

Employee Handbook

Core Provisions

Town of Round Lake

10625 N County Road A
Hayward WI 54843

Phone: 715-462-9271

Fax: 715-462-9271

E-mail:

town@townofroundlakewi.org

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10625 N COUNTY ROAD A
HAYWARD WI 54843**

PHONE/FAX: 715-462-9271

E-MAIL: town@townofroundlakewi.org

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Town of Round Lake

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DEFINITIONS:

Management: includes the Town of Round Lake's Chairperson, acting chairperson and supervisors.

INTRODUCTORY MATTERS

Town of Round Lake Employee Handbook

This Town of Round Lake employee handbook establishes policies, procedures, benefits, and working conditions to be followed by all Town of Round Lake employees as a condition of their employment at the Town. The Town of Round Lake strives to provide an **employee friendly** environment. The Workplace Policies describe the expected actions and behaviors of employees while conducting Town business. These policies, procedures and working conditions provide a work environment in which citizen and employee/ interests are served.

The Town of Round Lake values our employees and seeks to foster an environment in which employees and the Town can thrive.

The policies and procedures outlined in this handbook will be applied at the discretion of Town of Round Lake Board. The Town of Round Lake reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the Town reserves the right to withdraw or change the policies, procedures, benefits, and working

conditions described in this handbook at any time, for any reason, and without prior notice.

The Town **is responsible** to notify employees about changes to policy or procedure. Employees are responsible for keeping up-to-date **with** Town policies, procedures, and benefits.

Employment at the Town of Round Lake is on an “at will” basis, which means that you, the employee, or the Town of Round Lake, may terminate the employment relationship at any time, for any reason, with or without cause. This Town of Round Lake Employee Handbook is not a contract of employment nor is it intended to create contractual obligations for the Town of any kind.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this employee handbook.

Regards,

Town of Round Lake Supervisors

MISSION STATEMENT

The mission of the Town of Round Lake is to provide exceptional public services in a fiscally responsible manner to meet and exceed the needs of our residents, visitors and business community, while maintaining its Northwoods character and natural beauty.

OVERVIEW OF HANDBOOK

This Handbook has been prepared to provide general information and to assist you in finding answers to common questions. The Handbook cannot anticipate and answer *all* of the questions that may arise during your course of employment with the Town of Round Lake. It is expected that you will turn to your supervisor and other administrative personnel, as necessary and appropriate, to find answers to employment questions that are not addressed, or not fully addressed, in the Handbook.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on the Town of Round Lake policies and procedures as outlined and approved by the governing Board of Supervisors, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all subject to change, this manual is also subject to change. The Town of Round Lake reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook. Any changes made in this Handbook will be brought to the attention of all employees by: employee meetings, posting of the change on the employee bulletin board, e-mail, or corrections in the Employee Handbook itself.

EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYMENT:

It is the policy of the Town of Round Lake to provide equal opportunity in employment to all qualified employees and applicants for employment. The Town does not discriminate on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or any other legally-protected class status. Positive action is required from all employees to help ensure that the Town of Round Lake complies with its obligations under state and federal law and does not discriminate with regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms and conditions of employment.

In accordance with the Americans with Disabilities Act (ADA), the Town of Round Lake will reasonably accommodate qualified individuals with a disability so the individual can perform the essential functions of his/her job. An individual who can be accommodated for a job without undue hardship will be given the same consideration for a position as any other applicant.

Safety standards apply to all employees. Employees who pose a direct threat to the health or safety of other individuals in the workplace, shall have their employment status reviewed.

Any employee with questions or concerns about equal employment opportunities in the workplace, or reasonable accommodation, should bring the issue to the attention of Town of Round Lake Board of Supervisors. The Town of Round Lake prohibits any form of retaliation for making a report in good faith about issues associated with equal employment opportunity and reasonable accommodation.

HIRING and NEPOTISM

POLICY: To provide equal opportunity employment for employees and applicants.

Recruitment, Selection, and Promotion: Will be conducted in an **appropriate** manner to assure open competition, to provide Affirmative Action / Equal Employment Opportunity, and to prohibit discrimination. Recruitment efforts and publicity will be directed to applicants in as wide a geographical area as necessary to attract an adequate number of qualified candidates and to ensure opportunity on the basis of ability.

Nepotism: The Town will not prohibit the hiring of a relative of current employees provided no relative is in a direct administrative and / or supervisory capacity to an immediate family member. For purpose of this section, "Immediate family member" is defined to include mother, father, father-in-law, mother-in-law, husband, wife, brother, sister, daughter, step-daughter, son, step-son, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandson, and granddaughter.

- 1.) All applicants for Town positions will be required to list on their application form if they have any relative employed by the Town of Round Lake and what the relationship is.
- 2.) No person employed by or elected to serve the Town of Round Lake may have any part in the screening or hiring of job an applicant who is a member of their immediate family or have any part in their evaluation, promotion, demotion, termination, and /or negotiation of wages and benefits or supervision.
- 3.) If two (2) persons employed by the Town marry, the Town Board shall investigate any potential areas of conflict of interest and take whatever steps are necessary to eliminate such conflict of interest.
- 4.) Any action which results in the hiring or promotion of any relative of a Town employee or elected official shall be subject to approval of the Town Board.
- 5.) All situations involving employment of relatives shall be evaluated and acted on by the Town Board.

RESIDENCY REQUIREMENT:

POLICY: To provide for efficiency of operations within the Town by having a readily available workforce able to report to work timely as needed.

Employees in key positions, who are required to be available for emergency duty or who, by the nature of their position, must be available for work on short notice need to live within **30 miles or 30 minutes** of the Town garage. This includes but is not limited to Road Crew employees. **The Town board may waive these stipulations at their discretion.**

Newly hired employees will be required to meet the residence requirements as a condition of employment within 90 days of hire date.

