



Little Chute

ESTABLISHED 1848

Employee Policy Manual

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EMPLOYEE POLICY MANUAL
Village of Little Chute

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INTRODUCTORY MATTERS

- Purpose of the Employee Policy Manual
- Village Mission Statement
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- The Role of Management
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INTRODUCTORY MATTERS

1. Purpose. This Manual sets forth the Village of Little Chute employee policies. Its purpose is to familiarize employees with the personnel policies of the village.

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. Because this Employee Manual is based on Village 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 Village of Little Chute reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Manual. For employees who are covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Manual.

Any changes made in this Manual will be brought to the attention of all employees by: employee meetings, e-mail notification, posting of the change on the employee bulletin board, or corrections in the Employee Manual itself.

2. Village Mission Statement.

2.1 Little Chute is committed to preserving community character, enhancing quality of life, and building a sustainable community for future generations through visionary leadership and citizen engagement.

3. Equal Employment Opportunity.

3.1 It is the policy of the Village of Little Chute to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help insure that the Village 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 employment;
- Conditions of employment;
- Training; and,

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- Involuntary layoff or separation from employment.

4. 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.

5. The Role of Management.

5.1 Certain rights and responsibilities are imposed on the Village by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Village reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to.

- Manage and direct the employees;
- Hire, promote, schedule, transfer and assign employees;
- Lay off employees;
- Take corrective or disciplinary action;
- Schedule overtime;
- Develop job descriptions;
- Assign work duties;
- Introduce new or improved methods or facilities or change existing methods or facilities;
- Contract out for goods and services;
- Discontinue certain operations; and
- Direct all operations of the Village.

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Employee Acknowledgement Form

I, _____, acknowledge receipt of this Employee Manual.

I understand that while the Village of Little Chute believes wholeheartedly in its policies and procedures, many of which are set out in the Policy Manual, they are not conditions of employment. Rather, the Employee Manual is simply a means to acquaint me with the Village and its operations, and provide guidelines in regard to its policies and my employment.

I understand that by accepting employment with the Village of Little Chute, I am not being asked or required to provide anything in return beyond my services. I further understand that the Employee Manual does not constitute a contract of employment, express or implied, between Little Chute and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Village Board or Village Administrator has the authority to create an employment contract, and such contract must be in writing and signed by Village President or the Village Administrator to be valid. I understand that my employment with the Village of Little Chute is "at-will," not for any definite period of time, and may be terminated by myself or the Village at any time and for any reason not prohibited by law.

I understand that the Village of Little Chute reserves the right to modify, amend, or delete any provisions of the Employee Policy Manual at any time. I will receive notification of any such modifications, amendments, or deletions and understand that an updated copy of the most current policy manual will be available on the intranet.

I understand that this Employee Manual supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by the Village of Little Chute. For employees who are covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Manual. I also understand that any subsequent revisions to the provisions of this Manual, after I commence my employment, will supersede those contained herein.

(Signature)

(Date)

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 policy 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.

- 2.1.1** ANNIVERSARY DATE. The date an employee begins Village employment (as may be modified by personnel actions).
- 2.1.2** APPOINTING AUTHORITY. A Village official who has the authority to appoint and remove individuals to and from positions in the Village service.
- 2.1.3** CLASSIFICATION PLAN. The sum total of all job class specifications in the Village service and a system showing salary and classification relationships.
- 2.1.4** DEMOTION. The assignment of an employee from one class to another class with a lower pay range.
- 2.1.5** DEPARTMENT HEAD. A Village official with the responsibility for the operation of a specific Village department as set forth in the Table of Organization.
- 2.1.6** DISCIPLINARY ACTION. The action taken to discipline an employee, including any action from a verbal reprimand, written reprimand, suspension with pay, suspension without pay, demotion, up to and including discharge.
- 2.1.7** ELIGIBLE. A person certified by the Administrator as meeting the training and experience requirements and as successfully completing all parts of the selection process when formal selection devices are used.
- 2.1.8** EMERGENCY APPOINTMENTS. An appointment which may be made in case of unforeseen emergency when necessary to prevent impairment of Village service.
- 2.1.9** EMPLOYEE. An individual who is legally employed by the Village and is paid in part or in whole through the Village payroll.

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- 2.1.10** ENTRANCE PAY RATE. The rate at which an individual not currently on the payroll is to be employed.
- 2.1.11** GRIEVANCE. A grievance is a formal written complaint of a regular Village employee regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety.
- 2.1.12** IN-RANGE INCREMENTS. A pay increase within a pay range.
- 2.1.13** LAYOFF. The involuntary separation of an employee because of reasons unrelated to an employee's performance.
- 2.1.14** LIMITED TERM EMPLOYEE. A person who has been hired by the Village 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.
- 2.1.15** SALARY PLAN. A schedule of pay ranges for all classes of positions in the Village services.
- 2.1.16** PAY RANGE. The minimum through maximum rates of pay established for each position.
- 2.1.17** POSITION. A grouping of duties and responsibilities to be performed by an employee. A position may be filled or vacant, full-time or part-time, permanent or temporary.
- 2.1.18** POSITION DESCRIPTION. A written description of all of the actual duties and responsibilities of a specific position within a class.
- 2.1.19** RECLASSIFICATION. The reassignment of a position from one class to another to recognize a change in the duties and responsibilities of a position or to correct an error.
- 2.1.20** REGULAR APPOINTMENT. An appointment of an eligible individual to a budgeted Village position.
- 2.1.21** 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.

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- 2.1.22** RETIREMENT. The act of ceasing all employment as the end of one's career coupled with the filing for and receipt of retirement benefits from the Wisconsin Retirement System.
- 2.1.23** SELECTION DEVICE. A formal measurement device used to evaluate and/or rank applicants for Village positions.
- 2.1.24** SUPERVISOR. The person responsible for the assignment, the direction and the work of another employee, usually a full-time Village employee.
- 2.1.25** TERMINATION. The removal of an employee from the payroll for voluntary or involuntary reasons, including dismissal, resignation, retirement, or death.
- 2.1.26** TRANSFER - The assignment of an employee from one position to another in the same class or to a class with the same pay range.

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 Village 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.

2.1 When the Village determines that a vacancy or new position will be filled, the Village will normally post a notice of such vacancy or new position electronically. In departments where employees do not have ready-access to e-mail, such as Public Works or Parks, Recreation and Forestry, a paper notice of vacancy or new position may be posted. Job openings will normally be posted for a minimum of five (5) working days. The posting may include such information as required qualifications, the date the position is to be filled, rate of pay, benefits, and the current job description for the position. The Village retains the right to determine whether and when to recruit outside applicants.

3. Interview.

3.1 In most cases, employees who meet the minimum qualifications for the position and who provide the required information will normally be given the opportunity to interview for the opening. Employees who interview for a position will be notified of selection outcome.

POLICY 103 NEPOTISM

- 1. Purpose.** In order to avoid situations that create potential or perceived favoritism, or perceived or actual conflict of interest, the Village's policy is to not hire the relatives of Village employees or elected officials for regular full time jobs because of perceived or real conflicts of interest and issues of fairness and equal treatment. Such relatives are not barred from seasonal or temporary Village employment but will not be entitled to any preference because of their relationship. The Village also prohibits having an employee supervise a person to whom they are "related".
- 2. Definitions of "Related".**
 - 2.1** For purposes of this policy, related persons will mean spouse, mother, father, son, daughter, sister, brother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepchild, stepparent, grandchild and grandparent.
- 3. Village Administrator Review.**
 - 3.1** 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 Village, the Administrator should be alerted to any employee relationships that pose, or potentially pose, a conflict of interest.
- 4. Recruitment & Hiring.**
 - 4.1** No employee may participate in the recruitment or hiring process if a relative is an applicant under consideration.
- 5. Village Ordinance**
 - 5.1** For further reference, please refer to Section 2-187 of the Village Code of Ordinances.

POLICY 103 NEPOTISM

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POLICY 105 SEPARATION FROM EMPLOYMENT

- 1. Policy.** Separation from employment includes but is not limited to resignation, retirement, reduction in workforce, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary.
- 2. Notice.**
 - 2.1** If an employee decides to terminate their employment with the Village, we request that at least two weeks advance notice is provided.
 - 2.2** Department heads and supervisors who decide to terminate their employment with the Village, should provide at least 30 days advance notice, and will be effective upon receipt by the appointing authority or upon the date specified. If an employee fails to give the required notice, the employee will be considered to have resigned not in good standing, unless the Administrator determines that acceptable reasons for a shorter notice period exist.
- 3. Separation Procedures.**
 - 3.1** Upon any 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 and also make an appointment with the Administrator for an exit interview.
- 4. Reduction in Workforce.**
 - 4.1** The Employer retains the right to lay off employees, in whole or in part, regardless of their previous length of employment.
- 5. Return of Village Equipment.**
 - 5.1** Prior to separation from employment, Village equipment that was assigned to the employee must be returned to the Village. Such equipment includes, but is not limited to, Identification/Key Card, Keys, Tape Recorders, Laptop Computers, Calculators, Radio, Phone/Pager.
- 6. Notice of Resignation.**
 - 6.1** When an employee resigns, a notice of resignation must be provided to their supervisor or department head, which needs to be forwarded within one working day to the Village Administrator.

POLICY 105 SEPARATION FROM EMPLOYMENT

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6.2 The notice of resignation should contain:

- The employee's full name;
- The accurate position title and department;
- The current date of the letter;
- The effective date of the resignation; and
- The 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.

7.1 Last day worked will in most cases be considered the last day of employment. The Village 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 Village of Little Chute'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 Village of Little Chute expects employees to follow rules of conduct that will protect the interests and safety of all employees and the Village.

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 Village prohibits employees from violating this right of their co-workers. This prohibition includes, but is not limited to acts such as.

2.2.1 Unprovoked insolence or disrespect on the part of the employee toward fellow employees, Village Board members, visitors, or other members of the public.

2.2.2 Boisterous or disruptive activity in the workplace or actions adversely affecting morale, production, or efficiency.

2.2.3 Sexual or other unlawful harassment.

2.2.4 Fighting with or provoking a disturbance among fellow employees, threatening violence in the workplace, or actions adversely affecting morale, production, or efficiency.

2.2.5 Discrimination against others because of race, color, creed, national origin, political preference, sexual preference, age, sex, disability or other protected classification.

2.2.6 Making malicious, false, and harmful statements about others.

2.2.7 Publicly disclosing another's private information.

POLICY 201 EMPLOYEE CONDUCT & WORKING ENVIRONMENT

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3. Examples of Unacceptable Conduct.

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

- 3.1.1** Falsification of timekeeping or other Village records.
- 3.1.2** Theft or destruction of Village equipment or property, or dishonesty.
- 3.1.3** Insubordination, inclusive of, but not limited to, a refusal to obey lawful and reasonable directives.
- 3.1.4** Negligence or improper conduct leading to damage of Village-owned property.
- 3.1.5** Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- 3.1.6** Unauthorized use of Village-owned or leased equipment or property.
- 3.1.7** Possession, distribution, sale, transfer, or use and/or being under the influence of alcohol or illegal drugs in the workplace, while on duty, or while operating Village-owned vehicles or equipment.
- 3.1.8** Sleeping on the job.
- 3.1.9** Smoking in prohibited areas.
- 3.1.10** Unauthorized disclosure of confidential information.
- 3.1.11** Unsatisfactory performance or conduct.
- 3.1.12** Immoral or otherwise improper conduct which adversely injures or brings the Village into disrepute; being charged with or convicted of a crime which is substantially related to the job which the person was hired to perform; or unavailability for work due to incarceration.
- 3.1.13** Unreasonable absenteeism or any absence without notice.
- 3.1.14** Habitual tardiness or abuse of paid time off privileges.

3.1.15 Violation of state law, administrative rules, Village Ordinances, departmental work rules, Employee Policies, or other Village policies or safety rules.

3.1.16 Employees are responsible for assuring the security of company confidential/propriety material in their possession and similarly maintaining the security of Village-provided equipment. Employees concerned for the security of their work area or equipment must inform their supervisor of such concerns.

4. Right to Search.

4.1 The Village reserves the right to search unlocked and/or publicly used Village property at any time without consent. The Village may request a search of personal property at the worksite or locked Village property assigned to an individual if there is reasonable suspicion that evidence of illegal or prohibited activities resides therein. Refusal of such a request may result in disciplinary action up to and including termination.

5. Consequences of Policy Violation.

5.1 The above-listed examples are not all-inclusive. The Village may take corrective or disciplinary action against employees whose conduct violates this or other Village policies and practices. The supervisor should consult with the department head and Administrator on such matters.

POLICY 203 CONCERNS OR COMPLAINTS

- 1. Purpose.** To provide a process to address concerns outside the realm of formal grievance procedures.
- 2. Policy.**
 - 2.1** 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; compliance with state, federal or local law; and potential or perceived conflicts of interest. It is the desire of the Village, when practicable, 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 Administration and forward it to the Village 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 Village of Little Chute 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 under the applicable grievance procedure.
 - 3.3** The Village Administrator or a designee will attempt to normally meet with the employee, department head and all interested parties within fifteen (15) working days of receipt of the complaint and attempt to reach a solution to the problem. Information concerning a complaint will 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.

POLICY 203 CONCERNS AND COMPLAINTS

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4.1.1 Disputes concerning Employee Discipline, Termination and Workplace Safety;

5. Appendices.

5.1 General Complaint Form (Appendix 203 A)

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. In most instances, corrective and disciplinary action will normally only be taken after a full investigation and after giving the employee an opportunity to respond to any and all allegations.

2. Scope and Application.

2.1 This policy applies to all full- and part-time employees of the Village of Little Chute. The term “employee” excludes individuals hired on a limited term, temporary, casual, or seasonal basis; 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 the 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 employer’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 Employer 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 result in disciplinary verbal or written notices, suspension without pay, termination, or disciplinary demotion/ reduction in rank. Disciplinary action does not include any layoffs, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement as warnings 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.

POLICY 205 CORRECTIVE AND DISCIPLINARY ACTIONS

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- 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 a 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 Village 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. Standards of Conduct.

- 4.1 While it is impossible to list every type of behavior that may be deemed a serious infraction, subject to disciplinary action, the Employee Conduct and Working Environment policy includes examples of behaviors that may result in disciplinary action. The problems listed are not intended to be an all-inclusive list.
 - 4.1.1 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).
 - 4.1.2 Nothing in this policy is intended to modify that "at-will" employment status or create any 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.

5. Departmental Policies.

- 5.1 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.
- 5.2 Departmental policies will be in writing and copies will be made available and explained to all affected employees, including notice that any violation of such rules will be subject to disciplinary action.

POLICY 205 CORRECTIVE AND DISCIPLINARY ACTIONS

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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 village board, where appropriate, as required by Wis. Stat. 66.0509. The Village 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 village. This grievance procedure does not create a legally binding contract or a contract of employment.

2. Definitions.

2.1 Discipline. An employment action that results in disciplinary oral or written warning, suspension or disciplinary demotion/reduction in rank.

2.2 Termination. Separation from employment by the employer for disciplinary or performance reasons. Termination does not include layoff, furlough or reduction in workforce, reduction in hours, job transfer or reassignment, or retirement.

2.3 Employee. For 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. For purposes of the procedure for grievances concerning workplace safety, will include all regular full-time and part-time employee, elected officials; and, individuals hired on a limited term, temporary, casual, project, or seasonal basis. The term employee excludes independent contractors.

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2.6 Employee Assistance Program (EAP). The village annually contracts with a health care 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 organizationally or amongst employees.

3. General Provisions.

3.1 Role and 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 between the parties and identifying the issues in dispute, and to hear the parties' respective arguments.

3.1.2 The hearing officer may require the 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 impartial hearing officer will be selected by the village 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 Village.

3.3 Time Limits.

3.3.1 The term days as used in this provision means calendar days, excluding observed holidays as set forth in Policy 403, Holidays and Leaves Around Holidays. The employer 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 holiday as set forth in Policy 403, Holidays and Leaves Around Holidays, the time limit is the next day which is not a Saturday, Sunday or holiday.

3.3.2 A grievance or decision or appeal is considered timely if received by the employer during normal business hours or if postmarked by 12:00 midnight on the due date.

3.3.3 The employer 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 7 days.

3.3.5 Any issues involving the timeliness of a grievance will be resolved by the village administrator.

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

3.5 Representation. The grievant will have the right to representation during the grievance procedure at the grievant 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, with a copy to the 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.

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- 4.1.2** Time Limit. If the employee does not submit a written grievance within 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 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 village administrator within 5 days after receipt of the decision of the department head at Step 1. The Administrator will review the matter and inform the employee within 10 business days of receipt of the grievance. Any grievance that involves actions by the Village Administrator relative to an employee or which the Administrator files against the Village shall automatically skip step 2 of the grievance process and move forward to review by an Impartial Hearing Officer (Step 3) of the grievance process.
- 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 village administrator to request a hearing before an impartial hearing officer.
- 4.3.1** Time Limit. If the employee does not submit the appeal to the village administrator requesting a hearing before an impartial hearing officer within 14 days after receipt of the department head's decision, the grievance will be deemed waived. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing.
- 4.3.2** The hearing officer's authority is limited to determining whether or not the departments head's decision was arbitrary and capricious. At the conclusion of the hearing, the hearing officer will render a written decision indicating the reasons for one of four decisions. 1) Sustaining the discipline/termination, 2) Modifying the discipline/termination, 3) Denying the discipline/ termination, or 4) Recommending additional investigation prior to final determination. In cases where the hearing officer recommends additional investigation, at the conclusion of the additional investigation, a second, follow-up hearing will be scheduled. The hearing officer will render a written decision to the employer and employee within 10 calendar days from the date of the hearing.

