performance of their official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.
- (b) The provisions of this Section shall not apply to the designation of public depositories for public funds, nor to the publication of legal notices required to be published by the Village, or by any Village officer, at a rate not higher than that prescribed by law; nor to contracting for the sale of printed matter or any other commodity not exceeding One Hundred (\$100.00) Dollars in any one (1) year.

#### **Specific Conflicts of Interest Sec. 2-274**

Specific conflicts of interest are enumerated below for the guidance of officials and employees. The following list is illustrative merely and not exclusive:

- (a) INCOMPATIBLE EMPLOYMENT. No Trustee or other public official or employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her official duties or tends to impair his/her independence of judgment or action in the performance of their official duties. In the event a Trustee, official or employee possesses a financial or personal interest in any business or transaction, any presumption of conflict of interest with his/her public duties shall be removed by his/her disclosure of the nature and extent

- of such investment to the Village Board for the records of that authority.
- (b) **DISCLOSURE OF CONFIDENTIAL INFORMATION.** No Trustee, other public official or employee, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall he use such information to advance the financial or other private interest of himself or others.
  - (c) **GIFTS AND FAVORS.** No Trustee or other public official or employee shall accept any gift, whether in the form of service, loan, thing or promise, from any person who to their knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the Village; nor shall any such official or employee accept any gift, favor or thing of value that may tend to influence him in the discharge of their duties, or grant in the discharge of their duties any improper favor, service or thing of value. Any Trustee or other public official or employee who accepts any gift, favor or thing of value shall, in the case of a Trustee, disclose the matter in the minutes of the next Board meeting, and in the case of other officials or employees, report the matter to the Board for disclosure in the minutes of the next meeting.
  - (d) **REPRESENTING PRIVATE INTERESTS BEFORE VILLAGE AGENCIES OR COURTS.** No Trustee or other public official or employee whose salary is paid in whole or in part by the Village shall appear in behalf of private interests before any agency of the Village. He shall not represent private interests in any action or proceeding against the interest of the Village in any litigation to which the Village is a party.
  - (e) **CONTRACTS WITH THE VILLAGE.** Any Trustee or other public official or employee who has substantial financial interest in any business entity, entering into or proposing to enter into, any transaction or contract with the Village for the sale of real estate, material supplies or services to the Village shall disclose such interest to the Village Board to be reported in the minutes of the appropriate Board meeting. And in the case of a Trustee, he shall refrain from voting upon or otherwise participating (except in the performance of a ministerial act) in the transaction or the making of such contract or sale.
  - (f) **DISCLOSURE OF INTEREST IN LEGISLATION.**
    - (1) A Trustee who has a financial or other private interest in any legislation shall disclose on the records of the Board the nature and extent of such interest. This provision shall not apply if the Trustee disqualified himself from voting.
    - (2) Any other public official/employee who has a financial or other private interest, and who participates in discussion with or gives an official opinion to the Board shall disclose on the record of the Board the nature and extent of such interest.

**Advisory Opinion Sec. 2-275**

Any questions as to the interpretation of any provisions of the Code of Ethics Chapter shall be referred to the Village Attorney for an Advisory Opinion and such opinion shall be given to the Village Attorney for its action, if any.

**Sanctions Sec. 2-276**

Violation of any provision of this section should raise conscientious questions for the Trustees or any other official or employee concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the Village. Violation may constitute a cause for suspension, removal from office or employment, or other disciplinary action.

## **HARASSMENT POLICY**

### **Policy:**

- A. The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination, which is offensive, impairs morale, and undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.
- B. All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, material status, sexual orientation, membership in the military reserve or use or non-use of lawful products away from work is expressly prohibited under this policy. Harassment on any of these bases is also illegal under s 111.31-111.39, Wis. Stats.