INTRODUCTORY/ TRIAL PERIOD

POLICY: To give a period of time for an employee to learn the position and to give the employer (Town of Round Lake) time to evaluate the employee's potential and performance.

Length of Introductory Period

All employees placed in new full-time and part-time positions must serve a period of introduction. The introduction period is 90 days, **or can be waived dependent upon the applicant.** All employees are at will and during the established introductory period the Town reserves the right to terminate the employee on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the Town.

Eligibility for Benefits

When an employee has completed a 90-day introductory period, **unless waived, they would** become eligible for paid benefits including vacation benefits as accrued.

PHYSICAL EXAMINATIONS

Any Town employee may be required to take a physical examination prior to employment or during employment if the Town deems it necessary to determine the employee's ability to perform the duties of the position. The Town will pay the cost of such examination.

LICENSES

POLICY: To provide uniform application of State and Federal regulations which apply to Town employees who must possess a commercial driver's license privileges as an essential function of their job/ assignment.

Full Time drivers: All highway/ road department employees must carry B, C, D endorsements as a condition of employment.

Part Time drivers: All highway/ road department employees must possess a valid driver's license as a condition of employment.

License Reimbursement: The Town will pay the full cost of CDL licenses or renewals for full time employees who are required to hold such license, and part time employees who do hold a CDL license.

Loss of License: Disqualification, suspension and/or revocation of the Commercial Driver's License while working for the Town may result in loss of employment dependent upon the length of time the CDL is disqualified, suspended or revoked, and if there is any work available without the use of a CDL.

THE ROLE OF MANAGEMENT

Certain rights and responsibilities of management are imposed by state and federal laws and regulations. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the management reserves any and all management rights regarding the employee's employment status.

General Guidelines: The role of management includes, but is not limited to, the following:

- A. Manage and direct employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off and recall employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties, and on-call time;
- H. Determine work schedules;
- I. Introduce new or improved methods or facilities or change existing methods or facilities;
- J. Contract out for goods and services;
- K. Discontinue certain operations;
- L.) Direct all operations of the Town;
- M.) Establish work rules and work standards;
- N.) Create, combine and eliminate positions;
- O.) Establish Wages and Benefits;
- P.) To take whatever action necessary to carry out the functions of the Town in situations of emergency.

TIME AT WORK & COMPENSATION

HOURS OF WORK / WORK SCHEDULES

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

Exempt / Non-Exempt Employees:

Each position is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act and state wage and hour laws. Employees in "non-exempt" jobs are paid on an hourly basis and are entitled to overtime pay for hours worked more than 40 hours per week. Employees in "exempt" positions are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position's designation.

Non-Exempt Employees:

Full-time: The normal workweek for Non-Exempt full-time employees shall consist of five (5) eight (8) hour days, Monday through Friday for forty (40) hours per week. Normal hours of work shall be from 7:00 a.m. to 3:30 p.m. Workweek is defined as seven consecutive days beginning Sunday and ending Saturday. Employees may be required to work at any other time. Nothing contained herein shall constitute a guaranteed number of hours per workday or workweek.

All full-time employees shall have two (2) break periods of not more than fifteen (15) minutes during each day's work schedule. The breaks shall be scheduled on a reasonable basis; one (1) break shall occur prior to the lunch period and the other after the lunch period. When the workday exceeds ten (10) hours, an additional fifteen (15) minute paid break will be given. Rest periods do not accumulate if not taken nor are they paid if not taken. Work shall not exceed fifteen (15) hours in one 24-hour period.

All full time employees shall have an unpaid designated thirty (30) minute lunch period.

Work Outside of Scheduled Hours: Non-Exempt employees may not work outside of their scheduled hours without the express approval of their Supervisor. This includes starting work early, working over the lunch period, and working from home.

Part-time: The normal workweek for any part-time employee shall be designated by the Town of Round Lake.

OVERTIME

POLICY: To provide a consistent system for distributing overtime in compliance with the overtime-pay provisions of the Fair Labor Standards Act.

Overtime: Non – Exempt Employees shall be paid overtime pay at the rate of one and one-half (1 ½) time the regular rate of pay for all hours worked more than forty (40) hours in a week. Sick leave, vacation and other paid benefit time shall not be considered hours worked for purpose of calculating overtime pay. Employees shall be paid their regular hourly rate for all hours worked on a Holiday in addition to the employees' regular holiday pay.

Call Pay: Non- Exempt Employees who are required to report to work by the Town Chairperson or their designee outside of their regular schedule of hours shall receive pay at the rate of time and one-half (1 ½) for all hours worked with a minimum of two (2) hours pay at the time and one-half (1 ½) rate.

Accrual: Any paid leave time shall not be counted as hours worked for overtime purposes.

Approval: All overtime must be approved in advance by the Town Chairperson or their designee.

PAYROLL & DEDUCTIONS FROM PAYROLL

POLICY: Standardization of payroll and payroll procedures in accordance with applicable State and Federal guidelines.

Pay Periods: Employees will be paid bi-weekly on the Friday following pay period end. The workweek will end at 12:00 midnight on Saturday of each week.

All employees shall complete a bi-weekly **time card** recording hours worked; **employees must completely fill out the time card including.**

- Time of beginning and ending work each day;
- Time of beginning and ending of each meal period;
- Total number of hours per day and per week;
- **Worked performed daily;**

All working hours shall be recorded on the time card by the employee daily. Time cards will be signed by employees, and approved by the Town Chairperson or their designee before proceeding to the Town Clerk for payment.

Data Changes: Please notify the Town Clerk if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility to be covered under Health Reimbursement Arrangement, and other important matters.

