



Village of

Little Chute

AGENDA

LITTLE CHUTE VILLAGE BOARD COMMITTEE OF THE WHOLE MEETING

PLACE: Little Chute Village Hall
DATE: Wednesday, September 30, 2015
TIME: 6:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Public Appearance for Items Not on the Agenda
1. Report of Other Minutes:
Minutes of Utility Commission Meeting of July 21, 2015
Minutes of the Plan Commission Meeting of August 10, 2015
Minutes of the Meeting of the Kimberly-Little Chute Public Library Meeting of August 18, 2015
Minutes of the Fire Commission Meeting of September 14, 2015
2. Approval of Minutes
Minutes of the Committee of the Whole Meeting of September 23, 2015
3. Discussion—Deer Culling
4. Possible Action—Resolution to Withdraw from the Wisconsin Public Employers' Group Health Insurance Program
5. Discussion—Personnel Manual
6. Unfinished Business
7. Items for Future Agenda
8. Closed Session:
19.85(1) (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. *Personnel Matter*
9. Return to Open Session
10. Adjournment

MINUTES OF THE UTILITY COMMISSION MEETING – JULY 21, 2015

Call to Order

The Water Commission meeting was called to order at 6:00 P.M. by Kevin Coffey, Chair

Roll Call

PRESENT: Kevin Coffey, Chair
Mark Gloudemans
Jason Wegand
Jessica Schultz
Tim Wegand
Michael Vanden Berg

ALSO PRESENT: MCO Rep. Jerry Verstegen, Village Administrator James Fenlon, Director of Public Works Roy Van Gheem, Finance Director Teri Matheny

Public Appearance for Items Not on the Agenda

None

Approval of Minutes

Utility Commission Minutes of June 16, 2015

Moved by M. Gloudemans, seconded by T. Bevers to approve the Minutes of June 16, 2015 as presented.

All Ayes – Motion Carried

Discussion—Update on KU Billing Transition

Director Matheny stated the board supported bringing utility billing in house as of January 1, 2016. The computer software product is currently being put into place. She stated that a decision still needs to be made regarding laser postcards. The contract is ready to sign and training can begin the first two weeks of December. We will put the change out on social media soon and also in the fall newsletter.

Progress Reports

MCO Operations Update

MCO Representative, Jerry Verstegen provided an overview of treatments, distribution, and new meter installs. There was a water break on Taylor, Elm, and Randolph Drive.

Director of Public Works

Director Van Gheem reported the sanitary and water main laterals are complete and utilities are being started on Fillmore this week. There will be discussions next week on the five year Capital Improvement Plan and how it can be staged. Administrator Fenlon reported there are a number of projects upcoming and one is working with a private project. A group of property owners on Randolph and Greenfield Drive approached the Plan Commission to see about vacating a future street to move forward on development projects. There are a number of utility issues on Randolph and we have a development agreement with Integrated Public Resources, LLC which is a subsidiary of McMahon and Associates. IPR will work our municipality and the private side to manage private infrastructures for construction of a storm water pipe from Wellhouse #4 to Randolph Drive. This pipe would allow the property owners to expand and the main focus of this agreement is to protect the Village from private entities working in the right of way and ensures that the facilities will get constructed to Village standards. This agreement is on the Village board meeting agenda for adoption tomorrow.

Finance Director

Director Matheny reported that a decision needs to be made on the Simplified Rate Case. A full blown rate case takes 120-150 days to complete and she is meeting with Ehlers this week.

Approval of Vouchers

Moved by T. Bevers, seconded by M. Gloudemans to approve and authorize payment of the vouchers and draw from the respective funds.

All Ayes – Motion Carried

Unfinished Business

Continue to email out the agenda packets the Thursday before the meeting.

Items for Future Agenda

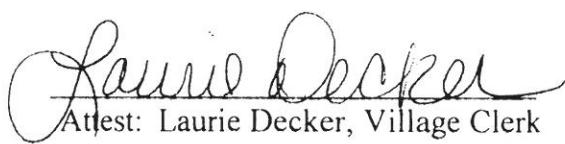
Director Van Gheem will send out the email tomorrow for the September conference.

Adjournment

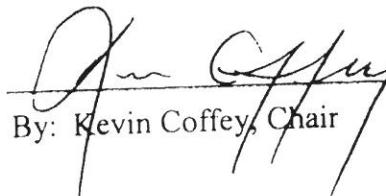
Moved by T. Wegand, seconded by M. Gloudemans to adjourn the meeting at 7:06 p.m.

