



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, April 9, 2024 at 5:30 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Personnel Committee Meeting of March 12, 2024
3. Review and Discussion of Chapters I, II, and III of the Village of Jackson Employee Handbook Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies
4. Review and Discussion of Professional Services Agreement with Washington County for Shared Planner Services
5. Citizens/Village Staff to Address the Personnel Committee
6. Adjourn

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PERSONNEL COMMITTEE MEETING
Tuesday, March 12, 2024 at 6:30 PM
Personnel Committee Meeting

1. Call to Order and Roll Call

The meeting was called to order at 6:30 PM by Pres. Heckendorf.

Members Present: Pres. Heckendorf, Tr. Emmrich, Tr. Kruepke.

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Keller, Police Chief Ryan Vossekuil, Treasurer Darlene Smith, and Clerk Anastasia Gonstead.

Trustees Present in Audience: None

2. Approval of Minutes for the Personnel Committee Meeting of January 18, 2024

The motion to approve the minutes for the Personnel Committee meeting of January 18, 2024, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Review and Discussion of Jackson Police Department Lieutenant Promotional Process

Chief Vossekuil provided background regarding the agenda item, as well as a projected timeline. Areas of material interest include benefits related to sick leave, sick leave accrual, and sick leave payout. Administrator Keller provided a background on the proposed changes provided in the agenda material.

Tr. Emmrich looked for terminology clarification of "CBU." Chief Vossekuil explained "CBU" is the appreciation for collective bargaining unit. He further went on to explain the differences between what the CBU is able to accumulate and get paid out for sick time vs. what is available to non-CBU employees. He stated he preferred to see that an employee retain what they have already earned. Tr. Emmrich expressed agreement, not wanting qualified internal applicants deterred from applying for the position by losing benefits they had otherwise earned. Pres. Heckendorf asked for clarification on numbers, going from an existing position to a lieutenant position. Chief Vossekuil provided additional information, pointing out the loss of overtime as well. The difference between lieutenant position vs. highest ranking patrol officer with overtime pay was stated to be minimal.

The motion to recommend Village Board approve the 2024 Lieutenant job posting and future off of employment to the successor lieutenant to include deviating from the Employee Handbook leave policy language and allowing up to 100% sick leave contribution from the Village upon retirement, not to exceed 1,020 hours conditioned upon the following: 1) The offer will be reduced to 960 hours should the selected candidate not have accrued more than that amount upon the date the offer is made, and, 2) The offer may be amended could the

most current CBA of WPPA JPD reduce the retirement/sick leave benefit language prior to the successor lieutenant's retirement date, if applicable, was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

4. Closed Session Pursuant to Wis. Stats. § 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

The closed session is for the purpose of:

1. Discussing the 2024 Jackson Police Department Lieutenant Promotional Process

This item was not needed, as a decision was made in open session.

5. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session

This item was not needed, as a decision was made in open session.

6. Citizens/Village Staff to Address the Personnel Committee

None.

7. Adjourn

A motion to adjourn the meeting was made by Tr. Kruepke and seconded by Tr. Emmrich.

Vote: 3 ayes, 0 nays. Motion carried. The meeting was adjourned at 6:43 PM.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator, Darlene Smith, Village Treasurer

RE: Proposed Changes to 2013 Employee Handbook – Chapters 1-3 Regarding General Personnel Policies, Employment Policies, and Classification and Compensation Policies

DATE: April 2, 2024

Background

Based upon organizational needs, Staff and the Board commenced the review of the Employee Handbook with the leave policies in November and December of 2023. Since that time, Staff have reviewed and revised language found in sections of the Handbook pertaining to Personnel Policies, Employment Policies and Classification and Compensation Policies. Generally, changes were made to update references to state statutes, references to the correct staff member/title, and replacing gender pronouns such as her/him with “their”. Changes are summarized by section, below.

SECTION 1 – General Personnel Policies

Updates were made to travel reimbursement language, vehicle use restrictions, and facility use. We’ve also cleaned up which personnel files are retained in administrative offices and which files are retained by managers, and record keeping policies.

SECTION 2 – Employment Policies

Most revisions in this section were from the Village labor attorney. Clarifications may be necessary related to “probationary periods” which seem to no longer be advisable. Instead, “at will” employment status is relied upon in most circumstances. Needed clarifications were also made in 2.18 regarding notice of resignation requirements.

SECTION 3 – Classification and Compensation Policies

No major changes, cleaned up overtime, weekend, and holiday pay guidelines.

Potential Motion:

Recommendation for Village Board authorization to the Village Attorney and Village Administrator to review, revise, and distribute to employees the updated Section 1-3 of the Employee Handbook, effective May 1, 2024.

Attachments:

1. Adopted Section 1-3 Policies – 2013 Employee Handbook
2. Redline Copy of Proposed Section 1-3 Policies – 2013 Employee Handbook
3. Proposed Section 1-3 Policies – 2024 Draft Employee Handbook

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open door policy under which all employees have the opportunity to deal directly with their Department Head and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate his/her concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a special responsibility to notify the Village of your concern. If possible, you should first address your concern to your Department Head (or, in the case of a Department Head, to the Village Administrator). If your question remains unanswered, you may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the particular answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through good communication, we can all better enjoy our work and better serve the people of the Village.

Grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to change or abolish such policies, practices, and procedures. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is generally a private and personal matter, and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the American's with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be related in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations;

2. First aid and safety officials may be told if the disability may require emergency treatment;
3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as his/her fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual; the Village’s Controlled Substances and Alcohol Testing Policy.

In order to protect the health, welfare, and safety of employees, the Village prohibits the unlawful manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace. This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Harassment and Discrimination

It is the policy of the Village of Jackson that all employees have the right to work in an environment free of persistent and unwelcome conduct or actions on the basis of race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law.

The Village will not tolerate, condone, or allow harassment by any employee or other non-employee who conducts business with the Village. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law. The Village of Jackson considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Village shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this Village policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

Definitions

I. Verbal Harassment

Unsolicited or unwelcome verbal conduct including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

II. Non-Verbal Harassment

Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet, or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, or any material which inappropriately raises the issues of sex or discrimination.

III. *Physical Harassment*

Physical harassment includes unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

IV. *Unwelcome Harassment*

For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct done on the basis of a protected employment category set forth in this Section did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Prohibited Activity

I. *Sexual Harassment*

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

II. *Harassment*

- A. Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual's job performance done on the basis of a protected employment category set forth in this Section.

Complaint Procedure

Any employee encountering harassment is encouraged but not required to inform the person that his/her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incidents as soon as possible to a supervisor, Department Head, or the Village Administrator so that an investigation may be conducted, and if necessary, steps may be taken to protect the employee from further harassment and so that appropriate remedial action, where appropriate, may be initiated.

The Department Head or designee shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) of occurrence(s), and shall report their findings to the Village Administrator.

The Village Administrator or designee shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event that the complaint is substantiated, the Village Administrator will take prompt and effective action to address the problem.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under all the circumstances.

Retaliation

The Village of Jackson will not permit or condone retaliation against an employee who files a harassment or discrimination complaint or assists, testifies, or participates in an investigation. Retaliation is prohibited by the Village and by state and federal statutes and shall be reported immediately. Retaliation against another employee for filing a harassment or discrimination complaint or for assisting, testifying, or participating in an investigation is a form of misconduct and is considered a separate violation of this policy. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment and discrimination complaints.

1.06 Health and Safety Policy

Health and safety is extremely important both to the Village and to you. The Village therefore expects its employees to use healthy and safe work practices at all times.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to his/her Department Head (or, in the case of a Department Head, the Village Administrator) immediately;
2. Secure any necessary medical attention which can appropriately be administered at the work place;
3. In the event of an illness/injury/accident, complete a report regarding it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary

to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Internet and E-mail Policy

The Village provides and maintains electronic communications services and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging and internet access for employees' use in order to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees should have no expectation of privacy with regards to such communications. Data that is composed, transmitted, or received via Village systems or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties.

Employee communications and use of these systems and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.

6. Use for non-work related activities, including but not limited to computer games, during normal paid work hours.
7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work related purpose.

Violations of this policy may warrant discipline, up to and including termination.

Employees may use the computer and internet during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Administrator or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Administrator or designee, up to two (2) times per year upon seven (7) days written notice to the Village Administrator. The Village Administrator or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees should promptly notify the Village Administrator or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in his/her insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, should immediately report the use to his/her Department Head.

1.10 Reference and Background Check Policy

The position an individual applies for and the information he/she gives during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also take into account how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three year period:
 - 1. Conviction of a felony which has nexus to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. After an applicant receives a conditional offer of employment, the Village shall have a routine background check using Wisconsin's Public Abstract Request System (PARS). This will be performed before the appointment is made, and a report shall be filed with the Village Administrator. The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process, and is being used as part of the decision not to hire an applicant; he/she may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Village Administrator or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Village Administrator or designee.
- C. All inquiries regarding a current or former Village employee must be referred to the Village Administrator, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary. Reference letters are prohibited from being issued on any current or former Village employee, without prior permission from the Village Administrator.
- D. No other data or information regarding any current or former Village employee or his/her employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes, or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village Administrator or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village Administrator or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working

days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village Administrator immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, MySpace™, YouTube®, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept separate at all times. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for web-log) is a personal outline journal that is frequently updated and intended for general public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs generally represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe

community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.

- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. *Acceptable Use*

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites. These sites must remain personal in nature, and the employee must maintain a distinction between sharing personal and official Village views. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that his/her stated views and opinions are understood to be his/her own and not those of the Village. A disclaimer is required when employees:
 - Refer to the work done by the Village;
 - Comment on any Village related or issues; or
 - Provide a link to a Village website.
- C. Professional Use
 - 1. All Village-related communication through Village operated social media outlets should remain professional in nature and should always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

2. When using Village operated social networking sites, employees are required to:
 - a. Be respectful of all individuals and communities with which employees interact online;
 - b. Be polite and respectful of other opinions, even in times of heated discussion and debate;
 - c. Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the social media platform being used;
 - d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
 - e. Be Clear As To Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
 - f. Do not assume privacy. Only post information if authorized to disclose said information.
 - g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS in order to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. Content of Posts and Comments

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to

be “taken back.” Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. *Posts, Comments, and Public Records*

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. *Security*

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, each employee must:
 - 1. Ensure that he/she is aware of which information to share, with whom he/she can share it, and what not to share;
 - 2. Ensure that he/she is aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media may be considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they should be retained pursuant to the required retention period.

VIII. *Breach of Policy*

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for obtaining travel advances and submitting expenses for reimbursement:

I. Transportation

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e. gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts.
- B. Private vehicles may be utilized for business travel when Village vehicles are not available. Prior approval must be obtained by the Department Head. Mileage will be reimbursed per the current rate of the Internal Revenue Code, plus tolls, parking fees, and garage charges, upon submittal of receipts and the signed Mileage Reimbursement Form.

II. Lodging

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges will not be reimbursed.
- B. Village employees should furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. Meal, Entertainment, and Miscellaneous Expenses

- A. Meal Reimbursement Policy
 - 1. The Village shall reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are expected to represent reasonable and necessary costs and may include a maximum gratuity of twenty (20) percent.
 - 2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums

a.	Breakfast	\$10.00	
b.	Lunch	\$15.00	
c.	Dinner	\$31.00	(or see Daily Allowance below)

3. Daily Allowance – \$61.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)
 - a. Alcoholic beverages are not eligible for reimbursement.
 - b. Employees who must begin their travel day prior to 6:00 a.m. and end their day after 6:00 p.m. are eligible for breakfast and dinner reimbursement. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.
 - c. Even if the time requirements are satisfied for Daily Allowance, the reimbursement will NOT be allowable in the following instances
 - i. When the employee is attending training within a forty (40) mile radius from his/her normal work site.
 - ii. When meals are included within the training or conference fees.
 4. If a meal is part of a conference, convention, or instructional program being attended by the Village employee and an amount higher than allowed by the Village is separately charged to each participant, the full amount will be reimbursed with proper documentation.
 5. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.
 6. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, minus incidentals. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Deputy Clerk/Treasurer. The GSA reimbursement rates documentation must be included with the request for reimbursement.
- B. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the travel reimbursement form.

IV. *Registration and/or Tuition Fees*

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. *Travel with Spouse and/or Family*

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and expenses shall be limited to the employee only.

VI. *Code of Conduct*

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. *Expense Report*

- A. An expense report should be filled out upon the completion of the business travel, and turned into the Department Head. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses.

1.14 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.
3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property should be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

I. *Office Equipment*

- A. The Village's equipment (such as postage, facsimile and copier machine), is intended to be used for business purposes. An employee may only use this

equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to project a professional telephone manner at all times. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on Village phones without prior approval from the employee's supervisor. The Village reserves the right to monitor the use for financial and business purposes to ensure fiscal responsibility.

III. Computer Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are strictly forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The Village reserves the right to monitor the use of its computer system.

IV. Vehicle Use

- A. Village vehicles may only be used for authorized Village business. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Administrator or designee annually and upon request. It is the responsibility of an employee to immediately inform his/her supervisor of any restriction, suspension or revocation of driving privileges that would affect his/her ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.
- B. Any employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.

- C. The Village has the right to search any Village vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. *Return of Equipment*

- A. Upon separation of employment, employees must return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in his/her possession or control.

1.15 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e. handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. (This restriction does not apply to employees who use Village-provided vehicles). Law enforcement officers employed by the Jackson Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

I. *Prevention Techniques*

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

- 1. Early Warning Signs

- a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:
 - History of violence;
 - Romantic obsession that is ignored or rejected;
 - Chemical dependence;

- Severe depression due to personal problems;
- Pathological blaming of others;
- High frustration with an individual(s) in work or personal environment;
- Fascination with guns or other weapons;
- Fascination with violence or terrorism;
- Substitution of work for family or friends;
- Paranoia or belief that the system is unfair;
- Inability to accept criticism;
- Does not accept responsibility for his/her actions;
- Intimidating, harassing, or threatening behavior;
- Uneven job performance and large mood swings;
- Moral or political intolerance;
- Social isolation to low self-esteem;
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- Acts of violence are often preceded by the following sequence of events:
 - The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that his/her problems cannot be resolved.
 - The perpetrator blames someone else (i.e. supervisor, co-worker, spouse, etc.) for the situation or problem.
 - The perpetrator's frame of reference becomes increasingly egocentric.
 - Self-preservation and self-protection gradually become the person's sole objective.
 - A violent act is perceived as the only way to resolve the situation.
 - A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- All Village employees have a responsibility to notify their immediate supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to

notifying a supervisor, the authorities should be contacted if appropriate, which include, but are not limited to: the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.

- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor and/or the Safety Officer:
 - 1. A copy of the petition and declaration used to seek the order.
 - 2. A copy of any temporary protective restraining order and/or
 - 3. A copy of a protective restraining order that is made permanent.
 - 4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.16 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.17 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with his/her performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Village Clerk/Treasurer, Police Chief, Fire Chief, Director of Public Works, Joint Parks and Recreation Director, and Building Inspector – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All staff members and supervisors shall be responsible to the Village Board through the Village Administrator. Each shall refer matters requiring administrative attention to his/her supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator to the Village Board. Each employee is to keep the person that he/she reports to, informed of his/her activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign his/her duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of his/her job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through his/her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If the employee feels harassed by another person, he/she is directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under his/her jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

1. Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, clothes printed with slogans, jeans, athletic clothing, shorts, T-shirt, baseball hats, and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.
4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally

required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

Employees are expected to be dedicated to their work and to be at work on time each work day. Any employee who knows or suspects that he/she may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of his/her shift should notify his/her Department Head (or, in the case of a Department Head, the Village Administrator or designee) as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the present day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the present day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason. In the case of any claimed sickness, the Village may at its sole discretion require medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch periods is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone in order for employees to leave early at the end of the work day, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.23, which prohibits smoking in public buildings and in other Village property. Accordingly, smoking and/or the use of tobacco products is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. With the exception of the public officials of the Village, to ensure accuracy regarding the organization or its actions, the Village Administrator or designee will serve as the only authorized media spokesperson for the organization. No employees other than the Village Administrator or designee may grant an interview concerning Village business to any form of media without prior written permission from the Village Administrator.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

The following procedures shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file his or her complaint in person by completing the Citizen Complaint Form, including the complainant's signature.
2. If a complaint is received verbally, over the telephone, or in any other form (i.e. mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint, with the following information:

- a. Date complaint was received.
- b. (Referral): The department that will address the concern.
- c. (Referred by): The name of the person who received the complaint.
- d. Name of complainant.
- e. Address of complainant.
- f. Telephone/e-mail of complainant.
- g. Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.
- h. The complaint should be forwarded to the Village Clerk/ Treasurer for logging and filing. A copy of the complaint will be forwarded to the appropriate department(s) for resolution.
- i. A letter or email will be sent to the complainant by the Village Clerk/Treasurer to confirm receipt of the complaint and identify which department will be working with the complainant to resolve his/her concern.
- j. The involved department should investigate or review the identified concern and take appropriate action.
- k. The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form, and obtain approval and signature from the Department Head.
- l. A copy of the letter, if applicable, and completed Citizen Complaint Form should be returned to the Village Clerk/Treasurer to log into the computer and documentation file.
- m. A follow-up letter, email, or telephone call should be made by the Village Clerk/Treasurer to the complainant, informing him/her of the action that was taken regarding his/her request or concern.

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Department Head; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how he/she performs activities in his/her job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, with the exception of issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family will hold jobs which involve supervision of, or being supervised by an immediate relative. "Immediate relative" is defined as the employee's spouse, child, parent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, or first cousin.

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call firefighters, or temporary/seasonal employees.

A **full-time employee** is one who is regularly scheduled to work at least forty (40) hours per week for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **part-time employee** is one who works more than 1,200 hours per year, and less than forty (40) hours per week, for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **paid-on-call firefighter** is one who works in the Jackson Fire Department.

A **temporary or seasonal employee** is ordinarily employed only for a specific period or season and/or work on a specific project until the project is completed. Temporary or seasonal employees are not eligible for any fringe benefits.

For the first six months of employment in any particular position (assuming any employment lasts for six months), an employee is considered an "employee in orientation." The Village may, at its discretion, extend the orientation period beyond six months. Prior to the start of the orientation period, a physical examination may be required of the employee.

Both during and after completion (if any completion occurs) of the six-month orientation period, all employees remain employees-at-will, whose employment may be terminated at any time. Whether an employee is in the orientation period or not, full-time, part-time, paid-on-call firefighter, temporary, or seasonal, he/she remains an employee-at-will. In other words, the employment relationship may be ended at any time by either party, with or without notice for any reason.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village. While at work, employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees, while on Village property, while performing their duties throughout the Village or representing the Village elsewhere and in the conduct of their work, are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. The behavior of employees while not at work or representing the Village is for the individual to regulate. However, when illegal and/or inappropriate activity is engaged in which relate to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive manner in order to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
 2. Refraining from conduct that is offensive;
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village;
 4. Cooperating with any Village investigation;
 5. Complying with all Village safety and security regulations;
 6. Wearing clothing appropriate for the work being performed;
 7. Performing assigned tasks efficiently and in accord with established standards;
 8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 9. Giving proper advance notice whenever unable to work or report on time;
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances;
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Attendance

It is expected that all Village employees will arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by business necessity, and are dependable with regard to attendance. Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

III. *Drugs and Alcohol in the Workplace*

Failure to abide by the Drug-Free Workplace policy or the Controlled Substances and Alcohol Testing Policy, or a criminal drug statute conviction for a drug violation in the workplace will cause disciplinary action to be taken, up to and including termination.

IV. *Gambling*

Gambling constitutes a threat to the Village's security, and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work is strictly prohibited. Gambling includes placing, accepting, recording or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

V. *Insubordination*

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

VI. *Other Prohibited Conduct*

A. ***Any*** conduct that interferes with operations, discredits the Village, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:

1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy;
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;
5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy;
6. Disclosing confidential Village information;

7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property;
9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or Village rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Engaging in pranks or horseplay;
16. Wearing improper attire or having an inappropriate personal appearance;
17. Accepting tips or gifts of more than nominal value in the course of work;
18. Engaging in outside employment while on an unpaid leave of absence;
19. Claiming sick leave under false pretenses;
20. Working unauthorized overtime;
21. Deliberately restricting work output or encouraging another employee to do so;
22. Engaging in illegal or unethical conduct during the workday or on Village property;
23. Gambling while at work as defined in this policy

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is

detrimental to the interests of the Village of Jackson. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Jackson reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. *Grievance Procedure.*

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation;
 - 2. Counseling, meetings, or other pre-disciplinary action;
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4. Demotion, transfer, or change in job assignment;
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline;
 - 6. Layoffs; or
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit;
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - 3. Retirement;
 - 4. Job abandonment, "no-call, no-show", or other failure to report to work; or
 - 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.

- C. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

1. The name and position of the employee filing it,
2. A statement of the issue involved,
3. A statement of the relief sought,
4. A detailed explanation of the facts supporting the grievance;
5. The date(s) the event(s) giving rise to the grievance took place,
6. The identity of the policy, procedure or rule that is being challenged;
7. The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
8. The employee's signature and the date.

III. Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This

process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of his/her position;
2. The restricted/modified duty assignment is discontinued at the request of the attending physician;
3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of his/her work restrictions and the probable duration of his/her restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the American's with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of his/her job because of a serious health condition, he/she may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the Village and the Village's Worker's Compensation insurance carrier.
1. An employee who has a work-related injury/illness must have his/her treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Deputy Village Clerk/Treasurer.) This report provides the Village with the physician's diagnosis and the following information:
 - a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
 2. The completed form is to be returned to the Deputy Treasurer as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, he/she should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from his/her treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that passing a required physical examination is a part of the employment process. In the event that the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. Prior to any fitness for duty examination, the Village Administrator will consult with legal counsel to ensure compliance relating to all applicable laws.

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign his/her employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid his/her remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his/her right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Department Heads, Superintendents, and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of

an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

II. Notification of Termination

The Department Head shall notify the Village Administrator as soon as he/she learns that an employee is leaving. Employees may be abruptly terminated for gross misconduct, serious violation of safety or work rules, failure to follow instructions, or any other reason, or no reason. Except for contractual and employees under labor agreements, employment is considered “at will”.

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area’s needs. Job-related criteria may include the employee’s current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice, as long as it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, imply, or guarantee that employment or any Village benefit will be provided for any period of time. The promise of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison, and are not intended to create an employment contract for a specific period of time.

3.02 Classification of Positions

The Village classifies all positions based on a number of factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report his/her findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, with the exception of the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. Employees will receive their pay every other Monday, unless a holiday falls on a Monday. Then they will receive their pay on the next regular work day. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Village Deputy Clerk/Treasurer if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the work day. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time worked by a nonexempt employee in excess of forty (40) hours per week. Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime in order to ensure efficient operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek. Weekend is defined as the forty-eight hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open-door policy under which all employees can deal directly with their Immediate Supervisor and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate their concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a responsibility to notify the Village of your concern. Whenever possible, employees are to first address their concern to their Immediate Supervisor. If an employee's question remains unanswered, they may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through effective communication throughout the chain-of-command, we can all better enjoy our work and better serve the people of the Village.

Formal grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to review, change, or abolish such policies, practices, and procedures with or without notice. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is a private and personal matter and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the Americans with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be communicated in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations.

2. First aid and safety officials may be told if the disability may require emergency treatment.
3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as their fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual, the Village’s Controlled Substances and Alcohol Testing Policy.

To protect the health, welfare, and safety of employees, the Village prohibits the ~~unlawful~~ manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace, unless the distribution, dispensation, or possession of a controlled substance, alcohol, or drug paraphernalia is directly connected to one’s employment with the Village (e.g., a Parks and Recreation Department employee selling a beer at a beer garden; a police officer in possession of drug paraphernalia seized from a crime scene, etc.). This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites. Deviations from this policy are only granted if in writing from the Village Administrator.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace. An employee’s failure to report a criminal drug statute conviction as required by this policy may also result in disciplinary action, up to and including termination of employment.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

A fundamental employment policy of the Village is that the work environment is for performing high quality work and to serve the interests of the Village and the public. Employees, volunteers, and officeholders must provide a workplace free from tensions involving matters that do not relate to Village business and where employees and other persons as described herein always behave courteously and professionally. An atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar unlawful harassing or discriminating conduct—does not belong in the workplace.

The Village Board is committed to providing a professional work environment free from unlawful harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy, directed at an employee or applicant for employment because of their sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, ancestry, age, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating, and resolving complaints of unlawful harassment, discrimination, and retaliation. The Village condemns and will not tolerate, condone, or allow unlawful harassment, discrimination, or retaliation by any employee, volunteer, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others based on one's protected status to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village will take direct and immediate action to prevent such behavior and to remedy confirmed instances of unlawful harassment, discrimination, and retaliation. Repeated violations, even if perceived as minor, will also result in significant levels of response. To fulfill this policy, the Village wants employees, applicants for employment, and others to report this behavior and to cooperate in the Village's efforts to eradicate this behavior from the workplace.

This policy governs the Village's expectations involving unlawful harassment, discrimination or retaliation based on a protected status. While an employee may be dissatisfied with conduct of coworkers or the decisions of supervisors regarding evaluations, compensation, discipline or other management decisions, such conduct that is unrelated to one's protected status is not governed by this policy. Employees must raise those concerns directly to the employee's supervisor and through the chain of command.

Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected, or appointed officeholders, contractors, or visitors) will be investigated in accordance with this policy under the authority of the Village Board issued through this Policy and that has been approved by the Board.

I. Understanding Unlawful Harassment, Including Sexual Harassment, Discrimination, and Retaliation

Discrimination

Discrimination means treatment of a person in an illegal, unjust, or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

Retaliation

Retaliation means to discriminate, harass, take tangible employment action against an employee or **volunteer**, or otherwise punish or take adverse action against an employee because the employee filed a charge of discrimination, because they complained to the Village about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

Prohibited Harassment, including Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's **or volunteer's** performance or creates an intimidating, hostile or offensive working environment.

Verbal sexual harassment includes, but is not limited to, sexual innuendos, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene, or graphic descriptions of an individual's body, or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

Non-verbal sexual harassment includes, but is not limited to, sexually suggestive or offensive sounds, whistling, catcalls, or obscene gestures, sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such communications and actions to express or obtain sexual material, comments, and printed or written materials, including offensive cartoons. This includes any material which inappropriately raises the issues of sex or discrimination or when an employee is treated differently than other employees when they have refused an offer of sexual relations or participation in harassing behavior.

Physical sexual harassment includes, but is not limited to, unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting or regularly brushing against the body of another person.

Other forms of unlawful harassment or discrimination include, but are not limited to, persistent and unwelcome conduct or actions or conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment based on one or more protected statuses according to applicable law.

Harassment or other inappropriate behavior can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering colleagues or subordinates or refusing to talk to them. For example, harassment or other inappropriate behavior may include the following types of conduct:

- Derogatory or insensitive jokes, pranks, or comments.
- Slurs or epithets.
- Unwelcome sexual advances or invitations.
- Non-verbal behavior such as staring, leering, or gestures.
- Ridiculing or demeaning comments.
- Innuendos or veiled threats.
- Intentionally excluding someone from normal workplace conversations and making someone feel unwelcome.
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual.
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability.
- Unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the work of another individual; or
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment-related benefits in return for sexual favors.

This list of examples is not exhaustive, and there may be other behaviors that constitute unacceptable harassment under the policy.

Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the target.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of

harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

II. Responsibilities

Responsibilities of All Employees and Officeholders

Each employee, volunteer, and officeholder are responsible for assisting in the prevention of unlawful harassment, discrimination, and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status.
- Behaving courteously and professionally toward others.
- Reading this policy and fully understanding and complying with its requirements.
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who confides that he or she is being harassed, retaliated, or discriminated against to report these acts and reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation, and other prohibited conduct.
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination, and retaliation.
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether the involved employees are within their line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee or volunteer who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to fulfill these responsibilities may be grounds for discipline.

III. Procedures

- A. Any employee or volunteer experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that their actions are unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents to provide the fullest basis for investigation if needed.
- B. Any employee or volunteer who believes that they are being harassed, discriminated, or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigative and corrective actions may be initiated:
 - 1. Village Administrator.
 - 2. Village President, if such conduct is engaged in by a Village Board member or the Village Administrator.

A supervisor who receives this information from a subordinate must report the information to the Village Administrator or Village President.

- C. The Village will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The Village may initiate its investigation or have the target and the accused engage in conciliatory efforts to resolve the matter if acceptable to the target. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been conducted and is effective.
- D. The Village Board may initiate an investigation and designate an investigator for any matter involving allegations against a Board member, the Village President, the Village Administrator, or an appointed officeholder who is also not an employee. The Village Administrator or Village Board may initiate an investigation and designate an investigator in other circumstances.
- E. If an investigation is conducted, the investigator will meet with the target and other persons having information and document the facts surrounding the incident, including the specific conduct complained of, the persons performing or participating

in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other information. The investigator will immediately notify the Village Administrator or Village President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape, or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

- F. The Village will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment, and disciplinary action may include, but is not limited to warning, reassignment, suspension, or termination or removal. If the Village does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the Village's policy and appropriate remedial action will be taken.

Further, the Village will correct any adverse employment action an employee or **volunteer** experienced due to conduct prohibited by this policy. In all cases, the Village will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant or employees accused of harassment may file an appeal with the Village Administrator or Village President if they disagree with the investigation or disposition.

IV. Retaliation

Retaliation against any employee for filing a harassment, discrimination, or retaliation complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be overseen by the same complaint procedures established for harassment and discrimination complaints. Employees or **volunteers** who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate because of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and resulting in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior, or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

V. Training

The Village will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee or **volunteer** who has any questions or concerns about this policy should talk with their supervisor, the Village Administrator, or the Village President.

VI. Outside Agencies

Employees or **volunteers** also can promptly report any violations of law, including assault, rape, battery, or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination, or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203, Telephone: (414)662-3680.

1.06 Health and Safety Policy

Health and safety are extremely important both to the Village and to you. The Village therefore expects its employees to always use healthy and safe work practices.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to their Immediate Supervisor directly.
2. Secure any necessary medical attention which can appropriately be administered at the workplace.
3. In the event of an illness/injury/accident, promptly complete the WKC-12-E report relating to it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee or **volunteer** to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Electronic Communications Systems, Services, and Devices Policy

The Village provides and maintains electronic communications systems, services, and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging, and internet access for employees' or **volunteers'** use to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems, services, and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any use of its electronic communications systems, services, and devices, as well as any communication created, transmitted, or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees or **volunteers** should have no expectation of privacy with regards to such communications. This includes electronic communications, such as e-mails and other messages, sent on personal accounts regarding official Village business. Data that is composed, transmitted, or received via Village services, systems, or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties to the extent permitted by law.

Employee communications and use of these services, systems, and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees or **volunteers** who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist, or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.
6. Use for non-work-related activities, including but not limited to computer games, during normal paid work hours.

7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work-related purpose.

Employees or **volunteers** are responsible for preserving the integrity of the information and communication systems and are directed not to interfere with or disrupt such systems. Interference or disruption includes but is not limited to the following:

1. Copying unauthorized system files or copyright material such as third-party software.
2. Attempting to “crash” systems or programs.
3. Attempting to secure unauthorized higher-level privileges or access to remote systems.
4. Willful or negligent introduction of computer viruses or destructive programs that could damage or adversely affect these systems.
5. Sharing password or password information with a person not authorized.
6. Deleting, examining, or modifying files or work product belonging to other users without authorization or as part of standard operating procedures.
7. Engaging in activities that could cause unnecessary congestion or disruption of the system.