Deductions: It is the Employer's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your pay status or you believe that any deduction has been made from your pay that is inconsistent with your pay status, you should immediately raise the matter with the Town Clerk who can assist you in understanding the information that is required in order to investigate the matter.

The Town is committed to investigating and resolving all complaints promptly. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time. If an investigation reveals that the employee was subjected to an improper deduction from pay, they will be reimbursed.

TOTAL BASE WAGES & OTHER FORMS OF COMPENSATION

POLICY: To review and provide total base wages in accordance with State law and to allow for consideration of other forms of compensation.

Procedure: The wage rates and benefits for all non-exempt employees are established by the Town of Round Lake Board of Supervisors.

The Town of Round Lake Board of Supervisors will annually review wage/ salary adjustments for all employees for the subsequent calendar year.

The salaries for elected officials shall be set in accordance with state statute 59.22 which require the annual compensation to be determined prior to papers being taken out.

TIME AWAY FROM WORK

HOLIDAYS

POLICY: To identify employee holidays for eligible employees and to establish a consistent procedure for scheduling and payment.

Holidays: All full time employees shall receive the following holidays with pay at the regular rate.

New Year's Day	Labor Day	Memorial Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve Day
Christmas Day	Independence Day	Veterans Day
2 Personal Days		

Observance: If a holiday falls on a Saturday, the preceding Friday shall be the holiday. If the holiday falls on a Sunday, the following Monday will be the holiday.

Eligibility: All full-time employees working at least forty (40) hours a week are eligible to receive compensation for holidays; part-time, temporary, or limited-term employees are not eligible. In order to receive holiday pay, employees must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences. No employee shall be compensated more than once for each holiday.

Holiday Pay Rate: Holiday pay rate shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.

Holidays During Vacation: Holidays occurring during an employee's scheduled vacation period shall not be charged against vacation time.

LEAVES – BEREAVEMENT/ FUNERAL

POLICY: To allow paid leave for purposes of making funeral arrangements and/or attendance at a funeral.

Eligibility: All full-time employees working at least forty (40) hours a week are eligible for Bereavement/Funeral Leave: part-time, temporary, or limited-term employees are not eligible.

Procedure: In the event of the death of a member of an employee's spouse, mother, father, mother-in-law, father-in-law, child, brother, sister, or grandchild, the employee will be allowed up to three (3) days bereavement leave with pay for each incident.

In the event of the death of an employee's aunt, uncle, grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or permanent member of the employee's household, the employee will be allowed up to one (1) day bereavement leave with pay for each incident.

Funeral pay hours shall be paid at the employee's regular scheduled hours work rate.

LEAVES – FAMILY, MEDICAL & MILITARY

POLICY: To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act.

Eligible employees may qualify for unpaid leave under Wisconsin's Family and Medical Law (§103.10, Wis. Stats.) and/or the federal Family and Medical Leave Act. When applicable, the leaves shall run concurrently. Employee rights posters for both laws are in the workplace for reference by all employees. An explanation of employee rights and responsibilities are set forth below.

I. Basic Leave Entitlement

A. Federal

Federal FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

B. State

State FMLA requires covered employers to provide, on a calendar year basis, the following unpaid, job-protected leave to eligible employees for the following reasons:

1. Family Leave

- Up to a maximum of six (6) weeks per twelve (12) month period for the birth or adoption of a child. The leave must begin no earlier than 16 weeks before estimated birth or placement and no later than 16 weeks after birth date or placement of the child.
- Up to a maximum of two (2) weeks leave per twelve (12) month period to care for a child, spouse, domestic partner, parent or parent-in-law, or parent of a domestic partner who has a serious health condition.

Total maximum time for #1 and #2 is eight (8) weeks per twelve (12) month period.

2. Medical Leave

- A maximum of two (2) weeks per twelve (12) month period for the employee's serious health condition.

II. Military Family Leave Entitlements

Exigency Leave. Under the Federal FMLA, a qualifying exigency may arise when an eligible employee with a spouse, son, daughter, or parent in the Armed Forces (including National Guard and Reserves) is on covered active duty or has been notified of impending call or order to covered active duty in support of a contingency operation with deployment in a foreign country. Eligible employees may take up to 12 work weeks of unpaid leave. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. In addition, parental care leave is an exigency leave category when a military member's parent is incapable of self-care and certain activities, such as arranging for alternative care, arise from the military member's covered active duty.

Caregiver Leave. Federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member, during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, or a covered veteran, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. In addition, a serious injury or illness includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty. "Covered Veterans" must meet one of four definitions of "serious injury or illness."

III. Benefits and Protections

During Federal and State FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

IV. Eligibility Requirements

A. Federal

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least **50 employees are employed by the employer within 75 miles.**

B. State

Employees are eligible if they have worked for a covered employer for more than 52 consecutive weeks, for a minimum of 1,000 paid hours, and if at least **50 employees are employed by the employer on a permanent basis.**

NOTE: The Town of Round Lake is exempt from these provisions based on number of employees.

V. Definition of Serious Health Condition

A. Federal

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

B. State

"Serious health condition" means a disabling physical or mental illness, injury, impairment, or condition which requires inpatient care in a hospital, nursing home or hospice, or outpatient care that requires continuing treatment or supervision by a health care provider.

VI. Use of Leave

Under some circumstances, employees may take FMLA leave on an intermittent basis. Intermittent leave may be taken in the smallest increment allowed by the employer for any other type of leave.

- Federal leave based on a birth or child placement may only be taken intermittently on a reduced leave schedule if the employer agrees.