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

4.4.1 Time Limit. The employee or employer may request a review by the village board by filing a request with the village administrator within 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 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 board'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 Level of Review. The village board will review only the written decision of the hearing officer, the record put forth at the grievance hearing, the reasons for the appeal and the reply. The role of the village board, in reviewing the decision of the impartial hearing officer, is to determine whether the impartial hearing officer's decision was arbitrary or capricious and within the hearing officer's authority. The village board 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 employees department head of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

5.1.1 Time Limit. Any workplace safety incident or issue must be reported by an employee within 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 issue, outlining the events that transpired and proposed resolution, if any, will be signed by all concerned parties and submitted to the Administrator within 7 days of the incident or issue for review and consideration by the loss control committee.

5.2 Step 2. After receipt of the written report, the Village Administrator, if required, will issue a final report on its findings and conclusions within 14 days of receipt of the written report.

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5.3 Step 3. The employer or employee may appeal the decision of the hearing officer to the village board. The decision of the governing body will be final and binding upon the parties.

5.3.1 Time Limit. The employee or employer may request a review by the village board by filing a request with the administrator within 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 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 board's next regularly scheduled meeting. If not timely submitted by the grievant, the grievance can no longer be addressed in the grievance procedure.

5.3.2 Level of Review. The village board will review only the written decision of the hearing officer, the reasons for the appeal and the reply. The role of the village board, in reviewing the decision of the impartial 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 village board may either uphold, modify, or reverse the decision of the impartial hearing officer.

6. Appendices.

6.1 Grievance Form (Appendix 207 A)

POLICY 209 PERFORMANCE EVALUATIONS

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

- 2. Policy.**
 - 2.1** It is the policy of the Village of Little Chute to administer an Employee Performance Evaluation Program that will help to assess employees' work performance and effectiveness; to provide a means to suggest constructive action for improvement and suggest action for employee development; and to provide positive feedback in areas of excellence.

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

- 4. Frequency of Evaluations.**
 - 4.1** In general, employees' performance will be formally reviewed on an annual basis at a minimum.

- 5. Appendices.**
 - 5.1** Evaluation Forms (Appendix 209 A)

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TECHNOLOGY & COMMUNICATIONS

- Policy 301. Information Technology Resources
- Policy 303. Social Media
- Policy 305. Password Security
- Policy 307. Phone & Mail System
- Policy 309. Political Activities & Other Forms of Solicitation
- Policy 311. 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.**
 - 2.1** Employees are responsible for appropriate use of information technology resources in accordance with this policy.
 - 2.2** Employees are expected to adhere to the highest ethical standards when conducting Village business.
 - 2.3** All use of information technology resources must be able to withstand public scrutiny without embarrassment to the Village of Little Chute, its customers or its employees.
- 3. Management Responsibility.**
 - 3.1** Village of Little Chute managers and supervisors are responsible for ensuring the appropriate use of information technology resources through training, supervising, coaching and when necessary, taking disciplinary action.
- 4. Appropriate Use.**
 - 4.1** The use of and access to information technology resources is limited to employees and officers of the Village of Little Chute and is intended for Village business-related purposes only. Consequently, all data and information will be and will remain the property of the Village and will not belong to employees or officers.
 - 4.2** Except as otherwise prohibited by this or another Village of Little Chute 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.
 - 4.3** 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.

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5. Inappropriate Use.

5.1 Inappropriate use of information technology resources may result in the revocation of privileges, job-related discipline or both. Uses that are prohibited by the Village of Little Chute include, but are not limited to.

- 5.1.1** Accessing information resources or altering data without the explicit authorization of management;
- 5.1.2** Intentionally deleting or damaging files or introducing viruses;
- 5.1.3** Illegal activities as defined in accordance with State and Federal Law or local ordinances;
- 5.1.4** Wagering, betting, or selling chances;
- 5.1.5** Transmitting threatening, abusive, obscene, lewd, profane, or harassing material or material that suggests any lewd or lascivious act;
- 5.1.6** Viewing, reading, or accessing any sexually explicit sites or materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic except when such access is required by job duties and approved by management;
- 5.1.7** Using the organization's time and resources, including use for personal gain;
- 5.1.8** Solicitation, except in relationship to Village-sanctioned activities;
- 5.1.9** Promotion of political or private causes, positions or activities;
- 5.1.10** Unethical use;
- 5.1.11** Attempts to evade, disable, or bypass any security provisions of systems or the network.

6. Internet Email.

6.1 To eliminate the potential of personal opinion from being interpreted as public policy, email addresses that reflect the name of the Village of Little Chute or one of its departments or agencies are reserved for official Village business. Such addresses should only be given to business contacts and for business purposes.

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7. Confidential Information.

- 7.1** Many Village of Little Chute 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 sanctions.
- 7.2** Access to confidential information outside of the strict business needs of job function is prohibited. Reasonable measures must be taken to safeguard confidential information from unauthorized access.
- 7.3** Confidentiality of messages cannot be guaranteed in most email systems. If a message contains confidential information, employees must use other forms of delivery.

8. Storage, Retention, and Disposition.

- 8.1** 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.
- 8.2** It is the responsibility of the employee to determine whether a document contains official Village business and whether it is subject to retention according to public record law.
 - 8.2.1** If the document is subject to retention, the employee must determine the length of retention as required by law.
 - 8.2.2** 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.
- 8.3** The Village of Little Chute 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 Village network for backup purposes.
 - 8.3.1** If access to the Village network is not available, alternative backup procedures must be in place.
 - 8.3.2** No personal data files such as music or pictures should be stored on the Village network.

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8.3.3 If personal media such as personal flash drives are used, be aware that there is no expectation of privacy if Village information is stored on personal media. It is recommended that employees use only Village purchased removable media.

9. Security.

9.1 The following guidelines have been established for all Village of Little Chute employees given access to information technology resources.

9.1.1 Employees may only access information resources explicitly authorized by management.

9.1.2 Employees are responsible for properly safeguarding logins and passwords and are held accountable for any activity that occurs under their login name and password. Any unauthorized activity must be immediately reported to management.

9.1.3 Employees may not use logins and passwords belonging to others to seek information, hide their identity, or misrepresent someone else.

9.1.4 Employees may not intentionally engage in any activity that is likely to prevent others from accessing and using any information technology resource.

9.1.5 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.

10. Downloading Software.

10.1 Unless authorized, employees will not download software residing on the Internet or bulletin boards. This includes but is not limited to games, screensavers, wallpaper, graphics, utilities, demo disks, and third-party software.

10.2 Downloading software presents a significant risk of virus infection and license fee liability. Resolving these problems can be expensive and time consuming, therefore the unauthorized copying, downloading, or importing of software by any method is strictly prohibited.

10.3 If downloading is properly authorized, employees must follow designated procedures for file transfer, virus scanning and licensing.

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11. Copyrighted Material.

- 11.1** Material on the Internet may be copyrighted. Duplicating and distributing copyrighted material without express written consent of the owner is against the law and is prohibited.
- 11.2** Employees should not assume that software is available for public use free of charge simply because there is no copyright or other intellectual property notice on or in the software. U.S. copyright law, and that of many other countries, no longer requires a copyright notice as a prerequisite to copyright protection.

12. Anti-Virus Measures.

- 12.1** 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. Therefore, it is very important **not** to access email or email attachments from senders you are not familiar with or appear suspicious. Simply opening a file can cause a virus to invade the network.

13. Software Use.

- 13.1** All software used on Village of Little Chute computers must be legally licensed and purchased through or authorized. Running software that is not licensed is illegal and can subject the user and the Village to substantial penalties under the law.
- 13.2** No personal software, even if purchased by employees specifically for their office computer, may be installed without prior authorization.

14. Hardware Use.

- 14.1** All hardware connected to computers or networks must be purchased through or authorized. Attaching hardware that is not approved can cause compatibility problems or breach the security of the network.
- 14.2** No personal hardware, even if purchased by an individual specifically for their office computer, may be installed without prior authorization.

15. Network Use.

- 15.1** All hardware belonging to outside vendors, contractors or interns must be checked and approved prior to being connected to the Village network. Attaching

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hardware that has not been authorized can breach the security of the network and cause significant damage. Use of Little Chute equipment by outside vendors, contractors or interns will be reviewed on a case-by-case basis and must be approved by the department head.

16. Smart Phones

16.1 Smart phones have the capability of running applications that range from calendaring and note taking to information retrieval and update. In addition, electronic mail can enable communication from virtually any geographic location.

16.2 The department head must approve each request.

17. Privacy and Monitoring.

17.1 The information technology resources provided for employees are the exclusive property of the Village of Little Chute as are all documents, applications, communications, and messages created using those resources.

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

17.3 The Village of Little Chute 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 Village facility.

17.4 The Village of Little Chute 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 Village of Little Chute will implement these tools to perform periodic and random audits of information technology usage. Management may use the results to identify and prevent potential problems.

POLICY 303 SOCIAL MEDIA

1. Purpose. The Village of Little Chute 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 Village related issues, and to promote dialogue between community members and the Village of Little Chute. This policy is not meant to address one particular form of social media; 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 Village 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 Village 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 Village 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, MySpace, Twitter, LinkedIn, etc.
- 3.5 RSS.** Short for Really Simple Syndication. Allows subscribers to receive content from blogs and other social media sites and have it delivered through a feed.

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- 6.2** Whenever possible, links to more information should direct viewers back to Little Chute’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 Village of Little Chute’s departments and provide a service to citizens. Appropriate time spent on 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 Village. Do not disclose any personally identifiable information such as social security numbers, phone numbers, addresses, or email addresses. You must also protect the privacy of any sensitive and confidential information the Village holds.
- 6.5** Maintain privacy of yourself and others. Do not discuss a situation involving named or pictured individuals on a social media platform without their permission. As a guideline, do not post anything that you would not present in any public forum. 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.
- 6.6** 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.
- 6.7** Departments using social media sites must adhere to all applicable federal, state, and village 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 Village. Departments should provide attribution as necessary.
- 6.8** Employees may not post employment recommendations or references for current or former employees of the Village of Little Chute on any social media site. All requests for recommendations or references should be directed to the Administrator. Employees should use the following response to requests for recommendations and/or references:
- 6.8.1** “Thank you for your request for a recommendation. Unfortunately, I am unable to provide you with a recommendation due to village policy. The Village Administrator or Department Head provides all references and recommendations. Best of luck in your future endeavors.”

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- 6.9** 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 Village of Little Chute and must be relayed with the utmost level of professionalism. Information should be meaningful, accurate, and respectful.
- 6.10** All social media platforms will clearly indicate they are owned and maintained by the Village of Little Chute and will have contact information prominently displayed.
- 6.11** Village of Little Chute logos, marks, and insignia may be used on Village social media platforms owned and maintained exclusively for Village business and Village purposes.
- 6.12** Those in charge of publishing and updating within each Department must monitor any comments made by the public. Comments containing any of the following should be removed immediately.
 - 6.12.1** Comments unrelated to the particular site or content on the site;
 - 6.12.2** Profane language or content;
 - 6.12.3** Content that is discriminatory on the basis of race, creed, color, age, religion, gender, marital status, status with regards to public assistance, national origin, physical or mental disability, or sexual orientation;
 - 6.12.4** Sexual content or links to sexual content;
 - 6.12.5** Comments containing personally identifiable medical or health information;
 - 6.12.6** Solicitations of commerce or endorsements of products and/or services;
 - 6.12.7** Conduct that is illegal;
 - 6.12.8** Content that violates legal ownership interest of any other party
 - 6.12.9** External links constituting official endorsement or representative views on behalf of the Village, or;
 - 6.12.10** Content promoting political purposes, a political candidate, or party;

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6.12.11 Other non-topically related content outside the limited public forum established to discuss Little Chute issues, operations and services;

6.12.12 Information that compromises the safety and security of the public

6.13 The Village of Little Chute 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 Village 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 Make it clear that you are speaking for yourself and not on behalf of the Village of Little Chute. If any information posted is related in any way to the work you do or any topics related to the Village, a disclaimer must be used such as. “ The opinions expressed on this site are my own and do not reflect the opinions of the Village of Little Chute.”

7.3 There is a limited amount of personal use that is permitted during scheduled work hours at the Village of Little Chute. 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.

7.4 Personal social media platforms may be subject to legal discover including subpoenas in legal proceedings in accordance with law.

7.5 Employees are discouraged from sending or receiving Facebook friend requests to or from their Department Head or Department Supervisors.

7.6 Employees will not use their Village of Little Chute email address for their login to their personal social media profiles.

8. Appendices

8.1 Social Media Permission Form (Appendix 303 A)

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POLICY 305 PASSWORD SECURITY

9. Purpose. To provide a mechanism to maximize the security of information stored on Village of Little Chute technology through the appropriate use of passwords. Passwords are assigned to each individual as a method to control and monitor their unique access to systems and information, and should never be shared with others.

10. Policy.

10.1 The Village of Little Chute's policy is to minimize the risk of breaches of security through theft of information technology accounts by providing password security guidelines.

11. Scope.

11.1 This policy applies to any and all personnel, including but not limited to contractors, students, volunteers, and Board members, who have any form of computer account requiring a password on the Village network including, but not limited to a domain account and e-mail account.

12. Password Creation Guidelines.

12.1 Where possible, the Information System will implement automatic password expiration processes to ensure passwords are changed in a regular and timely manner.

13. Password Protection.

13.1 Treat all passwords as sensitive, **CONFIDENTIAL** Village of Little Chute information. Users should adhere to the following guidelines to protect their passwords.

13.1.1 Never write passwords down.

13.1.2 Never include a password in a non-encrypted stored document.

13.1.3 Never reveal passwords over the telephone.

13.1.4 Never hint at the format of a password.

13.1.5 Never reveal or hint at a password on a form on the Internet. Never use the "Remember Password" feature of application programs such as Internet Explorer, an email program, or any other program.

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- 13.1.6** Report any suspicion of a password being broken to the Administrator.
- 13.1.7** Be careful about letting someone see you type your password.
- 13.1.8** Password protected screen savers should be enabled and should protect the computer within 5 minutes of user inactivity. Computers should not be unattended with the user logged on and no password protected screen saver active. Users should be in the habit of not leaving their computers unlocked. They can press the CTRL-ALT-DEL keys and select "Lock Computer." The user must re-enter his or her password in order to "Unlock" their computer.

14. When to Change Passwords.

14.1 Change your password if.

- You do not meet the above-listed guidelines.
- You have used the same password for more than three to six months.
- You shared your password with anyone.
- You have written your password down anywhere.

15. Other Considerations.

- 15.1** Administrator passwords should be protected very carefully. Administrator accounts should have the minimum access to perform their function. Administrator accounts should not be shared.

POLICY 307 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** Use of a personal cell phone for personal calls during working hours should be brief; employees may use personal cell phones during breaks or lunch periods.
 - 2.3** Abuse of the telephone access privilege may result in loss of privilege and/or disciplinary action, at the discretion of the employee's supervisor or director.
- 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 Village property, usage and service records are public information. They also are subject to Village inspection. The Village of Little Chute reserves the right to access the contents, applications, communication records, and messages on any device at any time.
 - 3.3** As a representative of Little Chute, 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.
- 4. Personal Cell Phone Use.**
 - 4.1** Some employees may use their personal cellular phones for business-related purposes. While there may be an expectation of privacy for an employee's

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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 phone records to public inspection.

- 4.2** 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).

5. Cell Phone Use While Driving.

- 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.
- 5.3** If the phone is equipped with a hands free device, that technology may be utilized.

6. Camera Phones.

- 6.1** The use of personal or business camera phones or any other camera or device that may capture visual images without the prior written permission of the Village of Little Chute is strictly prohibited.

7. Mail Systems.

7.1 Interoffice Mail

- 7.1.1** The use of interoffice mail should be restricted to approved official village business transactions and is not for personal or private mailings.

7.2 Outgoing U.S. Mail

- 7.2.1** The use of Village of Little Chute paid postage for personal mail is prohibited.

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POLICY 309 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 Village 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 Employer. Employer 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”.**
 - 2.1** 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.**
 - 3.1** 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.
 - 3.1.1** Using working hours or employer resources to solicit money or signatures or to make political contributions;
 - 3.1.2** Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
 - 3.1.3** 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);
 - 3.1.4** Using the employer’s mailing address as the return address for political solicitations;
 - 3.1.5** Providing employer 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 employer mailing lists to outside parties always requires prior authorization including an

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assessment of whether fees should be charged to cover production costs);

3.1.6 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;

3.1.7 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.

4. Authorization for Solicitation & Sales.

4.1 No employee or group of employees will on behalf of the Village solicit funds or other things of value from any person, nor solicit funds or sell things of value to persons on Village property without first obtaining permission from the Village 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 311 E-MAIL RETENTION

- 1. Purpose.** To establish a consistent procedure for retention of email.
- 2. Responsibility for E-mail Retention.**
 - 2.1** E-mail may be 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.
 - 2.3** The village is in the process of ensuring that email is appropriately retained for the prescribed timeframe.
- 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.

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TIME AT WORK & TIME AWAY FROM WORK

- Policy 401. Hours of Work
- Policy 403. Holidays
- Policy 407. Leaves - Civic Membership
- Policy 409. Leaves - Emergency Closings
- Policy 411. Leaves - Family, Medical & Military
- Policy 413. Leaves - Jury and Witness Duty
- Policy 417. Leaves - Unpaid Leave
- Policy 421. Leaves - Voting
- Policy 423. Meals & Break Periods
- Policy 425. Vacation

POLICY 401 HOURS OF WORK

- 1. Purpose.** To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective Village operations.
- 2. Business Hours.**
 - 2.1** Village offices are open from 8 a.m. to 4:30 p.m. Monday through Friday except for established holidays or as determined by the Village Board. Each department is required to be staffed to service the public during these times. Normal work hours are 8 a.m. to 4:30 p.m., however, scheduling may be adjusted according to operational needs within a given department.
- 3. Flexible Schedules.**
 - 3.1** The purpose of flexible schedules is to enhance the ability of the Village 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 designee, and affected employee(s).
 - 3.3** The department head, or designee, may discontinue the flexible schedule. When discontinuing or altering an established flexible schedule, the department head will normally provide the employee with two (2) weeks advance notice of such change.