Violations of this policy may warrant discipline, up to and including termination.

Employees or **volunteers** may use the computer and internet for personal use during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy, and personal use shall never preempt or interfere with an employee’s work or use of Village technology services, systems, or devices. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Treasurer/HR Assistant or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs, with copies or access to be provide to Village officials as necessary for others to complete their job duties and functions and consistent with applicable medical confidentiality requirements imposed by law. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Treasurer/HR Assistant or designee, up to two (2) times per year upon seven (7) days written notice to the Village Treasurer/HR Assistant. The Village Administrator, Treasurer/HR Assistant or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees must promptly notify the [Village Treasurer/HR Assistant](#) or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in their insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees or **volunteers** are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees or **volunteers** who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, must immediately report the use to their Immediate Supervisor.

1.10 Reference and Background Check Policy

The position an individual applies for and the information they give during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also consider how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three-year period:
 - 1. Conviction of a felony which has connection to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. The Village shall have a routine background check prior to being hired using Wisconsin's DOJ WORCS (Wisconsin Online Record Check System). The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process and is being used as part of the decision not to hire an applicant; they may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Administrator, Treasurer/HR Assistant or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs, with access to or copies of provided to Village officials as necessary for others to complete their job duties and functions and consistent and applicable medical confidentiality requirements imposed by law. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Administrator, Treasurer/HR Assistant, or designee.
- C. All employment reference or verification inquiries regarding a current or former Village employee must be referred to the Administrator or Treasurer/HR Assistant for review and response, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary. ~~References letters are prohibited from being issued on any current or former Village employee, without prior permission from the Village Administrator.~~

- D. No other data or information regarding any current or former Village employee or their employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village [Treasurer/HR Assistant](#) or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village [Treasurer/HR Assistant](#) or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three (3) working days from the date of hire, they must provide proof that they have applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village [Treasurer/HR Assistant](#) immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, YouTube®, Instagram, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept always separate. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for weblog) is a personal outline journal that is frequently updated and intended for public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.

- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for personal business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.
- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. Acceptable Use

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site. Employees may not use Village operated social networking sites unless they have received prior authorization to do so by the Village Administrator or their designee.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites; however, employees are prohibited from accessing personal social networking sites while on-duty. Employees are encouraged to keep their personal social networking sites personal in nature, and the employee should maintain a distinction between sharing personal and official Village views. Failure to do so may result in an employee bringing disrepute upon the Village or other policy violations which may subject the employee to disciplinary action. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that their stated views and opinions are

understood to be their own and not those of the Village. Discretion should be used when employees:

- Refer to the work done by the Village.
- Comment on any Village related or issues.
- Provide a link to a Village website.

C. Professional Use

1. All Village-related communication through Village operated social media outlets must remain professional in nature and must always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in personal business activities.
2. When using Village operated social networking sites, employees are required to:
 - a. Be respectful of all individuals and communities with which employees interact online.
 - b. Be polite and respectful of other opinions, even in times of heated discussion and debate.
 - c. Adhere to the Terms of Use and seek to conform to the cultural and behavioral norms, of the social media platform being used.
 - d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
 - e. Be Clear as to Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
 - f. Do not assume privacy. Only post information if authorized to disclose said information.
 - g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.
 - h. Notify the ~~Department Head Village Administrator~~ of the most current username and password for each Village operated social media account. If a username or password is changed, immediate notification of this change must be provided to the ~~Department Head Village Administrator~~.

- i. Obtain permission from the Village Administrator prior to creating a new Village operated social media account.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the form of media. Each form of social media has its own unique TOS that regulate how users interact using that form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. Content of Posts and Comments

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees must use discretion before posting or commenting. Once these comments or posts are made, they can be seen by anyone and may not be able to be “taken back.” Consequently, communication must not include any form of profanity, obscenity, or copyright violations. Likewise, confidential, or non-public information cannot be shared. Employees must always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. Posts, Comments, and Public Records

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. Security

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. To minimize the possibility of a security breach, each employee must:

1. Ensure that they are aware of which information to share, with whom they can share it, and what not to share.
2. Ensure that they are aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media is considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they must be retained pursuant to the required retention period. Employees have an affirmative obligation to promptly cooperate with the Village upon a records request being made for a social media record in an employee's possession.

VIII. *Breach of Policy*

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. If the Village requires an employee to travel outside the Village of Jackson, the Village will reimburse the employee for meals and necessary overnight lodging. Travel out of state will require Administrator review and approval.

I. *Transportation*

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e., gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts verifying the expenditure of costs for which reimbursement is sought.
- B. Personal vehicles may be used for business travel when Village vehicles are not available and must be authorized by your Immediate Supervisor. Mileage will be reimbursed per the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle annually and complete the Expense/Mileage Reimbursement Form.

II. *Lodging*

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges incurred in connection with lodging will not be reimbursed.
- B. Village employees must furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. **Meal**

A. Meal Reimbursement Policy

1. Reimbursement for meals is set at the levels used by the State of Wisconsin (www.gsa.gov). You must submit an itemized copy of your meal bill(s). A credit card receipt is insufficient. Alcoholic beverages, smoking materials and drugs will not be reimbursed. Reimbursement meal expenses are for employees only. Upon submission, the Village will reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are expected to represent reasonable and necessary costs and shall include a maximum gratuity of twenty (20) percent.

2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums:

a. Breakfast \$13.00

~~a. Breakfast \$10.00~~

b. Lunch \$15.00

c. Dinner \$26.00

~~e. Dinner \$31.00~~

d. Incidentals \$5.00 (or see Daily Allowance below)

Incidentals are defined as fees and tips incurred during travel such as tips given to a bag carrier, hotel staff, or airport staff.

i. Daily Allowance – ~~\$61.00~~ \$59.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)

ii. If a meal is part of a conference, convention, or instruction program being attended by the Village employee and is an amount higher than permitted by the Village, the full amount will be refunded with proper documentation.

iii. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.

iv. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, minus incidentals. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Treasurer/HR Assistant. The GSA reimbursement rates documentation must be included with the request for reimbursement.

III. Entertainment

- A. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the Expense/Mileage Reimbursement Form. Determinations as to whether an activity is related to Village-related business shall be made in the sole discretion of the Village Administrator.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and reimbursement of expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, businesspersons, and the public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An Expense/Mileage Reimbursement Form (see attached) should be filled out upon the completion of the business travel and turned into their Immediate Supervisor. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses (meals, lodging or any authorized out-of-pocket expenditures). Reimbursements are paid on a bi-weekly

basis through payroll upon submission of the Expense/Mileage Reimbursement Form. Failure to submit a reimbursement request within 30 days of the date the expense was incurred may cause denial of the reimbursement.

1.14 Expense Reimbursement Policy

All Employee Expense Reimbursements will be processed through Payroll starting July 1, 2022. Reimbursements will be paid via the existing ACH (direct deposit) set up in Payroll. Checks will no longer be cut. If a new bank account needs to be added for this procedure, please call, or email the Treasurer/HR Assistant. Employee expense reimbursements are not considered wages, and therefore are not a taxable income.

The following steps will be used for the reimbursement of each Village-related employee expense:

- 1 The expense must be in connection with the performance of service as an employee for all Village-related expenses such as Transportation, Lodging, Clothing, Meal, Entertainment, and Miscellaneous Expenses (refer to the Employee Handbook – Section 1-13).
- 2 An Expense/Mileage Reimbursement Form must be submitted along with all receipts and/or invoices for all items.
- 3 An Expense/Mileage Reimbursement Form must be submitted for costs associated with use of a personal vehicle for Village travel.
- 4 There must be receipts and/or invoices that document the nature and amount of the expenditures.
- 5 All receipts and/or invoices must be coded to the proper GL account and approved by the Department Head prior to submittal submitted by 10 a.m. on the Monday of Payroll to be included for reimbursement within the current pay period. If submitted after the reimbursement will be processed in two weeks with the next payroll.

1.15 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.

3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work-related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property must be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

~~Employees are prohibited from utilizing a Village vehicle for personal reasons are not permitted to have non-employee passengers. Upon hire and annually thereafter, any employee authorized to drive a Village vehicle will need to provide the Treasurer/HR Assistant with a copy of a valid driver's license to be retained in the employee's personnel file. Employees who have an active driving restriction (e.g., the need to use an ignition interlock device) in place at the time they need to utilize a Village vehicle are required to provide the Village Administrator with advance notice of all such restrictions. The Village Administrator shall then determine whether use of the Village vehicle is permitted. Family is not covered. Nonemployees need to sign a waiver to be in Village vehicle.~~

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile, and copier machine) is intended to be used solely for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to always project a professional telephone manner. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. An employee's personal use of a Village telephone or cellphone cannot interfere with their job duties or otherwise impede Village business. The Village reserves the right to monitor the use of all use of Village telephones and cellphones for financial and business purposes to ensure fiscal responsibility and appropriate use. As such, employees have no expectation of privacy regarding their use of Village telephones or cellphones.

III. Computer Systems Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any Village-owned or Village-operated computer hardware, software, electronic mail, database, server, or other computer or electronic means of communication or storage, whether employees have privileged access or an entry code into the

computer system. The Village reserves the right to monitor the use of the computer systems at any time and without notice.

IV. Vehicle Use

- A. Employees may utilize village vehicles when available and consistent with departmental needs. Employees should consult with their respective Department Head to understand the terms and availability of vehicle usage beyond restrictions set forth below.
 - a. Employees should avoid sharing municipal vehicles with colleagues/employees of other organizations. If this cannot be avoided, passengers in a Village vehicle that are not Village of Jackson employees need to sign a waiver prior to riding in a Village of Jackson vehicle.
 - b. Employees are prohibited from utilizing a Village vehicle for personal reasons and are not permitted to have related party passengers, such as family.
 - c. "Ride Along's" are permitted for students living in applicable Jackson service area and/or for students within the West Bend School District, Germantown School District, and the Slinger School District. Prior to this occurring, a waiver must be signed by the guardian of the child, in a form to be provided by the Village's insurer.
 - d. If a Village vehicle is needed for ceremonial use (funeral, wedding, parade, etc.) and is more than an hour outside of the service area, written authorization must be granted by the Village Administrator.
- B. Upon hire and annually thereafter, any employee authorized to drive a Village vehicle will need to provide the Treasurer/HR Assistant with a copy of a valid driver's license to be retained in the employee's personnel file. Employees who have an active driving restriction (e.g., the need to use an ignition interlock device) in place at the time they need to utilize a Village vehicle are required to provide the Village Administrator with advance notice of all such restrictions. The Village Administrator shall then determine whether use of the Village vehicle is permitted.
- C. Take home vehicles will be provided for the Police Chief, Fire Chief, K-9 Handler, and Incident Commander. Other employees may be allowed access to a Village vehicle on a temporary basis as authorized in writing by the Village Administrator for the express purpose of transporting employees between work site(s) and their homes.
- D. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Administrator, Treasurer/HR Assistant, or designee annually and

upon request. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.

- E. Any employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.
 - 1. Should the employee become involved in an accident, the employee's insurance will be relied upon to process/reconcile a claim. The Village will reimburse the employee up to an amount equal to that of the current auto policy deductible that would have otherwise been paid by the Village had the employee been involved in an accident while driving a Village vehicle.
 - 2. An employee that receives a citation while working from either a personal vehicle or a Village vehicle shall be responsible for paying the forfeiture.
- F. The Village has the right to search any Village vehicle at any time without notice. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. Facility Use

- A. The Village takes pride in providing for and maintaining facilities utilized for the function of municipal departments. Official department functions such as office use, meeting use, employee appreciation gatherings, regional trainings, and recruitment events shall be permitted to occur throughout facilities that may otherwise not be accessible to the public, during or outside of normal hours of operations.
- B. When off duty, employees may utilize and/or reserve Village of Jackson facilities or amenities that are otherwise available to the public for private use (forms are available on the Village's website). This may include rooms at the Community Center, parks amenities, and the use of the Village Board room for qualified organizations. In no instance will Village employees, family, or friends be granted private use of Village facilities or amenities that are not otherwise available for the public to use. There may be a reduced fee to utilize the Jackson Community Center to cover the costs of a Building Supervisor.

VI. Return of Equipment

- A. Upon separation of employment, employees must immediately return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in their possession or control.

1.16 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to, or inflicts bodily harm to co-workers, representatives of other agencies, or members of the public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing unauthorized, concealed and/or unconcealed weapons, as defined by state statute (i.e., handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms lawfully stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is lawfully in an employee's personal vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. Law enforcement officers ~~employed by the Jackson Police Department or other agencies~~ may bring firearms or other weapons to the worksite if authorized by the Chief of Police.

I. Prevention Techniques

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.
 1. Early Warning Signs
 - a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:
 - History of violence.
 - Romantic obsession that is ignored or rejected.
 - Chemical dependence.
 - Severe depression due to personal problems.
 - Pathological blaming of others.
 - High frustration with an individual(s) in work or personal environment.
 - Fascination with guns or other weapons.

- Fascination with violence or terrorism.
- Substitution of work for family or friends.
- Paranoia or belief that the system is unfair.
- Inability to accept criticism.
- Does not accept responsibility for their actions.
- Intimidating, harassing, or threatening behavior.
- Uneven job performance and large mood swings.
- Moral or political intolerance.
- Social isolation to low self-esteem.
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
 - The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that their problems cannot be resolved.
 - The perpetrator blames someone else (i.e., supervisor, co-worker, spouse, etc.) for the situation or problem.
 - The perpetrator's frame of reference becomes increasingly egocentric.
 - Self-preservation and self-protection gradually become the person's sole objective.
 - A violent act is perceived as the only way to resolve the situation.
 - A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- A. All Village employees have a responsibility to notify their Immediate Supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to notifying a supervisor, public safety authorities should be contacted if appropriate, which include, but are not limited to the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.

- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation, to the extent permitted by law. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor:
 - 1. A copy of the petition and declaration used to seek the order.
 - 2. A copy of any temporary protective restraining order and/or
 - 3. A copy of a protective restraining order that is made permanent.
 - 4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.17 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform their job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else they supervise, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.18 Outside Employment

Employees may hold outside jobs if they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be

subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with their performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Treasurer/HR Assistant, Clerk, Village Clerk/Treasurer, Police Chief, Fire Chief, Director of Public Works, ~~Joint~~ Parks and Recreation Director, and Director of Inspections/Zoning Assistant Building Inspector – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All ~~non-protective staff members~~ employees and supervisors shall be responsible to the Village Board through the Village Administrator. ~~All protective staff members and supervisors shall be responsible to the Village Board through the Police Chief or Fire Chief, as applicable.~~ Each shall refer matters requiring administrative attention to their his/her supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator, ~~Police Chief, or Fire Chief~~ to the Village Board. Each employee is to keep the person that they he/she report to, informed of their his/her activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign their his/her duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of their his/her job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through their his/her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another

supervisor or the Village Administrator, ~~Police Chief, or Fire Chief~~. If the employee feels harassed by another person, they are ~~he/she is~~ directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under ~~his/her~~ their jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation. Employees should consult with their Immediate Supervisor regarding any departmental additions or deviations from the language below.

1. Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress for their day in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, ~~clothes printed with slogans, jeans,~~ athletic clothing, shorts, T-shirt, ~~baseball hats,~~ and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort but should still be as neat and business-like as working conditions permit.