- State family leave for birth/placement or care of a child, spouse, domestic partner, parent or parent-in-law, or parent of a domestic partner with a serious health condition may be taken as partial absences from employment if scheduled so not to unduly disrupt the employer's operations.
- Federal leave based on a serious health condition of an employee, employee's child, spouse or parent (including covered service members) may only be taken intermittently or on a reduced-leave schedule when medically necessary, unless the employer agrees otherwise.
- State medical leave for self may be taken in non-continuous increments as medically necessary.
- No leaves will be granted in daily or hourly increments of less than those specified in policies or labor agreements.
- Employees shall make a reasonable effort to schedule medical treatments so they do not unduly disrupt current operations and they shall provide the employer with reasonable advance notice.
- Leave due to qualifying exigencies may also be taken on an intermittent basis.

VII. Substitution of Paid Leave for Unpaid Leave

- When applicable, the Wisconsin and federal leaves shall run concurrently
- If an employee is on worker's compensation leave, and the employee is also eligible for FMLA leave, the worker's compensation leave and the FMLA leave shall run concurrently
- If an employee chooses to use paid accumulated sick leave, vacation or holiday pay of FMLS qualifying leave, the leaves shall be applied concurrently.

A. Federal

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. To use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

The employee may use his/her available balances of accrued paid leave to cover the time taken under the provisions of FMLA. At the employee's request he/she may retain up to one-week of accumulated vacation time and one-week of accumulated sick leave for use upon return to work. The use of accrued paid leave to cover some or all the time taken under the provisions of the Federal or State FMLA shall not delay the application of time periods allotted under the Acts

Additional Paid Leave Allowed if Accrued:

Employees who have accrued paid leave (sick leave, vacation time,) in excess of the amounts allotted under the Federal and State FMLA provisions and who are unable to return to work due to illness or disability, may remain in pay status and receive benefits until they have exhausted the entire amount of their accrued paid leave.

B. State

An employee may substitute, for portions of family leave or medical leave, any type of paid leave provided by the employer or choose to take unpaid leave.

VIII. Employee Responsibilities

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, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

IX. Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

X. Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

XI. Enforcement

A. Federal

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

B. State

An Employee who believes his or her rights have been violated may, within 30 days after the violation occurs, or the employee should reasonably have known that the violation occurred, file a complaint with the Department of Workforce Development, Equal Rights Division.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

LEAVES - JURY DUTY

POLICY: The Town of Round Lake encourages employees to fulfill their civic responsibilities by serving jury duty when required.

General Guidelines: Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of his/her regularly scheduled working hours, he/she shall report to work for the balance of the working day unless alternative arrangements are authorized by his/her supervisor.

Compensation: Employees will be compensated their regular wages for a normal work day and shall turn over to the Town Clerk any money (exclusive of travel pay or actual expenses) that they receive because of such jury service within three (3) days of receipt thereof. Time spent on jury duty shall not be considered hours worked for purposes of overtime, nor will the Town pay for any jury duty beyond the employee's normal work hours/day

“NEED TO DISCUSS THIS”

LEAVES – PERSONAL UNPAID

POLICY: To provide employees with unpaid leave time.

An unpaid leave of absence will not be granted before all accumulated paid benefits have been used up., except in the event of a leave due to medical reasons. (remove)
“NEED TO DISCUSS”

A leave of absence without pay may be granted by mutual agreement of the Town Board and the employee for a period of up to six (6) months. The Town Board must receive a copy of the written request for leave of absence and the employee may be present at the Town Board Meeting when the request is being discussed and/ or acted upon. No leave of absence will be allowed for employees to be employed or seek employment elsewhere.

Should the unpaid leave be granted for reasons of personal illness or disability, a physician’s certification shall be furnished at the Town’s request to substantiate the need for continuing the leave and to certify the employee’s ability to return to work.

Return to Work: Upon expiration of a leave of absence, an employee shall be entitled to return to the position they occupied prior to the commencement of the leave as long as the position is still available. Failure to return to work at the expiration of the leave shall be deemed a resignation by the employee absent extenuating circumstances

- An employee shall be required to give a five (5) calendar days’ notice of anticipated return to employment.

The Town may provide for unpaid leave to employees subject to this policy for reasons including, but not necessarily limited to the following: Extended illness, continuing education, military duty (in compliance with USERRA), emergencies or death of relative or friend, etc.

Any unpaid leave of absence over ten (10) consecutive days shall affect the accumulation of benefits and will not accrue paid benefit time during such leave.

LEAVES - SICK LEAVE

POLICY: To provide employees with paid time to address their own personal health care needs or the health care needs of their immediate family for illness, injury, or **physicians'** appointments, except for illness, injury or physicians' appointments covered by the Wisconsin Worker's Compensation Law

Accrual: Full-time employees working at least forty (40) hours shall accrue sick leave at the rate of one (1) day for each month of employment up to twelve (12) days each year. Unused sick leave "carries over" and accumulates to a maximum accumulation of ninety (90) days of unused leave. (Should this match payout days?) "NEED TO DISCUSS"

FMLA: Under Federal FMLA, employees may be required to use all accrued paid leave time before receiving leave without pay; under State FMLA, employee may substitute accrued paid leave time or choose to take unpaid leave.

Incremental Use: Sick leave may be used in increments of no less than one hour.

Notification: A request for sick leave must be submitted to the appropriate supervisor as soon as reasonably practical and no later than 15 minutes before the start of assigned work hours.

Verification: The employer may require verification of illness.

Payout: Sick leave will be paid out to all eligible employees upon retirement and /or resignation with at least five (5) years of Town employment. The employee shall be paid all unused sick leave remaining in the employee account, not to exceed **forty (40) days**. If an employee dies while employed by the Town, his/her estate shall be paid for the unused sick leave remaining in the employee's account not to exceed forty (40) days. Employees who are fired are not eligible for payout under this provision.

Eligibility: Sick leave shall be granted from the first day of absence.

LEAVES - VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the Town of Round Lake.