### **Definitions:**

- A. Harassment includes, but is not limited to:
  - (1) Verbal harassment including derogatory comments, jokes or slurs or threats.
  - (2) Physical harassment including unwanted contact, assault, impeding or blocking movement or an interference with activity appropriate in the workplace.
  - (3) Visual harassment including derogatory posters, cartoons or drawings that have the purpose or effect of creating an intimidating, hostile or offensive work environment or that interferes with the employee's work performance.
- B. Sexual Harassment, for purposes of this Section, may involve a person of either sex against a person of the opposite or same sex, may consist of unwelcome sexual advances, requests for sexual favors, unwelcome physical or verbal conduct of a sexual nature, or other forms of a verbal or physical nature when:
  - (1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
  - (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
  - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Discipline and Grievance Procedure:**

**Discipline.** Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Village of Pardeeville or Pardeeville Public Library. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Pardeeville or Pardeeville Public Library reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

**Grievances.** This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees covered under Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. Upon mutual agreement either party should be able to move the grievance to the final step which is in front of the governing body. The Village Board or Library Board should review written decision, grievance, and rebuttal of non-grievance party. A grievance filing fee can be collected for termination or discipline but not for workplace safety issues. For purposes of this policy, “workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. If the complaint has been resolved, a copy of the agreed upon resolution shall be given to the employee within 5 working days, and also filed as a record within the Village Hall.

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

**Step 1 – Written Grievance Filed with Village Administrator or Library Director.**

The employee must prepare and file a written grievance with the Village of Pardeeville Administrator or Library Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written

grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee’s steps to orally review the matter with the employee’s supervisor and the employee’s signature and the date. The Village Administrator or Library Director or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

**Step 2 – Impartial Hearing Officer.** If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the Village Administrator or Library Director’s decision, a request for written review by an impartial hearing officer. The Village Board or Library Board shall select the impartial hearing officer. The hearing officer shall not be a Village employee. The impartial hearing officer will determine whether the Village of Pardeeville or Pardeeville Public Library acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

**Step 3 – Review by the Governing Body.** If the grievance is not resolved after Step 2, the employee shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employees, the appeal shall be filed with the Village Board. The Village Board or Library Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board or Library Board's next regular meeting. The Village Board or Library Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board or Library Board meeting. The Village Board or Library Board shall decide the matter by majority vote and this decision shall be final and binding. A copy of the Village Board or Library Board's final decision shall be filed as a record within the Village Hall.

If the employee fails to meet the deadlines set forth above, the grievance will be considered waived and resolved.

## **SUBSTANCE ABUSE POLICY**

The Village of Pardeeville recognizes the growing problem of drug and alcohol abuse in society. The Village of Pardeeville and the Pardeeville Public Utilities desires to provide a safe working environment for all of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs and alcohol.

### **Use, Sale and Possession of Drugs:**

Employees will be subject to disciplinary action, up to and including discharge for violations of the following rules:

1. Using, selling or possessing illegal narcotics, drugs or controlled substances (including but not limited to, marijuana, cocaine, crack, PCP, heroin, LSD, amphetamines and barbiturates) while on the job or on Village of Pardeeville or the Pardeeville Public Utilities owned or leased property (including vehicles). In addition, any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.
2. Bringing or consuming alcohol on any Village of Pardeeville or the Pardeeville Public Utilities owned or leased property (including vehicles) during working hours.
3. Working while under the influence of alcohol or with a detectable level of prohibited drugs or alcohol in one's system, as determined by a test. Prohibited drugs include both illegal substances and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. Employees are required to report to work in a condition that allows them to perform their duties. Employees who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility.

### **Searches:**

Although the Village of Pardeeville and the Pardeeville Public Utilities does not intend to conduct random searches of employee desks, lockers, vehicles, or personal effects such as purses or lunch boxes, employees should be aware that both the Village of Pardeeville and the

Pardeeville Public Utilities otherwise reserve the right to conduct searches for illegal drugs, alcohol, or other contraband to the fullest extent allowed under the law.