4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

~~All Village employees are expected to arrive at their workplace on time, work all schedule hours and **authorized** overtime as required by necessity, and are dependable in regard to attendance. Employees are expected to be dedicated to their work and to be at work on time each work day.~~

Any employee who knows or suspects that ~~they~~ **he/she** may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of ~~their~~ **his/her** shift must notify ~~their~~ **his/her** immediate supervisor as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the present day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the present day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason. In the case of any claimed sickness, the Village may at its sole discretion require medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch periods is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone in order for employees to leave early at the end of the workday, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.123, which prohibits smoking in public buildings and in other Village property. Accordingly, smoking and/or the use of tobacco products (defined to include any form of tobacco or any form of nicotine-based products for ingestion, such as vaping) is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. With the exception of the public officials of the Village, to ensure accuracy regarding official Village business related to the organization or its actions, the Village Administrator, Department Head, or designee will serve as the ~~only~~ authorized media spokesperson(s) for the organization on such matters. No employees other than the Village Administrator, Department Head, or designee may grant an interview concerning official Village business to any form of media without prior written permission from the Village Administrator. The Village Administrator may rescind these authorities from time-to-time in writing.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

~~The~~ With the exception of the Police Department, which has its own citizen complaint procedure as required by Section 66.0511, Wis. Stats., the following ~~procedures~~ shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file their ~~his or her~~ complaint in person by completing the Citizen Complaint Form, including the complainant's signature.
2. If a complaint is received verbally, over the telephone, or in any other form (i.e. mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint and directed to their Immediate supervisor or applicable Department Head. ~~with the following information:~~
 - a. ~~_____ Date complaint was received.~~
 - b. ~~_____ (Referral): The department that will address the concern.~~
 - c. ~~_____ (Referred by): The name of the person who received the complaint.~~
 - d. ~~_____ Name of complainant.~~
 - e. ~~_____ Address of complainant.~~
 - f. ~~_____ Telephone/e-mail of complainant.~~
 - g. ~~_____ Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.~~
 - h. ~~The complaint should be forwarded to the Village Clerk/Treasurer for logging and filing. A copy of the complaint will be forwarded to the appropriate department(s) for resolution.~~
 - i. ~~A letter or email will be sent to the complainant by the Village Clerk/Treasurer to confirm receipt of the complaint and identify which department will be working with the complainant to resolve his/her concern.~~
 - j. ~~The involved department should investigate or review the identified concern and take appropriate action.~~
 - k. ~~The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form and obtain approval and signature from the Department Head.~~
 - l. ~~A copy of the letter, if applicable, and completed Citizen Complaint Form should be returned to the Village Clerk/Treasurer to log into the computer and documentation file.~~
 - m. ~~A follow-up letter, email, or telephone call should be made by the Village Clerk/Treasurer to the complainant, informing him/her of the action that was taken regarding his/her request or concern.~~

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Immediate Supervisor ~~Department Head~~; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how they ~~he/she~~ perform duties activities in their ~~his/her~~ job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, with the exception of issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family ~~will~~ may hold jobs which involve supervision of or being supervised by ~~an~~ immediate ~~relative family~~ . “Immediate family” is defined as the employee’s father, father-in-law, mother, mother-in-law, spouse, child or stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild. “Immediate relative family” is defined as the employee’s spouse, child, parent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, or first cousin.

If a person is already employed, the employee cannot be transferred into a position that is directly or indirectly supervised by or directly or indirectly supervises a relative of the employee. If a supervisory relationship that is prohibited by this policy is established after an individual is employed, the individuals affected may decide who is to be transferred subject to final approval of the Administrator. If the affected individuals are unable or unwilling to decide within 30 calendar days, the Village Administrator or his/her designee will decide.

2.12 Employment Status

~~— All employees are either full time, part time, paid on call firefighters, or temporary/seasonal employees.~~

~~— A full-time employee is one who is designated by the Board as a full-time employee and regularly scheduled to work at least forty (40) hours per week for fifty-two (52) consecutive weeks (including the use of any vacation or sick leave already earned).~~

~~— A part-time employee is one who is designated by the Board as a part-time employee and works more than 1,200 hours per year, and less than forty (40) hours per week, for fifty-two (52) consecutive weeks (including the use of any vacation or sick leave already earned). A part-time employee is not eligible for any fringe benefits unless specifically required by law or as specifically identified herein.~~

~~— A paid-on-call firefighter is one who works in the Jackson Fire Department in the capacity of a paid-on-call firefighter. A paid-on-call firefighter is not eligible for any fringe benefits unless specifically required by law or as specifically identified herein.~~

~~— A temporary or seasonal employee is ordinarily employed only for a specific period or season and/or work on a specific project until the project is completed. Temporary or seasonal employees are not eligible for any fringe benefits unless specifically required by law or as specifically identified herein.~~

~~For the first six months of employment in any particular position (assuming any employment lasts for six months), an employee is considered an "employee in orientation." The Village may, at its discretion, extend the orientation period beyond six months. Prior to the start of the orientation period, a physical examination may be required of the employee.~~

~~Both during and after completion (if any completion occurs) of the six month orientation period, all employees remain employees at will, whose employment may be terminated at any time. Whether an employee is in the orientation period or not, full time, part time, paid on call firefighter, temporary, or seasonal, he/she remains an employee at will. In other words, the employment relationship may be ended at any time by either party, with or without notice for any reason.~~

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call EMT's/Firefighters, or temporary/seasonal employees.

Benefited Full-Time – an employee who is regularly scheduled to work a 40-hour work week throughout the year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.

Benefited Part-Time – an employee who is regularly scheduled to work 20 or more hours each work week throughout the year. A benefited part-time employee is eligible for those benefits described in this handbook on a pro-rated basis as well as any that are required by law.

Non-benefited Part-Time – an employee who is generally scheduled to work less than 20 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.

Temporary/Seasonal/Casual – an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.

Exempt – an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.

Non-Exempt – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

Represented – employees who are represented by a labor association and covered under a collective bargaining agreement with the Village of Jackson.

Non-Represented – employees not covered by a collective bargaining agreement.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village, regardless of whether employees are on- or off-duty. While at work,

eEmployees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees ~~while on Village property, while performing their duties throughout the Village or representing the Village elsewhere and in the conduct of their work,~~ are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. ~~The Although off-duty behavior of employees while not at work or representing the Village is for the individual to regulate cannot always be dictated by the Village, However,~~ when illegal and/or inappropriate activity is engaged in which relates to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive, professional manner in order to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
 2. Refraining from conduct that is offensive;
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village;
 4. Cooperating with any Village investigation;
 5. Complying with all Village safety and security regulations;
 6. Wearing clothing appropriate for the work being performed;
 7. Performing assigned tasks efficiently and in accord with established standards;
 8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 9. Giving proper advance notice whenever unable to work or report on time;
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances;
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Attendance

~~It is expected that all Village employees will arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by business necessity, and are dependable with regard to attendance. Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their~~

~~whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.~~

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

~~III. Drugs and Alcohol in the Workplace~~

~~Failure to abide by the Drug Free Workplace policy or the Controlled Substances and Alcohol Testing policy, or a criminal drug statute conviction for a drug violation in the workplace will cause disciplinary action to be taken, up to and including termination.~~

III. Gambling

Gambling constitutes a threat to the Village's security and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work or via the use of Village property (e.g., a Village computer or database) is strictly prohibited. Gambling includes placing, accepting, recording, or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

IV. Insubordination

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions or directives), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

V. Other Prohibited Conduct

A. **Any** conduct, whether on-duty or off-duty, that interferes with operations or discredits the Village, or is ~~offensive to citizens or co-workers will not be tolerated~~ inconsistent with the Village's rules, policies, procedures, and general expectations of conduct will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village rules, policies, procedures, general expectations of conduct ~~policy~~ or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:

1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy;
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;

5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy;
6. Disclosing confidential Village information;
7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property;
9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or Village rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Engaging in pranks or horseplay;
16. Wearing improper attire or having an inappropriate personal appearance;
17. Accepting tips or gifts of more than nominal value in the course of work;
18. Untruthful, dishonest or deceptive conduct, including the failure to be forthright or withholding of material information; ~~Engaging in outside employment while on an unpaid leave of absence;~~
19. Claiming sick leave under false pretenses;
20. Working unauthorized overtime;
21. Deliberately restricting work output or encouraging another employee to do so;
22. Engaging in illegal or unethical conduct during the workday or on Village property;
23. Gambling while at work as defined in this policy;
24. Disrespectful behavior toward professional colleagues or the public;
25. Conduct unbecoming of an employee based on off-the job or on-the job conduct that brings the employee or the Village into disrepute .

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

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

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. Grievance Procedure.

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation;
 - 2. Counseling, meetings, or other pre-disciplinary action;
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4. Demotion, transfer, or change in job assignment;
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline;
 - 6. Layoffs; or
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit;
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - 3. Retirement;

4. Job abandonment, “no-call, no-show,” or other failure to report to work; or
 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.
- C. “Workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

1. The name and position of the employee filing it,
2. A detailed statement of the issue involved,
3. A detailed statement of the relief sought,
4. A detailed explanation of the facts supporting the grievance;
5. The date(s) the event(s) giving rise to the grievance took place;
6. The identity of the policy, procedure or rule that is being challenged;
7. The steps the employee has taken to review the matter, either orally or in writing, with the employee’s supervisor; and
8. The employee’s signature and the date.

III. Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or their his/her designee will investigate the facts giving rise to the grievance and inform the employee of their his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or their his/her designee will review the matter and inform the employee of their his/her decision, if possible within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator’s decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the

burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer's decision shall only be based on the facts set forth at the hearing and within the written grievance.

- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee's grievance must contain all of the information required by this Grievance Procedure. Failure to include all required information under this Procedure will result in a refusal to process the grievance under this Procedure. An employee must process their ~~his/her~~ grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) in order to be paid for time spent processing their ~~his/her~~ grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of their ~~his/her~~ position;
2. The restricted/modified duty assignment is discontinued at the request of the attending physician;

3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their ~~his/her~~ work restrictions and the probable duration of their ~~his/her~~ restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case-by-case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of their ~~his/her~~ job because of a serious health condition, they ~~he/she~~ may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, they ~~he/she~~ may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.

- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, their his/her supervisor, their his/her physician, the Village and the Village's Worker's Compensation insurance carrier.
1. An employee who has a work-related injury/illness must have their his/her treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Treasurer/HR Assistant ~~Deputy Village Clerk/Treasurer~~.) This report provides the Village with the physician's diagnosis and the following information:
 - a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are their his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
 2. The completed form is to be returned to the ~~Deputy~~Treasurer/HR Assistant as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then decide if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of their his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and their his/her restrictions, they

~~he/she~~ should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from ~~their his/her~~ treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination required of a candidate for employment. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that passing a required physical examination is a part of the employment process. In the event that the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to take medical examinations to determine fitness for duty or as otherwise permitted by law. Such examinations will be scheduled at reasonable times and intervals and, if required by law, performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with law. Access to this information will be limited to those who have a legitimate need to know. ~~Prior to any fitness for duty examination, the Village Administrator will consult with legal counsel to ensure compliance relating to all applicable laws.~~

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign ~~their his/her~~ employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid ~~their his/her~~ remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically is not eligible for and waives ~~their his/her~~ right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to

the Department Head not less than two (2) weeks before such resignation shall be effective. ~~Department Heads,~~ Superintendents and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

~~II. Notification of Termination~~

~~The Department Head shall notify the Village Administrator as soon as he/she learns that an employee is leaving. Employees may be abruptly terminated for gross misconduct, serious violation of safety or work rules, failure to follow instructions, or any other reason, or no reason. Except for contractual and employees under labor agreements, employment is considered "at will".~~

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area's needs. Job-related criteria may include the employee's current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Unless specifically prohibited by law, all Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice if it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, or imply ~~a~~~~-or~~ guarantee that employment or any Village benefit will be provided for any period. The ~~promise~~ Village's provision of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison and are not intended to create an employment contract or a guarantee of employment or compensation for a specific period.

3.02 Classification of Positions

The Village classifies all positions based on several factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be at the Village's sole discretion and will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report ~~his/her~~ their findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, except for the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. unless specified via collective bargaining agreement or for shift firefighter/paramedic positions. Employees will receive their pay Payroll will be processed every other Monday unless a holiday falls on a Monday.¹ ~~Then they~~ The employee will receive their pay on the next regular workday. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Treasurer/HR Assistant if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee. If an exempt employee believes the Village made an improper deduction to their pay, that employee should refer to the Good Faith Safe Harbor policy contained in this handbook and follow the policy's reporting procedure.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the workday. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs and overtime for sworn law enforcement officers and fire protection personnel is based on a 28-day work period. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time earned ~~worked~~ by a nonexempt employee more than forty (40) hours per week.² Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime to ensure efficient

¹ Public safety employees in the Village's Police and Fire Departments ~~may~~ operate under a 207(k)-work period, as permitted by the FLSA.

² Public safety employees in the Village's Police and Fire Departments ~~may~~ operate under a 207(k)-work period, as permitted by the FLSA. To the extent a 207(k)-work period is utilized, that work period will dictate overtime pay.

operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the work week.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. **The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the work week.** Weekend is defined as the forty-eight-hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid **to the extent permitted by law**, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be **required asked** to work on a day when operations are officially closed.

3.12 Coronavirus Workplace Policy

The Village of Jackson goal is to prevent the spread of COVID-19 in the workplace and keep everyone healthy and safe.

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open-door policy under which all employees can deal directly with their Immediate Supervisor and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate their concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a responsibility to notify the Village of your concern. Whenever possible, employees are to first address their concern to their Immediate Supervisor. If an employee's question remains unanswered, they may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through effective communication throughout the chain-of-command, we can all better enjoy our work and better serve the people of the Village.

Formal grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to review, change, or abolish such policies, practices, and procedures with or without notice. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is a private and personal matter and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the Americans with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be communicated in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations.
2. First aid and safety officials may be told if the disability may require emergency treatment.

3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as their fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual, the Village’s Controlled Substances and Alcohol Testing Policy.

To protect the health, welfare, and safety of employees, the Village prohibits the unlawful manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace, unless the distribution, dispensation, or possession of a controlled substance, alcohol, or drug paraphernalia is directly connected to one’s employment with the Village (e.g., a Parks and Recreation Department employee selling a beer at a beer garden; a police officer in possession of drug paraphernalia seized from a crime scene, etc.). This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace. An employee’s failure to report a criminal drug statute conviction as required by this policy may also result in disciplinary action, up to and including termination of employment.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

A fundamental employment policy of the Village is that the work environment is for performing high quality work and to serve the interests of the Village and the public. Employees, volunteers, and officeholders must provide a workplace free from tensions involving matters that do not relate to Village business and where employees and other persons as described herein always behave courteously and professionally. An atmosphere of tension created by conduct not related to work—including animosity caused by ethnic, racial, sexual, or religious remarks, unwelcome sexual advances, requests for sexual favors, or similar unlawful harassing or discriminating conduct—does not belong in the workplace.

The Village Board is committed to providing a professional work environment free from unlawful harassment, discrimination, or retaliation. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy, directed at an employee or applicant for employment because of their sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, ancestry, age, disability/handicap, religion, creed, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, use of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating, and resolving complaints of unlawful harassment, discrimination, and retaliation. The Village condemns and will not tolerate, condone, or allow unlawful harassment, discrimination, or retaliation by any employee, volunteer, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others based on one's protected status to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other prompt and appropriate remedial response designed to end the prohibited behavior. The Village will take direct and immediate action to prevent such behavior and to remedy confirmed instances of unlawful harassment, discrimination, and retaliation. Repeated violations, even if perceived as minor, will also result in significant levels of response. To fulfill this policy, the Village wants employees, applicants for employment, and others to report this behavior and to cooperate in the Village's efforts to eradicate this behavior from the workplace.

This policy governs the Village's expectations involving unlawful harassment, discrimination or retaliation based on a protected status. While an employee may be dissatisfied with conduct of coworkers or the decisions of supervisors regarding evaluations, compensation, discipline or other management decisions, such conduct that is unrelated to one's protected status is not governed by this policy. Employees must raise those concerns directly to the employee's supervisor and through the chain of command.

Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected, or appointed officeholders, contractors, or visitors) will be investigated in accordance with this policy under the authority of the Village Board issued through this Policy and that has been approved by the Board.

I. Understanding Unlawful Harassment, Including Sexual Harassment, Discrimination, and Retaliation

Discrimination

Discrimination means treatment of a person in an illegal, unjust, or prejudicial manner based on protected status under the law where no reasonable distinction can be found between those favored and those not favored.

Retaliation

Retaliation means to discriminate, harass, take tangible employment action against an employee or volunteer, or otherwise punish or take adverse action against an employee because the employee filed a charge of discrimination, because they complained to the Village about harassment or discrimination on the job, or because the employee participated in an employment harassment or discrimination proceeding (such as an investigation or lawsuit).

Prohibited Harassment, including Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment.
- Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's or volunteer's performance or creates an intimidating, hostile or offensive working environment.

Verbal sexual harassment includes, but is not limited to, sexual innuendos, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene, or graphic descriptions of an individual's body, or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

Non-verbal sexual harassment includes, but is not limited to, sexually suggestive or offensive sounds, whistling, catcalls, or obscene gestures, sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such communications and actions to express or obtain sexual material, comments, and printed or written materials, including offensive cartoons. This includes any material which inappropriately raises the issues of sex or discrimination or when an employee is treated differently than other employees when they have refused an offer of sexual relations or participation in harassing behavior.

Physical sexual harassment includes, but is not limited to, unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting or regularly brushing against the body of another person.

Other forms of unlawful harassment or discrimination include, but are not limited to, persistent and unwelcome conduct or actions or conduct that is objectively unreasonable or offensive and

that could result in a hostile or intimidating working environment based on one or more protected statuses according to applicable law.

Harassment or other inappropriate behavior can range from extreme forms such as violence, threats, or physical touching to less obvious actions like ridiculing, teasing, or repeatedly bothering colleagues or subordinates or refusing to talk to them. For example, harassment or other inappropriate behavior may include the following types of conduct:

- Derogatory or insensitive jokes, pranks, or comments.
- Slurs or epithets.
- Unwelcome sexual advances or invitations.
- Non-verbal behavior such as staring, leering, or gestures.
- Ridiculing or demeaning comments.
- Innuendos or veiled threats.
- Intentionally excluding someone from normal workplace conversations and making someone feel unwelcome.
- Displaying or sharing offensive images such as posters, videos, photos, cartoons, screensavers, emails, or drawings that are derogatory or sexual.
- Offensive comments about appearance, or other personal or physical characteristics, such as sexually charged comments or comments on someone's physical disability.
- Unnecessary or unwanted bodily contact such as groping or massaging, blocking normal movement, or physically interfering with the work of another individual; or
- Threats or demands that a person submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment-related benefits in return for sexual favors.

This list of examples is not exhaustive, and there may be other behaviors that constitute unacceptable harassment under the policy.

Harassment can happen regardless of the individuals' gender, gender identity, or sexual orientation, and can, for example, occur between same-sex individuals as well as between opposite-sex individuals, and does not require that the harassing conduct be motivated by sexual desire. Likewise, these same principles hold true for harassment based on other protected statuses where the offending party possesses the same or similar protected status as the target.

The excuses of the offending party, while important, are not necessarily forgiving or tolerable. For example, "I was joking" or "I didn't mean it that way" are not defenses to allegations of harassment or inappropriate behavior. Nor is being under the influence of alcohol or other substances an excuse for violating this policy.

This policy applies to conduct at work and at work-related social events, office parties, off-site work-related activities, and other matters where the work environment is affected by such behavior. Employees and elected and appointed officeholders are expected to be particularly careful about what they say and do in these circumstances and when interacting with one another.

II. Responsibilities

Responsibilities of All Employees and Officeholders

Each employee, volunteer, and officeholder are responsible for assisting in the prevention of unlawful harassment, discrimination, and retaliation by the following acts:

- Refraining from conduct prohibited by this policy as defined above, including the participation in or encouragement of actions that could be perceived as harassment, discrimination or retaliation based on a protected status.
- Behaving courteously and professionally toward others.
- Reading this policy and fully understanding and complying with its requirements.
- Immediately and thoroughly reporting acts of harassment, discrimination or retaliation or other prohibited conduct through the reporting procedure identified in this policy; and
- Encouraging any person who confides that he or she is being harassed, retaliated, or discriminated against to report these acts and reporting these acts if they are observed or not reported.

Employees and officeholders are expected to cooperate fully in any investigation, whether they are directly involved in the incident. They shall not take any action that would discourage another person from reporting prohibited conduct or cooperating in an investigation of alleged prohibited conduct.

Responsibilities of Supervisors

Each supervisor shall be responsible for preventing prohibited activities as defined above by complying with the above-referenced responsibilities and by:

- Monitoring the work environment for signs of harassment, discrimination, retaliation, and other prohibited conduct.
- Informing employees of the types of prohibited behavior, and the procedures for reporting and resolving complaints of harassment, discrimination, and retaliation.
- Stopping any observed behavior that may be prohibited conduct and taking appropriate steps to intervene and report behavior, whether the involved employees are within their line of supervision; and
- Taking immediate action to prevent retaliation toward the complaining party or witnesses and to eliminate a hostile work environment where there has been a complaint of harassment, discrimination or retaliation pending the investigation.

Each supervisor has the responsibility to assist any employee or volunteer who comes to that supervisor with a complaint of harassment, discrimination or retaliation by documenting and filing a complaint in accordance with this policy. Failure to fulfill these responsibilities may be grounds for discipline.

III. Procedures

- A. Any employee or volunteer experiencing or observing harassment, discrimination or retaliation is encouraged, but not required, to inform the person that their actions are

unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents to provide the fullest basis for investigation if needed.

- B. Any employee or volunteer who believes that they are being harassed, discriminated, or retaliated against or who witnesses such conduct is expected to report the incident as soon as possible to any of the following persons so that preventative measures may be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigative and corrective actions may be initiated:

- A. Village Administrator.

- B. Village President, if such conduct is engaged in by a Village Board member or the Village Administrator.

A supervisor who receives this information from a subordinate must report the information to the Village Administrator or Village President.

- C. The Village will determine the appropriate course of action to promptly address the complaint, including any immediate remediation of the behavior. The Village may initiate its investigation or have the target and the accused engage in conciliatory efforts to resolve the matter if acceptable to the target. The conciliation process is not appropriate for all situations and will not resolve all issues. The conciliation process may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been conducted and is effective.
- D. The Village Board may initiate an investigation and designate an investigator for any matter involving allegations against a Board member, the Village President, the Village Administrator, or an appointed officeholder who is also not an employee. The Village Administrator or Village Board may initiate an investigation and designate an investigator in other circumstances.
- E. If an investigation is conducted, the investigator will meet with the target and other persons having information and document the facts surrounding the incident, including the specific conduct complained of, the persons performing or participating in the conduct, any witnesses to the incident, the dates on which the incidents occurred, and other information. The investigator will immediately notify the Village Administrator or Village President, whomever is applicable, if the complaint contains allegations that may rise to the level of criminal activity, such as battery, rape, or threats. The investigator will maintain appropriate records of the investigation. Upon completion of the investigation, the investigator will inform the complainant of the outcome of the investigation and will present a reporting of the investigation and its results to the body or person that initiated the investigation. The confidentiality of the

investigation will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

- F. The Village will take prompt and effective remedial action designed to end the prohibited behavior, which may include appropriate responsive and disciplinary action, up to and including termination or removal. Responsive action may include, for example, training, referral to counseling, or reassignment, and disciplinary action may include, but is not limited to warning, reassignment, suspension, or termination or removal. If the Village does not employ the subject involved in the harassing or inappropriate conduct, then that individual will be informed of the Village's policy and appropriate remedial action will be taken.

Further, the Village will correct any adverse employment action an employee or volunteer experienced due to conduct prohibited by this policy. In all cases, the Village will make follow-up inquiries to make sure the harassment, discrimination or retaliation has stopped. If an employee is not satisfied with the results, or if further harassment or other unacceptable conduct occurs, then the employee should promptly follow the reporting process identified above.

The complainant or employees accused of harassment may file an appeal with the Village Administrator or Village President if they disagree with the investigation or disposition.

IV. Retaliation

Retaliation against any employee for filing a harassment, discrimination, or retaliation complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be overseen by the same complaint procedures established for harassment and discrimination complaints. Employees or volunteers who are found to have retaliated against a complainant or witness will subject themselves to severe discipline which shall be separate from, and in addition to, any discipline determined to be appropriate because of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees and officeholders should expect that consequences for retaliation will be severe and resulting in discipline up to and including discharge or pursuit of removal.

This policy does not protect employees from being disciplined for filing frivolous or fraudulent complaints, or for untruthfulness, misleading behavior, or lack of candor, nor does it protect them from personal sanctions stemming from defamation suits.

V. Training

The Village will provide periodic and refresher training concerning the nature of harassment, discrimination and retaliation in the workplace and prohibitions on such actions defined in this policy. Any employee or volunteer who has any questions or concerns about this policy should talk with their supervisor, the Village Administrator, or the Village President.

VI. Outside Agencies

Employees or volunteers also can promptly report any violations of law, including assault, rape, battery, or other harm to appropriate criminal law enforcement authorities. Employees may also report their harassment, discrimination, or retaliation claims to both State and Federal Agencies. Those contacts are as follows: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860; and the U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 500, Milwaukee, WI 53203, Telephone: (414)662-3680.

1.06 Health and Safety Policy

Health and safety are extremely important both to the Village and to you. The Village therefore expects its employees to always use healthy and safe work practices.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to their Immediate Supervisor directly.
2. Secure any necessary medical attention which can appropriately be administered at the workplace.
3. In the event of an illness/injury/accident, promptly complete the WKC-12-E report relating to it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee or volunteer to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Electronic Communications Systems, Services, and Devices Policy

The Village provides and maintains electronic communications systems, services, and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging, and internet access for employees' or volunteers' use to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems, services, and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any use of its electronic communications systems, services, and devices,

as well as any communication created, transmitted, or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees or volunteers should have no expectation of privacy with regards to such communications. This includes electronic communications, such as e-mails and other messages, sent on personal accounts regarding official Village business. Data that is composed, transmitted, or received via Village services, systems, or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties to the extent permitted by law.

Employee communications and use of these services, systems, and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees or volunteers who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist, or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.
6. Use for non-work-related activities, including but not limited to computer games, during normal paid work hours.
7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work-related purpose.

Employees or volunteers are responsible for preserving the integrity of the information and communication systems and are directed not to interfere with or disrupt such systems. Interference or disruption includes but is not limited to the following:

1. Copying unauthorized system files or copyright material such as third-party software.
2. Attempting to "crash" systems or programs.
3. Attempting to secure unauthorized higher-level privileges or access to remote systems.

4. Willful or negligent introduction of computer viruses or destructive programs that could damage or adversely affect these systems.
5. Sharing password or password information with a person not authorized.
6. Deleting, examining, or modifying files or work product belonging to other users without authorization or as part of standard operating procedures.
7. Engaging in activities that could cause unnecessary congestion or disruption of the system.

Violations of this policy may warrant discipline, up to and including termination.

Employees or volunteers may use the computer and internet for personal use during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy, and personal use shall never preempt or interfere with an employee's work or use of Village technology services, systems, or devices. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Treasurer/HR Assistant or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs, with copies or access to be provide to Village officials as necessary for others to complete their job duties and functions and consistent with applicable medical confidentiality requirements imposed by law. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Treasurer/HR Assistant or designee, up to two (2) times per year upon seven (7) days written notice to the Village Treasurer/HR Assistant. The Village Administrator, Treasurer/HR Assistant or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees must promptly notify the Village Treasurer/HR Assistant or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in their insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees or volunteers are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees or volunteers who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, must immediately report the use to their Immediate Supervisor.

1.10 Reference and Background Check Policy

The position an individual applies for and the information they give during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also consider how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three-year period:
 - 1. Conviction of a felony which has connection to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. The Village shall have a routine background check prior to being hired using Wisconsin's DOJ WORCS (Wisconsin Online Record Check System). The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process and is being used as part of the decision not to hire an applicant; they may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Administrator, Treasurer/HR Assistant or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs, with access to or copies of provided to Village officials as necessary for others to complete their job duties and functions and consistent and applicable medical confidentiality requirements imposed by law. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Administrator, Treasurer/HR Assistant, or designee.
- C. All employment reference or verification inquiries regarding a current or former Village employee must be referred to the Administrator or Treasurer/HR Assistant for review and response, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary.
- D. No other data or information regarding any current or former Village employee or their employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village Treasurer/HR Assistant or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village Treasurer/HR Assistant or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three

(3) working days from the date of hire, they must provide proof that they have applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village Treasurer/HR Assistant immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, YouTube®, Instagram, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept always separate. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for weblog) is a personal outline journal that is frequently updated and intended for public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for personal business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.

- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. Acceptable Use

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site. Employees may not use Village operated social networking sites unless they have received prior authorization to do so by the Village Administrator or their designee.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites; however, employees are prohibited from accessing personal social networking sites while on-duty. Employees are encouraged to keep their personal social networking sites personal in nature, and the employee should maintain a distinction between sharing personal and official Village views. Failure to do so may result in an employee bringing disrepute upon the Village or other policy violations which may subject the employee to disciplinary action. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that their stated views and opinions are understood to be their own and not those of the Village. Discretion should be used when employees:
 - Refer to the work done by the Village.
 - Comment on any Village related or issues.
 - Provide a link to a Village website.
- C. Professional Use
 - 1. All Village-related communication through Village operated social media outlets must remain professional in nature and must always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in personal business activities.
 - 2. When using Village operated social networking sites, employees are required to:

- a. Be respectful of all individuals and communities with which employees interact online.
- b. Be polite and respectful of other opinions, even in times of heated discussion and debate.
- c. Adhere to the Terms of Use and seek to conform to the cultural and behavioral norms, of the social media platform being used.
- d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
- e. Be Clear as to Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
- f. Do not assume privacy. Only post information if authorized to disclose said information.
- g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.
- h. Notify the Department Head of the most current username and password for each Village operated social media account. If a username or password is changed, immediate notification of this change must be provided to the Department Head.
- i. Obtain permission from the Village Administrator prior to creating a new Village operated social media account.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the form of media. Each form of social media has its own unique TOS that regulate how users interact using that form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. *Content of Posts and Comments*

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees must use discretion before posting or commenting. Once these comments or posts are made, they can be seen by anyone and may not be able to be “taken back.” Consequently, communication must not include any form of profanity, obscenity, or copyright violations. Likewise, confidential, or non-public information cannot be shared. Employees must always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. *Posts, Comments, and Public Records*

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. *Security*

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. To minimize the possibility of a security breach, each employee must:
 - 1. Ensure that they are aware of which information to share, with whom they can share it, and what not to share.
 - 2. Ensure that they are aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media is considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they must be retained pursuant to the required retention period. Employees have an affirmative obligation to promptly cooperate with the Village upon a records request being made for a social media record in an employee’s possession.

VIII. Breach of Policy

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. If the Village requires an employee to travel outside the Village of Jackson, the Village will reimburse the employee for meals and necessary overnight lodging. Travel out of state will require Administrator review and approval.

I. Transportation

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e., gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts verifying the expenditure of costs for which reimbursement is sought.
- B. Personal vehicles may be used for business travel when Village vehicles are not available and must be authorized by your Immediate Supervisor. Mileage will be reimbursed per the current rate established by the Internal Revenue Service (IRS). Employees seeking mileage reimbursement are required to provide evidence of insurance on their personal vehicle annually and complete the Expense/Mileage Reimbursement Form.