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE



Attest: Laurie Decker, Village Clerk



By: Kevin Coffey, Chair

MINUTES OF THE PLAN COMMISSION MEETING – AUGUST 10, 2015

Call to Order

The Plan Commission meeting was called to order at 6:00 p.m. by President Vanden Berg

Roll Call

PRESENT: President Vanden Berg
Larry Van Lankvelt
Bill Van Berkel
Richard Schevers
Steve Eggert
Roy Van Gheem
Brian Huiting

ALSO PRESENT: Community Development Director Jim Moes, Ken Jaworski with Martenson and Eisele, Village Administrator James Fenlon

Public Appearance for Items Not on the Agenda

None

Approve Minutes from the Plan Commission Meeting of July 13, 2015

Moved by Commissioner Van Gheem, seconded by Commissioner Schevers to Approve the Minutes with correction

Ayes 7, Nays 0 – Motion Carried

Recommendation/Action—Trilliant CSM

Moved by Commissioner Van Berkel, seconded by Commissioner Eggert to Approve Trilliant Site Map CSM

Ayes 7, Nays 0 – Motion Carried

Discussion—Comprehensive Plan

Ken Jaworski with Martenson and Eisele gave an update on the comprehensive plan land use. It was suggested by Jim Moes that all plans be referenced within the comprehensive plan stating that such plans first must be approved by the Plan Commission.

Unfinished Business

None

Items for Future Agenda

None

Adjournment

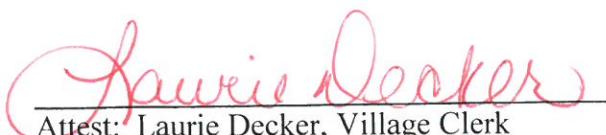
Moved by Commissioner Huiting, seconded by Commissioner Van Berkel to Adjourn the Plan Commission Meeting at 6:51p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE



By: Michael Vanden Berg, Village President



Laurie Decker

Attest: Laurie Decker, Village Clerk

**Minutes of the Meeting of the
Kimberly-Little Chute Public Library Board**

August 18, 2015

The meeting was called to order at 4:45 p.m. by President Moes at the James J. Siebers Memorial Library in Kimberly.

PRESENT: Amanda Fletcher, Dave Hietpas, Jim Hietpas, Jim Moes, Rose Vander Velden, Lori Vanderloop, Phil Yunk.

OTHERS PRESENT: Beth Carpenter, Ann Hardginski.

President Moes announced that Tamara Talsma has resigned from the Library Board due to work commitments limiting her availability. A replacement will be sought.

MINUTES AND INVOICES

Yunk moved, seconded by Vander Velden to approve the minutes of the July 21, 2015 meeting. Motion carried. D. Hietpas moved, seconded by J. Hietpas, to approve the July 2015 invoices. Motion carried. The July 2015 financial and statistics reports were discussed.

OLD BUSINESS

Carpenter provided additional information regarding bills owed at both locations and progress being made on using the Tax Refund Interception Program to collect outstanding bills on library materials. No action was required.

NEW BUSINESS

A summary report was presented regarding library staff wages. Discussion followed. Vanderloop moved, seconded by Fletcher, to authorize President Moes to present the report to Kimberly & Little Chute Village Administrators for further discussion. Motion carried.

DIRECTORS REPORT

Carpenter reported on recent and upcoming adult programming, including Fox Cities Reads, Zentangle, Master Gardeners, matinees, book clubs, and a new financial literacy series. Carpenter and Schneider recently met with Village of Little Chute staff and UW-Extension staff to discuss programming & services for seniors. FOLKS is planning another brat fry to benefit the library on August 29th.

A new edition of InfoSoup, the library's online catalog, will be officially launched on September 14th. Staff have undergone training and are planning for public training, as well. Trustees were encouraged to participate in Trustee Training Week, currently taking place. Carpenter reported on recent activity in the WI Digital Library regarding e-magazines. She also reported on the first meeting of the OWLS/Winnefox planning committee, as well as the annual meeting of OWLS member library directors.

The library will be closed on Monday, August 24th for staff in-service training. Summer hours end after Labor Day, so Saturday hours will be reinstated on September 12th.

YOUTH SERVICES REPORT

Hardginski share a summary of summer reading program registrations, programs, and attendance. The program went well overall, though numbers were a bit down from the previous year. Library patrons shared with Hardginski that they've been busy with competing events and other things going on in the community. She received positive comments from parents regarding the charity donations made this summer.

A brochure of upcoming fall programs was shared. Hardginski commended summer students, Katie Kramer and Alyssa Elrick, for their hard work over the summer.

ITEMS FOR FUTURE AGENDAS

No items were offered for future agendas.

ADJOURNMENT

Vander Velden moved, seconded by D. Hietpas, to adjourn the meeting at 5:25 p.m. Motion carried.

Respectfully submitted,
Beth A. Carpenter, Recording Secretary

Fire Commission Meeting Minutes

September 14, 2015, 5:45 PM.

Fire Station

Call to Order at 5:45 PM.

Present: President Carl Peeters, Secretary Pat Nikolay, Commission Members Bill Verhagen, Dick Schevers, Scott Schommer.

Secretary's Report

- May 11, 2015 minutes were reviewed and filed as written.