Eligibility: Full time employees working at least 40 hours per week who have completed their introductory period (6 months) shall receive the following vacation benefits with pay.

Accrual:

Length of Service

Year 1 & 2

Year 2 & 3

After 7 years

8 – 20 years

Vacation Benefit

40 hours (5 working days)

80 hours (10 working days)

120 hours (15 working days)

8 additional hours (1 day) of vacation per year
to a maximum of twenty (20) days.

“NEED TO DISCUSS”

Approval: Use of vacation time requires the prior approval of the employee’s supervisor.

Incremental Use: Vacation time may be used in no less than four (4) hour increments. Less than four (4) hour increments may be used at the discretion of the Town Chairperson or his designee.

Accumulation: Two (2) days of vacation may be carried over from year to year and used per approval of the Town Board of Supervisors.

Termination: Upon termination of employment, all vacation periods for the current year of service will be prorated to the date of termination. Such payments shall be made in a lump sum based upon the last day of active work.

MEDICAL & RETIREMENT BENEFITS

MEDICAL:

POLICY: To provide employees with the ability to have qualified medical expenses reimbursed by employer **using** a Qualified Small Employer Health Reimbursement Arrangements (QSEHRAs)

Eligibility Requirements: All employees exempt and non-exempt who work over 1,560 hours per year are eligible for coverage upon completion of Introductory Period.

Contribution Amount: The Town of Round Lake Board of Supervisors will annually determine the maximum **allowable** contribution/ reimbursement amount allowed per each eligible individual.

Eligible Reimbursements: Eligible reimbursable amounts are defined by the plan administrator. A copy of qualified medical expenses will be provided to employee upon enrollment in the plan. Examples of qualified medical expenses are: medical insurance premiums, dental care, out of pocket medical co-payment amounts, eye glasses, prescription drugs, etc.

Eligible Expenses Allowed: Eligible expenses occurred by any employee, their spouse and any qualified dependents will be allowed.

Reimbursement: **To qualify** for reimbursement, the employee must submit a copy of qualified expenses paid to plan administrator. Reimbursement will be made within 30 days of expense approval by the plan administrator. Payment will be made to **employees'** tax-free via payroll.

All employees shall be covered by Worker's Compensation insurance.

BENEFITS - RETIREMENT

POLICY: To provide retirement contributions to eligible employees through employer sponsored IRA

Employer Sponsored IRA

General Eligibility Requirement: Full time non-exempt employees working at least 40 **hours upon** completion of introductory period. **(close gap)**

Employer Contribution: Once eligible for coverage employee can elect either Traditional IRA or Roth IRA contribution. Employer will contribute **6%** of total wages paid to employee designated account. Contributions will be made monthly within 30 days following prior month end.

Amounts contributed to employee sponsored IRAs are subject to the same contribution limits and eligibly requirements of Traditional IRAs and Roth IRAs.

No employee match is required.

Amounts contributed by the employee are treated as taxable compensation to the employee and will be reported on the employees W-2.

Contributions to employee sponsored IRAs are subject to FICA & Medicare Tax.

TECHNOLOGY & COMMUNICATION

BULLETIN BOARDS

POLICY: The Town of Round Lake will keep employees informed about Town activities and will provide a bulletin board for use by employees for posting of communications.

Prior Authorization: Authorization for employees to use the bulletin board must first be obtained from the Town Chairperson. All persons who post notices, letters, or any other documents on bulletin boards without first obtaining authorization may be subject to disciplinary action, up to and including termination. Employees are expected to remove postings in a timely manner.

ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

POLICY: It is the policy of the Town that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the Town that employees may not use social media technology to engage in or post communications or material that would violate any Town Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

General Guidelines - Electronic Media:

1. All Town provided electronic media systems are the Town's property. Additionally, all messages and files composed sent or received on these systems are and remain the property of the Town. They are not the private property of any employee.
2. The use of electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive activities. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers. (I think this should be removed.) "NEED TO DISCUSS"
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
4. The electronic media systems / internet may not be used for illegal or unlawful purposes, including, but not limited to copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidating, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior

authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.

6. The Town reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management at the request of the Town.
8. Town employees may not modify, delete, or destroy any Town document created by any electronic media unless specifically authorized to do so.

General Guidelines - Social Media:

1. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas.
2. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your Town.
3. **Be Respectful of other employees and Town Board.** Do not post communications or material disparaging of services or employees. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
4. **Use Good Judgment.** Online communications are accessible to the public. Use good judgment in your communications.
5. **Obey the Law.** Do not post any material that violates the law, such as material that may be considered obscene, profane, vulgar, bullying, defamatory, harassing, threatening, malicious, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
7. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your supervisor or the town clerk.

8. **Comply with Harassment and Other Policies.** Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policies. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
9. **Keep Secrets.** You must not disclose “confidential information” which does not include discussions with third parties about your wages, hours and/or conditions of employment.

Reporting Deviations from Policy: All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace. The Town prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

Policy Violations: Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

POLITICAL ACTIVITIES

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

Definition of "Employer Resources": Employees may not use Town resources for political activities. Employer resources include office supplies, electronic equipment including e-mail, facsimile and photocopying machines, bulletin boards and other public spaces. Use of bulletin boards requires authorization by the Town Board and is off-limits to public use.

Definition of "Political" Activities: Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or Town resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the Town's mailing address as the return address for political solicitations;
- Providing Town mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of Town mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;

- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

SOLICITATION (Non-Political)

POLICY: In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

Employees On-duty: Employees may not share, distribute, or solicit materials by any means. Including verbally, or written materials, before or after the normal work day, during normal break or lunch times or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas.

Employees Off-duty: Off-duty employees may not solicit or distribute literature on Town of Round Lake premises at any time.