II. Lodging

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges incurred in connection with lodging will not be reimbursed.
- B. Village employees must furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. Meal

- A. Meal Reimbursement Policy
 - 1. Reimbursement for meals is set at the levels used by the State of Wisconsin (www.gsa.gov). You must submit an itemized copy of your meal bill(s). A credit card receipt is insufficient. Alcoholic beverages, smoking materials and drugs will not be reimbursed. Reimbursement meal expenses are for employees only. Upon submission, the Village will reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are

expected to represent reasonable and necessary costs and shall include a maximum gratuity of twenty (20) percent.

2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums:

- a. Breakfast \$13.00
- b. Lunch \$15.00
- c. Dinner \$26.00
- d. Incidentals \$5.00 (or see Daily Allowance below)

Incidentals are defined as fees and tips incurred during travel such as tips given to a bag carrier, hotel staff, or airport staff.

i. Daily Allowance – \$59.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)

ii. If a meal is part of a conference, convention, or instruction program being attended by the Village employee and is an amount higher than permitted by the Village, the full amount will be refunded with proper documentation.

iii. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.

iv. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, ~~minus incidentals~~. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Treasurer/HR Assistant. The GSA reimbursement rates documentation must be included with the request for reimbursement.

III. Entertainment

- A. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the Expense/Mileage Reimbursement Form. Determinations as to whether an activity is related to Village-related business shall be made in the sole discretion of the Village Administrator.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and reimbursement of expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, businesspersons, and the public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An Expense/Mileage Reimbursement Form (see attached) should be filled out upon the completion of the business travel and turned into their Immediate Supervisor. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses (meals, lodging, or any authorized out-of-pocket expenditures). Reimbursements are paid on a bi-weekly basis through payroll upon submission of the Expense/Mileage Reimbursement Form. Failure to submit a reimbursement request within 30 days of the date the expense was incurred may cause denial of the reimbursement.

1.14 Expense Reimbursement Policy

All Employee Expense Reimbursements will be processed through Payroll starting July 1, 2022. Reimbursements will be paid via the existing ACH (direct deposit) set up in Payroll. Checks will no longer be cut. If a new bank account needs to be added for this procedure, please call, or email the Treasurer. Employee expense reimbursements are not considered wages, and therefore are not a taxable income.

The following steps will be used for the reimbursement of each Village-related employee expense:

- 1 The expense must be in connection with the performance of service as an employee for all Village-related expenses such as Transportation, Lodging, Clothing, Meal, Entertainment, and Miscellaneous Expenses (refer to the Employee Handbook – Section 1-13).

- 2 An Expense Reimbursement Form must be submitted along with all receipts and/or invoices for all items.
- 3 A Mileage Reimbursement Form must be submitted for costs associated with use of a personal vehicle for Village travel.
- 4 There MUST be receipts and/or invoices that document the nature and amount of the expenditures.
- 5 All receipts and/or invoices must be coded to the proper GL account by the Department Head and be submitted by 10 a.m. on the Monday of Payroll to be included for reimbursement with the current pay period. If submitted after the reimbursement will be processed in two weeks with the next payroll.

1.15 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.
3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work-related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property must be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile, and copier machine) is intended to be used solely for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to always project a professional telephone manner. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. An employee's personal use of a Village telephone or cellphone cannot interfere with their job duties or otherwise impede Village business. The Village reserves the

right to monitor the use of all use of Village telephones and cellphones for financial and business purposes to ensure fiscal responsibility and appropriate use. As such, employees have no expectation of privacy regarding their use of Village telephones or cellphones.

III. Computer Systems Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any Village-owned or Village-operated computer hardware, software, electronic mail, database, server, or other computer or electronic means of communication or storage, whether employees have privileged access or an entry code into the computer system. The Village reserves the right to monitor the use of the computer systems at any time and without notice.

IV. Vehicle Use

- A. Employees may utilize Village vehicles when available and consistent with departmental needs. Employees should consult with their respective Department Head to understand the terms and availability of vehicle usage beyond restrictions set forth below.
 - a. Employees should avoid sharing municipal vehicles with colleagues/employees of other organizations. If this cannot be avoided, passengers in a Village vehicle that are not Village of Jackson employees need to sign a waiver (form provided by the Village's insurer) prior to riding in a Village of Jackson vehicle.
 - b. Employees are prohibited from utilizing a Village vehicle for personal reason and are not permitted to have related party passengers, such as family.
 - c. "Ride Alongs" are permitted for students living in applicable Jackson service area and/or for students within the West Bend School District, Germantown School District, and the Slinger School District. Prior to this occurring, a waiver must be signed by the guardian of the child (form to be provided by the Village's insurer).
 - d. If a Village Vehicle is needed for ceremonial use (funeral, wedding, parade, etc.) and is more than an hour outside of the service area, written authorization must be granted by the Village Administrator.
- B. Upon hire and annually thereafter, any employee authorized to drive a Village vehicle will need to provide the Treasurer/HR Assistant with a copy of a valid driver's license to be retained in the employee's personnel file. Employees who have an active driving restriction (e.g., the need to use an ignition interlock device)

in place at the time they need to utilize a Village vehicle are required to provide the Village Administrator with advance notice of all such restrictions. The Village Administrator shall then determine whether use of the Village vehicle is permitted.

- C. Take home vehicles for the Police Chief, Fire Chief, K-9 Handler, and Incident commander, and other employees on a temporary basis as authorized in writing by the Village Administrator for the express purpose of transporting employees between work and their homes.
- D. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Treasurer/HR Assistant, or designee annually and upon request. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.
- E. AAny employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.
 - 1. Should the employee become involved in an accident, the employee's insurance will be relied on to process/reconcile a claim. The Village will reimburse the employee up to an amount equal to that of the current auto policy deductible that would have otherwise been paid by the Village had the employee been involved in an accident while driving a Village vehicle.
 - 2. An employee that receives a citation while working from either a personal vehicle or a Village vehicle shall be responsible for satisfying the forfeiture.
- G. The Village has the right to search any Village vehicle at any time without notice. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. Facility Use

- A. The Village takes pride in providing for and maintaining facilities utilized for the function of municipal departments. Official department functions such as office use, meeting use, employee appreciation gatherings, regional trainings, and recruitment events shall be permitted to occur throughout facilities that may otherwise not be accessible to the public, during or outside of normal hours of operations.
- B. When off duty, employees may utilize and/or reserve Village of Jackson facilities or amenities that are otherwise available to the public for private use (forms are available on the Village's website). This may include rooms at the Community Center, parks amenities, and the use of the Village Board room for qualified organizations. In no instance will Village employees, family, or friends be granted private use of Village facilities or amenities that are not otherwise available for the public to use. There may be a reduced fee to utilize the Jackson Community Center to cover Building Supervisor.

VI. Return of Equipment

- A. Upon separation of employment, employees must immediately return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in their possession or control.

1.16 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to, or inflicts bodily harm to co-workers, representatives of other agencies, or members of the public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e., handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms lawfully stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is lawfully in an employee's personal vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. Law enforcement officers employed by the Jackson Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

I. Prevention Techniques

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

1. Early Warning Signs

- a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:

- History of violence.
- Romantic obsession that is ignored or rejected.
- Chemical dependence.
- Severe depression due to personal problems.
- Pathological blaming of others.
- High frustration with an individual(s) in work or personal environment.
- Fascination with guns or other weapons.
- Fascination with violence or terrorism.
- Substitution of work for family or friends.
- Paranoia or belief that the system is unfair.
- Inability to accept criticism.
- Does not accept responsibility for their actions.
- Intimidating, harassing, or threatening behavior.
- Uneven job performance and large mood swings.
- Moral or political intolerance.
- Social isolation to low self-esteem.
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
- The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that their problems cannot be resolved.

- The perpetrator blames someone else (i.e., supervisor, co-worker, spouse, etc.) for the situation or problem.
- The perpetrator's frame of reference becomes increasingly egocentric.
- Self-preservation and self-protection gradually become the person's sole objective.
- A violent act is perceived as the only way to resolve the situation.
- A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- A. All Village employees have a responsibility to notify their Immediate Supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to notifying a supervisor, public safety authorities should be contacted if appropriate, which include, but are not limited to the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.
- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. To maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation, to the extent permitted by law. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor:

1. A copy of the petition and declaration used to seek the order.
2. A copy of any temporary protective restraining order and/or
3. A copy of a protective restraining order that is made permanent.
4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.17 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform their job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else they supervise, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.18 Outside Employment

Employees may hold outside jobs if they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with their performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Village Treasurer/HR Assistant, Village Clerk, Police Chief, Fire Chief, Director of Public Works, Parks and Recreation Director, and Director of Inspections/Zoning Assistant – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All employees and supervisors shall be responsible to the Village Board through the Village Administrator. Each shall refer matters requiring administrative attention to their supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator, to the Village Board. Each employee is to keep the person that they report to, informed of their activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign their duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of their job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through their immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If the employee feels harassed by another person, they are directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under their jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

1. Employees are always expected to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress for their day in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, clothes printed with slogans, athletic clothing, shorts, T-shirt, baseball hats, and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort but should still be as neat and business-like as working conditions permit.
4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat

appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

All Village employees are expected to arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by necessity, and are dependable regarding attendance.

Any employee who knows or suspects that they may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of their shift must notify their Immediate Supervisor as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the current day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the current day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason.

In the case of any claimed sickness, the Village may at its sole discretion require a medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment. Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch period is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone for employees to leave early at the end of the workday, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.123, which prohibits smoking in public buildings and other Village property. Accordingly, smoking and/or the use of tobacco products (defined to include any form of tobacco or any form of nicotine-based products for ingestion, such as vaping) is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. Except for the public officials of the Village, to ensure accuracy regarding official Village business related to the organization or its actions, the Village Administrator or designee will serve as the only authorized media spokesperson for the organization on such matters. No employees other than the Village Administrator or designee may grant an interview concerning official Village business to any form of media without prior written permission from the Village Administrator.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

With the exception of the Police Department, which has its own citizen complaint procedure as required by Section 66.0511, Wis Stats, the following procedures shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file their complaint online via "Report a Concern" module, or in person by completing the Citizen Complaint Form, including the complainant's signature.

2. If a complaint is received verbally, over the telephone, or in any other form (i.e., mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint, with the following information:
 - a. Date complaint was received.
 - b. (Referral): The department that will address the concern.
 - c. (Referred by): The name of the person who received the complaint.
 - d. Name of complainant.
 - e. Address of complainant.
 - f. Telephone/e-mail of complainant.
 - g. Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.
 - h. The involved department should investigate or review the identified concern and take appropriate action.
 - i. The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form and obtain approval and signature from the Department Head.

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Immediate Supervisor; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how they perform duties in their job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, except for issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family may hold jobs which involve supervision of or being supervised by immediate family. "Immediate family" is defined as the employee's father, father-in-law, mother, mother-in-law, spouse, child or stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, or grandchild.

If a person is already employed, the employee cannot be transferred into a position that is directly or indirectly supervised by or directly or indirectly supervises a relative of the employee. If a supervisory relationship that is prohibited by this policy is established after an individual is employed, the individuals affected may decide who is to be transferred subject to final approval of the Village Administrator. If the affected individuals are unable or unwilling to decide within 30 calendar days, the Village Administrator or their designee will decide.

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call EMT's/Firefighters, or temporary/seasonal employees.

Benefited Full-Time – an employee who is regularly scheduled to work a 40-hour work week throughout the year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.

Benefited Part-Time – an employee who is regularly scheduled to work 20 or more hours each work week throughout the year. A benefited part-time employee is eligible for those benefits described in this handbook on a pro-rated basis as well as any that are required by law.

Non-benefited Part-Time – an employee who is generally scheduled to work less than 20 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.

Temporary/Seasonal/Casual – an employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.

Exempt – an employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.

Non-Exempt – an employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

Represented – employees who are represented by a labor association and covered under a collective bargaining agreement with the Village of Jackson.

Non-Represented – employees not covered by a collective bargaining agreement.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village, regardless of whether employees are on- or off-duty. Employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. Although off-duty behavior of employees cannot always be dictated by the Village, when illegal and/or inappropriate activity is engaged in which relates to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed, and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive, professional manner to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors, and co-workers with respect and in a courteous manner.
 2. Refraining from conduct that is offensive.
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village.
 4. Cooperating with any Village investigation.
 5. Complying with all Village safety and security regulations.
 6. Wearing clothing appropriate for the work being performed.
 7. Performing assigned tasks efficiently and in accord with established standards.
 8. Reporting to work punctually as scheduled and being at the proper workstation, ready for work, at the assigned starting time.
 9. Giving proper advance notice whenever unable to work or report on time.
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances.
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Gambling

Gambling constitutes a threat to the Village's security and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work or via the use of Village property (*e.g.*, a Village computer or database) is strictly prohibited. Gambling includes placing, accepting, recording, or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

III. Insubordination

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (*i.e.*, refusing to obey instructions or directives), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

IV. Other Prohibited Conduct

- A. **Any** conduct, whether on-duty or off-duty, that interferes with operations or discredits the Village, or is inconsistent with the Village's rules, policies, procedures, and general expectations of conduct will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village rules, policies, procedures, general expectations of conduct or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:
1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy.
 2. Fighting with or assaulting a co-worker or citizen.
 3. Threatening or intimidating co-workers, citizens, business associates, or guests.
 4. Engaging in any form of sexual or other harassment.
 5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy.
 6. Disclosing confidential Village information.
 7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records.
 8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property.
 9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones.
 10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate.
 11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies.
 12. Smoking where prohibited by local ordinance or Village rules.
 13. Using profanity or abusive language.
 14. Sleeping on the job without authorization.
 15. Engaging in pranks or horseplay.
 16. Wearing improper attire or having an inappropriate personal appearance.
 17. Accepting tips or gifts of more than nominal value in the course of work.

18. Untruthful, dishonest, or deceptive conduct, including the failure to be forthright or withholding of material information.
19. Claiming sick leave under false pretenses.
20. Working unauthorized overtime.
21. Deliberately restricting work output or encouraging another employee to do so.
22. Engaging in illegal or unethical conduct during the workday or on Village property.
23. Gambling while at work as defined in this policy.
24. Disrespectful behavior toward professional colleagues or the public.
25. Conduct unbecoming of an employee based on off-the job or on-the job conduct that brings the employee or the Village into disrepute.

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

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

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. Grievance Procedure.

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline, and termination. This policy applies to all employees covered under Section 66.0509, Wis.

Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation.
 - 2. Counseling, meetings, or other pre-disciplinary action.
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets.
 - 4. Demotion, transfer, or change in job assignment.
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline.
 - 6. Layoffs.
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit.
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period.
 - 3. Retirement.
 - 4. Job abandonment, "no-call, no-show," or other failure to report to work.
 - 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.
- C. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- 1. The name and position of the employee filing it.
- 2. A detailed statement of the issue involved.
- 3. A detailed statement of the relief sought.
- 4. A detailed explanation of the facts supporting the grievance.
- 5. The date(s) the event(s) giving rise to the grievance took place.
- 6. The identity of the policy, procedure or rule that is being challenged.
- 7. The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor.
- 8. The employee's signature and the date.

III. *Steps of the Grievance Procedure*

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The impartial hearing officer's decision shall only be based on the facts set forth at the hearing and within the written grievance.
- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result

based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee's grievance must contain all the information required by this Grievance Procedure. Failure to include all required information under this Procedure will result in a refusal to process the grievance under this Procedure. An employee must process his/her grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of their position.
2. The restricted/modified duty assignment is discontinued at the request of the attending physician.
3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information

concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case-by-case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of their job because of a serious health condition, they may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be always established between the employee, their supervisor, their physician, the Village, and the Village's Worker's Compensation insurance carrier.
 - 1. An employee who has a work-related injury/illness must have their treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the

Village Treasurer/HR Assistant.) This report provides the Village with the physician's diagnosis and the following information:

- a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
2. The completed form is to be returned to the Treasurer/HR Assistant as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then decide if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of their physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, he/she should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.
 6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from their treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination required of a candidate for employment. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that

passing a required physical examination is a part of the employment process. If the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to have medical examinations to determine fitness for duty or as otherwise permitted by law. Such examinations will be scheduled at reasonable times and intervals and, if required by law, performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in accordance with law. Access to this information will be limited to those who have a legitimate need to know.