Old Business

- All of the new hires have completed their training and have passed all tests.
- Dick Schevers and Bill Verhagen have been reappointed to the Fire Commission

New Business

- Fire Chief Mark Jansen has made the following promotions:
 - Don Van Deurzen to Lieutenant
 - Duane Nechodom to Captain
 - Steve Andres to Assistant Chief
- The Fire Commission accepted the retirement of Assistant Chief Judd Schommer with regrets and appreciation.

Adjourn at 6:00 PM.

2015-16 Fire Commission Schedule:

November 2, 2015 *(Note that this is a change of date)*

February 8, 2016

May 9, 2016

September 12, 2016

Respectfully submitted by:

Pat Nikolay, Secretary

Little Chute Fire Commission

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING SEPTEMBER 23, 2015

Call to Order

President Vanden Berg called the Committee of the Whole meeting to order at 6:00 p.m.

Roll Call

PRESENT: President Vanden Berg, Trustee Peterson, Trustee Elrick, Trustee Hieptas, Trustee Peerenboom, Trustee Van Lankvelt, Trustee Smith

ALSO PRESENT: James Fenlon, Teri Matheny, Laurie Decker, Jim Moes, Roy Van Gheem, Nick Vande Hey with McMahon and Associates, Interested Citizens, Media Reps

Public Appearance for Items not on the Agenda

None

Approval of Minutes

Minutes of the Regular Board Meeting on September 16, 2015

Moved by Trustee Smith, seconded by Trustee Hietpas to Approve the Minutes of September 16, 2015 as presented.

Ayes 7, Nays 0—Motion Carried

Action—Approval of Christmas Parade Special Event Permit on November 30, 2015

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Approve Christmas Parade Special Event Permit on November 30, 2015

Ayes 7, Nays 0—Motion Carried

Discussion/Action—Resolution #28 Acceptance and Dedication of Right of Way South of and Adjacent to East Evergreen Drive and Randolph Drive

Director Moes stated this property surrounds the Park and Ride and the State has transferred ownership to the Village and the Village is now dedicating those portions as a road.

Moved by Trustee Smith, seconded by Trustee Elrick to Adopt Resolution #28 Acceptance and Dedication of Right of Way South of and Adjacent to East Evergreen Drive and Randolph Drive

Ayes 7, Nays 0—Motion Carried

Discussion/Action—Resolution #29 CSM for DTG Partnership LLC

Director Moes stated that the CSM is combining two parcels that were divided years ago back into one lot and one ownership.

Moved by Trustee Van Lankvelt, seconded by Trustee Elrick to Adopt Resolution #29 CSM for DTG Partnership LLC

Discussion—2016 Street Reconstruction Projects

Director Van Gheem and Nick Vande Hey with McMahon and Associates presented a brief overview of the 2016 street reconstruction projects which include Carol Lynn Drive, Hayes Street and Homewood Court. The street widths will be similar to Fillmore Street and Greenfield Drive. Trustee Peerenboom asked how the parking side was determined. Nick Vande Hey replied that north side parking will maximize parking stalls and it is closer to the home owner's mailboxes on Homewood. Parking will be on the East side for Carol Lynn Drive and Hayes Street. No parking signs will be placed on the opposite side of the road. Trustee Elrick asked if Homewood Court warrants narrowing the streets to 27 feet instead of 29 feet. Director Van Gheem replied that 27 feet could be looked into but it would limit parking on corners. Trustee Elrick stated that he is in favor of narrowing the streets while the other Trustees agreed that 29 feet was best. McMahon and Associates will begin the preliminary design and present it to the

board at a future meeting. The Village will move forward with an informational meeting for the home owners once the preliminary design is finalized.

Discussion/Action—2016 Health Insurance

Administrator Fenlon stated the Village has not received the quotes from the private health plan in regards to health care insurance. In order to keep options open, there will be a Resolution on the agenda for next week rescinding the Village from the State plan if a better plan is offered by a private health plan.

Unfinished Business

None

Items for Future Agenda

September 29, 2015 the Town of Menasha will be holding their Incorporation Hearing for the Village of Fox Crossing.

Closed Sessions:

a) 19.85(1)(e) Wis. Stats. Deliberations or negotiations on the purchase of public properties, investing of public funds or conducting other specific public business when competitive or bargaining reasons require a closed session. Bargaining/Negotiations

b) 19.85(1) (c) Consideration of Employment, Promotion, or Performance Evaluation Data of any Public Employee of the Village of Little Chute. Personnel Matter

Moved by Trustee Elrick, seconded by Trustee Van Lankvelt to Enter into Closed Session

Ayes 7, Nays 0—Motion Carried

Return to Open Session

Moved by Trustee Elrick, seconded by Trustee Peterson to Exit Closed Session

Ayes 7, Nays 0—Motion Carried

Adjournment

Moved by Trustee Elrick, seconded by Trustee Peterson to Adjourn the Committee of the Whole Meeting at 8:15 p.m.