### **Use of Prescription Medicine:**

Employees who are using prescription and over-the-counter drugs, whether undergoing prescribed medical treatment or not, are responsible for being aware of any potential effect such drugs may have on their judgment and their ability to perform their duties. Prescription drugs must be given under medical supervision and may not interfere with the performance of an employee's job duties.

### **Substance Testing:**

To support the objective of providing a drug and alcohol free workplace, testing for chemical substances is required under the following circumstances:

1. After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing will be required after the following types of accidents:
  - a) Reportable Injuries. Testing is required after a reportable injury. A reportable injury is one which involves medical treatment (other than first aid), a loss of consciousness, restriction of work or motion, requires transfer to another job, or results in lost time.
  - b) Vehicle Accidents. This section of the policy applies to drivers of any Village of Pardeeville or the Pardeeville Public Utilities owned or leased motor vehicles, truck or powered piece of equipment, such as forklifts. It also applies to anyone receiving a car allowance for a personally owned, leased or rented vehicle, which is used for Village of Pardeeville business. Testing will be required after accidents, whether or not the driver was injured.
  - c) Property Damage. Testing is required after accidents which cause damage to Village of Pardeeville or the Pardeeville Public Utilities property, leased property, and employee or customer property, including, but not limited to physical plant and vehicles. In most cases, testing will be required if the damage is \$200 or more.
  - d) Frequent Accidents. Testing will be required if an employee establishes a pattern of frequent, but minor accidents.
2. Employees may be required to submit to an alcohol/drug screen if the Village of Pardeeville or the Pardeeville Public Utilities has reasonable suspicion to believe that an employee possesses or is using alcohol or illegal drugs in violation of this policy.
3. Employees will be subject to drug testing as may be required by federal, state, or local laws. If any provision of this policy is in conflict with any federal, state or local law or regulation, the provisions of the applicable law or regulation will control.
4. If the Village of Pardeeville or the Pardeeville Public Utilities learns that a test sample is adulterated and the chain-of-custody procedures have not been followed, the sample will be considered to have tested positive.

While we hope that the Village of Pardeeville and the Pardeeville Public Utilities will never need to discuss alcohol abuse or drug problems with any employee, every Village of Pardeeville and the Pardeeville Public Utilities employee must understand the consequences, as stated below, of violating this policy.

A violation by any employee of any part of this policy, including a refusal to submit to a drug

test when requested to do so, will result in disciplinary action, up to and including discharge, even for a first offense.

### **SMOKING POLICY**

The Village of Pardeeville and the Pardeeville Public Utilities are committed to providing a pleasant work environment for all its employees. All Village of Pardeeville and the Pardeeville Public Utilities buildings and vehicles have been designated as no smoking areas.

### **RULES OF CONDUCT**

The Village of Pardeeville and the Pardeeville Public Utilities encourages a set of Standards for personal behavior designed to ensure a pleasant, safe and productive work atmosphere for all employees. All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. If an employee's performance, attendance or conduct falls below expected standards, it may be necessary to discipline the employee. If the Village of Pardeeville or the Pardeeville Public Utilities determine discipline is warranted, the type of discipline administered may be based upon the facts and circumstances of the particular case. Generally, a minor rule violation will result in a verbal warning. These are merely guidelines and should not be considered a mandatory progressive discipline procedure.

When misconduct is of a very serious nature, you may expect immediate discipline and/or discharge without warning. Examples of serious misconduct which may result in discipline and/or immediate discharge include:

1. Drinking or drunkenness at work.
2. Dishonesty.
3. Failure to report unexcused absences.
4. Fighting, threatening, coercing, interfering with, or harassing fellow employees.
5. Theft or embezzlement.
6. Sleeping on the job.
7. Deliberate neglect of duty.
8. Insubordination, disregard of supervisor's instructions.
9. Immoral conduct or indecency while at work.
10. Gambling on Village of Pardeeville property.
11. Any violation of the Village of Pardeeville Substance Abuse Policy.
12. Falsification of Village of Pardeeville or other records relied on by the Village of Pardeeville or willful destruction of Village of Pardeeville property.
13. Unauthorized disclosure of confidential information.
14. Taking unauthorized breaks.
15. Loafing, loitering and wasting time.
16. Horseplay.
17. Tardiness.
18. Abusive, profane language.
19. Soliciting.
20. Failure to immediately report injuries.
21. Failure to follow safety procedures.
22. Failure to use safety equipment.
23. Bringing weapons to work.