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 Day
Independence Day	Christmas Day
Labor Day	

- 3. Eligibility.**
 - 3.1** Regular full-time and regular part-time employees are also granted two (2) "Personal Holidays" that can be used at their discretion subject to Departmental approval. The Village Board may determine other additional holidays as they may deem appropriate. Personal Holidays cannot be carried over from one year to the next and are forfeited if not utilized by December 31st of each year.
 - 3.2** 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 or excused absences. Employees who call in sick immediately before or after a holiday may be required to furnish a physician's certification of illness in order to receive holiday or paid time off pay.
 - 3.3** Regular part-time employees are eligible for holiday pay on a pro-rated basis. In order to receive holiday pay, employees must be scheduled to work the scheduled holiday and work the day before and the day after each holiday with the exception of normal days off or excused absences. Employees who call in sick immediately before or after a holiday may be required to furnish a physician's certification of illness in order to receive holiday or paid time off pay.
 - 3.4** 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.**
 - 4.1** Employees will receive 8 hours of holiday pay for observed holidays.

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5. Work on Holiday.

5.1 In cases where a full time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee is entitled to another day of vacation outside that period.

In cases where a part time employee is required to work on a holiday due to unforeseeable circumstances, or required to work on a holiday as part of their normal work schedule, the employee will receive compensatory time for the hours worked.

6. Leaves Around Holidays.

6.1 Unpaid leave time should not be granted unless all accrued paid time off and extended leave bank (if applicable as defined in Policy 425) is exhausted. Holidays falling within any unpaid period of absence, will be without pay. Full or part-time regular employees, who take excused unpaid leave immediately before and/or after a holiday, will not be paid for that holiday.

7. Holidays Falling on a Weekend.

7.1 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 holiday. When Christmas Eve falls on Sunday and Christmas Day on Monday, the following Monday and Tuesday will be observed as the holiday, unless otherwise determined by the Village Administrator.

POLICY 407 LEAVES - 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.

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

POLICY 409 LEAVES – 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 Village of Little Chute makes every effort to maintain its normal schedule of operations. The Village of Little Chute will close all or part of its 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 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 paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.

3. Responsibility for the Decision to Close.

3.1 In the event that Village of Little Chute is forced to close, or delay the opening, the decision will be made by the Village Administrator, or designee.

4. Official Announcements.

4.1 When the 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.

5. Delaying Starting Times.

5.1 In the event that the Administrator announces a delayed opening of various operations, all employees that report to work at their normal starting time or on or before the delayed starting time will be paid for the full day.

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- 5.2** Employees reporting for work after the delayed starting time will be paid for actual hours worked. Employees may use paid time off or compensatory time to minimize or avoid a loss of wages as a result of absence.
- 6.** Closing after the Normal Business Day has Begun.
 - 6.1** When the Administrator determines that weather is sufficiently severe to close various operations, this information will be given to department heads.
 - 6.2** If employees are sent home early, they will receive full pay for the day.
 - 6.3** Employees working in operations where they cannot be released early, due to the nature of their service being provided will be required to complete the normal workday.
- 7.** Employees Who Desire to Leave Early.
 - 7.1** Employees who desire to leave early when operations have not been shut down may do so with approval of the department head. Employees will be paid only for the time actually worked.

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POLICY 411 LEAVES – 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. 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.**
 - 2.1** Employees who have been employed by the Village for twelve (12) months and who have worked one thousand (1,000) hours for state leave and one thousand two hundred and fifty (1,250) hours for federal leave during the preceding fifty two (52) weeks are eligible for the leaves provided under federal and Wisconsin law. Military call to duty leave is available to regular full and part-time employees regardless of length of service.

- 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, Federal, and Village leaves provided for the same purposes run concurrently; that is, they do not "stack." If the leave is a Village 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 time off or extended leave bank 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.

- 4. Notice of Eligibility for and Designation of FMLA Leave.**
 - 4.1** Employees requesting FMLA leave are entitled to receive written notice from the Village 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 Village's designation of

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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 Village may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Village'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 Village 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 Village 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 Village 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 Village to determine that the leave is FMLA qualifying. For example, employees might explain that a specific medical condition renders them unable to perform the functions of their job;

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

5.1.1.2 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;

5.1.1.3 They are pregnant or have been hospitalized overnight; or

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

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

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5.1.1.4.2 Employees must respond to the Village’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 Village has previously provided FMLA-protected leave, he or she must specifically reference the qualifying reason for the leave or the need for FMLA leave.

5.1.2 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 Village 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 leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the Village, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. 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 (e.g., birth of child), 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 Village's operations. To comply with this requirement, an employee is to provide the Village, in writing, with 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 Village 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 the 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 Village'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.

6.2.1 Purpose. 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 have a serious health condition.

6.2.2 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.

6.3.1 **Purpose.** 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.

6.3.2 Length of Medical Leave. 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.

6.4.1 **Purpose.** To describe the policies of the Village of Little Chute when employees take leave for military service or are activated for military service.

6.4.2 **Policy.** It is the policy of the Village of Little Chute to grant military leave to all eligible employees and to provide for the reinstatement of said employees upon their return from military service in compliance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

6.4.2.1 Employees of the Village, who are now or hereafter become members of a uniformed service, shall be granted leaves of absence during any period of active or inactive training or duty in such service.

6.4.2.2 Employees, except temporary employees, taking leave for military service have a right to be reemployed upon their return provided the employees give the Village advance written or verbal notice of their service and submit appropriate documentation, unless giving such notice is impossible, unreasonable, or precluded by military necessity. In addition, employees must return for reemployment in a timely manner

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after conclusion of service and have not been separated from service with a disqualifying discharge or under other than honorable conditions.

- 6.4.2.3** Wages. The Village shall provide limited differential pay to certain employees ordered to service in the U.S. Armed Forces or National Guard. Non-probationary officials and employees of the Village, and employees certified to permanent positions that have served at least 3 months on their probationary period are eligible for such pay. Individuals employed on a temporary, emergency, and/or limited term basis, are not eligible for differential pay. If the pay received by the eligible employee for the military service is less than the pay the employee would have received from the Village during such period, the Village shall pay the difference to the employee. Differential pay shall be paid for no more than nine months of service time per calendar year.
- 6.4.2.4** Health Insurance. Employees activated to active military service beyond typical training periods will have the option to retain health insurance coverage as covered in Policy 601.
- 6.4.2.5** Pension Benefits. For Wisconsin Retirement System (WRS) purposes, an employee leaving their job to perform military service is placed on unpaid military leave of absence. Neither the Village nor the employee is required to make WRS contributions during the employee's military leave of absence. The Village will make applicable employer-required contributions [and any employee-required contributions mandated under the terms of a collective bargaining agreement] upon the employee's return from active military duty and reemployment with the Village. Once an employee who is responsible for making the WRS employee-required contributions is no longer on active military duty and is reemployed with the Village, the employee may choose whether they will make up none, some or all of the missed WRS employee-required contributions. Any "make up" contributions shall be made beginning with the date of reemployment and ending on the earlier of: (1) three times the period of military service, or; (2) five years. The Village shall make employer-required contributions to match the contributions made by the employee. The Village will also fund any additional obligations, including interest that would have accrued on the employee- and employer-required contributions, once those contributions

are made. Once the employee returns to work with the Village, the Village will submit the USERRA Certification form (ET-4560) with a copy of the employee's DD-214 or, if the employee did not receive a DD-214, based on the employee's length of military service, submit the employee's military orders.

6.4.2.6 Reinstatement. Employees, other than temporary employees who hold brief or non-recurrent positions and who have no reasonable expectation that their employment will continue indefinitely or for a significant period of time, are entitled to reemployment rights following uniformed service. Upon completion and release from active duty under honorable conditions, an employee shall be reinstated into the position held at the time of taking such leave of absence, with the same seniority, pay, status, and benefit rights they would have had if they had worked continuously, or to a position of like seniority, status, pay, benefits and salary advancement; provided however, that he or she is still qualified to perform the duties of his or her position or similar position.

6.4.2.7 Pay for Training. Employees of the Village, other than persons filling temporary appointments, who are required to attend training as members of the military service shall receive up to ten (10) days of pay per calendar year while attending said training. The first ten (10) days of leave taken will be applied in the sequential date order the leave is used within the calendar year. Employees' pay for the period of such leave, including travel time, shall be the difference between their salary or wages (without overtime), and basic military pay, if the military pay is the lesser. In the event the military pay meets or exceeds the employee's pay for the period of such leave, then no payment for salary or wages will be paid to the employee from the Village. The Village Administrator shall require the persons to furnish proof as to the number of days spent in active duty training, including travel time, and as to the amount of basic military pay by certified copy of the employees' orders, or in such other form as the Village Administrator may in his or her judgment deem acceptable, within 30 calendar days of reemployment. No adjustment in employees' total annual salary shall be made on account of the provisions of this section in reporting to the state retirement fund or group insurance board.

6.4.3 .

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7. Injured/Ill Servicemember Caregiver Leave.

7.1 Purpose. 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 servicemember is entitled to take up 26 weeks of military caregiver leave during a single 12-month period to care for the servicemember with a serious injury or illness incurred in the line of duty.

7.1.1 A "covered servicemember" means a member of the Armed Forces, including a member of the National Guard or Reserves, 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 servicemember medically unfit to perform duties of the member's office, grade, rank or rating.

7.1.2 "Next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority. Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered servicemember 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 servicemember, all such family members will be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual will be deemed to be the covered servicemember's only next of kin.

7.1.3 Length of Leave. Leave to care for a servicemember 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 servicemember. A separate

caregiver leave can be taken for each covered servicemember and/or for each new injury/illness.

Scheduling Family Illness/Employee Medical/and Military Caregiver Leave.

7.2 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 Village 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 Village 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 Village's operations. To comply with this requirement, an employee is to provide the Village, 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.

7.3 Planned Treatment. When planning medical treatment, employees must consult with the Village and make a reasonable effort to schedule treatment so as not to unduly disrupt the Village's operations, subject to the approval of the health care provider. Employees should consult with the Village prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Village 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 Village may require the employee to attempt to make such arrangements, subject to the approval of the health care provider.

7.4 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 Village of the reason why such leave is medically necessary. In such instances, the Village and employee will attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Village's operations, subject to the approval of the health care provider.

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

8.1 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" (described below) is involved and supporting their need for FMLA leave. As described below, there generally are three types

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of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

8.1.1 It is the employee's responsibility to provide the Village with timely, complete and sufficient medical certifications. Whenever the Village requests an employee to provide a FMLA medical certification, the employee must provide the requested certification within 15 calendar days after the Village's request, unless it is not practicable to do so despite the employee's diligent, good faith, efforts. The Village 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 Village may deny FMLA leave to an employee who fails to timely cure deficiencies or otherwise fails to timely submit requested medical certifications.

8.1.2 With the employee's permission, the Village (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 Village with authorization allowing it to clarify or authenticate a certification with a health care provider, the Village may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

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

8.2 Types of Certifications.

8.2.1 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.

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

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

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

8.2.1.1.3 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.

8.2.1.1.4 If the Village has reason to doubt an initial medical certification, it may require an employee to obtain a second opinion at the Village's expense. If the opinions of the initial and second health care providers differ, the Village 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 Village and the employee.

8.2.2 Medical Recertification. Depending on the circumstances and duration of FMLA leave, the Village may require an employee to provide a recertification of a medical condition giving rise to the need for leave. The Village will notify the employee if recertification is required and will give the employee at least 15 calendar days to provide medical recertification.

8.2.3 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 Village 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 Village may delay

and/or deny job restoration until an employee provides a requested return to work/fitness-for-duty certification.

8.3 Certifications Supporting Need for Military Family Leave.

8.3.1 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 Village 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.

8.3.2 When leave is taken to care for a covered service member with a serious injury or illness, the Village may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the Village 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.

9. Using Paid Leave While on Unpaid FMLA Leave.

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

9.2 Federal FMLA. When solely utilizing federal FMLA leave, an employee may elect, or the Village may require, an employee to utilize certain accrued Village provided paid leave while on FMLA leave. For example, an employee may elect, or the Village may require, the use of accrued paid time off while on any type of FMLA leave. However, an employee's use of Village provided paid time off must comply with the terms and conditions of the Village paid time off policy.

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- 9.3** The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave - the paid time runs concurrently with an employee's FMLA entitlement
- 9.4** 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 Village may allow employees to use accrued paid time to supplement any paid disability or worker's compensation benefits.
- 10.** Insurance and Benefits.
- 10.1** Payment of Premiums. While an employee is on FMLA leave, the Village 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.
- 10.1.1** Unless the Village notifies employees of other arrangements, whenever employees are receiving pay from the Village during FMLA leave, the Village will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Village.
- 10.2** Termination of Benefits. The Village's obligation to maintain health benefits will stop if and when. (1) an employee informs the Village 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 Village'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 Village will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.
- 10.3** Recovery of Premium Payments. If the Village chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the Village does so and an employee does not immediately repay the Village upon the

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employee's return to work, the Village will deduct the amount of the payments from the employee's paycheck.

10.3.1 The Village has the right to collect from an employee the health insurance premiums the Village 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.

11. Return from Leave.

11.1 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.

11.2 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.

12. Outside Employment.

12.1 An employee who is solely utilizing federal FMLA leave (i.e., Wisconsin FMLA leave has been exhausted) and/or a Village provided and approved leave, is prohibited from working for another employer while on federal FMLA leave.

Employees should contact the Administrator if they have any questions regarding this policy.

13. Funeral Leave

Bereavement (Funeral) Leave For Immediate Family - In the event there is a death in the immediate family of an employee, consisting of spouse, parent, grandparent, child, brother, sister, grandchild, mother or father in law, son or daughter in law, or legal guardian or anyone domiciled with the employee, and the employee attends the funeral service, such employee shall be granted up to a three (3) day leave of absence with full pay.

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13.1 Bereavement (Funeral) Leave for Extended Family - Any employee shall be granted up to one day absence with pay in case of a death in the family of an employee's or spouses aunt, uncle, niece, nephew; spouses grandparents, brother-in-law, and sister-in-law, provided the employee was scheduled to work and attends the funeral service regardless of what day the funeral service is held.

13.2 Any extension of a bereavement leave beyond the time off provided above must be approved by the Department Head and authorized in written form. Extensions may be approved with unpaid leave or may be approved with vacation or comp time.

POLICY 413 LEAVES – JURY DUTY AND WITNESS DUTY

- 1. Purpose.** Employees are encouraged to appear before a court, public body, or commission in connection with Village 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 excused for jury duty will receive the regular Village wages that normally would have been paid during the period required for jury duty, up to a maximum of twenty (20) days per year.
 - 2.2** Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.
 - 2.3** Employees will return any jury duty or witness fees less travel allowance and any jury duty pay earned to the Finance Department.
 - 2.4** Should an employee not be selected to serve on a jury panel, the employee will report back to work within one hour of dismissal by the court.
- 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 Village of Little Chute, 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 Village business.
 - 3.2.1** Employees may use any available paid leave benefit to receive compensation for the period of this absence.
- 4. Excusal from Jury Duty.**
 - 4.1** Employees who are excused for jury duty will receive the regular Village wages that normally would have been paid during the period required for jury duty.
 - 4.2** Employees will return any jury duty or witness fees less travel allowance and any jury duty pay earned on the employee's day off to the Finance Department.
- 5. Documentation.**

5.1 Employees are required to provide copies of the jury duty summons, or the subpoena to their supervisors as soon as possible.

5.2 Employees are expected to report for work whenever the court schedule permits.

6. Reporting to Work.

6.1 When possible, employees are to work any of their regularly scheduled hours that do not conflict with the jury or witness duty.

7. Benefits.

7.1 Paid time off benefits will accrue during unpaid jury duty leave.

POLICY 417 LEAVES – UNPAID LEAVE

- 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 village.
 - 2.2** Unpaid leaves are without pay and may be requested after all compensatory time, paid time off, and extended leave bank (if applicable as defined in Policy 425) have been exhausted.
 - 2.3** Paid time off 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. Leaves of 30 days or less. May be granted by the department head.
 - 3.2** Extended Leave. Leaves of 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 Administrator for review and approval or denial.
 - 3.3** Personal leave. Personal leave may be granted by the director 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 director may grant employees an unpaid leave to further their education. Any expenses incurred will not be reimbursed by the village. 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 time off and extended leave bank will be granted a leave of absence, supportable by medical evidence, of up to six (6) months inclusive of paid time off or extended leave bank.

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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 director.
 - 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 Any employee failing to return to work upon expiration of unpaid leave will be considered to have resigned, not in good standing.
 - 5.3 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 the employee is qualified for, the employee will be terminated.
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.
7. Appendices.
 - 7.1 Unpaid Leave of Absence Request Form (Appendix 417 A)

POLICY 421 LEAVES – 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 Village of Little Chute will grant up to 3 consecutive hours of unpaid time off to vote, in compliance with Wis. Stat. §6.76.
 - 2.2** The Village of Little Chute 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 423 MEALS AND BREAK PERIODS

- 1. Purpose.** To provide employees with regular meal periods throughout the normal workday.
- 2. Meal Periods.**
 - 2.1** Meal periods are required and must be scheduled midway in an eight-hour workday. Employees scheduled to work six hours or less are not required to take a meal period.
 - 2.2** The designated meal period for all business offices should normally occur during the period of 11 a.m. to 2 p.m.
 - 2.3** 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.
 - 2.4** Meal periods will not be included in hours worked, except when the job requires that the employee remain on duty.
 - 2.5** Employees who work more than six hours in a given day are required to take the scheduled meal period.
 - 2.6** 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.
- 3. Scheduling Meal and Break Periods.**
 - 3.1** Department Heads or their designees are responsible for scheduling meal and break periods to ensure that adequate staff coverage is provided.