Ayes 7, Nays 0 – Motion Carried

VILLAGE OF LITTLE CHUTE

By: Michael R. Vanden Berg, Village President

Attest: Laurie Decker, Village Clerk

RESOLUTION TO WITHDRAW FROM THE
WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM

WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS
P. O. Box 7931
Madison WI 53707-7931

Pursuant to the provisions of Wis. Stat. § 40.51 (7), the Village Board
of Village of Little Chute (Governing Body)
(Employer)

resolves to withdraw from participation in the Wisconsin Public Employers' Group Health Insurance
Program effective next January 1, 2016.
(Year)

I understand that coverage will terminate for all insured participants, including annuitants and any
participants who are on continuation of coverage. I further understand that employers who withdraw
may not reapply for participation in the Wisconsin Public Employers' Group Health Insurance Program
for three years without undergoing underwriting which may result in a surcharge being assessed.

CERTIFICATION

I hereby certify that this is a true, correct and complete copy of the resolution passed by the

_____ of the _____
(Governing Body) (Employer)

on the _____ day of _____, _____.
(month) (year)

Employer Representative

Title

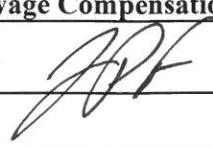
Michael R. Vanden Berg
108 W. Main St. Little Chute,
WI 54140
(Address)
ETF Employer Identification Number

Email Address

Village of Little Chute
REQUEST FOR VILLAGE BOARD CONSIDERATION

ITEM DESCRIPTION: Personnel Manual: Non-wage Compensation

PREPARED BY: James P. Fenlon, Administrator



REPORT DATE: September 25, 2015

ADMINISTRATOR'S REVIEW/COMMENTS: (See Below)

EXPLANATION: To facilitate the discussion of compensation on non-wage items and assist in the drafting of a new personnel manual, the following are attached:

- Attachment A – Current personnel manual (last adopted 1/2014) table of contents and language on non-wage compensation matters.
- Attachment B – DRAFT table of contents and introductory matters of proposed personnel manual
- Attachment C – DRAFT or recommended language from the new personnel manual

Our primary goal this evening is to address the following:

- Vacation and sick leave
- As we discuss those items, we must do so considering the entire compensation package: wages, leaves, and health benefits

RECOMMENDATION: Discuss and provide direction on the drafting of the new personnel manual.

Attachment 'A'

TABLE OF CONTENTS CHAPTER

		<u>PAGE</u>
1	Introduction.....	2
2	Definitions.....	4
3	Organization and Administration.....	7
4	Employment.....	9
5	Employee Training and Development.....	12
6	Service Award Program.....	14
7	Compensation and Classification.....	15
8	Fringe Benefits.....	16
9	Leaves.....	20
10	Classification of Employees.....	21
11	Fair Labor Standards Act Classifications.....	21
12	Salary Administration Plan.....	22
13	Performance Evaluation and Professional Dev.....	25
14	Discipline and Grievance Procedure.....	28
15	Personnel Records and Administration.....	32
16	Separation of Employment.....	33
17	Workplace Policies and Work Rules.....	36

APPENDICES

Organizational Chart.....	A
Fair Labor Standards Act Employee Classifications.....	B
Salary Plan and Compensation Schedule.....	C
Performance Evaluation and Self Evaluation Forms....	D
Acknowledgement/Review of Employee Handbook....	E
Village of Little Chute Vehicle Use Policy.....	F

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.
4. No reimbursement will be made for employees who have a grade less than 2.5 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.

6.0 Service Award Program

The Village desires to express its appreciation for long and valuable service through the use of a Service Award Program. Each Village employee who retires from the Village with a minimum of 10 years of service and who has not received any form of disciplinary action within their last year of service shall be presented with a special "token of appreciation" by the Village. Such gift may be presented with suitable ceremony by the Village Administrator at a designated date.

7.0 COMPENSATION AND CLASSIFICATION

7.01 Compensation Philosophy

The Village of Little Chute considers its employees our "**Number One Asset**" and recognizes the importance the role the compensation program plays in developing and nurturing this asset.

The salary and benefits program provided to the employees of the Village is intended to attract, retain, and motivate highly qualified, skilled, enthusiastic, productive, and committed employees to provide high quality services to our

citizens and businesses- the Village's "**Number One Objective**". This objective is met by providing compensation based on internal equity and external competitiveness within the fiscal capabilities of the Village and in compliance with State and Federal laws governing compensation.

The Village's compensation philosophy supports our desire to provide salary advancement opportunities that recognize continued advancement and employee contribution to the mission of the Village through tenure and additional experience, changes in the economy, and changes in the Village's financial conditions and ability to pay.

7.02 Pay Period and Hours

Each pay period begins on Sunday and runs for two weeks (14 consecutive days). Pay day is normally every other Thursday.

Overtime Pay – Nonexempt employees are eligible to receive overtime pay of one and one-half (1 ½) times their regular hourly wages for approved hours worked 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 (Comp) time off and sick leave will not count as hours worked for overtime computations. All overtime must be approved in advance.