Each employee is responsible for knowing the rules of expected conduct as well as the procedures outlined in this manual.

**FUND RAISING POLICY**

The Village Board recognizes fund raising as a means of producing revenues for various activities and programs that are not funded or partially funded by Village revenues and feels that all fund raising activities should serve a worthwhile purpose and promote the general welfare of Village citizens. The Village will not approve any fundraiser that requires an agreement with a third party, or any fundraiser that would make the Village liable for “monetary” loss.

With this in mind, the Village Board sets the following standards for fund raisers:

1. All requests for fund raising activities must be submitted in writing to the Village Board, or in the case of Library fund raising activities, the Library Board. Included with this request shall be a statement to justify the reason(s) for the fund raising activity.
2. Village Board or Library Board approval is required for each fund raising activity. No fund raising activities shall commence prior to this approval.
3. All funds shall be recorded, deposited and expended through the Village.

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**BENEFITS**

**Vacation:**

(Vacation benefits for Library Employees will be set by the Library Board).

Full-time employees shall be entitled to a paid vacation. The Villages Policy is per the schedule below. An employee shall work for a period of time, then earn the amount as shown. (Under certain circumstances, an employee may have negotiated their vacation to start upon commencing their employment).

Vacation is not intended to be pro-rated before the anniversary date. There are two exceptions:

1. When an employee retires, then the vacation will be pro-rated.
2. For those employees whose vacation DID start on their date of hire.

Administrative employees, upon commencing employment with the Village, may have negotiated added general leave eligibility as part of their employment agreement (Administrative Leave).

Any remaining vacation not used prior to an employee’s anniversary date will be lost unless a carryover is approved by the employee’s supervisor. Approved carryover vacation shall not have priority over regular vacation.

**Amount of Vacation:**

Full-time employees shall be entitled to:

- Two (2) days after three (3) months of continuous service;
- Three (3) days after six (6) months of continuous service;

Ten (10) days after one (1) year of continuous service;  
 Twelve (12) days after two (2) years of continuous service;  
 Fourteen (14) days after three (3) years of continuous service;  
 Sixteen (16) days after four (4) years of continuous service;  
 Eighteen (18) days after five (5) years of continuous service;  
 Twenty (20) days after six (6) years of continuous service;

Employees hired prior to 1/1/1993 shall be entitled to five (5) weeks after twenty-five (25) years of continuous service.

Employees hired after 1/1/2012 will cap at twenty (20) days and are not eligible for five weeks of vacation.

Part-time I employees are eligible for pro-rated vacation based on the number of hours worked.

*Part-time II employees are not eligible for vacation or any benefits.*

(updated 04/2021)

**Vacation Schedules:**

An employee's request for vacation must be approved by the employee's supervisor. Insofar as practical, vacations will be granted at times most desired by the employees in question with due regard for seniority.

**Holiday During Vacation:**

In the event a paid Holiday falls on the same day an employee is absent on an approved vacation, the employee will not be charged vacation for the Holiday to the extent the employee would otherwise be eligible to be paid on that Holiday.

**Vacation Pay if Laid Off:**

Employees who are laid off because of reduction in the work force shall be paid for vacation that was earned but unused at the time of layoff. The fifteenth (15<sup>th</sup>) day of each month shall be the qualification date for vacation credit for that month.

**Vacations/Time Off Without Pay:**

Vacation/Time off without pay requests will be required to fit the following limitations:

- (1) No more than one (1) worker from each department (departments being defined as Streets; Water and Sewer; and Electric) will be granted vacation time for the same day; and
- (2) No more than two (2) outside workers in total will be allowed vacation at the same time.