Non-employees: May not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from The Town of Round Lake Board of Supervisors. The same restrictions regarding working time and working areas apply to non-employees.

WORKPLACE POLICIES

CODE OF ETHICS

POLICY: Employees may not use their position for improper personal gain, or for the private gain of a member of the employee's immediate family/ close personal associate or for an organization with which the employee is associated if such gain is different from what is available to the general public. Employees have a duty to ensure that conflicts, or perceived conflicts, between their own private interests and public responsibilities, are avoided.

Disclosure of Personal Relationships: Employees are required to disclose personal relationships with applicants/employees/vendors/service contractors, and may not participate in discussions concerning purchasing services, hiring, promoting, retaining or salary/benefits of persons with whom the employee has a relationship that may pose a conflict of interest.

Gifts and Gratuities: Employees may not solicit or accept from any person directly, or indirectly, any gift, gratuity or anything of value that might reasonably be perceived as impairing his/her independence of action or judgment. For purposes of this policy, "anything of value" is defined as an object with a likely value in excess of \$25.00 and does not include coffee mugs, pens, paper supplies, calendars and other such items that are often provided at seminars and training sessions. When in doubt about the value of an item, the employee should discuss the matter with their supervisor. If an unsolicited item of value is received by an employee, the gift should be reported to his/her supervisor for proper disposition and documentation.

Responsibility and Conduct: It is the responsibility of each employee to conduct him/herself in a manner which will reflect favorably upon the Town. Any misconduct while employed by the Town of Round Lake, in the judgment of the Town Board, which brings discredit upon the Town, may be grounds for dismissal.

Outside Employment: Employees are required to disclose to their supervisor outside employment and may not use work time (except for breaks and lunch period) for tasks associated with outside employment. Employer resources, including supplies and electronic equipment, may *not* be used for purposes of outside employment. The employer retains the right to determine whether outside employment is interfering with job performance and creates a conflict of interest, or creates a potential conflict of interest.

Resolution of Conflict of Interest: When a conflict of interest is identified by the employer, the matter being reviewed may be reassigned to a different employee. The employer retains the right to take other or additional steps as may be deemed appropriate in order to resolve the matter. Violations of the Code of Ethics policy will be evaluated on a case-by-case basis and may result in disciplinary action up to and including discharge from employment. Nothing in this policy is intended to prohibit an employee from working with, or accepting employment with, a labor organization representing an employee.

WORKPLACE REGULATIONS AND SAFETY RULES

POLICY: **The purpose of regulations and safety rules is to promote workplace safety, eliminate accidents and increase the efficiency of the Town, in addition to maximizing the life and service of town owned equipment. Employees shall be careful and avoid abuse of the equipment they are operating and follow all safety rules.**

Rules and regulations: Should an employee complain that his/her work requires him/her to be in an unsafe or unhealthy situation, or in violation of acceptable safety rules, the matter shall be reported to the Town immediately. If the matter is not adjusted satisfactorily, the complaint shall be processed according to the Town Grievance Procedure.

All state and local traffic laws will always be obeyed. Speed limits will be obeyed. Vehicles will stop at all stop signs. Employees who violate state and local traffic laws are required to pay any fines themselves incurred by the violations.

When deemed necessary by the Lead worker, flag persons will be stationed at any job location. All road workers will use warning signs on all jobs in accordance with state laws. While working on hills or curves, stationary signs will be used to warn oncoming traffic of men working.

All Town equipment will yield the right of way to other traffic whenever possible. Example: In heavy traffic or on hills, Town equipment will use the shoulder on the road and slow down to allow other traffic to proceed. Driver courtesy will always be practiced.

No equipment will be greased or worked on unless the ignition has been turned off. When greasing or working on trucks where it is necessary to have the box in the "up" position, the box will be blocked up with a suitable block.

When the end loader is not in use, the bucket will be lowered so that it rests on the ground. When the grader or snowplow is not operating, the blade will be lowered so that it rests on the ground.

Employees will not use equipment for other than its designated use.

Employees will stand so as not to be in front of the lock rim when airing equipment tires.

Safety glasses will be furnished and employees will use the glasses whenever operating the grinder. Glasses will be left in a conspicuous place near the equipment when the employee is through with them. Employees who wear corrective glasses will protect those glasses with safety goggles.

When welding, burning, or chipping, employees will use all safety equipment furnished by the Town.

If an employee uses a fire extinguisher, it shall be refilled before returning it to its proper place.

The top flashing amber light shall be on at all times while operating on the left hand side of the highway. Said light shall also be on when poor visibility exists due to rain, fog, snow, or other conditions.

Employees shall not carry or transport firearms or bows and arrows in Town vehicles or equipment, or in Town buildings at any time.

Employees will not report to work or operate any Town equipment while under the influence of alcohol or any controlled substance (See Town Employee Substance Abuse Policy).

Employees shall wear high visibility safety clothing always provided by the town when performing road related duties.

Employees shall be required to purchase within thirty (30) days after satisfactory completion of introductory period, a pair of steel toed safety shoes which will be worn daily on the job. The Town will reimburse the employee up to \$200.00 toward safety shoes per year upon receipt of dated itemized bill.

Employees may not use Town equipment for personal use.

Employees are asked to make personal calls on non-work time when possible and to ensure that friends and family members are aware of the Town policy.

Employees will not be permitted to use personal cell phones, **smartphones** and/or other related personal electronic devices while operating Town vehicles, machinery and/ or equipment on paid work time to conduct non-work-related business. **Texting while driving or operating equipment is expressly prohibited.**

Employees are not allowed to use the Town phone for personal use (phone is for Town business purposes only). Exemption is allowed for personal calls of an emergency nature.

Employees will not conduct personal business during working hours without the approval of their supervisor.