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign their employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid their remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically is not eligible for and waives their right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Superintendents and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area's needs. Job-related criteria may include the employee's current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Unless specifically prohibited by law, all Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice if it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, or imply a guarantee that employment or any Village benefit will be provided for any period. The Village's provision of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison and are not intended to create an employment contract or a guarantee of employment or compensation for a specific period.

3.02 Classification of Positions

The Village classifies all positions based on several factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be at the Village's sole discretion and will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report their findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, except for the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. unless specified via collective bargaining agreement. Employees will receive their pay every other Monday unless a holiday falls on a Monday.¹ Then they will receive their pay on the next regular workday. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Treasurer/HR Assistant if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee. If an exempt employee believes the Village made an improper deduction to their pay, that employee should refer to the Good Faith Safe Harbor policy contained in this handbook and follow the policy's reporting procedure.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the workday. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs and overtime for sworn law enforcement officers and fire protection personnel is based on a 28-day work period. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time earned by a nonexempt employee more than forty (40) hours per week.² Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime to ensure efficient operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

¹ Public safety employees in the Village's Police and Fire Departments operate under a 207(k)-work period, as permitted by the FLSA.

² Public safety employees in the Village's Police and Fire Departments operate under a 207(k)-work period, as permitted by the FLSA. To the extent a 207(k)-work period is utilized, that work period will dictate overtime pay.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the work week.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay, even if the employee has not exceeded forty (40) hours within the workweek. Weekend is defined as the forty-eight-hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid to the extent permitted by law, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.

3.12 Coronavirus Workplace Policy

The Village of Jackson goal is to prevent the spread of COVID-19 in the workplace and keep everyone healthy and safe (see Village of Jackson COVID-19 Policy & Procedure Manual).

SECTION 1: GENERAL PERSONNEL POLICIES

1.01 Open Door Policy

The Village of Jackson has an open door policy under which all employees have the opportunity to deal directly with their Department Head and other members of the Village Management Team with respect to their employment. Indeed, the Village encourages each employee to communicate his/her concerns. If you have any questions or concerns about the information contained in this handbook or about any aspect of your job, the Village welcomes your inquiry. If you have a concern related to safety or security at the workplace, you have a special responsibility to notify the Village of your concern. If possible, you should first address your concern to your Department Head (or, in the case of a Department Head, to the Village Administrator). If your question remains unanswered, you may further pursue the matter with the Village Administrator. Although the Village may not provide in all cases the particular answer desired by an employee, the Village will attempt to give honest, straightforward, and helpful responses to all questions and comments. Through good communication, we can all better enjoy our work and better serve the people of the Village.

Grievances related to discipline, termination, or workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats. (other than police and fire department employees subject to Section 62.13(5), Wis. Stats.), according to the Grievance Procedure set forth in this handbook.

1.02 Policy Development and Administration

The Village Board retains and reserves to itself without limitation, all powers, rights, duties, and responsibilities granted to it by the laws of the State of Wisconsin and of the United States. The Village Board retains the ultimate right of and responsibility for adopting personnel policies or continuing policies, practices, and procedures for the conduct of the operation of the Village and from time to time to change or abolish such policies, practices, and procedures. The Village Administrator will be responsible for the implementation of the policies and procedures adopted by the Village Board.

1.03 Health-Related Privacy Policy

The Village recognizes that an employee's health condition is generally a private and personal matter, and will protect the confidentiality of the situation and any related documentation to the extent permitted by law.

As required by the American's with Disabilities Act (ADA), records relating to disabilities and accommodations must remain confidential. Medical information must be kept in locked medical files, separate from personnel records, with limited access. Medical information may only be related in the following limited circumstances:

1. Supervisors may be told about necessary restrictions and/or accommodations;

2. First aid and safety officials may be told if the disability may require emergency treatment;
3. Government officials investigating compliance with ADA must be provided with requested information.

Unauthorized release of confidential information shall be reported to the Village Administrator, and appropriate disciplinary action may be taken, up to and including termination.

1.04 Drug and Alcohol-Free Workplace

The Village is committed to providing a safe, healthy, and productive workplace where all employees strive to provide excellent service to the community. Since the use of alcohol and/or drugs jeopardizes the safety and productivity of the user, as well as his/her fellow employees, the Village will strive to maintain a drug and alcohol-free workplace. Further, the Village shall comply with the Federal Drug-Free Workplace Act of 1988 (the Act”), which prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812, and further defined in 21 CFR 1308.11 through 1308.15) in the workplace. This policy is made in coordination with Section 6 of this Manual; the Village’s Controlled Substances and Alcohol Testing Policy.

In order to protect the health, welfare, and safety of employees, the Village prohibits the unlawful manufacture, distribution, dispensation, possession, being under the influence of and/or use of a controlled substance, alcohol, or drug paraphernalia in the workplace. This includes the misuse or abuse of prescription drugs. This also includes attempting to enter, or being in the workplace with alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on Village property or any worksite throughout the Village, including the parking lot, driveway, or any other Village premises or worksite. This includes Village vehicles and any private vehicles parked on Village premises or worksites.

As a condition of employment, the Village requires that employees strictly abide by this policy and the prohibitions and the provisions of the Village’s Controlled Substances and Alcohol Testing Policy. Failure to abide by this policy or the Controlled Substances and Alcohol Testing Policy will cause disciplinary action to be taken, up to and including termination.

An employee must notify the Village within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Upon receiving notice of an employee’s criminal drug statute conviction, the Village will, within ten (10) days, notify the agency from which federal funds may have been received. This is required by the Act. Disciplinary action, up to and including termination, will be taken against an employee convicted of a drug violation in the workplace.

To ensure the safety of the workplace, the Village will conduct drug and alcohol testing as set forth in the applicable Controlled Substances and Alcohol Testing Policy.

1.05 Harassment and Discrimination

It is the policy of the Village of Jackson that all employees have the right to work in an environment free of persistent and unwelcome conduct or actions on the basis of race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law.

The Village will not tolerate, condone, or allow harassment by any employee or other non-employee who conducts business with the Village. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, creed or religion, age, sex, national origin, handicap, disability, ancestry, sexual orientation, marital status, citizenship status, veteran status, arrest or conviction record, use or non-use of lawful products off Village premises during nonworking hours, membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis prohibited by state or federal law. The Village of Jackson considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the Village shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this Village policy can lead to discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

Definitions

I. Verbal Harassment

Unsolicited or unwelcome verbal conduct including but not limited to innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes, unwelcome flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to or submit to unwelcome conduct.

II. Non-Verbal Harassment

Unsolicited or unwelcome non-verbal conduct, including, but not limited to sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, electronic messaging, email, the internet, or other such sources as a means to express or obtain sexual or discriminatory material, printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures, or any material which inappropriately raises the issues of sex or discrimination.

III. *Physical Harassment*

Physical harassment includes unsolicited or unwelcome physical contact, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

IV. *Unwelcome Harassment*

For the purpose of this policy, conduct is unwelcome when the person subjected to the conduct done on the basis of a protected employment category set forth in this Section did not solicit or incite the conduct and regarded the conduct as undesirable or offensive. Conduct may be unwelcome despite participation by the offended employee and despite the fact that the offended employee does not tell the accused the conduct is unwelcome.

Prohibited Activity

I. *Sexual Harassment*

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

II. *Harassment*

- A. Harassment is any verbal, written, visual, or physical act that creates a hostile, intimidating, or offensive work environment or interferes with an individual's job performance done on the basis of a protected employment category set forth in this Section.

Complaint Procedure

Any employee encountering harassment is encouraged but not required to inform the person that his/her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

Any employee who believes that he or she is being harassed shall report the incidents as soon as possible to a supervisor, Department Head, or the Village Administrator so that an investigation may be conducted, and if necessary, steps may be taken to protect the employee from further harassment and so that appropriate remedial action, where appropriate, may be initiated.

The Department Head or designee shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) of occurrence(s), and shall report their findings to the Village Administrator.

The Village Administrator or designee shall be responsible for investigating any complaint alleging harassment or discrimination promptly and thoroughly. In the event that the complaint is substantiated, the Village Administrator will take prompt and effective action to address the problem.

Confidentiality

Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under all the circumstances.

Retaliation

The Village of Jackson will not permit or condone retaliation against an employee who files a harassment or discrimination complaint or assists, testifies, or participates in an investigation. Retaliation is prohibited by the Village and by state and federal statutes and shall be reported immediately. Retaliation against another employee for filing a harassment or discrimination complaint or for assisting, testifying, or participating in an investigation is a form of misconduct and is considered a separate violation of this policy. Complaints for retaliation shall be reported and processed in the same manner as complaints for harassment and discrimination complaints.

1.06 Health and Safety Policy

Health and safety is extremely important both to the Village and to you. The Village therefore expects its employees to use healthy and safe work practices at all times.

Any employee, who experiences, discovers, witnesses, or even suspects any injury, illness, accident, hazard, or unsafe condition in the workplace should do the following:

1. Report the matter to his/her Department Head (or, in the case of a Department Head, the Village Administrator) immediately;
2. Secure any necessary medical attention which can appropriately be administered at the work place;
3. In the event of an illness/injury/accident, complete a report regarding it (regardless of the seriousness of the illness/injury/accident); and
4. If further additional medical attention is needed, obtain an authorization slip before leaving the premises (to the extent that doing so is feasible under the circumstances).

Failure to follow the above sequence of procedures may subject an employee to disciplinary action, except in the event of an emergency or when otherwise reasonably necessary

to avoid further harm to health and/or safety. The importance of promptly reporting an injury or illness cannot be overstated. Under some circumstances, failure to report an illness or injury promptly may jeopardize worker's compensation eligibility.

Grievances related to workplace safety issues must be processed by employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats., according to the Grievance Procedure set forth in this handbook.

1.07 Internet and E-mail Policy

The Village provides and maintains electronic communications services and devices including, but not limited to computers, cellular telephones, voicemail, telephones (phone lines, cellular, broadband access, or satellite), email, instant messaging and internet access for employees' use in order to provide a high quality, efficient environment in which to fulfill the Village responsibilities. To that end, these systems and devices are Village property and, except as provided in this policy, should only be used for valid work-related purposes. The Village reserves the right to review, audit, intercept, monitor, access, disclose, copy and/or download any communication created, transmitted or maintained on any of the Village's computers, network, electronic or telecommunication systems or devices, including cell phones, and employees should have no expectation of privacy with regards to such communications. Data that is composed, transmitted, or received via Village systems or devices may be considered an official record of the Village and, as such, may be subject to disclosure to law enforcement officials or other third parties.

Employee communications and use of these systems and devices shall be held to the same standards as all other professional communications, including compliance with anti-discrimination and anti-harassment policies. Employees who use the systems or devices inappropriately can be subject to loss of access privileges and other appropriate discipline, up to and including termination. Inappropriate uses include, but are not limited to:

1. Communications that contain ethnic slurs, inappropriate racial references, sexually explicit, obscene, or harassing messages that would constitute harassment of others.
2. Unauthorized attempts to access, retrieve, read, or listen to another person's communication via computer, email, or voicemail account without prior authorization.
3. Transmission of sensitive, confidential, or proprietary information to unauthorized persons or organizations.
4. Creating, downloading, displaying, or printing distasteful or offensive materials, including without limitation sexual, racist or hateful materials, visual depictions that are obscene, or child pornography.
5. Illegal or unethical activities or other activities that could adversely impact the Village.

6. Use for non-work related activities, including but not limited to computer games, during normal paid work hours.
7. Solicitation or proselytizing for commercial ventures, religious or political cases, outside organizations, or other non-job-related solicitations.
8. Social Networking except when used for a valid work related purpose.

Violations of this policy may warrant discipline, up to and including termination.

Employees may use the computer and internet during lunch periods with supervisory approval. Any personal use shall be subject to the provisions of this policy. The Village reserves the right to deny personal use of the computer and internet at any time.

Nothing in this policy shall restrict Village employees from engaging in any concerted or other activity protected by law.

1.08 Personnel Files

A personnel file is maintained for all employees and shall be retained in the custody of the Village Administrator or designee. Personnel files for employees of the police and fire departments shall be retained in the custody of their respective chiefs. As provided by law, employees are given the right to inspect their personnel files at appropriate times during normal business hours, under the supervision of the Village Administrator or designee, up to two (2) times per year upon seven (7) days written notice to the Village Administrator. The Village Administrator or designee shall have access to personnel files at any time. Personnel files will be considered confidential to the extent required by law.

All employees should promptly notify the Village Administrator or designee of any changes in name, address, telephone number, marital status for benefit plan purposes, number of dependents for withholding purposes, beneficiaries or dependents indicated in his/her insurance, tax withholding information, and person to notify in an emergency.

1.09 Privacy in Locker Rooms Policy

Employees are prohibited from using a recording or surveillance device, including a cellular phone, to capture, record, or transfer an image of a nude or partially nude person in a Village locker room. Employees who violate this policy may be subject to disciplinary action, up to and including termination. Anyone who is aware of the use of a recording or surveillance device, which may be in violation of this policy, should immediately report the use to his/her Department Head.

1.10 Reference and Background Check Policy

The position an individual applies for and the information he/she gives during the interview process will determine what contingencies may apply to an offer of employment.

I. Reference Checks

All applicants for any position with the Village will be subject to reference checks with former employers. Unless required by law, reference checks will not be shared with the potential employee.

II. Driving Records

A review of driving records is required for all positions that involve operation of a motor vehicle. Prior to an offer of employment or promotion to a position that requires driving; the Village may review the records against a specific set of screening criteria to evaluate whether the record is acceptable, questionable, or unacceptable. In addition, the screening may also take into account how much experience is needed, and what types of vehicles and/or equipment the candidate used in the past.

III. Required Qualifications

- A. It is a required qualification for Village employees who operate motor vehicles or equipment to have an acceptable driving record. Based on the Village Motor Vehicle Record (MVR) review, a candidate may not be considered for employment if any of the following have occurred during the last three year period:
 - 1. Conviction of a felony which has nexus to the job position.
 - 2. Cancellation, declination, or non-renewal of vehicle insurance.
 - 3. Suspension or revocation of driver's license.

IV. Background Investigations

- A. After an applicant receives a conditional offer of employment, the Village shall have a routine background check using Wisconsin's Public Abstract Request System (PARS). This will be performed before the appointment is made, and a report shall be filed with the Village Administrator. The personal background and criminal and civil forfeiture data will be evaluated in relation to the applicant's ability to perform the duties and responsibilities of the specific position.
- B. All applicants shall be checked for verification of their employment and educational backgrounds.
- C. A background investigation may be completed on volunteers and temporary employees as considered appropriate and depending on the duties.

V. Credit Checks

- A. Village positions that have responsibility for initiating or affecting financial transactions may be required to submit to a credit check. The candidate will be required to consent to a credit report under the terms of the Fair Credit Reporting Act. A candidate's refusal to consent to this credit check will be deemed a rejection of the offer of employment. If adverse information is discovered during the credit check process, and is being used as part of the decision not to hire an applicant; he/she may, within seven business days, challenge the findings prior to the offer being denied.