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POLICY 425 VACATION & SICK LEAVE

1. **Purpose.** Vacation is intended to reward employees for their service to the Village 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 our workforce remains at home when they are too ill to work and also helps stop the spread of illness in the workplace.
2. **Eligibility.** Regular employees working at least (30) or more hours per week are eligible for all the benefits documented herein. Regular Part-time employees will accrue vacation and sick leave based on a pro-rated basis.
3. **Accrual.** Eligible Full-time employees will accrue vacation according to the following accrual rates:

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
5 Days	10 Days	11 Days	12 Days	13 Days	14 Days	14 Days	15 Days	16 Days	17 Days	
Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 25 **
18 Days	19 Days	19 Days	19 Days	20 Days	21 Days	22 Days	23 Days	24 Days	25 Days	30 Days

** 30 days of vacation is only available to those employees who started with the Village of Little Chute prior to January 2, 2013 (the adoption date of the previous manual).

- 3.1 Vacation will not accrue during unpaid leaves.
 - 3.2 Vacation cannot be taken before it has been earned.
 - 3.3 Vacation earned shall be used during the calendar year (January 1st through December 31st) in which it is earned. If not used, it is forfeited unless a carryover of vacation has been approved by the Village Administrator.
 - 3.4 Sick Leave cannot be utilized before it is earned.
 - 3.5 Sick leave will accumulate at a rate of 6 hours per month for a total 72 hours per year, or 9 days. Unused sick pay is accumulated and carried over into the subsequent calendar years for future use but shall not exceed 120 days or 960 hours of accumulation.
4. Vacation and Sick Leave Carryover

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- 4.1 Sick leave is carried over into the subsequent calendar year for future use.
 - 4.2 An employee may request in writing a vacation carryover from one year to the next for a maximum of 5 days of their vacation. This is subject to Department Head approval. The request shall be made to the Village Administrator no later than December 1st of each year. The Administrator has the discretion to approve or deny these requests based on the employees performance, work history, work load and other factors that may affect Village operations.
- 5. Minimum Usage Requirements.
 - 5.1 Unless otherwise outlined in department work rules, employees will use PTO in increments of no less than allowable as outlined in Policy 509, Timekeeping.
- 6. Planned Vacation.
 - 6.1 Employees must request Vacation as far in advance as practicable and must be approved in advance by the Department Head or designee, but not less than 24 hours in advance. Individual departments may require more advance notice for scheduled absences. Employees will follow written department 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.
 - 6.2 Department Heads or designees may approve planned vacation requests of less than 24 hours' notice on a case by case basis.
- 7. Medical Certification/Returning to Work After Medical Absence.
 - 7.1 The employer may require verification of illness.
 - 7.2 After a medical absence, a physician's statement may be required to be submitted to Human Resources on the employee's first day back to work, indicating the nature of the illness or medical condition 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 five 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 to work until they comply with this provision. PTO may be denied for any employee required to provide a doctor's statement until such a statement is provided.

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- 7.5** The Village 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 Village will arrange and pay for an appropriate medical evaluation when it has been required by the Village.
- 7.6** If the absence qualifies as FMLA, Village of Little Chute Policy 411, 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 such time that 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. 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 Village personnel policies.
- 9. FMLA.**
- 9.1** 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. Job Related Injury or Illness.**
- 10.1** Employees are expected to adhere to the policies and procedures outlined in Village of Little Chute Policy 715, Illness/Injuries.
- 11. Payment Upon Separation.** Regular employees who leave the employ of the village in good standing and upon giving notice or employees separated by the village for other than disciplinary or performance reasons will receive payment for unused vacation as outlined below.
- 11.1** Conversion of Sick leave upon separation will only occur upon full retirement from the Village. An employee may convert one half or 50% of accumulated sick leave times the employees regular rate of pay at the time of retirement (Conversion formula: the last full year's base wage divided by two thousand and

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eighty hours (2080) multiplied by eight (8) hours multiplied by the number of days of accumulated sick leave.

- 11.2** Employees separated for disciplinary or performance reasons or fail to provide a two-week notice (30-days for supervisory and department head positions) of intent to terminate will receive no separation benefit.

12. Vacation Service Credit at Hire.

- 12.1** A Department Head may recommend to the 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.

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

13. Department Heads and Supervisory Exempt Employees

- 13.1** 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 responsibility involved in managing their job responsibilities. All exempt employees must also fully account for all work hours on payroll sheets provided by the Village.

14. Restrictions.

- 14.1** Vacation is for the personal use of the employee only. Should the balance fall below "0", the employee will only receive compensation for hours actually worked. Should this happen, the employee may be subject to corrective or disciplinary action.

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

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- 14.3** 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 to be "too sick to work", the Department Head or supervisor can send the employee home.
- 14.4** Vacation may not be used to supplement income received from worker's compensation or a village disability insurance plan.

WAGES & OTHER FORMS OF COMPENSATION

- Policy 501. Total Base Wages & Other Forms of Compensation
- Policy 503. Overtime and Compensatory Time
- Policy 505. Payroll & Deductions from Payroll
- Policy 507. Personal Data Changes
- Policy 509. Timekeeping
- Policy 511. Training and Development
- Policy 513. Travel and Expense Reimbursement
- Policy 515. Use of Village Vehicles
- Policy 517. Out-of-Title Work
- Policy 519. Salary Plan Administration
- Policy 521. On Call Pay
- Policy 523. Safety Equipment
- Policy 525. Shift Differential – Maintenance Department & Juvenile Detention
- Policy 527. 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 Index number associated with each job title (Appendix 501 A)
 - 3.2** Merit Plan adopted on October 4, 2017 by Village Board (Appendix 501 B)

POLICY 501 TOTAL BASE WAGES AND OTHER FORMS OF COMPENSATION

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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. Hours worked is defined as regularly scheduled work hours, previously scheduled leave/vacation (scheduled 5 days in advance), and all holidays. Compensatory time (comp time) off and sick leave will not count as hours worked for overtime computations. All overtime must be approved in advance.
- 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** Non-supervisory exempt employees may elect to earn and use compensatory time. Compensatory time will be earned on the basis of one and a half (1.5) hour compensatory time for one hour worked outside a 40-hour work week.
 - 4.3** Department heads and exempt supervisory employees are not eligible for compensatory time.

POLICY 505 PAYROLL & DEDUCTIONS FROM PAYROLL

- 1. Purpose.** To provide standardized payroll procedures in accordance with applicable State and Federal guidelines.
- 2. Pay Periods.**
 - 2.1** Paychecks are deposited by direct deposit. Employees will receive a paper advice of deposit.
- 3. Employee Responsibility.**
 - 3.1** To review all advice of deposits and direct any questions or concerns to the Finance Department. 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 Employer will take whatever action it deems necessary to ensure compliance with the salary basis test 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 Village of Little Chute 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 at all times.
- 3. Changes in Name, Marital Status, Personal Mailing Address, Telephone Number, and Emergency Contact.**
 - 3.1** Complete the Personal Data Change Section of the Information Form.
 - 3.2** Submit the document to the Finance Department. Department Head approval is not necessary to change personal information.
- 4. Change in Educational Accomplishments.**
 - 4.1** Submit certificates received from trainings, transcripts from continuing education coursework, diplomas, or other educational materials obtained while employed by the Village of Little Chute to the Finance Department for placement in the personnel file.
 - 4.2** Employees in positions that require renewal of licenses or certifications must provide updated copies upon expiration of the license or certification.
- 5. Change in Number of Dependents.**
 - 5.1** Changes in the number of dependents and the names of such dependents must be reported to the Finance Department.
- 6. Appendices.**
 - 6.1** Information Form (Appendix 507 A)

POLICY 507 PERSONAL DATA CHANGES

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POLICY 509 TIMEKEEPING

1. Purpose. To provide time reporting requirements for all employees of the Village of Little Chute.
2. Policy.
 - 2.1 This policy provides each department the information needed to accurately record and submit their time sheets.
3. Scope.
 - 3.1 This policy and procedure applies to **ALL** employees of the Village of Little Chute.
4. Definitions.
 - 4.1 Authorized Hours are work hours that a supervisor assigns to complete a task.
 - 4.2 "Compensatory Time" means those 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.
 - 4.3 Exempt refers to 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.
 - 4.4 Non-Exempt refers to 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.
 - 4.5 Overtime is defined as authorized hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest quarter of an hour.
 - 4.6 Work Hour is any hour of the day that is worked and authorized to be worked and should be recorded to the nearest quarter of an hour.
5. Procedures.
 - 5.1 The pay period covers fourteen consecutive days beginning on a Sunday and ending on the second Saturday. The usual pay period is 80 hours.

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- 5.2 All employees are required to complete their timekeeping records on a daily basis.
- 5.3 Time sheets must show all time worked and absence from work with appropriate codes (hours worked, paid time off, extended leave bank, and so forth) that were incurred for the pay period. Employees will mark their time sheets in fourths for the purpose of computing regular hours as follows.

0 – 15 minutes	.25	31 – 45 minutes	.75
16-30 minutes	.5	46-60 minutes	1.0

- 5.4 Time sheets should not be completed in advance.
 - 5.5 Employees on official business outside the normal work schedule should note it on their timekeeping records. (Submission of appropriate documentation is necessary).
 - 5.6 Time sheets for each two week pay period must be completed accurately and submitted to the approving supervisor by all employees.
 - 5.7 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 Payroll.
6. Overtime and Compensatory Time.
- 6.1 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.
 - 6.2 All overtime or compensatory time earned must be clearly noted on the time sheet.
 - 6.3 Working unauthorized overtime or compensatory time will subject employees to disciplinary action.

7. Time Worked.

7.1 All employees are expected to record all hours worked to the nearest fourth of an hour.

7.2 The following provisions are included as time worked.

7.2.1 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 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.

7.2.2 Break Time. Authorized rest periods of 15 minutes or less are counted as time worked.

7.2.3 Travel/Training Time. Travel and training time is to be considered and included in actual time worked.

8. Time Not Worked.

8.1 Per the Fair Labor Standards Act, the Village of Little Chute does **not** count the following provisions as time worked.

8.1.1 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.

8.1.2 Meal Periods. Uninterrupted time off for lunch or dinner is not counted as time worked unless the employee is required to stay at work.

8.1.3 All meal periods, paid or unpaid, should be noted accordingly on the time sheet.

9. Responsibilities.

9.1 Employee Responsibilities. All employees when completing their time sheet will adhere to the following procedures.

9.1.1 Record correct overtime and benefit codes.

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9.1.2 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.

9.1.3 Obtain approval for any overtime or compensatory time earned in the pay period.

9.1.4 Sign and submit the completed time sheet to the supervisor in the time period required for approval.

9.2 Supervisor Responsibilities. Each supervisor is responsible for.

9.2.1 Ensuring that employees reporting to him or her have the correct codes.

9.2.2 Ensuring that all employees maintain accurate time sheets.

9.2.3 Providing approval for overtime or compensatory time.

9.2.4 Approval of time sheets and submission to Payroll by noon on Monday following the completion of the pay period.

10. Timesheets for Department Heads and Exempt Supervisory Staff.

10.1 Department Heads and exempt supervisory staff are expected to document time worked accurately on their time sheet and account for all hours worked per week. Work schedules may be adjusted according to operational needs of the department/work unit.

POLICY 511 TRAINING AND DEVELOPMENT

Purpose. To provide organized training programs for the purpose of increasing the knowledge, proficiency, ability and skills of the Village of Little Chute employees.

Definitions.

Required training. Training that employees and volunteers must.

Optional training. Training that is offered through the Village of Little Chute, but is not required by law or Village policy.

1. Training Philosophy.

1.1 The Village 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.

1.2 The Village Administrator shall be responsible for monitoring the level and and implementation of employee training and development of Village employees and Department Heads by:

1. Periodically analyzing the overall needs for employee training and development.
2. Ensuring that employees are informed of available training opportunities and encouraging employee participation in opportunities that will provide career enhancement and professional growth.
3. Ensuring that Department Heads properly credit each employee with indications of such training and development in their respective personnel files.

1.3 Department Heads shall provide active leadership in the training and development of employees within their departments by:

1. Presenting annual budget requests and scenarios that adequately address the training and education needs of their department staff.
2. Grant 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.

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3. Suggest broad level training needs to the Village Administrator that would be beneficial to all Village employees beyond the needs for any single department.

2. New Employee Orientation

2.1 Within the first week of employment, new employees will be invited to the Finance Department for orientation. The purpose is to introduce the employee to Village policies, rules and benefit programs and to ensure that all employment paperwork is completed within the necessary timeframes.

2.2 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.

3. Training Day.

3.1 Consists of organized training programs that are conducted on-site, off-site, or on the Internet, regardless of duration.

4. Conferences, Conventions and Training

4.1 Village employees are encouraged to attend conferences, convention, 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 Village Administrator is required to attend any out of state conferences, seminars or training opportunities.

The Village 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 Village.

5. 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 may

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warrant the Village to provide assistance to employees who need to improve or develop job-related knowledge and skills through attendance of a class or classes at the University of Wisconsin system, Fox Valley Technical College, or other accredited universities or colleges. The employee who is requested by their Department Head and agrees to attend this type of post-secondary training will be eligible for the following reimbursement from the Village provided this reimbursement is pre-approved by the Village Administrator before attending such classes.

1. The employee provides evidence of successful completion of the course.
2. Reimbursement of 75% of the cost of tuition, books, and associated direct class costs will be made if the employee receives a grade of 3.0 or greater on a 4.0 scale.
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 or greater on a 4.0 point scale.

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 Village by the Village Administrator to authorize employee enrollment and reimbursement for such coursework.

6. Scheduling.

- 6.1** Department Head and, where designated, immediate supervisor approval is required to attend optional training events.
- 6.2** 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 423 Meal and 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 timesheet.
- 7.3** Lunch hours will be taken and office work will not be done during this period unless approved in advance by the supervisor.

POLICY 511 TRAINING AND DEVELOPMENT

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POLICY 513 TRAVEL AND EXPENSE REIMBURSEMENT

- 1. Purpose.** To establish a uniform system for determining Village responsibility for expenses incurred by employees and officers while performing official village business.
- 2. Definitions.**
 - 2.1 Authorizing party.** The Village Administrator with respect to Department Heads; the Department Heads with respect to subordinate employees; and the Village President with respect to the Board of Trustees, the Village Administrator and public officials other than officers.
 - 2.2 Budgeted.** Appropriated by the village board.
 - 2.3 Person.** All public officials and employees of the village.
 - 2.4 Vehicles.** All motor drive surface forms of transportation.
- 3. Personal Automobile Insurance.**
 - 3.1** All village employees who drive their personal vehicles on village business will be required to maintain, at a minimum, personal automobile insurance in the amount of \$100,000/\$300,000.
- 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 Administrator will determine departmental travel and training needs and authorize expenditures.
- 5. Out-of state travel.**
 - 5.1** All out-of-state travel at village expense must have the prior approval of the administrator. Persons will submit a request for out-of-state travel to the administrator as far in advance of the time of travel as possible.
- 6. Travel Costs.**

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- 6.1** The person'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.
- 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.
 - 7.2** All lodging expenses will be supported by the original machine printed receipts, or an original handwritten receipt.
- 8.** State or third party reimbursements.
 - 8.1** Employees being reimbursed for travel expenses from a third party will not be reimbursed by the Village.
- 9.** Private Vehicle Mileage Allowance.
 - 9.1** The mileage allowance for use of private vehicles will equal the state rate and will automatically be adjusted each time the state rate is adjusted.
 - 9.2** Mileage between the employee's residence and place of employment will not be paid.
- 10.** Meals.
 - 10.1** Employees will be reimbursed for meals if the employee is attending an approved meeting, convention or seminar.
 - 10.2** The claim for meals will represent actual, reasonable and necessary costs expended for meals, not to exceed the following including tax and 20% maximum tip.
 - 10.2.1** Breakfast. Maximum of \$7 for trips requiring the employee to leave before 6 a.m.
 - 10.2.2** Lunch. Maximum of \$10 for trips requiring the employee to leave before 11:30 a.m. and return after 1:30 p.m.

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- 10.2.3** Dinner. Maximum of \$18 for trips requiring the employee to leave before 4:30 p.m. and return after 6:30 p.m.
- 10.2.4** Maximum daily total of \$35.
- 10.2.5** No reimbursement will be made for the cost or tip on alcoholic beverages.
- 10.2.6** If the employee is required to purchase one meal while on village 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.

11. Claiming Reimbursement of Authorized Expenditures.

- 11.1** All claims for reimbursement of authorized expenses must be submitted within 30 days on a Travel and Expense Reimbursement Form provided by the Finance Department.