Employees violating any of these regulations will be subject to disciplinary measures.

SMOKE & TOBACCO FREE WORKPLACE POLICY

POLICY: To protect residents, visitors, employees, and contracted service staff from the health hazards of smoking, exposure to secondhand tobacco smoke, and tobacco usage.

The Town of Round Lake is committed to providing a safe and healthy environment by prohibiting smoking, vaping and all tobacco use in all Town facilities, equipment, and vehicles.

DISCIPLINE

POLICY: Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. Disciplinary action may be taken after an investigation and after giving the employee an opportunity to respond to all allegations.

Level of Discipline: The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the Town's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. Employee discipline for purposes of access to the grievance procedure is defined to include only termination, disciplinary suspensions and disciplinary demotions. None of these disciplinary measures are required to be used before termination from employment does not occur nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the Town. The following are examples of behaviors which would normally justify disciplinary action.

- Fraud in securing employment.
- Incompetency.
- Inefficiency.
- Unauthorized absences.
- Repeated absence or tardiness or improper use of leave.
- Neglect of duty.
- Insubordination or willful misconduct.
- Dishonesty; including failure to provide accurate and complete information when requested by an authorized person.

- Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours.
- Reporting to work unfit for duty. Including a known contagious sickness or health condition that can affect the employee's fitness to perform the work days duties.
- Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed.
- Negligence or willful damage to Town property.
- Discourteous treatment of the public or fellow employees.
- Failure to obtain and maintain a current license or certification as required by law or the Town.
- Failure to maintain effective working relationships with other employees or the public.
- Sexual or other unlawful harassment, discrimination or retaliation.
- Workplace violence including using threatening or abusive language towards others.
- Unlawful possession of weapons.
- Failure to comply with health and safety rules and regulations.
- Unauthorized entry or use of Town facilities and property.
- Violation of any lawful order, directive, policy, or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

Documentation: All discipline shall be documented with a copy provided to the employee and a copy placed in the employee's personnel file.

GRIEVANCE PROCEDURE

Purpose: This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

Definitions for terms used in this document:

"Days": means calendar days, excluding legal holidays as defined in s. 995.20, Wis. Stat.

"Discipline": means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.

"Hearing Officer": means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer shall be selected by the Town of Round Lake Board of Supervisors from municipal Chairpersons within the State of Wisconsin, or other qualified individual based on nature of the matter in dispute. The hearing officer shall not be an employee of the Town of Round Lake or an elected official of the Town of Round Lake.

"Termination": means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination" does not include: a **voluntary resignation**, completion of seasonal employment, completion of temporary assignment, completion of contract, layoff, or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.

"Workplace Safety": means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

Process and Timelines:

1. The employee must file a written grievance with the town clerk within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance. However, in the case of a termination, such a meeting is not required. Grievance forms may be obtained from the clerk. The town clerk shall inform the employee's immediate supervisor and the town chair about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor will meet with the grievant within 10 days of receipt of the written grievance. The supervisor will provide the grievant with a written response within 10 days of the meeting. A copy of the supervisor's response shall be filed in the clerk's office. If no one has been designated the employee's immediate supervisor, the employee will meet with the town chair who shall then provide the written response.
3. The employee may request an appeal to the hearing officer by filing a written request with the town clerk within 10 days of receiving the written response. The town clerk shall notify the town chair and employee's supervisor about the filing of the request for a hearing as soon as practicable. The town will work with the hearing officer and grievant to schedule a mutually agreeable hearing date.
4. The hearing officer shall provide the employee and employee's supervisor with a written decision no later than 30 days after the hearing date. The hearing officer shall also provide the town clerk with a copy of the decision for filing in the clerk's office.
5. The non-prevailing party may file a written request with the town clerk for an appeal to the town board within 10 days of receipt of the hearing officer's decision. The clerk shall notify the town chair about the request as soon as possible. The town board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The town board may sustain, deny or modify the recommendation of the impartial hearing officer. The decision of the town board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the town clerk's office.
6. All timelines may be extended by mutual written agreement of the town board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
7. If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received by the town clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.
8. If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next available step within 7 days.

9. The grievant and town board may mutually agree in writing to waive a step or multiple steps within the procedure.

10. Granting the requested or agreed upon remedy resolves the grievance.

Grievance Requirements:

The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
4. The specific remedy requested; and
5. A description of the workplace safety rule alleged to have been violated, if applicable.

Supervisor's Response:

The supervisor's written response to the employee's written grievance must contain:

1. A statement of the date the meeting between the employee and supervisor was held.
2. A decision as to whether the grievance is sustained or denied.

Procedure Before the Hearing Officer: The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the town acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the town. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

The hearing officer may require the employee and town to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The hearing officer is not given authority to grant in whole or in part the specific request of the grievant. Within 30 days after the hearing, the hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

Hearing Officer's Decision:

The hearing officer's written decision must contain:

1. A statement of pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision.

Representation: Both the employee and the town may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

Consolidation: The employee's immediate supervisor and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

Costs: Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the employee(s) paying half and the Town paying the other half.

JOB VACANCIES & POSTING

POLICY: To provide notification of job openings and opportunity for employees to apply for open positions.

Procedure: When the Town determines that a vacancy or new position shall be filled, the Town shall typically post a notice of such vacancy or new position for a minimum of 5 working days if reasonable and appropriate to do so. The posting shall include the date the position is to be filled, title of position, requirements, and rate of pay and benefits. The Town retains the right to determine whether and when to recruit outside applicants.

Interview: In most cases, all employees who meet the minimum qualifications and who apply for the position and sign said posting will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of selection outcome.

LAYOFF & RECALL

POLICY: The Town retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

Procedure: The needs of the Town shall be the prime consideration in determining which employees shall be laid off if necessary. The rehiring of employees that have been laid off shall be determined by the Town based on its need for the most qualified person to perform the available work.