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 appropriate pay. Employees called into work during a scheduled holiday shall receive pay of two (2) times their regular hourly wages.

Compensatory (Comp) Time Off – The Village gives non-exempt employees the option of receiving compensatory time off instead of overtime pay for overtime hours worked. Comp time instead of overtime pay will be allowed and does not need to be taken in the same time period the overtime is worked. All comp time off must be given at the rate of one and one-half (1 ½) hours for each hour of overtime worked. Comp time scheduling will be done at the discretion of the supervisor. The maximum accumulation of compensatory time in any calendar year by an individual employee shall be 40 hours. When an employee has earned 40 hours of compensatory time the Department Head shall process a payout for all hours over the 40 hours limit to be paid to the employee on their next payroll check. Department Heads have the authority to authorize the carryover of a maximum of 40 hours of earned compensatory time per employee from one calendar year to the next or to payout the employee on the second payroll of December. Any compensatory time earned between the second payroll in December and the end of the year can be paid out at the first

payroll in January or can be carried over to the following year at the discretion of the Department Head.

Flex Time Off For Exempt Employees –Because much of the Village’s affairs are conducted during board and commission meetings held after normal business hours, it is the expectation of the Village that periodic attendance at these meetings is part of the compensation set for these positions. However, 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 exempted 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.

Flex time granted is not allowed for the following: taking absence for illness without charge to said leave; to extend vacation time in the same seven (7) day work week (Saturday – Friday) more than two (2) additional days; pay for overtime worked; and for more than two (2) days (sixteen hours) at a time.

While hours in excess of 40 hours will be tracked on one’s time sheet these hours are not to be misconstrued as an accruing balance that is owed to the employee. These hours are not guaranteed time off nor will they be paid out in the form of wages to employees at any time during employment or upon separation.

7.03 Payroll (Time) Records

All non-exempt employees must report all hours of work, and all time taken off on their biweekly payroll sheet. This payroll sheet must be verified and signed by the employee’s Supervisor and/or Department Head.

8.0 Fringe Benefits

The Village Finance Department should be consulted for additional information and the latest information on the following benefits.

8.01 Deferred Compensation Program

The Village offers employees voluntary participation in the Wisconsin Deferred Compensation Program (WDC) to those employees that meet the Wisconsin

Retirement System (WRS) eligibility definition. Both the pre-tax Deferred Compensation Program and the after-tax WDC Roth option are available for employees to choose from. Participation in a deferred compensation program is voluntary and is 100% funded by the employee with no contributions toward either program option being provided by the Village.

8.02 Group Insurance

The Village provides group health, life, and income continuation insurance benefits under the State of Wisconsin Public Employers Insurance Program to those employees that meet the Wisconsin Retirement System (WRS) eligibility definition. The specific benefits provided are as defined and limited in the literature provided by the Wisconsin Department of Employee Trust Funds.

8.03 Holiday Pay

The following holidays are recognized by the Village as paid holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Eve Day
9. Christmas Day

Employees also are granted two "Personal Holidays" that can be used at their discretion subject to their Supervisor's or Department Director's 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.

Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the Village Administrator.

The holiday year begins January 1 and ends December 31 of each calendar year.

Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.

An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay. Excused paid time off is approved vacation, compensatory time/flex time, sick time, funeral leave, court leave (jury or witness), military leave (first two weeks only), absence resulting from an injury involving workers compensation (first four months only) or where an employee would be on paid leave and a documented situation prevents their timely return to work.

Regular full time and regular part time (pro-rated basis) employees are eligible for Holiday Pay.

8.04 Retirement Plan

The Village participates in the Wisconsin Retirement System (WRS) Plan. Those employees that meet the WRS eligibility definition are automatically enrolled in the Plan. All employees must pay the employee share of the retirement payment made to WRS unless stipulated otherwise by union contract, state law, or negotiated agreement with an employee(s) in accordance with state law.

8.05 Sick Pay

Regular full time and regular part time (pro-rated basis) employees shall be entitled to accumulate sick pay at the rate of 6 hours for each month of continuous service up to a maximum of nine (9) days during any one calendar year. Unused sick pay is accumulated and carried over into the subsequent calendar years for future use but **shall not exceed 120 days of total accumulation.**

8.06 Vacation

Vacation is intended not only to reward an employee for service to the Village but also to provide employees with a break from their normal routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted. Each eligible employee should take a period of time away from work, at least once a year. Vacation may not be accumulated beyond the amounts authorized.

Regular full time and regular part time (pro-rated basis) employees are eligible to receive vacation.

Employees may be required by their Supervisor or Department Director to take one vacation consisting of at least five (5) consecutive workdays during each calendar year of employment.

Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less). An

employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act (FMLA).

Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.