12. Appendices.

- 12.1** Travel/Expense Reimbursement Form (Appendix 513 A)

POLICY 515 USE OF VILLAGE 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 Village vehicles are safe, and that operators adhere to all local, state, and federal laws.
- 2. Scope.** This policy applies to all regular full-, part-time, and temporary employees of the Village of Little Chute and all owned, non-owned, rented, or leased vehicles.
- 3. Definitions.**
 - 3.1 Authorized employee.** The designated Village employee-operator of the vehicle conducting Village business.
 - 3.2 Village-Owned Vehicle.** Any vehicle owned or leased by the Village of Little Chute. All vehicles will be clearly marked with municipal plates and a Village Logo. Exceptions for some vehicles assigned to sensitive jobs will require approval from the Chief of Police to not be marked or other Public Safety vehicles.
 - 3.3 Village Business.** Any authorized work or activity performed by a Village employee conducting Village business for Little Chute.
- 4. Use of Vehicles.**
 - 4.1** Only authorized employees working within the scope and purpose of Village business will use Village vehicles.
 - 4.2** Passengers in Village vehicles must be engaged in Village business. Family members who are not Village employees will not ride in Village vehicles unless prior authorization is requested and approved by the Administrator.
 - 4.3** Drivers of Village 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 Village 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 Village, will require written authorization of the department head and Administrator. In order to ensure appropriate fiscal control, a reporting system including: vehicle identification, vehicle mileage, purpose, principal operator of

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the vehicle, and business and commuting mileage driven, will be developed by the Finance Director and will be reviewed and approved annually by the Administrator.

5.2 Employee use of Village 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.

6.1 Ensure vehicle operators maintain a current Wisconsin Driver's License for the class of vehicle they are assigned to operate.

6.2 All vehicle use is in accordance with this policy.

6.3 Vehicles are maintained in accordance with fleet vehicle operating procedures.

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 Village-owned vehicle.

7.4 Comply with all federal, state, and local laws relative to the operation of a Village vehicle.

7.5 While in a Village-owned vehicle, report all accidents or incidents within 48 hours of the accident. Accidents involving personal injury or significant property damage must be reported to the employee's supervisor. 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 or any illegal drugs are not permitted in Village vehicles at any time.

7.7 Do not drive while operating a cell phone or other electronic communication device. Law Enforcement personnel with Village issued cell phones are exempt from this requirement.

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7.8 Report and assume responsibility for all citations or moving violations while operating the Village vehicle. Do not use or allow the use of tobacco products in a Village vehicle.

8. Compliance.

8.1 Abuse of the vehicle or policies may result in, but not be limited to: disciplinary action, 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.**
 - 2.1** Assignment of employees to work out of title would normally be made by the employee's department head, with the approval of the Administrator. The Administrator may also make assignments.
- 3. Determination of Pay Status.**
 - 3.1** The Administrator and the director will determine whether such employee will receive additional pay. The final decision of additional pay in a temporary position is the responsibility of the Board of Trustees. The Board's decision will be final.
 - 3.1.1** 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.
 - 3.2** Where the Village 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.**
 - 4.1** The assignment can be for any length of time consistent with the work to be completed.

POLICY 517 OUT OF TITLE WORK

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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 village to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the village is either required to or is discretionarily providing to its residents. The village will provide these salaries and benefits on the basis of internal equity, and 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 approved by the Administrator and Department Head. Additionally, an entrant may be assigned at a higher starting salary step subject to approval of the 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. Employees will be eligible for movement through the salary steps may be made at 1-year intervals after each placement at the immediate preceding step.

2.2.1 Requests by department heads will be approved or denied by the administrator.

2.2.2 Such in-range progressions will not be automatic, but will be based upon satisfactory performance, satisfactory reviews and approval by the employee's supervisor and department head.

2.2.3 Basis for Approvals. Employees must have a performance evaluation that indicates satisfactory performance and achievement in the accountabilities attributed to the position which they fill.

2.2.3.1 An employee who has received an unsatisfactory performance evaluation, 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

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not be eligible for a step increase until a minimum of 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** Approval or denial of a step increase will be at the discretion of the administrator for department heads and at the discretion of the department head or supervisor for the employee, upon consultation with the Administrator.

POLICY 521 ON CALL PAY

1. Purpose. To ensure an employee are available at any time to respond to emergency situations as they arise.

2. Call-in Pay

2.1 Employees called into work outside of their normally scheduled hours, shall receive two (2) hours pay at their regular straight time hourly rate in addition to their pay for actual time worked. Employees called into work during scheduled holidays shall receive pay of two (2) times their regular hourly wages.

POLICY 521 ON CALL PAY

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POLICY 523 SAFETY EQUIPMENT

- 1. Purpose.** The Village promotes the safety of employees. The Village 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 are as follows:**
 - 2.1** Hard hats must be worn when 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 other operation where eye injuries may result.
 - 2.3** Approved hearing protection must be worn where high noise levels exist..
 - 2.4** Steel toe shoes that are “work wise” and in serviceable condition 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 vests must be worn when performing work adjacent to or in traffic.
 - 2.7** Approved respirators must be worn when a 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 Village employees. Seasonal employees are responsible for appropriate footwear and clothing. Head, ear, and eye protection is available from the employees’ Supervisor.

- 4.** The Village shall pay annually (on a calendar year basis) a maximum of one hundred twenty-five dollars (\$125.00) towards the purchase of safety shoes, rubber boots and prescription safety glasses for all full-time employees who are required by the Village to wear them. To receive compensation, the employee shall present a paid-in-full sales slip to the Department Director, Assistant Director, or Foreman.

- 5.** The Village shall pay annually (on a calendar year basis) a maximum of fifty dollars (\$50.00) towards the purchase of safety shoes, rubber boots and prescription safety glasses for all part-time employees who are required by the Village to wear them. This policy is meant for part-time and seasonal employees who are required to wear safety equipment. To receive compensation, the employee shall discuss the need for the equipment with their supervisor prior to purchase and upon purchase, present a paid-in-full sales slip to the Department Director, Assistant Director, or Foreman.

INSURANCE & RETIREMENT BENEFITS

- Policy 601. Benefits-Health Insurance, Dental Insurance, & COBRA
- Policy 603. Benefits-Other
- Policy 605. Benefits-Retirement

POLICY 601 BENEFITS - HEALTH INSURANCE, DENTAL INSURANCE & COBRA

- 1. Purpose.** To provide health and dental insurance to those employees who qualify for coverage.
- 2. Coverage.**
 - 2.1** The design and selection of health/dental care plans is determined by the Village Board on an annual basis consistent with applicable state, federal and insurance regulations. Employees will receive notification of the health/dental plan(s) as adopted by the Board.
- 3. Eligibility/Health Insurance Plan.**
 - 3.1** Full-time employees who qualify for coverage may participate in the Health Insurance Plan(s). Eligible employees will contribute, and the Village will contribute, to the costs for the Health Insurance Plan. Ineligible part-time employees who work 30 hours or more may participate in the health insurance plan by paying 25% of the cost of the premium.
 - 3.2** The Village will make an offer of Health Insurance to any part-time employee eligible under the Affordable Care Act.
- 4. Effective Date.**
 - 4.1** Health insurance coverage will be effective the 1st day of the month following the month of hire, provided the employee has completed an application. Employees not applying during probation may subsequently attain coverage only by submitting evidence of insurability acceptable to the insurance carrier.
- 5. Payment of Employee Share of Premium.**
 - 5.1** Any employee required to pay all or any portion of the health insurance premium will make such payment by payroll deduction, except as provided in 8.
- 6. Spouse also Employee.**
 - 6.1** The village will provide coverage under only 1 family plan or 2 single plans when spouses are village employees.
- 7. Coverage upon separation.**

POLICY 601 BENEFITS – HEALTH INSURANCE, DENTAL INSURANCE & COBRA

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- 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 their surviving spouses may continue insurance under the village plans by remitting monthly premiums by check or money order to the insurance company. 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 village will give a 15 day notice of intent to cancel.
 - 7.2.1 No cost of any part of the health insurance plan, including but not limited to, deductibles, co-pays, co-insurance, etc. will be reimbursed or paid for by the Village.
 - 7.3 Employees receiving worker's compensation payments will have their premiums paid by the village for a period of up to 1 year.
8. Waiver of Coverage.
- 8.1 Any employee who is eligible to be covered by group health insurance who fail to apply for coverage will be considered to have waived coverage.
 - 8.2 Any employee may elect to decline or cancel health insurance coverage by signing a waiver form provided by the finance department and filing it with the finance department.
 - 8.3 A waiver will be effective upon receipt by the finance department or, in the case of cancellation, on the day of the month following receipt by the finance department. Any waiver may be withdrawn prior to its effective date.
 - 8.4 Eligible employees choosing to waive coverage will be eligible for the Health Insurance Opt-out Incentive. **See Appendix 601 A for the Opt-Out Incentive Form.**
9. Group Dental Plan. The Village will make available a group dental plan.
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 coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a

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dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

- 10.2** All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee 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, continued participation is solely at the participant's expense.

For additional details regarding coverage and premium contributions, contact the Finance Department.

POLICY 603 BENEFITS – OTHER

1. Purpose. The Board will determine the design and selection of benefits. The Board retains the right to change these benefits. Employees will be notified of any such changes.

- 1.1 Social security.** The village 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 village employees and elected officers will be afforded the opportunity to voluntarily participate in the Village of Little Chute employees deferred compensation plan pursuant to the rules, terms and conditions outlined in the plan.
- 1.3 Workers Compensation.** The Village 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 employees Supervisor shall also notify the Village Finance Department and Administrator of such injuries. The specific benefits provided are defined and limited in the literature provided by the Village's insurance company.
- 1.4 Life Insurance.** The Village provides Life Insurance to regular full time employees at no cost to the employee. The insurance provides for \$25,000 of coverage in the event of a death of an employee.
- 1.5 Long-term Disability.** The Village provides long-term disability insurance to regular full time employees at no cost to the employee.
- 1.6 Team Wellness Program.** The Village wishes to be proactive in terms of employee wellness through annual health screenings and incentives for employees to do so. See Appendix 603A for program details.

POLICY 605 BENEFITS – RETIREMENT

1. Purpose. To provide retirement contributions to eligible employees in accordance with State law.

2. Employee Contribution.

2.1 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 pay "one-half of the actuarially required contributions." Employee contributions are pre-tax.

WORKPLACE HEALTH, SAFETY & SECURITY

- Policy 701. Drug-Free Workplace
- Policy 703. Emergency Response Plans
- Policy 705. Harassment & Discrimination
- Policy 707. Workplace Violence
- Policy 709. Identification & Key Cards
- Policy 711. Right to Know
- Policy 713. Smoking
- Policy 715. Illnesses/Injuries
- Policy 717. Progressive Duty Return to Work
- Policy 719. ADA Accommodations

POLICY 701 DRUG-FREE WORKPLACE

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. (a) to establish and maintain a safer, healthier working environment; (b) to help reduce the number of and potential for injuries; (c) to aid in reducing absenteeism and tardiness; and, (d) to improve job performance.

2. Safety Rules.

2.1 No employee will be under the influence of alcohol or illegal drugs at any time during working hours

2.2 The sale, possession, transfer or purchase of illegal drugs by Village employees substantially impacts upon and affects the employment relationship and is, therefore, strictly prohibited.

2.3 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 Village sponsored events.

2.4 When using a Village vehicle, either on or off duty, the use of alcohol or illegal drugs is prohibited.

2.5 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, reflexes or otherwise affect their ability to perform their job.

3. Search and Testing.

3.1 In order to promote compliance with this policy, the Village 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 Village.

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- 3.2** 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.
- 3.3** A positive drug or alcohol test result for any reason may lead to discipline, up to and including, discharge from employment.
- 3.4** Post work-related injury testing. The Village, 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 Village 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.
 - 3.4.1** 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 Village any information necessary to indicate the presence of alcohol or any controlled substance in the employee's system.
- 3.5** Reasonable suspicion testing. The Village will require that an employee be tested, upon reasonable cause, for the use of controlled substances or alcohol. An employee will submit to testing when requested to do so by the Village. The Village will presume a positive test result if an employee refuses to be tested upon reasonable cause.
 - 3.5.1** Reasonable cause 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. Examples of reasonable cause include, but are not limited to.
 - 3.5.1.1** Direct observation of physical symptoms;
 - 3.5.1.2** Pattern of abnormal conduct or erratic behavior;
 - 3.5.1.3** Arrest or conviction for drug or alcohol-related offenses;
 - 3.5.1.4** Information from credible and reliable sources; and
 - 3.5.1.5** Evidence of employee tampering with drug or alcohol tests.

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- 3.6** 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 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 cause circumstances, any previous discharge or other discipline will be reinstated.

POLICY 703 EMERGENCY RESPONSE PLANS

1. Purpose. The purposes of these plans are. (a) to establish and maintain a safer, emergency response time; (b) to help reduce the number of and potential for injuries.

2. Fire Policy.

2.1 Evacuate by designated routes. Assist those individuals who may need extra help moving to the designated shelter or exiting the building and detained individuals in our custody per department procedure.

3. Fire Response Plan.

3.1 R - report the fire – **call 911** to active fire service for all sites.

A - alert occupants.

C - contain the fire – **close your doors** as you exit.

E - All are expected to evacuate immediately. Evacuate by designated routes. Crawl under the smoke to breathe cleaner air.

3.2 Congregate at designated meeting sites for count and direction from the department head.

4. Tornado Policy.

4.1 When a tornado warning is issued, seek shelter immediately. When a weather watch is announced, get prepared.

5. Tornado Response Plan.

5.1 Notification of Threat. If the National Weather Service (NWS) issues a tornado or severe weather WARNING and the work area is in the affected area, staff will be notified to seek shelter.

Note. The Emergency Sirens are intended to notify people **outdoors** that the National Weather Service has issued severe weather warnings. They are not intended to notify persons indoors. The sirens are activated whenever severe weather WARNINGS are issued for *anywhere* in Outagamie County. When this alarm is noted, seek details about the threat and take shelter as advised.

6. Threats of Violence & Other Danger.

6.1 All threats of violence will be taken seriously. When employees or facilities are threatened with physical force or weapons (includes guns, bombs, or chemicals)

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employees are to report the threat immediately, take measures to secure the area threatened, respond to directives for securing or evacuating the facility, and assist those individuals who may need extra help to safety.

7. Threat Response Plan.

7.1 First.

- Take measures to protect yourself and the public.
- Secure the area threatened.

7.2 Second.

- Report the threat immediately

8. If You Feel a Life is in Danger.

8.1 Call 9-1-1

9. Securing Areas.

9.1 If an employee observes a threat is observed near the department area, they are expected to.

- Vacate the threat area.
- Alert co-workers; assist others away from the area; and notify department head.
- Close and lock department doors.
- Remain within the department until department head verifies 'all clear' with law enforcement.

10. Employee Responsibilities.

- Post or program the emergency phone number on the office phone; know if silent alarms are in your area.
- Keep the Threat/Security Incident Report by your phone for collecting important information with bomb threats.
- Know evacuation site.
- Keep calm and follow directions; stay in safe areas until told restrictions are lifted.

11. In the Event of a Medical Emergency.

11.1 With life threatening and serious injuries call 911. Report as much information as possible when calling 911. (Symptoms, health history, recent medications surrounding circumstances, family contact, etc.) The above include, but are not limited to.

- Severe bleeding

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- Unconsciousness
- Absence of breathing or sudden difficulty breathing
- Any severe trauma injury to head, neck or spine
- Any sudden and severe pain
- Obvious fracture, inability to move, or great pain with movement

12. Automatic External Defibrillators (AED).

12.1 Automatic External Defibrillators (AED) have been installed in certain village facilities.

12.2 When providing first aid assistance **ALWAYS use barrier precautions** (gloves or at a minimum any material between them and another's blood). Sometimes it is possible to have the victim apply direct pressure to wounds or to coach them in first aid. Always consider anyone's blood as infectious. Ninety-five percent of those with blood borne pathogens are working; most do not know themselves that they are infectious. And remember to ALWAYS wash your hands after you provide assistance.

- Offer to notify a family member for the victim.
- Notify Maintenance if body fluid needs to be cleaned up.
- Report all injuries experienced by the public to the Village Clerk who will make necessary reports to insurance carriers. Injured workers should report all work related injuries to Department Head using the Village Employee's Report of Injury/Illness form.

POLICY 705 HARASSMENT AND DISCRIMINATION

1. Purpose. The fundamental policy of the Village of Little Chute 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 Village 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.

2.1 It is the policy of the Village of Little Chute 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 Village. The Village of Little Chute 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 Village 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 Village's efforts to eradicate conduct that could be in violation of this policy. Where impermissible harassment, discrimination, or retaliation has occurred, the Village will take appropriate disciplinary action, including, without limitation, termination.

3. Scope.

3.1 This policy applies to all employees and applicants for employment with the Village of Little Chute.

4. Definitions.

4.1 Harassment means any form of conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment based upon a protected job classification such as race, color, religion, sex, national origin, disability, marital status, sexual orientation or other protected status. Harassment includes persistently bothering, disturbing, or tormenting another person based upon a protected status. The Village prohibits all forms of unlawful harassment, including, but not limited to:

4.1.1 Verbal harassment, such as making derogatory statements, epithets, or slurs to or about another person or group;

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- 4.5.2 Sexual flirtation, innuendo, advances, propositions, or other sexual activities;
- 4.5.3 Unprofessional touching, such as massages, embracing, or inappropriately putting an arm around another employee;
- 4.5.4 Repeated and unwelcome invitations for social interactions outside of the workplace;
- 4.5.5 Sexual or racial slurs, derogatory remarks, or offensive gestures;
- 4.5.6 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
- 4.5.7 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.
- 4.5.8 Inappropriate displays of affection or sexually related conduct, even if welcome, are inappropriate at work and will not be tolerated.
 - 4.5.8.1 This list is not intended to be exhaustive. For example, any particular conduct described above may also be inappropriate outside the workplace if the conduct may adversely affect the work environment. Similarly, a consensual relationship does not justify inappropriate displays of affection or other sexual statements or activities during working hours or at work-related functions.