PERFORMANCE REVIEWS

POLICY: To provide for periodic review of work performance.

Procedure: Employee work performance will be reviewed during the first year of employment and at least yearly thereafter. If an employee believes that a performance review is needed and/or past due, the employee should discuss the matter with the Town Chairperson or the Town Clerk.

PERSONAL APPEARANCE

POLICY: Employees are expected to dress in a manner consistent with the expectations of their job and in a manner that does not adversely affect the employee's or co-workers' performance of job duties or create a health or safety hazard. Employees are expected to practice good personal hygiene and to avoid the use of fragrances that may interfere with the ability of co-workers to perform their job. Enforcement of this policy must be non-discriminatory with regard to sex, race, religion or other legally-protected class status.

Guidelines: When a concern arises regarding an employee's personal appearance or use of jewelry, accessories or fragrances, the co-worker is encouraged to discuss the matter with their supervisor. The supervisor will undertake a review of the situation, including any issues associated with protected class status that may need to be considered. The supervisor will follow-up, as appropriate, in a manner that may include a private discussion with the employee(s) or an educational intervention for employees.

Protective Clothing: Employees who are engaged in hazardous duty are required to wear protective clothing as designated by the employer.

PERSONNEL FILES

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

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

SEPARATION FROM EMPLOYMENT

POLICY: Employees who voluntarily resign from their employment are expected to give the required notice in order to facilitate a smooth transition.

Notice Required: Employees who choose to voluntarily separate from Town employment, shall be required to give at least a two-week (10) working day written notice to their supervisor or the Town Clerk in order to leave the Town in good standing, unless otherwise agreed to. The notice shall exclude use of paid benefit leave time or any other like time, unless approved otherwise by the Town Board. The written resignation notice should state the proposed effective date. Notice is understood to mean that the resigning employee will be available for work during this time so as to aid in the training of replacement.

Accrued Benefits: Failure to provide the required notice of resignation may result in withholding of accrued benefits at the time of separation from employment.

WORKPLACE ENVIRONMENT

SAFETY & DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

POLICY: It is the policy of Town of Round Lake to maintain a safe workplace environment that is free from discrimination, harassment and retaliation. Every employee has a personal responsibility to help maintain a safe and healthful workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

Responsibility to Report: It is the responsibility of each and every employee to immediately report to management any and all health and safety issues, discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward the public, Town Board, and other Town elected officials; and by members of the public toward employees which relates to their work.

Definition of Protected Class: State and Federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, for use or non-use of lawful products off the Town's premises during non-working hours.

Definition of Harassment and Acts of Discrimination: Harassment and acts of discrimination to be reported by employees can include:

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- B. Any attempt to penalize or punish a person because of his/her protected status.
- C. Creating an offensive and hostile working environment for a person because of his/her protected status, including sexual harassment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by management as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if management is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should immediately report it to the Town Chairperson or Town Clerk. The report must be in writing. The allegations should provide sufficient information and detail so that the Town Board can thoroughly investigate the complaint. Upon receiving an employee report of harassment, discrimination or retaliation, the Town Board will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters or memos. Based upon the investigation's outcome, management will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the employer.

Definition of Workplace Safety: *Any* unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to their Supervisor. Should a hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee, who identifies new ways to increase workplace safety, should make these recommendations known to the Town Board or the Town Clerk.

DRUG & ALCOHOL-FREE WORKPLACE

POLICY: No employee shall report to work, training sessions, and/or conferences under the influence of alcohol, illegal drugs or other drugs which affect the employee's judgment, coordination, decision-making or safety during working hours. The use of these items during working hours is prohibited. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer, or purchase of illegal drugs while in the course and scope of employment is prohibited. (Close gap)

Purpose: The purpose of this policy is to: a) establish and maintain a safe and healthy work environment, b) reduce absenteeism and tardiness, and c) maintain a high level of job performance.

Sale/Purchase/Distribution: No employee shall report to work, training sessions, and/or conferences under the influence of alcohol, illegal drugs or other drugs which affects the employee's judgement, coordination, decision-making or safety during working hours. The use of these items during working hours is prohibited. This policy includes any paid or unpaid lunch periods. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is prohibited.

Drug & Alcohol Testing: The Employer may conduct drug & alcohol testing based on reasonable suspicion that the employee is under the influence of alcohol or illegal drugs and may conduct testing for employees in testing-designated positions (such as CDL). Any such testing will be done in accordance with established procedures.

Duty to Report: Every employee has a duty to notify his/her supervisor immediately of any drug use that might impair job performance including the ability to safely operate machinery or equipment. "Drug use" includes use of prescription drugs that may have a negative impact, even temporary, on the employee's job performance.

Violations of Policy: Violations or allegations of violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action, up to and including discharge from employment.

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge receipt of this Employee Handbook.

I understand that the Employee Handbook is a means to acquaint me with the Town of Round Lake and its operations, and provide guidance with regard to its policies.

I understand that by accepting employment with Town of Round Lake, I am not being asked or required to provide anything in return beyond my services. I further understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the Town of Round Lake and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Town of Round Lake has the authority to create an employment contract, and such contract must be in writing and signed by the Town of Round Lake Board of Supervisors to be valid.

I further understand that my employment with the Town of Round Lake is "at-will," not for any definite period, and may be terminated by myself or the Town of Round Lake at any time and for any reason not prohibited by law.

I understand that the Town of Round Lake reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive notification of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals, handbooks, and personnel policies that I have received or have been advised of by the Town of Round Lake. I also understand that any subsequent revisions to the provisions of this Handbook after I commence my employment will supersede those contained herein.

(Signature)

Date: _____