Regular full time employees will be eligible for vacations based on the following Schedule:

Ten (**10**) days of vacation each year after one (**1**) year of service

Fifteen (**15**) days of vacation each year after eight (**8**) years of service

Twenty (**20**) days of vacation each year after fifteen (**15**) years of service

Twenty five (**25**) days of vacation each year after twenty (**20**) years of service

Thirty (**30**) days of vacation each year after twenty five (**25**) years of service**

****Available only to those employees who started employment with the Village prior to January 2, 2013, the adoption date of this Employee Handbook.**

All employees must have the approval of their Supervisor or Department Director in writing before beginning vacation. This will be done at least five (5) working days prior to the start of the vacation unless this notification requirement is waived by the employees Supervisor.

Any employee leaving service to the Village in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for vacation accrued to the date of separation, provided said employee has served at least twelve (12) consecutive months prior to separation. No employee will be permitted to waive use of vacation for the purpose of receiving double pay. Employees who are transferred from one Village department to another will have their annual vacation credits transferred with them.

All earned vacation time shall be taken during the calendar year (January 1st – December 31st) it is earned or it is forfeited by the employee, unless a carryover of vacation is approved by the Village Administrator.

Vacation Carryover. An employee may request in writing a vacation carryover from one year to the next for a maximum of 5 days of their vacation subject to approval of their Department Head and the Village Administrator. This request shall be made to the Village Administrator no later than December 1st of each year. The Village Administrator has discretion to approve or deny these requests based on the employees performance, work history, work load and

other factors that might affect Village operations. Any carryover vacation must be used in the year it is carried over to and its use is subject to approval by the employees Department Head.

Vacation Advance. An employee who has worked for the Village at least 6 months but less than one year may request a vacation advance of no more than 5 days subject to approval by their Department head and the Village Administrator. Any employee who takes a vacation advance and terminates employment with the Village prior to their 1st year anniversary date will be required to reimburse the Village monetarily for the vacation used.

8.07 Workers Compensation Insurance

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 immediately notify the Village Finance Department of such injuries. The specific benefits provided are defined and limited in the literature provided by the Village's insurance company.

9.0 Leaves

9.01 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.

9.02 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.

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.

9.03 Family/Medical Leave Act (FMLA)

Both State and Federal Law provides certain benefits for Family and Medical Leave. Posters are posted in the workplace for reference and a statement of policy can be found in the Workplace Policies section of this manual.

9.04 Jury Duty/Court Leave

Leave with pay may be authorized by the department head, and approved by the Village Administrator in order that employees may serve required jury duty. Said leaves shall extend as long as the specified duty requires. No overtime shall be paid for work performed by an employee on leave with pay. Expenses incurred as Village expenses must be authorized by the Village Administrator. Any jury duty pay shall be turned over to the Finance Department and the employee shall receive their regular rate of pay. The employee shall retain any monies received as travel allowance unless a Village vehicle was used for transportation.

9.05 Military Leave

Employees who are called to active duty with one of the armed forces shall receive the rights and privileges authorized by federal military and veterans laws with respect to leave, status, and reemployment. An employee who is a member of one of the military reserve units or a National Guard unit will after presentation of their order, receive leave with pay not to exceed seventeen (17) calendar days in a twelve (12) month period.

9.06 Sick Leave

Employees may use accumulated sick leave with pay for absences necessitated by their injury, illness, or that of a member of their immediate family. Immediate family to include parent, spouse, child or anyone domiciled with the employee. Sick leave may also be used for those medical appointments that cannot be scheduled outside of working hours. Doctor's documentation may be required when requesting sick leave.

9.07 Unpaid Leave

Unpaid leave may be granted at the discretion of the Village Administrator on a case by case basis taking into consideration the recommendation of the Department Head and the employment record of the employee. Prior to requesting an unpaid leave all vacation time, comp time, and sick time (if applicable to leave request), must be exhausted. Employees granted an unpaid leave of absence will be responsible for the payment of benefit premiums (both the employee contribution and the Village contribution) and will not accrue benefits such as vacation time, sick time, etc.

10.0 Village Classification of Employees

Employees are classified as either regular full-time (and exempt or non-exempt as defined by the FLSA), regular part time, limited term or temporary/seasonal. A Classification Index of every Village position is included in **Appendix B**.

10.01 Regular Full-Time Employee

An employee regularly scheduled to work thirty-five (35) hours or more per week, year round.

10.02 Regular Part-Time Employee

An employee over the age of 18 working a minimum of twenty (20) hours and less than thirty five (35) hours per week for continuous periods, in a year, or over 6 months, which employment is expected to last over a period of time which is greater than two years.

10.03 Limited Term Employee

An employee, full or part time that is hired for a fixed period of time (i.e. to fill in for another employee on leave or to complete a specific project, not a permanent employee).

10.04 Temporary or Seasonal Employee

An employee hired to perform temporary work or seasonal work.

11.0 Fair Labor Standards Act Classification of Employees

The Federal Fair Labor Standards Act (FLSA) requires that most employees be paid at least the minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a work week. However, there is an exemption to these requirements for employees employed as bona fide executive, administrative and professional employees. These exempt positions in the Village of Little Chute are shown in the Classification Index in

Appendix B.