## **HOLIDAYS**

Full-time and Administrative employees shall be granted eleven paid holidays each year as follows:

- |                       |                           |
|-----------------------|---------------------------|
| 1. New Year's Eve Day | 7. Day after Thanksgiving |
| 2. New Year's Day     | 8. Christmas Eve Day      |
| 3. Memorial Day       | 9. Christmas Day          |
| 4. Independence Day   | 10. Personal Holiday      |
| 5. Labor Day          | 11. Personal Holiday      |
| 6. Thanksgiving Day   |                           |

If a holiday falls on Sunday, Monday will be the holiday. If the holiday falls on Saturday, Friday will be the holiday. In the event a holiday falls on Sunday and Monday is already a holiday, the preceding Friday will be the holiday. In the event a holiday falls on Saturday and Friday is already a holiday, the following Monday will be the holiday.

Part-time employees are eligible for pro-rated holiday pay based on number of hours worked.

## **WORK BOOT ALLOWANCE**

Full time employees in the Public Works department will receive \$200 annually for work boots. The purchase can be made through the office or if on your own please submit a receipt for reimbursement. The Village has an account with certain vendors.

(updated 4/2021)

## **ADMINISTRATIVE EMPLOYEE TIME**

An Administrative Employee is paid on a salary basis. The employee is expected to work a minimum of 80 hours per pay period. The hours worked per day may fluctuate from day to day. Increments of less than eight (8) hours per day can be taken (without a deduction of pay or benefits) but the employee has to be present for *some period of time* in that particular day in order to do so. If the employee is not present, then vacation or similar must be used on that particular day being absent.

## **ABSENCES AND LEAVES:**

### **Sick Leave:**

All permanent Full-time and Administrative employees shall earn a total of twelve (12) personal illness days (Sick leave) per year at the rate of one (1) day (8 hours) per month, not to exceed a maximum of one hundred eighty (180) days. Part-time I employees shall earn sick leave on a pro-rated basis not to exceed a maximum of 45 days earned at 2 hours per month. Sick leave shall not be used until it has been accrued. Sick leave will cover necessary absences from duty because of personal illness or bodily injury, including orders by a health authority to remain off-duty. Sick leave may be taken for doctors' appointments but must be taken in 1 hour increments. In order to be eligible for sick leave with pay, the employee shall:

- (a) Report the reason for absence from work no later than two (2) hours before normal report time, if possible;
- (b) Keep the employer informed as to the employee's condition;
- (c) Permit the employer to make such medical inquiry or visit as the employer may deem necessary.

After a three (3) day absence, a doctor's certificate shall be required stating the employee may return to work. (Return To Work Form). The accrual of sick leave and vacation benefits shall

continue during the period of convalescence to the extent the convalescence is covered by sick leave.

Employees under the Wisconsin Retirement System and do retire, or those who become permanently totally disabled, shall have a sum of money equivalent to the value of unused sick leave which the employee has accrued (not to exceed 180 sick days) applied to the payment of health insurance premiums or premiums for medical Medicare supplement insurance.  
(updated 09/2019)

**Funeral Leave:**

When absence from duty is considered necessary because of a death in the immediate family, up to three (3) consecutive days with pay shall be allowed for Full-time and Administrative employees. Part-time employees shall be allowed up to two (2) consecutive days with pay. Immediate family members shall include spouses, parents, children, siblings, stepparents, stepchildren and in-laws. Leave with pay for attendance at funerals of an employee's or spouse's grandparents or in-laws shall be limited to one (1) day. Only Full-time, Part-time, and Administrative employees are eligible for paid Funeral Leave.

**Immediate Family Illness:**

When absence from duty is necessary to care for an immediate family member (as previously defined in the "Nepotism" section of this manual) with a serious health condition, one (1) day of leave with pay shall be allowed in a twelve (12) month period. In unusual circumstances or extensive travel, this paid leave may be extended on a day to day basis at the supervisor's discretion. Only Full-time, Part-time I and Administrative employees are eligible for Immediate Family Illness paid leave.