5. Retaliation.

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

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- 5.3** 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.
- 5.4** Monitoring to ensure that retaliation does not occur is the responsibility of the department head, supervisors, and all Village employees.
- 6.** Employee and Supervisor Expectations of Conduct and Processing of Complaints.
 - 6.1** Prohibited Conduct.
 - 6.1.1** In order to prevent and eradicate sexual harassment and other unlawful harassment and discriminatory behavior, the Village has established the following list of prohibited activities for Village employees defined as employees and applicants for employment with the Village, whether sworn, regular, reserve, or civilian, and all volunteers.
 - 6.1.1.1** No employee will either explicitly or implicitly ridicule, mock, deride or belittle any person.
 - 6.1.1.2** No employee will make offensive or derogatory comments to any person, either directly or indirectly.
 - 6.1.1.3** 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 Village of Little Chute engage in such activity.
 - 6.1.1.4** No employee or non-employee will engage in conduct identified or defined as prohibited sexual harassment, harassment, discrimination, retaliation or other inappropriate behavior.
 - 6.1.2** All prohibited acts of these types will be judged on the basis of conduct that is “objectively reasonable.”
 - 6.2** Employee Responsibilities.
 - 6.2.1** Each employee of the Village is responsible for complying with this policy and assisting in the prevention of sexual harassment and other unlawful harassment and discrimination by:

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- 6.2.1.1** 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;
- 6.2.1.2** Behaving courteously and professionally toward fellow employees;
- 6.2.1.3** Reading this policy and fully understanding its requirements;
- 6.2.1.4** Immediately and thoroughly reporting observed acts of sexual harassment and other harassment and discrimination;
- 6.2.1.5** 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
- 6.2.1.6** Cooperating in any investigation conducted under this policy by providing accurate and complete information about any incidents with which they are familiar.

6.2.2 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.

6.3 Supervisor's Responsibilities.

- 6.3.1** All employees are responsible for complying with this policy and preventing sexual harassment and other unlawful harassment and discrimination. Supervisors are also responsible for.
 - 6.3.1.1** Advising employees on the types of behavior prohibited and the Village's procedures for reporting and resolving complaints of harassment and discrimination;
 - 6.3.1.2** Monitoring the work environment on a daily basis for signs that harassment and discrimination may be occurring;

6.3.1.3 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;

6.3.1.4 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; and

6.3.1.5 Taking 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.

6.3.2 Each supervisor has the responsibility to assist any employee of the Village 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 Village.

6.3.3 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.

6.3.4 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.

7. Complaint Procedure.

7.1 The Village of Little Chute 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.

7.2 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 Village Administrator immediately. If the complaint involves the employee's immediate supervisor,

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then the employee should bring the complaint to that supervisor's immediate supervisor. If the complaint involves the conduct of the Village Administrator, then the complaint should be forwarded to the Village President.

- 7.3** The Village 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 Village 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 Village. The employee is expected to then promptly report such acts consistent with the requirements of this policy.
- 7.4** 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. That supervisor taking the complaint will promptly submit a confidential memorandum documenting the complaint to the Village Administrator or Village President if the complaint involves the Village Administrator.
- 7.5** The 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 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 Village employees participated in or encouraged the harassment or discrimination.
- 7.6** 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.
- 7.7** A file of harassment and discrimination complaints will be maintained.
- 7.8** The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

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- 7.9** The director or designated person will inform the parties involved of the outcome of the investigation.
- 7.10** The Village 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 Village will correct any adverse employment action an employee experienced due to conduct forbidden by this policy.
- 7.11** If the Village does not employ the individual involved in harassing or inappropriate conduct, the individual will be informed of the Village's policy and appropriate remedial action will be taken.
- 7.12** In all cases, the Village 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 director or designated person promptly.
- 7.13** This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

8. Remedial Action.

- 8.1** The Village will take prompt and effective remedial action to end the prohibited behavior. The Village will also correct any adverse employment action an employee experienced due to conduct forbidden by this policy.
- 8.2** 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 Village believes appropriate under the circumstances.
- 8.3** If a party to a complaint does not agree with its resolution, that party may appeal to the Village Administrator.
- 8.4** 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.

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9. Training.

9.1 The Village will provide periodic and refresher training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.

10. Conclusion.

10.1 The Village of Little Chute has developed this policy to ensure that all its employees can work in an environment free from harassment, discrimination, and retaliation. The Village 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.

10.2 Any employee who has any questions or concerns about these policies should talk with the Village Administrator.

POLICY 707 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 Village employees.
- 2. Scope.**
 - 2.1** This policy applies to all regular full-time, regular part-time, limited term employees, seasonal employees, and temporary employees of the Village of Little Chute.
- 3. Definitions.**
 - 3.1** Village Employee refers to all regular full-time, regular part-time, limited term employees, seasonal employees, temporary employees, volunteers, and elected and appointed officials of the Village of Little Chute.
 - 3.2** Workplace means all Village-owned or leased property, including vehicles and mobile equipment, and any other property where Village employees are performing work in an official capacity for the Village.
 - 3.3** Workplace Violence includes, but is not limited to: murder, assaults or battery (intentional offensive touching or application of force or violence to another), any acts of written, verbal, or physical violence against Village employees, stalking (willfully, maliciously and repeatedly following or harassing another person) 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 means 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** Village of Little Chute 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 Village 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 Village will investigate allegations of any violent or intimidating behaviors, gestures, or acts in the workplace.

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- 4.2 The Village of Little Chute 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.
 - 4.3 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 Village of Little Chute without proper authorization.
 - 4.4 With the exception of authorized employees of the Fox Valley Metropolitan Police Department, no employee of the Village of Little Chute will possess firearms, whether licensed or not, or any other weapon while on premises or property owned or leased by the Village of Little Chute, in Village vehicles, or while otherwise conducting Village 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.
 - 4.5 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 Village 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 Village and its assets will report such incidents to the Village Administrator.

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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. Village of Little Chute 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 Village 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 Village of Little Chute encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Village Administrator before the situation escalates into potential violence. The Village of Little Chute 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 711 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.**
 - 2.1** The identity of any toxic substances and infectious agents you work with, are likely to come into contact with, or have been exposed to.

 - 2.2** A description of the hazardous effects of the toxic substances.

 - 2.3** Handling precautions for toxic substances.

 - 2.4** Procedures for emergency treatment in the event of over-exposure.

 - 2.5** This information is contained in a Material Safety Data Sheet (MSDS), which the Village collects on each chemical product used.

 - 2.6** Each Department will maintain accurate and up to date a Material Safety Data Sheet (MSDS).

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

POLICY 711 RIGHT TO KNOW ABOUT HAZARDOUS CHEMICALS IN THE WORKPLACE

Effective Date: January 20th, 2016

Revised Date:

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POLICY 713 SMOKING

- 1. Purpose.** To protect the environment and public health and comfort by prohibiting smoking in Village 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. Prohibited Conduct.**
 - 2.1** Smoking is prohibited within a reasonable distance of 25 feet outside a Village 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.

 - 2.2** The use of Smoking, chewing tobacco and e-cigarettes is prohibited in any Village facility or Village vehicle.

 - 2.3** 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. Penalty/Enforcement.**
 - 3.1** This policy applies equally to all employees, customers, and visitors.

POLICY 713 SMOKING

Effective Date: January 20th, 2016

Revised Date:

Village of Little Chute
Employee Policy Manual

POLICY 715 INJURIES/ILLNESSES

- 1.** Purpose.
 - 1.1** To promote and ensure the safe return of injured/ill employees back into the work environment.
- 2.** Non-Work Related Injuries/Illnesses
 - 2.1** Medical slips obtained from the medical practitioner who treated the employee meet the requirements for situations discussed below.
 - 2.2** A supervisor/department head may require verification of illness.
 - 2.3** A doctor's statement is required when.
 - 2.3.1** An employee is absent five or more days due to illness
 - 2.3.2** The absence is due to an injury, surgery, a serious illness, or medical condition.
 - 2.3.3** The employee returns with a cast, sling, crutches, or other restrictions, such as lifting or walking.
 - 2.3.4** Work restrictions must receive prior approval from the director before returning to work.
 - 2.4** The Village of Little Chute does not have a "company doctor" and does not require employees to be cleared by a particular health care facility. However, the Village 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 and director determine 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 or Village 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.

POLICY 715 INJURIES/ILLNESS

Effective Date: January 20th, 2016

Revised Date:

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POLICY 719 ADA ACCOMMODATIONS

- 1. Purpose.** To provide equal employment opportunities to all qualified individuals, including those with disabilities.
- 2. Policy.**
 - 2.1** The Village of Little Chute'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 Village of Little Chute is committed to providing reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity with the Village of Little Chute. The Village provides reasonable accommodations when:
 - 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; and
 - 2.1.3** A qualified employee with a disability needs an accommodation to enjoy equal benefits and privileges of employment.
 - 2.1.4** The Village of Little Chute will process requests for reasonable accommodation and, where appropriate, provide reasonable accommodations in a prompt, fair, and efficient manner.
 - 2.1.5** The Village Administrator is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.
- 3. Scope.**
 - 3.1** This policy and procedure applies to all departments, qualified applicants, and qualified employees of the Village of Little Chute.

POLICY 719 ADA ACCOMMODATIONS

Effective Date: January 20th, 2016

Revised Date:

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4. Procedure.

4.1 Requests for Reasonable Accommodation.

- 4.1.1** The employee will inform his or her supervisor, Department Head, or the Village Administrator of the need for an accommodation either orally or in writing.
- 4.1.2** To enable the Village of Little Chute to keep accurate records regarding requests for accommodation, employees seeking a reasonable accommodation must follow up an oral request by completing the Voluntary ADA Reasonable Accommodation Form and submitting it to the Village Administrator.
- 4.1.3** For applicants seeking a reasonable accommodation, the Village Administrator will give them the Voluntary 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 Village of Little Chute 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 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 Administrator to contact his or her health care provider. The appropriate release of health information form must be completed and signed by the individual.

POLICY 719 ADA ACCOMMODATIONS

Effective Date: January 20th, 2016

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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 Village Administrator. Reasonable accommodations are identified through dialogue between the Administrator and the person requesting an accommodation.

4.3.2 When a qualified individual with a disability has requested an accommodation, the Administrator will, in consultation with the individual.

4.3.2.1 Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.

4.3.2.2 Determine the precise job-related limitation.

4.3.2.3 Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.

4.3.2.4 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 Village is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.

4.3.3 The Village Administrator will work with the employee to obtain technical assistance, as needed.

4.3.4 The 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 Village Administrator will work together to determine whether reassignment may be an appropriate accommodation.

POLICY 719 ADA ACCOMMODATIONS

Effective Date: January 20th, 2016

Revised Date:

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4.4 Appeals.

4.4.1 Employees or applicants who are dissatisfied with the decision(s) pertaining to their accommodation request may file an appeal with the Administrator, within a reasonable period of time, for a final decision.

4.4.2 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 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 Village 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.

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

WORKPLACE POLICIES (OTHER)

- Policy 801. Conflict of Interest
- Policy 803. Outside Employment
- Policy 805. Parking Regulations
- Policy 807. Personal Appearance
- Policy 809. Personnel Files
- Policy 811. Ethics and Confidentiality

POLICY 801 CONFLICT OF INTEREST

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

2. Specific Conflicts Defined.

2.1 Incompatible employment.

2.1.1 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.

2.2.1 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 village before any federal or state court or agency.

2.3 Disclosure of confidential information.

2.3.1 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.

2.4.1 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.

2.4.2 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.

2.4.3 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.

POLICY 801 CONFLICT OF INTEREST

Effective Date: January 20th, 2016

Revised Date:

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- 2.5** Nepotism forbidden.
 - 2.5.1** Employees will not engage in nepotism as outlined in Policy 103.
 - 2.5.2** Employees will not use their positions to influence the village 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 village premises and time.
 - 2.6.1** Employees will not conduct their personal or private business while on village premises and engaged in their public duties.
- 3.** Prohibited Contracts with the Village.
 - 3.1** No village 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 village 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 village board waives the requirement of this section after determining that it is in the best interest of the village 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.
 - 4.1** 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 village, 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.
 - 4.2** The Village's working definition of "anything of value" is anything with a value in excess of twenty-five dollars (\$25.00). 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;

POLICY 801 CONFLICT OF INTEREST

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4.2.3 If the item is of potential use to the Village, consult with Administration on appropriate disposition.

5. Municipal Code. See Municipal Code Chapter 2-185, Conflict of Interest.

6. Cross Ref. 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 village duties.

- 2. Policy.**
 - 2.1** Employees may hold outside employment as long as they continue to meet performance standards of their village position, and provided the outside employment does not create a conflict of interest with the village position or affects the performance of village 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 employer.

- 3. Prohibited Conduct.**
 - 3.1** Use of village-assigned work number for any business purpose other than Village of Little Chute business.

 - 3.2** Use of village-assigned telephones for incoming or outgoing telephone calls for outside employment purposes.

 - 3.3** Storage of personal business records on village computers or use of any village equipment or property in conducting an outside business or outside employment.

 - 3.4** Engaging in outside employment during regular working hours.

 - 3.5** Use of paid time off or extended leave bank benefits when an injury or illness is due to or incurred while in the employ of others or course of self-employment.

POLICY 803 OUTSIDE EMPLOYMENT

Effective Date: January 20th, 2016

Revised Date:

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POLICY 805 PARKING REGULATIONS

1. Purpose. To assist in the business of the Village by providing parking facilities in support of this function within the limits of available space.

2. Designated Parking.

2.1 Village employees only park in spaces designated by the Administrator or Village Board.

POLICY 805 PARKING REGULATIONS

Effective Date: January 20th, 2016

Revised Date:

Village of Little Chute
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POLICY 807 PERSONAL APPEARANCE

1. Purpose. Village employees are in the forefront of providing service to the general public. Personal appearance is an essential element of good public relations. The Village of Little Chute 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-workers' ability to perform their jobs and should not pose a safety or health hazard.

2. Scope.

2.1 This policy applies to all regular full-time, regular part-time, limited term employees, seasonal employees, and temporary employees of the Village of Little Chute. Employees working in municipal building offices should dress in business-casual clothing. 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.

3.1 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.

4. Inappropriate Attire.

4.1 Hats unless prior approved by the department head.

4.2 Tops showing bare shoulders, tank tops/halter tops unless covered with a blouse, shirt, or jacket.

4.3 Midriff bearing tops or tops portraying any offensive words, terms, logos, pictures, cartoons, or slogans.

4.4 Hooded sweatshirts and t-shirts.

4.5 Jeans, sweatpants, exercise pants, shorts, and spandex pants.

4.6 Tight skirts, miniskirts, skorts, sundresses, beach dresses, and spaghetti strap dresses.

POLICY 807 PERSONAL APPEARANCE

Effective Date: January 20th, 2016

Revised Date:

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- 4.7** Footwear resembling what is considered a bedroom slipper or beach flip-flops.
- 5.** Appropriate Attire.
 - 5.1** T-shirts/sweatshirts portraying the village seal are considered acceptable clothing assuming the work schedule permits.
 - 5.2** Dress pants will be worn to work Monday through Thursday unless otherwise approved by the department head. Acceptable dress pants include: Slacks similar to Dockers, khakis, wool pants, dressy capris, or black dress pants.
 - 5.2.1** Jeans with no holes or tears will be permitted on Fridays 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.** Additional Information.
 - 6.1** If there are any questions or concerns regarding appropriate village attire, employees should address their supervisor or department head on what clothing is acceptable personal appearance.
- 7.** Consequences of Policy Violation.
 - 7.1** 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 Village of Little Chute Personal Appearance Policy.

POLICY 807 PERSONAL APPEARANCE

Effective Date: January 20th, 2016

Revised Date:

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POLICY 809 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.
 - 2.1** 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 811 ETHICS AND CONFIDENTIALITY

- 1. Purpose.** To ensure the privacy of all clients and to protect the confidentiality of personal, health, and other related information and assure the confidentiality of Village of Little Chute’s human resources, payroll, fiscal, and information systems (collectively “Confidential Information”).

- 2. Policy.**
 - 2.1 Throughout the course of employment, employees may come into the possession of confidential information. It is the policy of the village that the information will not be disclosed to others, including friends or family, who do not have a need to know it.

 - 2.2 This policy applies to all village employees, temporary employees, volunteers, and interns.

 - 2.3 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.

- 3. Physical and Electronic Safeguards.**
 - 3.1 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:
 - 3.1.1 Confidential information will not be disclosed to others, including friends or family, who do not have a need to know it.

 - 3.1.2 Personal access codes, user ID(s), and passwords used to access computer systems are to be considered confidential information.

 - 3.1.3 Confidential Information will not be accessed and equipment will not be utilized for purposes not related to the performance of your job duties.

 - 3.1.4 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.

POLICY 811 ETHICS AND CONFIDENTIALITY

Effective Date: January 20th, 2016

Revised Date:

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- 3.1.5 Employees will not make inquiries about confidential information for other personnel who do not have proper authorization to access such confidential information.
- 3.1.6 Employees will not willingly inform another person of their computer password or knowingly use another person's computer password instead of their own for any reason, except maintenance or technical support.
- 3.1.7 Employees will not make any unauthorized transmissions, inquiries, modifications, or purging of confidential information in the village's computer system. Such unauthorized transmissions include, but are not limited to removing and/or transferring confidential information from the Village of Little Chute's computer system to unauthorized locations (for instance, home).
- 3.1.8 Employees will password protect any computer prior to leaving it unattended.
- 3.1.9 Employees will comply with any security or privacy policy and/or procedure promulgated by the village to protect the security and privacy of confidential information.
- 3.1.10 Upon cessation of employment, all employees will immediately return any documents, or other media containing confidential information to the Village of Little Chute.