12.0 SALARY ADMINISTRATION PLAN

12.0 PURPOSE. This chapter sets forth the basis of authority and the delineation of responsibilities in the Non-Representative Salary Plan.

12.01 NON-REPRESENTATIVE SALARY PLAN. The Non-Representative Salary Plan covers all classified regular positions not covered by a collective bargaining agreement, professional services agreement, or grant agreement. The principal objectives of the Plan are to provide for a competitive salary structure and practice in order to enhance the recruitment and retention of a fully competent work force and to provide a high level of internal equity in salary administration in order to foster the purpose of rewarding and encouraging job performance of a superior or exceptional quality.

1. **ANNUAL SALARY PLAN.** Annually the Village Board adopts a Salary Plan for all Village employees and positions not covered by a collective bargaining agreement, professional services agreement, or a grant agreement. The principle objectives of the Salary Plan are to provide for a competitive salary structure and practices to enhance the recruitment and retention of a fully competent work force and to provide a high level of internal equity in salary administration to foster performance and to encourage and reward job performance of a superior or exceptional quality. The Village

Attachment 'B'

EMPLOYEE POLICY MANUAL Village of Little Chute

TABLE OF CONTENTS

D MATTERS

- PURPOSE
- VILLAGE MISSION STATEMENT
- EQUAL EMPLOYMENT OPPORTUNITY
- THE ROLE OF MANAGEMENT
- EMPLOYEE ACKNOWLEDGEMENT FORM

000 SERIES GENERAL PROVISIONS

- POLICY 001.....DEFINITIONS

100 SERIES RECRUITMENT, HIRING & SEPARATION FROM EMPLOYMENT

- POLICY 101.....RECRUITMENT & SELECTION
- POLICY 103.....NEPOTISM
- POLICY 105.....SEPARATION FROM EMPLOYMENT

200 SERIES STANDARDS OF EMPLOYEE CONDUCT

- POLICY 201EMPLOYEE CONDUCT & WORKING ENVIRONMENT
- POLICY 203CONCERNS OR COMPLAINTS
- POLICY 205CORRECTIVE AND DISCIPLINARY ACTIONS
- POLICY 207GRIEVANCE PROCEDURE
- POLICY 209PERFORMANCE EVALUATIONS

300 SERIES TECHNOLOGY & COMMUNICATIONS

- POLICY 301.....INFORMATION TECHNOLOGY RESOURCES
- POLICY 303.....SOCIAL MEDIA
- POLICY 305PASSWORD SECURITY
- POLICY 307USE OF PHONE AND MAIL SYSTEMS
- POLICY 309.....POLITICAL ACTIVITIES & OTHER FORMS OF SOLICITATION
- POLICY 311.....EMAIL RETENTION

400 SERIES TIME AT WORK & TIME AWAY FROM WORK

- POLICY 401.....HOURS OF WORK
- POLICY 403HOLIDAYS & LEAVES AROUND HOLIDAYS
- POLICY 407LEAVES - CIVIC MEMBERSHIP
- POLICY 409LEAVES - EMERGENCY CLOSINGS
- POLICY 411LEAVES - FAMILY, MEDICAL & MILITARY
- POLICY 413LEAVES - JURY DUTY AND WITNESS DUTY
- POLICY 417LEAVES - UNPAID LEAVE
- POLICY 421LEAVES - VOTING
- POLICY 423MEALS AND BREAK PERIODS
- POLICY 425VACATION AND SICK LEAVE

Table of Contents

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

500 SERIES 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

600 SERIES INSURANCE & RETIREMENT BENEFITS

POLICY 601	BENEFITS - HEALTH INSURANCE, DENTAL INSURANCE & COBRA
POLICY 603	BENEFITS - OTHER
POLICY 605	BENEFITS - RETIREMENT

700 SERIES WORKPLACE HEALTH, SAFETY & SECURITY

POLICY 701	DRUG-FREE WORKPLACE
POLICY 703	EMERGENCY RESPONSE PLANS
POLICY 705	HARASSMENT AND DISCRIMINATION
POLICY 707	WORKPLACE VIOLENCE
POLICY 711	RIGHT-TO-KNOW ABOUT HAZARDOUS CHEMICALS IN THE WORKPLACE
POLICY 713	SMOKING
POLICY 715	INJURIES/ILLNESSES
POLICY 717	PROGRESSIVE DUTY RETURN TO WORK
POLICY 719	ADA ACCOMMODATIONS

800 SERIES 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	POSITION TITLES
POLICY 813	PERSONAL USE OF VILLAGE EQUIPMENT, PROPERTY, OR SERVICES
POLICY 815	ETHICS AND CONFIDENTIALITY
POLICY 817	JOB ANALYSIS AND EVALUATION

Table of Contents

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

APPENDIX

Appendix 203A	General Complaint Form
Appendix 207A	Grievance Form
Appendix 411A	Family, Medical, Military Caregiver Leave Request 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

Table of Contents

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

This page left blank.