**Military Leave:**

Military leave shall be allowed as provided by applicable law. Affected employees shall be entitled to a supplementary payment for the first ten (10) working days in an amount equal to the difference between military pay and the current pay.

**Leave of Absence:**

A leave of absence of up to ninety (90) days without pay may be granted for good reason when approved by the Department Head and the Village of Pardeeville Board. Health insurance can be continued during this period provided the employee reimburses the Village of Pardeeville for the insurance premium in advance. Procedure: Employees shall make written application for leave of absence to the Department Head or Village of Pardeeville Board and shall, except in the case of illness or injury, make application thirty (30) days prior to the desired starting date of the leave.

**Time Off Without Pay:**

An employee may request, in writing, time off without pay. Such request must be made at least one (1) week in advance and be approved by the Department Head and Village of Pardeeville Administrator. Time off without pay will be granted only after vacation days and employee personal holidays have been exhausted.

**Jury Duty:**

Full-time employees and Part-time I who are called to jury duty shall receive full salary during

the period of their absence for jury duty, provided that the employee shall remit to the employer an amount equal to the compensation paid him/her for such jury service, excluding mileage, no later than the close of the pay period following receipt of such compensation. Employees shall notify their supervisor immediately upon receipt of the summons for jury duty.

**Witness Service:**

Full-time and Part-time I employees who are subpoenaed as a witness shall receive full salary during the period of their absence for witness service, provided that the employee shall remit to the employer an amount equal to the compensation paid him/her for such witness service, excluding mileage, no later than the close of the pay period following receipt of such compensation.

**Unauthorized Absence:**

Unauthorized absence of an employee from duty shall be grounds for disciplinary action. Any employee who is absent for three (3) or more days without authorization shall be deemed to have resigned. When extenuating circumstances are found to have existed, however, such absence may be authorized by the Village of Pardeeville Office Manager by subsequent grant of leave with or without pay.

**HEALTH INSURANCE**

Full time employees will be covered under the provisions of 2011 Wisconsin ACT 10. Employees are allowed to choose from the health plans approved by the Village Board with a 90-10 split.

**COBRA INSURANCE CONTINUATION REQUIREMENTS**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminated employment with the Village, the employee is entitled to continue participating in the Village's group health plan for a prescribed period of time, usually 18 months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents). COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium and may be charged up to a two percent (2%) administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

For detailed information or questions on COBRA, employees are requested to check with the Village Administrator.

**LIFE INSURANCE**

The Employer shall offer life insurance coverage to all employees who are covered under the Wisconsin Retirement Plan. Employees shall receive twice the basic benefit plan of the Wisconsin Department of Employee Trust Funds Group Life Plan; premium to be paid by the Village or Utility.

**WISCONSIN RETIREMENT**

Employees will be covered under the provisions of 2011 Wisconsin Act 10.

**MEAL & BEVERAGE COMPENSATION**

Employees who are away from the Village of Pardeeville on Village business during a normal meal period may be compensated for the cost of the meal plus gratuity, subject to Personnel and Finance Committee approval. Restaurant register slips or receipts are required for reimbursement at the Village Clerk's Office. No reimbursement will be made for alcoholic or intoxicating beverages.

**MILEAGE**

Reimbursement for the use of a privately owned vehicle for Village of Pardeeville or Pardeeville Public Utilities' business shall be made at the IRS maximum allowable mileage reimbursement rate. Employees shall maintain mileage records and shall be responsible for submitting a signed reimbursement form to the Village of Pardeeville or the Pardeeville Public Utilities' office. If two or more persons travel in the same vehicle, only one of these persons shall be reimbursed for mileage. (Cross Reference "Vehicle Use" on pg. 13)

**DEFERRED COMPENSATION**

Employees may enroll in the Wisconsin Deferred Compensation Program. Withholdings from an employee's paycheck and deposits to the Wisconsin Deferred Compensation account will be made according to the requirements of that program.