4. Reporting a breach of confidentiality.

- 4.1 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:
 - 4.1.1 Unintended mistakes that cause accidental disclosures
 - 4.1.2 Abuse of access privileges
 - 4.1.3 Knowingly accessing information for non-work related purposes
 - 4.1.4 Unauthorized physical intruders
- 4.2 Employees will immediately report any activity, by any person, including themselves that is in violation of this policy or of any Village of Little Chute 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.

POLICY 811 ETHICS AND CONFIDENTIALITY

Effective Date: January 20th, 2016

Revised Date:

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- 4.3 The employee and/or supervisor will immediately contact the Village Administrator to report the breach of confidentiality.

APPENDIX

- Appendix 105A Verbal Resignation Form
- Appendix 106A Department New Employee Orientation Checklist
- Appendix 106B Property Checkout Guide Sheet
- Appendix 106C Checkout Sheet
- Appendix 203A General Complaint Form
- Appendix 205A Employee Notice
- Appendix 207A Grievance Form
- Appendix 209A Performance Evaluation Forms
- Appendix 303A Social Media Permission Form
- Appendix 417A Unpaid Leave of Absence Form
- Appendix 501A Salary Index
- Appendix 503A Exemption Status List
- Appendix 507A Human Resources Information Form
- Appendix 513A Travel/Expense Reimbursement Form
- Appendix 715A 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 Information Form

APPENDIX 105-A VERBAL RESIGNATION FORM

Date

RE: Resignation from Employment

Dear _____:

This letter is to confirm our (insert as appropriate telephone conversation or conversation in office, etc.) of (insert date/time) in which you indicated that you were resigning effective (insert date and reason for resignation, if given) and that your last day of work was/will be (insert, as appropriate).

We encourage you to contact the Finance Department to discuss any applicable insurance and benefit issues. As per Village policy, you are reminded to return all village-issued equipment. Thank you.

Sincerely,

Name

Position Title

Cc: Village Administrator

APPENDIX 106-A DEPARTMENT NEW EMPLOYEE ORIENTATION CHECKLIST

PRE-START DATE EXPECTATIONS (if possible 2 weeks before start date)

Start date _____

- Appointment letter to new hire
 - includes phone number of Finance Department to contact for questions
- Locate office assignment/phone number. Confirm phone updates with Village Administrator
- Contact Administrator for computer set up
- Contact new hire by telephone: Date of contact _____
- Review day one of employment, parking issues, lunch and dress code
- Setup office with necessary office supplies
- If necessary, setup appointments with the key management staff for introductions.
- Assign mentor
- For new supervisors only: Arrange time to meet with each Department Head

DAY ONE

- Give a warm welcome and try to reduce any nervousness the new employee may feel.
- Discuss your plan for first day.
- Review the job description and organizational chart with the employee.
- Review the Village of Little Chute Property Checkout Guide sheet with employee and assign any items to them
- Review the lunch period for the employee or arrange to have lunch with the new employee.
- Review departmental policies and procedures. Items to include with this area are benefit time, building access
- Review telephone, fax, e-mail, and Internet use, email
- Show the new employee around the office and review the office layout
 - Introduce to staff
 - Locate restrooms, break rooms, mail bins, supply cabinets, forms, evacuation maps, meeting rooms
- Bring to Human Resources for new employee orientation appointment.

WEEK ONE

- Review employee work area with new employee to ensure needed equipment is in place
- Set up a brief meeting with the employee to review the first week's activities (if appropriate)
- Review office safety issues/ procedures:
 - Assess knowledge of department's hardware and software
- Meet with employee to review:
 - Performance standards
 - Work rules
 - Job expectations and responsibilities
 - Employee Performance Evaluation process
 - Acceptable performance
 - Discuss/Establish personal goals of employee
- Ensure position description and personal protection equipment hazard assessment certifications are reviewed and signed and sent to human resources (if applicable)
- Order business cards (if applicable)
- Introduce employee to staff external to the unit with whom they will work

BY THE END OF MONTH ONE

- Set up meeting with employee to discuss:
 - Work performance
 - Employee's thoughts about position
 - Any questions or concerns employee may have regarding the position

APPENDIX 106-B PROPERTY CHECKOUT GUIDE SHEET

Employee Name: _____ Department: _____

Start Date: _____

Item	Date Issued	Initials	Date Returned	Initials
ID Badge				
Desk/File Keys				
Office Keys				
(Please fill in any key(s) distributed below)				
Credit Card				
Cell Phone				
Cell Phone Charger				
Laptop				
Laptop Charger				
Pager				
List Other Items Below				

I, _____, acknowledge that I have received Village of Little Chute property that will help me fulfill my duties as a Little Chute employee. Also I acknowledge that it is my responsibility not to intentionally damage or lose any property that has been given to me. If I happen to damage or lose Village property it is my obligation to immediately report any damage or loss of Village property to the Village Administrator.

I accept that at any time my department head may ask for the return of property given to me. I understand that I must return all property immediately upon request or upon termination of employment, in accordance with Village of Little Chute Policy 106.

Employee's Signature

Date

Village of Little Chute Property Checkout Guide Sheet

Employee Name: _____

Department: _____

Start Date: _____

<u>Item</u>	<u>Date Issued</u>	<u>Initials</u>	<u>Date Returned</u>	<u>Initials</u>
ID Badge				
Desk/File Keys				
Office Keys (Please fill in any key(s) distributed below)				
Ex: Key 568- Fire Door Key				
Credit Card				
Cell Phone				
Cell Phone Charger				
Laptop				
Laptop Charger				
Pager				
<u>List Other Items Below</u>				

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

Concern: _____

Date issue/concern was recognized: _____

Suggested
Solutions/Recommendations: _____

Name: _____ Department: _____

Date: _____
(signature)

Follow-up by Village Administrator:

Referred to _____ for action/follow-up.

Meeting(s) with parties conducted.

Action/follow-up taken:

Date: _____
Village Administrator (signature)

Employee Notice

Employee Information

Employee Name:

Date:

Job Title:

Department:

Type of Corrective Action or Discipline

- | | | |
|--|--|--|
| <input type="checkbox"/> Oral Warning | <input type="checkbox"/> Written Warning | <input type="checkbox"/> Suspension;
Dates of Suspension: |
| <input type="checkbox"/> Termination of employment | <input type="checkbox"/> Other: | |

Type of Offense

- | | | |
|---|---|---|
| <input type="checkbox"/> Absenteeism: Excessive tardiness/absence; unapproved absence; no call/no show; absence on date time-off request was denied. | <input type="checkbox"/> Insubordination or Willful Misconduct: Refusal of mandatory overtime; refusal to obey directives or work rule; discourteous behavior towards a management representative. | <input type="checkbox"/> Licensure/Certification: Failure to obtain or retain licensure or certification as required by law or County. |
| <input type="checkbox"/> Off-duty misconduct: Off-duty misconduct or outside employment with impact on County job. | <input type="checkbox"/> Substance abuse: Violation of drug- and alcohol-free workplace policy. | <input type="checkbox"/> Property Damage or Neglect: Includes improper use of County equipment, email and other resources. |
| <input type="checkbox"/> Violation of policy or work rule: Resident rights; inmate rights; HIPAA; confidentiality issues, etc. | <input type="checkbox"/> Unsatisfactory performance: Incompetence; negligence; inability to perform job duties. | <input type="checkbox"/> Discrimination, Harassment or Retaliation.

<input type="checkbox"/> Other Misconduct. Including but not limited to: Dishonesty, failure to timely report an accident; gambling; workplace violence; political activity on County property; sleeping or loafing. |

Specify:

Details

Briefly summarize the essential facts upon which this Employee Notice is based. Identify the specific work rules, performance or conduct standards violated.

Briefly describe the impact of the employee's performance/conduct on departmental operations.

If applicable, explain any mitigating circumstances that should be taken into consideration.

(To Be Completed by Supervisor/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?

Date: _____ Supervisor/DH Signature: _____



Performance

Partnership System

Employee AND Supervisor Guide
November 2015



PERFORMANCE PARTNERSHIP ANNUAL REVIEW FORM

Name of Employee Being Reviewed: _____

Review Period Dates: _____

Position Title: _____

Name of Reviewer: _____

RATING KEY: Please rate the individual according to the following definitions:

1. Unsatisfactory and must be improved to continue in position
(An unsatisfactory rating must be supported by specific documentation and appropriate notification)
2. Below expectations
3. Meets expectations
4. Above expectations
5. Clearly Outstanding

Transfer ratings from Sections One, Two and Three:

Section One – Job Knowledge and Abilities Rating

Section Two – Core Competency Rating

Section Three – Goals Rating

TOTAL

Divide Total by 3 to get overall rating and place in box below:

Round to the closest whole number

OVERALL RATING

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Village Administrator Signature: _____ Date: _____

Village Administrator approval required if overall rating is 5

PERMISSION FORM/WAIVER

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

_____ (initial)

I give the Village of Little Chute permission to photograph, audiotape, and/or videotape my child during an event.

_____ (initial)

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

_____ (initial)

Printed Name

Signature

Date

APPENDIX 417-A

UNPAID LEAVE OF ABSENCE REQUEST FORM

Employee Name: _____

Department/Position: _____

Date Leave Request Submitted: _____

I am requesting an unpaid leave of absence pursuant to the Employee Policy Manual. The type of unpaid leave being requested is:

Short Term: 30 days or less

Educational Leave

Over 30 days

Political Leave

Personal Leave

Extended Leave

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

Other Comments With Regard to Leave: _____

Employee's Signature

Approved Denied

By: _____
Supervisor Signature

Date: _____

Approved Denied

By: _____
Department Head Signature

Date: _____

Approved Denied

For Unpaid Leaves of more than 30 days:

By: _____
Human Resources Director

Date: _____

APPENDIX 501-A SALARY INDEX

Fox Valley Metro Police Department - 2020 Grid											
11 Step Range Positions	<u>Police Chief</u>		<u>Captain</u>		<u>Lieutenant</u>		<u>Police Admin Asst</u>		7 Step Range Position	<u>Telecommunicator</u>	
	2020		2020		2020		2020			2020	
Step 1	\$83,158.40	\$39.98	\$70,574.40	\$33.93	\$61,339.20	\$29.49	\$38,584.00	\$18.55	Step 1	\$39,270.40	\$18.88
Step 2	\$86,091.20	\$41.39	\$73,049.60	\$35.12	\$63,918.40	\$30.73	\$39,956.80	\$19.21	Step 2	\$40,726.40	\$19.58
Step 3	\$89,024.00	\$42.80	\$75,524.80	\$36.31	\$66,539.20	\$31.99	\$41,308.80	\$19.86	Step 3	\$42,203.20	\$20.29
Step 4	\$91,977.60	\$44.22	\$78,041.60	\$37.52	\$69,139.20	\$33.24	\$42,660.80	\$20.51	Step 4 Control	\$43,638.40	\$20.98
Step 5	\$94,889.60	\$45.62	\$80,516.80	\$38.71	\$71,760.00	\$34.50	\$44,033.60	\$21.17	Step 5	\$45,115.20	\$21.69
Step 6 Control	\$97,822.40	\$47.03	\$83,012.80	\$39.91	\$74,360.00	\$35.75	\$45,406.40	\$21.83	Step 6	\$46,550.40	\$22.38
Step 7	\$100,776.00	\$48.45	\$85,508.80	\$41.11	\$76,960.00	\$37.00	\$46,758.40	\$22.48	Step 7	\$48,006.40	\$23.08
Step 8	\$103,708.80	\$49.86	\$87,984.00	\$42.30	\$79,560.00	\$38.25	\$48,110.40	\$23.13			
Step 9	\$106,662.40	\$51.28	\$90,480.00	\$43.50	\$82,160.00	\$39.50	\$49,483.20	\$23.79			
Step 10	\$109,574.40	\$52.68	\$92,976.00	\$44.70	\$84,780.80	\$40.76	\$50,835.20	\$24.44			
Step 11	\$112,507.20	\$54.09	\$95,451.20	\$45.89	\$87,360.00	\$42.00	\$52,208.00	\$25.10			

Parks, Recreation, and Forestry Department - 2020 Grid										
11 Step Range Positions	<u>Park & Rec Dir</u>		7 Step Range Positions	<u>Rec Supervisor</u>		<u>Park Foreman</u>		<u>Park Laborer</u>		
	2020			2020		2020		2020		
Step 1	\$61,588.80	\$29.61	Step 1	\$47,236.80	\$22.71	\$50,169.60	\$24.12	\$47,236.80	\$22.71	
Step 2	\$63,752.00	\$30.65	Step 2	\$48,963.20	\$23.54	\$52,041.60	\$25.02	\$48,963.20	\$23.54	
Step 3	\$65,936.00	\$31.70	Step 3	\$50,731.20	\$24.39	\$53,892.80	\$25.91	\$50,710.40	\$24.38	
Step 4	\$68,099.20	\$32.74	Step 4 Control	\$52,457.60	\$25.22	\$55,764.80	\$26.81	\$52,457.60	\$25.22	
Step 5	\$70,262.40	\$33.78	Step 5	\$54,225.60	\$26.07	\$57,616.00	\$27.70	\$54,204.80	\$26.06	
Step 6 Control	\$72,446.40	\$34.83	Step 6	\$55,972.80	\$26.91	\$59,467.20	\$28.59	\$55,972.80	\$26.91	
Step 7	\$74,609.60	\$35.87	Step 7	\$57,720.00	\$27.75	\$61,339.20	\$29.49	\$57,699.20	\$27.74	
Step 8	\$76,793.60	\$36.92								
Step 9	\$78,956.80	\$37.96								
Step 10	\$81,161.60	\$39.02								
Step 11	\$83,324.80	\$40.06								

APPENDIX 501-A SALARY INDEX

Public Works Department - 2020 Grid										
11 Step Range Positions	<u>DPW Director</u>		<u>Village Engineer</u>		<u>Operations Manager</u>		<u>Engineering Technician</u>		<u>Eng Aide II</u>	
	<u>2020</u>		<u>2020</u>		<u>2020</u>		<u>2020</u>		<u>2020</u>	
	Step 1	\$80,038.40	\$38.48	\$80,038.40	\$38.48	\$60,486.40	\$29.08	\$57,928.00	\$27.85	\$52,540.80
Step 2	\$82,867.20	\$39.84	\$82,867.20	\$39.84	\$62,608.00	\$30.10	\$59,966.40	\$28.83	\$54,392.00	\$26.15
Step 3	\$85,716.80	\$41.21	\$85,716.80	\$41.21	\$64,750.40	\$31.13	\$62,004.80	\$29.81	\$56,243.20	\$27.04
Step 4	\$88,524.80	\$42.56	\$88,524.80	\$42.56	\$66,872.00	\$32.15	\$64,043.20	\$30.79	\$58,094.40	\$27.93
Step 5	\$91,353.60	\$43.92	\$91,353.60	\$43.92	\$69,014.40	\$33.18	\$66,081.60	\$31.77	\$59,945.60	\$28.82
Step 6 Control	\$94,182.40	\$45.28	\$94,182.40	\$45.28	\$71,136.00	\$34.20	\$68,140.80	\$32.76	\$61,796.80	\$29.71
Step 7	\$96,990.40	\$46.63	\$96,990.40	\$46.63	\$73,278.40	\$35.23	\$70,179.20	\$33.74	\$63,648.00	\$30.60
Step 8	\$99,819.20	\$47.99	\$99,819.20	\$47.99	\$75,400.00	\$36.25	\$72,217.60	\$34.72	\$65,499.20	\$31.49
Step 9	\$102,668.80	\$49.36	\$102,668.80	\$49.36	\$77,542.40	\$37.28	\$74,276.80	\$35.71	\$67,329.60	\$32.37
Step 10	\$105,476.80	\$50.71	\$105,476.80	\$50.71	\$79,684.80	\$38.31	\$76,315.20	\$36.69	\$69,201.60	\$33.27
Step 11	\$108,305.60	\$52.07	\$108,305.60	\$52.07	\$81,806.40	\$39.33	\$78,353.60	\$37.67	\$71,052.80	\$34.16

Public Works Department - 2020 Grid								
7 Step Range Posi	<u>Street Foreman</u>		<u>Mechanic</u>		<u>Public Works Laborer</u>		<u>DPW Admin Asst</u>	
	<u>2020</u>		<u>2020</u>		<u>2020</u>		<u>2020</u>	
	Step 1	\$50,169.60	\$24.12	\$48,817.60	\$23.47	\$47,236.80	\$22.71	\$40,310.40
Step 2	\$52,041.60	\$25.02	\$50,648.00	\$24.35	\$48,963.20	\$23.54	\$41,808.00	\$20.10
Step 3	\$53,892.80	\$25.91	\$52,436.80	\$25.21	\$50,710.40	\$24.38	\$43,305.60	\$20.82
Step 4 Control	\$55,764.80	\$26.81	\$54,246.40	\$26.08	\$52,457.60	\$25.22	\$44,803.20	\$21.54
Step 5	\$57,616.00	\$27.70	\$56,056.00	\$26.95	\$54,204.80	\$26.06	\$46,300.80	\$22.26
Step 6	\$59,467.20	\$28.59	\$57,886.40	\$27.83	\$55,972.80	\$26.91	\$47,798.40	\$22.98
Step 7	\$61,339.20	\$29.49	\$59,675.20	\$28.69	\$57,699.20	\$27.74	\$49,296.00	\$23.70

Facilities Manager - 2020 Grid		
7 Step Range Position	<u>Facilities Mgr</u>	
	<u>2020</u>	
	Step 1	\$50,169.60
Step 2	\$52,041.60	\$25.02
Step 3	\$53,892.80	\$25.91
Step 4 Control	\$55,764.80	\$26.81
Step 5	\$57,616.00	\$27.70
Step 6	\$59,467.20	\$28.59
Step 7	\$61,339.20	\$29.49

APPENDIX 501-A SALARY INDEX

Community Development - 2020				
11 Step Range Positions	CD Director		Building Inspector	
	2020		2020	
Step 1	\$69,035.20	\$33.19	\$56,409.60	\$27.12
Step 2	\$71,448.00	\$34.35	\$58,406.40	\$28.08
Step 3	\$73,902.40	\$35.53	\$60,382.40	\$29.03
Step 4	\$76,336.00	\$36.70	\$62,379.20	\$29.99
Step 5	\$78,769.60	\$37.87	\$64,376.00	\$30.95
Step 6 Control	\$81,224.00	\$39.05	\$66,372.80	\$31.91
Step 7	\$83,657.60	\$40.22	\$68,348.80	\$32.86
Step 8	\$86,070.40	\$41.38	\$70,345.60	\$33.82
Step 9	\$88,504.00	\$42.55	\$72,321.60	\$34.77
Step 10	\$90,958.40	\$43.73	\$74,318.40	\$35.73
Step 11	\$93,392.00	\$44.90	\$76,315.20	\$36.69

Crossing Guard - 2020	
4 Step Range Position	2020
0-5 Years of Service	\$14.48
6-10 Years of Service	\$15.21
11-15 Years of Service	\$15.96
16+ Years of Service	\$16.75

APPENDIX 501-B VILLAGE OF LITTLE CHUTE MERIT PROGRAM

GOAL: The Village of Little Chute Merit Program will provide a means and policy for Department Heads, the Administrator and Board of Trustees to reward employees who go above and beyond in their daily work. The program is initiated with the goal creating more opportunities for employees to be recognized and rewarded for their efforts.