Table of Contents

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

INTRODUCTORY MATTERS

- Purpose of the Employee Policy Manual
- Village Mission Statement
- Equal Employment Opportunity
- The Role of Management
- Employee Acknowledgement Form

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,

Introductory Matters

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

- 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.

Introductory Matters

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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)

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 and Sick Leave

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 401 HOURS OF WORK

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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 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.

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.

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

POLICY 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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 proceeding 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 403 HOLIDAYS & LEAVES AROUND HOLIDAYS

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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 407 LEAVES – CIVIC MEMBERSHIP

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

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 impassable 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.

POLICY 409 LEAVES – EMERGENCY CLOSINGS

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

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.

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 during the preceding fifty two (52) weeks are eligible for the leaves provided under federal and Wisconsin law.

3. Length of Leave.

3.1 The federal Family and Medical Leave Law provides a combined total of twelve (12) weeks of family and medical leave for various purposes described below in a calendar year and an additional fourteen (14) weeks of military caregiver leave as described below.

3.2 Wisconsin law provides six (6) weeks of child-rearing leave, two (2) weeks of family illness leave, and two (2) weeks of employee medical leave in a calendar year.

3.3 Wisconsin, 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 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.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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.

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

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

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

5.1.1.4 They are pregnant or have been hospitalized overnight; or

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

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

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

5.1.1.5.2 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.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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.** Federal unpaid call-to-duty leave may be used as a result of a qualifying exigency arising from an employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

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

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

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.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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.

7.2 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.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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

8.1 Medical Necessity. An employee may schedule family illness, employee medical, or military caregiver leave as medically necessary. An employee must consider the needs of the 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.

8.2 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.

8.3 Intermittent/Reduced Schedule Leave. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must, upon request, advise the 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.

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

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

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

- 9.1.1** 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.
- 9.1.2** 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.
- 9.1.3** Whenever the Village deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

9.2 Types of Certifications.

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

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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

- 9.2.1.1.1** Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or
- 9.2.1.1.2** Outpatient care that requires continuing treatment or supervision by a health care provider.
- 9.2.1.1.3** The federal FMLA leave includes a more detailed and expansive definition of a "serious health condition" described in the medical certification form, which is provided to an employee if the employee is required to submit a medical certification form from his/her physician, certifying that a "serious health condition" within the meaning of law is involved.
- 9.2.1.1.4** If the 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.

9.2.2 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.

9.2.3 Return to Work/Fitness for Duty Medical Certifications. An employee returning to work from FMLA leave that was taken because of the employee's own serious health condition that made the employee unable to perform his/her job duties must provide the 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

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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

9.3 Certifications Supporting Need for Military Family Leave.

- 9.3.1** Upon request, the first time an employee seeks leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the 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.
- 9.3.2** 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.

10. Using Paid Leave While on Unpaid FMLA Leave.

- 10.1** 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.
- 10.2** 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.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

- 10.3 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
- 10.4 Leaves of absence taken in connection with a paid or unpaid disability leave plan or worker's compensation injury/illness run concurrently with any FMLA leave entitlement. Upon written request, the Village may allow employees to use accrued paid time to supplement any paid disability or worker's compensation benefits.

11. Insurance and Benefits.

- 11.1 Payment of Premiums. While an employee is on FMLA leave, the 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.
 - 11.1.1 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.
- 11.2 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.
- 11.3 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

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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

11.3.1 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.

12. Return from Leave.

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

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

13. Outside Employment.

13.1 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.

POLICY 411 LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual

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.

POLICY 417 LEAVES – UNPAID LEAVE

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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 417 LEAVES – UNPAID LEAVE

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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 421 LEAVES – VOTING

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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.

POLICY 423 LEAVES – MEALS AND BREAK PERIODS

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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 more than thirty-two (32) 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:

Years of Service	Days Per Year
1-7 Years	10 days
8-14 Years	15 days
15-19 Years	20 days
20-24 Years	25 days
25-30 Years	30 days*

***Available only to employees who started with the village prior to 1/2/2013**

- 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 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
- 4.1 Sick leave is carried over into the subsequent calendar year for future use.

POLICY 425 VACATION AND SICK LEAVE

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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.

POLICY 425 VACATION AND SICK LEAVE

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

- 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 PTO account has been exhausted. At no point will an employee's PTO balance 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 PTO 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 reirement
(Conversion formula: the last full year's base wage divided by two thousand and

POLICY 425 VACATION AND SICK LEAVE

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

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.

POLICY 425 VACATION AND SICK LEAVE

Effective Date:

Revised Date:

*Village of Little Chute
Employee Policy Manual*

- 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

POLICY 425 VACATION AND SICK LEAVE

Effective Date:

Revised Date:

Village of Little Chute
Employee Policy Manual