**WORKER'S COMPENSATION**

The Village of Pardeeville, Pardeeville Public Utilities and AWC Library Employees are provided worker's compensation insurance for work-related injuries or illnesses at no cost to employees. The coverage applies to work-related medical expenses and may provide partial payment for lost wages. Employees who are injured while at work must report their injury to their supervisor immediately. It will then be turned over to the insurance company for their investigation.

**INCOME CONTINUATION INSURANCE**

(Disability for Library Employees will be set by the Library Board).

All employees with The Village of Pardeeville and Pardeeville Public Utilities who are under the age of 70 and employed in a WRS covered position (full time) are eligible to participate in the ICI plan. ICI will replace a substantial portion of income in the event of disability – 75% of gross WRS earnings. The plan replaces income for disabilities which are considered short term in nature as well as those which may last extended periods.

*\*WRS advised us to get in, it's free, can be effective for us on March 1, 2020. Eventually in the years to come there may be a premium which at that time this subject can be re-addressed.*

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## **MANAGEMENT AND EMPLOYEE RIGHTS**

### **EMPLOYEE EVALUATION**

Employee evaluations shall be conducted at least annually by the Village of Pardeeville Administrator, the Public Works Director, or Library Board Officers or the Library Director with recommendations to the Village of Pardeeville Personnel Committee or Public Library Board. The Village of Pardeeville, Pardeeville Public Utilities and Pardeeville Public Library are committed to a pay-for-performance program that recognizes your accomplishments and your contribution. Consistent with that program, the Village of Pardeeville, Pardeeville Public Utilities and Pardeeville Public Library may establish an ongoing position evaluation process which assigns a salary or wage grade level to each employee's job based upon its relative value. Administrative employees will be evaluated by the Finance & Personnel Committee.

### **PERSONNEL RECORDS**

A personnel record shall be maintained for each employee and shall include the employee's name, title, job description, department, training received, evaluations, recommendation, disciplinary actions, applicable payroll deduction authorizations and any other such information as may be considered pertinent. The files will be maintained by the Village Administrator or the Public Works Director under the direction of the Personnel Committee or Library Board. The records shall be kept in a locked file in the village hall, and access to the files will be as follows:

1. Contents or information in an employee's file shall be made available only to the Personnel Committee, Library Board Officers, Village Administrator, Public Works Director, Library Director or to the Village's specially authorized representative, agent or attorney and to any other entity that may be required by a court of law.
2. Whenever the contents or information contained in a file is reviewed, the reviewing person(s) shall affix his/her signature and date on a schedule that is placed in said file.
3. Personnel files shall be viewed by the employee or his/her specially authorized representative only in the presence of one of the following: Personnel Committee, Village Administrator, Public Works Director, Library Board, Director or President or the Village's specially authorized representative, agent or attorney. No evaluation or disciplinary material of any kind shall be placed in an employee's file unless the employee has first been allowed to read it and/or review the same and affix his/her signature thereto, if so desired by the employee.

Personnel records must be kept current; therefore, employees must report immediately all changes or necessary corrections in address, telephone number, marital status, name, dependents, insurance, or other deductions, who to contact in case of emergency, etc., to the Village Clerk's Office. Health records must be sealed and segregated from contents of the Personnel File.

An employee may request that derogatory material in his/her file be removed if the action relating to the inclusion of that material has been resolved and a minimum of one year has passed.

**GARNISHMENTS AND COURT ORDERS**

Garnishments are actions which involve an employer and the law requires that the Village report its obligation and make payment as is required. The withheld amount shall be determined by the then existing statutory formula.

**VOLUNTARY TERMINATION**

Should an employee voluntarily terminate his/her employment, the Village of Pardeeville would like a two (2) week notice. Upon the termination of any employee for any reason, all benefits except medical insurance will cease. The medical insurance will remain in effect until the end of the month in which the employee terminates. Conversion of insurance will be on a policy basis and in conformance with the law.

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