1. For every FTE within each department, the department will be allotted 4 hours of compensatory time (ex. 3 employee departments would have 12 hours). That “bank” of time would be awarded to high performers or exemplary actions in the form of compensatory time off as recommended by the department head. Each department would notify the administrator of a pending award and with approval, that time would be credited to the employee or group of employees. The allotment would then be reported to the board at a future date.
2. For every FTE within each department, the department would be allotted a total of \$50 per FTE (ex. 3 employee department would be allotted \$150). That line item would be awarded to high performers or exemplary actions in the form of gift cards in \$25 increments as recommended by the department head. Other outlays could be utilized in providing for individual department merit/bonus in the forms of morale and welfare type activities. Each department would notify the administrator of a pending award and with approval, that gift card would be presented to the employee following their exemplary performance. The allocation would then be reported to the Board at a future date.
3. In both instances, the compensatory time and financial allotment would be at the control of each department so they can implement in a manner that is most effective for their individual team. In all instances, allocations of time and financial resources would be approved by the Village Administrator ahead of those disbursements.
4. All financial resources allocated for the merit/bonus program are budgeted under a single line item labeled appropriately within the Village Board’s Budget.

APPENDIX 503-A EXEMPTION STATUS LIST

Fair Labor Standards Act Classification of Village of Little Chute Employee Positions

Exempt Positions

Village Administrator - Regular Full Time
Village Clerk - Regular Full Time
Community Development Director - Assessor - Regular Full Time
Finance Director - Regular Full Time
Public Works Director - Regular Full Time
Village Engineer – Regular Full Time
Staff Engineer – Regular Full Time
Assistant Public Works Director - Regular Full Time
Street Foreman - Regular Full Time
Director of Parks, Recreation and Forestry - Regular Full Time
Police Chief - Regular Full Time
Police Captains (2) - Regular Full Time
Police Lieutenants (3) - Regular Full Time

Non - Exempt Positions

Unless noted otherwise, all other positions within the Village of Little Chute are non-exempt.

APPENDIX 507-A HUMAN RESOURCES INFORMATION FORM

Instructions: New and existing employees complete the Personal Information section with the most current information. Payroll will complete remaining sections.

REASON FOR UPDATE:

- NEW HIRE POSITION CHANGE
 TERMINATION LAYOFF
 PAY ADJUSTMENT PERSONAL DATA CHANGE

PERSONAL INFORMATION Effective Date: _____

Employee (Legal) Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Existing employees check off the data change and complete the necessary information.

- Address change Marital Status change
 Telephone number change Emergency Contact Information
 Name change Former Name (if changed): _____ Other change (explain): _____

Employee #: _____ Social Security Number: ____-____-____ Sex: Male Female
 Street Address: _____ Ethnic Origin: _____
 City, State, Zip: _____ Marital Status: Married Single
 Home Telephone: (____)-____-____ Birth Date: ____/____/____ Disability: Yes No
 Cell Phone: (____)-____-____ Emergency Contact Person/Relationship: _____
 Office Phone: (____)-____-____ Emergency Contact Phone Number: (____)-____-____
 Supervisor: _____ Alternate Phone Number: (____)-____-____
 Employee work email: _____ Previously worked for Village of Little Chute? Yes No
 Round-trip Mileage (Village Board/Committees): _____

NEW HIRE POSITION CHANGE Effective Date: _____

New Hire or Current Position Information (for Transfer or Position Changes):

Performance Eval. Date: _____
 Hire Date: _____
 Position #: ____-____-____ FTE %: _____ Seniority Date: _____ Service Date: _____
 Position Title: _____ Next Step Increase Date: _____
 Category: _____ EEO Code: _____ EEO Function: _____
 Department: _____ FLSA Exemption Status: Exempt Non-Exempt
 Pay Schedule ID: _____ Level: ____ Step: ____ Employee Status: _____
 Hourly Rate: _____ or Red Circle Rate: _____ OSHA Code: _____ WC Code: _____
 Former Incumbent Name: _____ WRS Code: _____
 Supervisor: _____

New Position Information (for Transfer or Position Changes):

Performance Eval. Date: _____
 Hire Date: _____
 Position #: ____-____-____ FTE %: _____ Seniority Date: _____ Service Date: _____
 Position Title: _____ Next Step Increase Date: _____
 Category: _____ EEO Code: _____ EEO Function: _____
 Department: _____ FLSA Exemption Status: Exempt Non-Exempt
 Pay Schedule ID: _____ Level: ____ Step: ____ Employee Status: _____
 Hourly Rate: _____ or Red Circle Rate: _____ FTE Change Date: _____
 Former Incumbent Name: _____ OSHA Code: _____ WC Code: _____
 Supervisor: _____ WRS Code: _____

Benefit Eligibility Dates:

Health Insurance: _____ %: _____
 Life Insurance: _____ %: _____
 Retirement System: _____ %: _____
 Paid Time Off: _____ Code: _____
 Position Accounting Number(s):
 _____ %: _____
 _____ %: _____
 _____ %: _____
 Previous WRS participant? Yes No
 Annuitant? Yes No

TERMINATION Effective Date: _____

Last Day Worked: _____ Paid Through: _____
 Termination was (choose from the following drop-down lists): _____ and _____

PAY ADJUSTMENT Effective Date: _____

Supervisor Approval: _____ Date: _____
Department Head Approval: _____ Date: _____

Completed by HR: Pay Range: _____ Probationary Hours Met: Yes No
 Current Step: _____ Current Rate: _____ Employee Evaluation Completed: Yes No
 Next Step: _____ Next Step Rate: _____ Other Evaluations Completed: Yes No
 Effective Date: _____ HR Staff Approval: _____

APPENDIX 513-A TRAVEL/EXPENSE REIMBURSEMENT FORM

VILLAGE OF LITTLE CHUTE
Travel Expense Sheet

NAME:								
DESTINATION:				DEPARTMENT:				
PURPOSE OF TRAVEL:				TRANSPORTATION MODE: PRIVATE VEHICLE				
PERIOD OF TRAVEL:								

Indicate all Village credit card charges . Attach credit card receipts.

ACTUAL EXPENSES								
	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTALS
DATE								
MILEAGE (From Below)								
LODGING*								
BREAKFAST (\$7.00)								
LUNCH (\$10.00)								
DINNER (\$18.00)								
AIR, BUS, RAIL								
GAS (VILLAGE VEHICLE)*								
REGISTRATION FEES*								
PARKING, TOLLS								
OTHER TRANSPORTATION*								
TELEPHONE								
OTHER (per diem)								
TOTALS								

*** RECEIPT REQUIRED IF PAID BY PERSONAL FUNDS**

	Total Village Business Expense
	Less: Paid by Village Credit Card
	Less Advance by Village
Mileage Calculation:	Balance Due Employee OR
Miles Claimed	Refund Due Village
Rate \$0.58 Amount	Account \$
effective 1/1/2019	Account \$

This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of Village of Little Chute Business.

	Departmental Approval
Employee Signature	Administrator
Date	



Village of

Little Chute

Administration
108 W. Main Street
Little Chute, WI 54140
(920) 788-7380
james@littlechutewi.org

To: Employees Eligible for Health Insurance
From: James Fenlon
Date: Effective October 21, 2015
Re: Health Insurance Opt-Out Incentive

Employees who are eligible for health insurance through the Village of Little Chute, but 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 Village of Little Chute.

To be eligible, you must present evidence of other coverage to the Village Administrator. This can be an insurance card or document showing you are covered under another policy.

For regular full-time employees who are on family plans, you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid an additional \$184.62 per bi-weekly pay period. This bi-weekly amount adds up to \$4,800 per year for a family plan.

For regular full-time employees who are on a single plan, you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid an additional \$92.31 per bi-weekly pay period. This bi-weekly amount adds up to \$2,400 per year for a single plan.

For regular part-time employees who qualify for health insurance benefits (meaning you work at least 29 hours per week), you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid \$138.46 per bi-weekly pay period. This bi-weekly amount adds up to \$3,600 per year for a family plan.

For regular part-time employees who qualify for health insurance benefits (meaning you work at least 29 hours per week), you must submit this document during the Village's open enrollment period (October 1 through October 31); you will be paid \$69.23 per bi-weekly pay period. This bi-weekly amount adds up to \$1,800 per year for a single plan.

This amount will be the additional compensation you receive on each check. This amount counts as regular income to you to be spent on your other health insurance premium or however you please and it is fully taxable, but does not count toward your WRS retirement contribution. You may begin participation on this program only during the Village's open enrollment period or within 30 days after a life event, but you must be sure you can be covered under another insurance policy.

You can be reinstated to our health insurance program the first of the month following notification to us that you have experienced a life event. **You will not be able to change back because our out-of-pocket costs are higher than you expected or the coverage is not as good as you thought.**

If there are two spouses (or other eligible employees within the same household) employed with the Village 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).

The payment of \$184.62/\$92.31 per bi-weekly pay period is intended to assist you in meeting higher deductibles or monthly premium charges under your other coverage with the balance serving as an incentive. Additionally, it is intended to assist the Village of Little Chute in lowering its health insurance costs.

This program and these payment amounts are subject to change at anytime.

REQUEST TO CANCEL/DECLINE HEALTH INSURANCE COVERAGE

I _____, hereby request the Village of Little Chute to:

____ Discontinue my health insurance coverage

There is duplicate coverage through _____ (insurance company). I am attaching proof of this coverage to this request form. I understand that reinstatement to the Village Health Insurance Program is allowed only if:

- 1) The above-mentioned policy no longer offers coverage.
- 2) This policy is substantially changed and no longer offers the coverage needed.
- 3) The above-mentioned policy is cancelled or discontinued.
- 4) The Village Health Insurance Payout program is discontinued.
- 5) I experience a qualifying life event.
- 6) During normal open enrollment periods (October).

Date

Signature

Print Name

Please return form to the Village Administrator

APPENDIX 603-A VILLAGE OF LITTLE CHUTE TEAM WELLNESS PROGRAM

GOAL: The Team Wellness Program will provide a means and incentive for all regular full and part-time employees to be more aware of their own basic health indicators and needs so that we can be more productive in our personal and professional lives.

3. Every calendar year, the village will provide regular full and part-time employees an opportunity for a personal health assessment (this will typically include a health assessment along with a biometric screening) with a certified health care professional or qualified consultant.
4. Upon completion of a personal health assessment with the selected consultant, participating employees will be eligible to receive an identified incentive. Through the Wisconsin Department of Employee Trust Fund, based upon our participation in the Wisconsin Group Health Insurance Program, employees may be eligible for an incentive payment (\$150 in 2017).
5. Village employees eligible will be provided a participation form or notice each year once a partner has been identified and screenings are scheduled.
6. The village will not ask for nor want any of the personal information provided by the employees. Aggregate employee data may be used to track program performance annually to determine appropriate results.
7. Fiscally, the Wellness Program and efforts will be budgeted under the Village Board authority on an annual basis. This allows for program review and evaluation on an annual basis in order to allow for programmatic changes to ensure the efficacy of the program efforts.

EEOC Notice: EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) NOTICE REGARDING WELLNESS PROGRAM

The Well Wisconsin Program is a voluntary wellness program offered by the State of Wisconsin Group Health Insurance Program and is available to the primary subscriber and their enrolled spouse/domestic partner. You are not required to participate in this wellness program. The program is administered by the Department of Employee Trust Funds (ETF) through a contract with StayWell in accordance with federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the wellness program you will be asked to complete a voluntary health assessment that asks a series of questions about your health-related activities, behaviors and whether you have or had certain medical conditions (e.g., diabetes or heart disease). You will also be asked to complete a health screening, which will include a blood test for cholesterol and blood glucose levels. Employees and their eligible spouse/domestic partner who choose to participate in the wellness program will receive an incentive of \$150 once the StayWell health assessment and health screening have been completed.

The information from your health survey and health assessment will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services through StayWell and your health insurance plan, such as telephonic/digital health coaching. You are encouraged to share your results or concerns with your own doctor.

Protections from Disclosure of Medical Information

ETF and its contractors are required by law to maintain the privacy and security of your personally identifiable health information. Although the wellness program and ETF may use the aggregate information it collects to evaluate the current program and assist employers with addressing health risks in their workforce, the personal information you provide will never be disclosed publicly, to ETF, or to your employer.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program and health plan administration, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving an incentive. Any party who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements and will be required to encrypt any stored health information. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, you will be notified.

No information you provide as part of the wellness program or your choice to participate in the wellness program may be used in making any employment decision.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Village Administrator.

SUPERVISOR'S REVIEW OF INCIDENT

Classification of Incident

Employee	Date of Incident	Date Employer Notified
Department:	Position:	Supervisor:
Injury: ___ Lost time/Last Day Worked: _____ ___ Medical care only incident ___ First aid only		

Incident Review

SUPERVISORS: Please make note of any corrections or additions to Employee report:

What factors do you think contributed to this incident?

Q. Was this a routine or non-routine/unusual task for this worker? Routine Non-routine/unusual

Yes No Was proper technique applied? If no, explain:

Yes No Were the tools, equipment, & assistance appropriate and sufficient for this worker & job?
 1. If not, what is needed:
 2.

Yes No Were the written rules, directives, warnings, and oral instructions appropriate & sufficient for the task?
 If not, or if a change is needed, what is recommended?

Yes No Were work conditions underestimated, overlooked, or not inspected before task was started?

Yes No Was the worker inattentive or did the worker show disregard for rules or hazardous conditions?

Yes No Was there poor communication or planning with other workers?

Were safety devices [guards, locks, seatbelts, etc.] in use? All Some None N/A
 [If required items were not used, or if inappropriate, explain.]

Was required PPE worn? All Some None N/A
 Circle all protection that was in use: ear eye head/face foot hand high visibility vest other

Explain all other factors & unusual conditions which may have contributed to this incident:

IF AN INJURY - How would you classify this experience: *Injury was a result of*

slip/trip/all struck-by/hitting caught-in/on/between bug/plant/weather-environmental contact vehicular accident
 use of excessive muscular force contact with chemical altercation with subject patient care other

How would you classify this incident: **AVOIDABLE** **UNAVOIDABLE**

Remediation Plan

What corrective action has been taken?

What else do you think the dept needs to do **IMMEDIATELY** to prevent this from re-occurring? *Check all that apply. Add to list if needed*

___ More training for the division/department workgroup worker

___ More supervision is planned for this employee

___ Purchase different tools or equipment. Explain:

___ Modify or reassign task, work conditions or tools, or work directives. Explain:

___ Other:

What long-range recommendations do you think the dept needs to implement?

Signatures

Supervisor:	Date:	Dept/Div Head:	Date:
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1. SEND COMPLETED ORIGINAL REPORT TO THE VILLAGE ADMINISTRATOR WITHIN 48 HOURS

APPENDIX 719-A REASONABLE ACCOMMODATION REQUEST

Village of Little Chute

AMERICANS WITH DISABILITIES ACT

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 Village Administrator for more information regarding this. You may also contact the Village Administrator if you have questions or need information about the ADA or the process for requesting reasonable accommodation.

1. Employee Information

Employee Name:

Work Phone Number:

Title of Position:

Work Location:

Department:

Name of Immediate Supervisor:

- 1. Describe how your condition affects your ability to perform a major life activity. Which major life activity(s) is/are most significantly affected. Examples of major life activities are: seeing, hearing, breathing, walking, smelling, caring for yourself, thinking, concentrating, or working.

- 2. Describe any mitigating measures (medication, assistive technologies such as wheelchairs, etc.) you are using because of the disability, and the effect of those measures on the disability.

3. Describe how your condition limits your ability to perform the essential functions of your job. 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 of 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.

8. Provide any information or suggestion you can on how the requested accommodation(s) can be provided. If known, include the names, addresses, and telephone numbers of vendors and the model number and approximate cost of any equipment requested.

Employee name (Please print)

Work telephone

Signature

Date

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.

Employee name (Please print)

Work telephone

Signature

Date

**Village of Little Chute
AMERICANS WITH DISABILITIES ACT**

Attached to this form is the current 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 accommodations 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.