VI. Record Keeping

- A. Information attained as part of the reference and background checks process will be used as part of the employment process and will be confidential to the extent permitted by the law and will be shared with management individuals on a need-to-know basis.
- B. The Village Administrator or designee will store and maintain the information obtained as part of the reference and background check process. For employees of the police and fire departments, such information will be stored and maintained by their respective chiefs. Any employee who has authority to conduct a reference or background check under this policy should forward all pertinent documentation to the Village Administrator or designee.
- C. All inquiries regarding a current or former Village employee must be referred to the Village Administrator, including telephone and written requests. Information provided over the telephone will be limited to verification of employment dates, position title, and salary. Reference letters are prohibited from being issued on any current or former Village employee, without prior permission from the Village Administrator.
- D. No other data or information regarding any current or former Village employee or his/her employment with the Village will be furnished, unless authorized in writing by the employee. The written authorization also releases the Village from liability in connection with information it furnishes, or is required by law to furnish.

1.11 Employment Eligibility Documents

Federal regulations require the Village to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The Village Administrator or designee is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. The Village Administrator or designee will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working

days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

If a supervisor is notified by any governmental agency that it is going to conduct an inspection of the I-9 documents, the supervisor should contact the Village Administrator immediately. These documents shall be stored separately and securely, apart from employee personnel files.

1.12 Social Networking Policy

The role of technology in the 21st century workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media Web sites, such as Facebook®, Twitter®, MySpace™, YouTube®, Flickr®, Blogger, and LinkedIn®, have large, loyal user bases and are, thus, increasingly useful outreach and communication tools for local governments. All Village operated social networking sites shall be operated in conformance with, and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Village operated social networks and personal social networks, must be kept separate at all times. The purpose of this policy is to establish guidelines concerning conduct for Village and personal use of social networking sites.

I. Definitions

- A. Blog – A blog (short for web-log) is a personal outline journal that is frequently updated and intended for general public consumption. Blogs are defined by their format; a series of entries posted to a single page in reverse-chronological order. Blogs generally represent the personality of the author or reflect the purpose of the website that hosts the blogs. Topics sometimes include brief philosophical musings, commentary on Internet, and other social issues, and links to other sites the author favors, especially those that support or reject a point being made on a post.
- B. Chat Room – A way of communicating by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.
- C. Forum – An online discussion group where users can post comments and thoughts, either anonymously or as themselves, usually not in real-time.
- D. Personal Website – Website created or configured by an individual for business, social, or entertainment purposes.
- E. Social Networking Site – A website or service that enables users to create public profiles within that website and form relationships with other users of the same website who access their profile. Social networking sites can be used to describe

community-based websites, online discussions forums, chat rooms, and other social spaces online or by cell phone.

- F. URL – Abbreviation of Uniform Resource Locator, the global address of documents and other resources on the World Wide Web. For example, <http://www.google.com> is the URL for google.com. It is the address where the website for Google may be found.
- G. Website – Any computerized document, file, or menu accessible on the Internet and/or World Wide Web.

II. *Acceptable Use*

The following guidelines have been established regarding employee use of Village operated social networking sites and personal social networking sites:

- A. Separate Personal and Professional Accounts
 - 1. Employees shall not blur or combine their personal and professional lives when operating a Village operated social networking site.
- B. Personal Use
 - 1. Employees are allowed to have personal social networking sites. These sites must remain personal in nature, and the employee must maintain a distinction between sharing personal and official Village views. In addition, employees should never use their Village e-mail account or password in conjunction with a personal social networking site.
 - a. When operating personal social network sites, an employee should use a disclaimer to ensure that his/her stated views and opinions are understood to be his/her own and not those of the Village. A disclaimer is required when employees:
 - Refer to the work done by the Village;
 - Comment on any Village related or issues; or
 - Provide a link to a Village website.
- C. Professional Use
 - 1. All Village-related communication through Village operated social media outlets should remain professional in nature and should always be conducted in accordance with the organization's communications policies, practices, and expectations. Employees must not use Village operated social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities.

2. When using Village operated social networking sites, employees are required to:
 - a. Be respectful of all individuals and communities with which employees interact online;
 - b. Be polite and respectful of other opinions, even in times of heated discussion and debate;
 - c. Adhere to the Terms of Use, and seek to conform to the cultural and behavioral norms, of the social media platform being used;
 - d. Respect copyright, privacy, financial disclosure, and other applicable laws when publishing on Village operated social media platforms. Employees should check with their supervisors if uncertain about what an employee can reproduce or disclose on social media platforms.
 - e. Be Clear As To Identity. When creating Village operated social media accounts that require individual identification, Village employees should use their actual name, not pseudonyms.
 - f. Do not assume privacy. Only post information if authorized to disclose said information.
 - g. Use different passwords for different accounts (both social media and existing work accounts). Using the same password for all accounts increases the vulnerability of the accounts being compromised.

Employees should be mindful that inappropriate usage of social media can be grounds for disciplinary action. If an account is used for professional use related to the Village, the entire account, regardless of any personal views, is subject to these best practices guidelines, including the records management and preservation provisions.

III. Terms of Service

- A. Employees should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the Village should consult the most current TOS in order to avoid violations. If the TOS contradict organization policy, then a decision should be made about whether use of such media is appropriate.

IV. Content of Posts and Comments

- A. Employees using social media to communicate on behalf of the Village should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting. Once these comments or posts are made they can be seen by anyone and may not be able to

be “taken back.” Consequently, communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Employees should always consider whether it is appropriate to post an opinion, commit oneself or the Village’s course of action, or discuss areas outside of one’s expertise. If there is any question or hesitation regarding the content of a potential comment or post, it is better not to post. There should be great care given to screening any social media communication made on behalf of the Village as improper posting and use of social media tools can result in disciplinary action.

V. *Posts, Comments, and Public Records*

- A. Like e-mail, communication via Village operated social networking Web sites may be considered a public record. This means that both the posts of the employee administrator and any feedback by other employees or non-employees, including citizens, may become part of the public record.

VI. *Security*

- A. From a security standpoint, employees should be mindful of how to best prevent fraud or unauthorized access to the Village operated social media site. In almost every case where an attacker accesses a system without authorization, they do so with the intent to cause harm. In order to minimize the possibility of a security breach, each employee must:
 - 1. Ensure that he/she is aware of which information to share, with whom he/she can share it, and what not to share;
 - 2. Ensure that he/she is aware of the Privacy Act of 1974 and its requirements and restrictions.

VII. *Records Management and Preservation*

- A. Communication through local Village operated social media may be considered a public record subject to the required retention period. Employees who receive messages through the private message service offered by some social media sites should encourage users to contact them at a public e-mail address maintained by their organization. For Village-related messages that employees do receive, they should be retained pursuant to the required retention period.

VIII. *Breach of Policy*

- A. Failure to comply with this Policy may result in disciplinary action, up to and including termination of employment.

1.13 Travel Policy

The Village recognizes that business travel is necessary at times to conduct Village business, and to attend out of town professional conferences, training sessions, and meetings to enhance an employee's skill base. The following provisions address the types of reimbursement available to employees, as well as procedures for obtaining travel advances and submitting expenses for reimbursement:

I. Transportation

- A. Utilization of Village vehicles is encouraged for business travel. Any expenses (i.e. gasoline or repairs) attributed to Village vehicles, as well as expenses for tolls, parking fees, and garage charges, will be reimbursed upon submittal of receipts.
- B. Private vehicles may be utilized for business travel when Village vehicles are not available. Prior approval must be obtained by the Department Head. Mileage will be reimbursed per the current rate of the Internal Revenue Code, plus tolls, parking fees, and garage charges, upon submittal of receipts and the signed Mileage Reimbursement Form.

II. Lodging

- A. Employees are expected to stay at mid-priced and economy hotels unless a conference discount or government rate is available at more expensive facilities. Receipts for lodging are required. Personal telephone calls, internet access, movie rentals and other similar charges will not be reimbursed.
- B. Village employees should furnish lodging retailers with a copy of the Wisconsin Sales and Use Tax Exemption Certificate when traveling for Village business.

III. Meal, Entertainment, and Miscellaneous Expenses

- A. Meal Reimbursement Policy
 - 1. The Village shall reimburse the employee for the actual cost of meal expenses up to the amounts listed below, incurred while traveling on authorized Village business. Claims for reimbursement of meal costs including any state and local taxes are expected to represent reasonable and necessary costs and may include a maximum gratuity of twenty (20) percent.
 - 2. Meal Allowance

The current rate of reimbursement for meals shall not exceed the following maximums

a.	Breakfast	\$10.00	
b.	Lunch	\$15.00	
c.	Dinner	\$31.00	(or see Daily Allowance below)

3. Daily Allowance – \$61.00 (To be eligible for the daily allowance, an employee must be out of town on Village business and meals cannot be included in the conference fee.)
 - a. Alcoholic beverages are not eligible for reimbursement.
 - b. Employees who must begin their travel day prior to 6:00 a.m. and end their day after 6:00 p.m. are eligible for breakfast and dinner reimbursement. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.
 - c. Even if the time requirements are satisfied for Daily Allowance, the reimbursement will NOT be allowable in the following instances
 - i. When the employee is attending training within a forty (40) mile radius from his/her normal work site.
 - ii. When meals are included within the training or conference fees.
 4. If a meal is part of a conference, convention, or instructional program being attended by the Village employee and an amount higher than allowed by the Village is separately charged to each participant, the full amount will be reimbursed with proper documentation.
 5. If the registration fee includes one or more meals, the employee shall not be eligible for reimbursement for such meals in addition to reimbursement for the registration fee. If the lodging accommodations the employee is staying at offer a free breakfast, the cost of the meal is excluded from the daily allowance or breakfast reimbursement submitted by the employee.
 6. If traveling outside of Wisconsin, per diem rates will be paid for your area of travel, minus incidentals. Locate the most recent U.S. General Services Administration (GSA) per diem reimbursement rates at www.gsa.gov or contact the Village Deputy Clerk/Treasurer. The GSA reimbursement rates documentation must be included with the request for reimbursement.
- B. Entertainment, amusement, or recreation expenses for employees will be reimbursed only if the activity is directly related to the conduct of the Village-related business. The business purpose of the entertainment, the names of the persons involved, and the business relationship must be disclosed on the travel reimbursement form.

IV. Registration and/or Tuition Fees

- A. Registration and tuition fees for pre-approved professional and technical meetings and conferences are reimbursable, upon submittal of receipts.

V. Travel with Spouse and/or Family

- A. If a spouse and/or other family member travel on an official trip, reimbursement shall be limited to the single rate for the room occupied; and expenses shall be limited to the employee only.

VI. Code of Conduct

- A. While traveling, employees are representing the Village and are expected to conduct themselves in a professional manner that promotes a positive image to instructors, business persons and the general public.
- B. When possible, travel arrangements should be charged or billed directly to the Village.

VII. Expense Report

- A. An expense report should be filled out upon the completion of the business travel, and turned into the Department Head. Itemized receipts must be attached to the report to receive reimbursement for all Village-related business expenses.

1.14 Use of Village Equipment

The Village of Jackson provides supplies, uniforms, equipment, vehicles, and materials necessary for employees to perform their jobs. These items are to be used solely for Village-related business. The Village expects that employees and volunteers will not:

1. Obtain, use, or divert Village property, including records, for personal use and/or benefit.
2. Materially alter or destroy Village property or records without proper authorization.
3. Borrow or use Village property, unless for Village work-related use. Any removal of Village property for personal non-work related use is not permissible.

Employees are expected to exercise care in the use of Village equipment and property and use such property only for authorized purposes. Loss, damages, or theft of Village property should be reported to the supervisor immediately. Negligence in the care and use of Village property may be considered grounds for discipline, up to and including termination.

I. Office Equipment

- A. The Village's equipment (such as postage, facsimile and copier machine), is intended to be used for business purposes. An employee may only use this

equipment for non-business purposes in an emergency and only with a supervisor's permission.

II. Telephone/Cell Phone Use

- A. Due to the fact that a large part of the Village's business is conducted over the telephone, it is essential to project a professional telephone manner at all times. The Village realizes that there are times when an employee may need to use the telephone or cell phone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on Village phones without prior approval from the employee's supervisor. The Village reserves the right to monitor the use for financial and business purposes to ensure fiscal responsibility.

III. Computer Use

- A. The use of Village computers and software is limited solely to the appropriate business use, except as otherwise permitted in this handbook. Employees are strictly forbidden from installing software on the system. Further, this policy affirms that the Village's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail, or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The Village reserves the right to monitor the use of its computer system.

IV. Vehicle Use

- A. Village vehicles may only be used for authorized Village business. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Adequate proof of insurance must be provided to the Village Administrator or designee annually and upon request. It is the responsibility of an employee to immediately inform his/her supervisor of any restriction, suspension or revocation of driving privileges that would affect his/her ability to operate a vehicle on Village business. Failure to comply with this requirement may result in disciplinary action, up to and including termination.
- B. Any employee operating a Village vehicle or using a personal vehicle to conduct Village business must do so in a safe manner and must follow all traffic and safety rules and regulations, including but not limited to laws requiring the use of seatbelts and laws prohibiting texting while operating a vehicle. Operating a Village vehicle or personal vehicle to conduct Village business under the influence of drugs or alcohol or in an unsafe or negligent manner may be considered grounds for discipline, up to and including termination.

- C. The Village has the right to search any Village vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to Village vehicles.

V. *Return of Equipment*

- A. Upon separation of employment, employees must return all Village property, including but not limited to uniforms, equipment, keys, work product, and documents in his/her possession or control.

1.15 Violence in the Workplace Policy

Employees who display intimidating, threatening and/or violent behavior will be held accountable under Village policy and work rules, as well as local, state, and federal law. An employee who threatens, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public is in violation of this policy. All Village employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

Employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute (i.e. handgun, knife, bully club or taser) to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on Village business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds, or lands used as a parking facility, as well as Village parks. (This restriction does not apply to employees who use Village-provided vehicles). Law enforcement officers employed by the Jackson Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

I. *Prevention Techniques*

- A. Often violence occurs in the workplace after a series of unheeded warning signs. A troubled employee may make overt threats, exhibit personality changes, or show signs of severe depression. If an employee feels these signs are being ignored, they may feel justified in moving to the next level. Prevention starts with these early warning signs and making those in authority aware of employee behavior which could signal a potentially violent act.

- 1. Early Warning Signs

- a. There is not one single profile that identifies a potentially violent individual. However, based on historical incidents in the United States, the following identifying factors have been recognized:
 - History of violence;
 - Romantic obsession that is ignored or rejected;
 - Chemical dependence;

- Severe depression due to personal problems;
- Pathological blaming of others;
- High frustration with an individual(s) in work or personal environment;
- Fascination with guns or other weapons;
- Fascination with violence or terrorism;
- Substitution of work for family or friends;
- Paranoia or belief that the system is unfair;
- Inability to accept criticism;
- Does not accept responsibility for his/her actions;
- Intimidating, harassing, or threatening behavior;
- Uneven job performance and large mood swings;
- Moral or political intolerance;
- Social isolation to low self-esteem;
- Chronic disputes with co-workers or supervisors.

2. Sequence of Workplace Violence

- a. Acts of violence are often preceded by the following sequence of events:
- The perpetrator suffers some type of trauma that creates extreme tension or anxiety. This may result from a single major event (actual or perceived) or a series of cumulative minor events.
 - The perpetrator perceives that his/her problems cannot be resolved.
 - The perpetrator blames someone else (i.e. supervisor, co-worker, spouse, etc.) for the situation or problem.
 - The perpetrator's frame of reference becomes increasingly egocentric.
 - Self-preservation and self-protection gradually become the person's sole objective.
 - A violent act is perceived as the only way to resolve the situation.
 - A violent act is attempted or committed.

II. Responsibilities and Reporting Procedures

- A. All Village employees have a responsibility to notify their immediate supervisor as soon as possible, or in the absence of their supervisor, another supervisor, of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. In addition to

notifying a supervisor, the authorities should be contacted if appropriate, which include, but are not limited to: the appropriate Village/County police or sheriff's department, fire department, or emergency ambulance services.

- B. The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of its investigation, the Village may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of employment.

III. Retaliation

- A. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Village and by federal statutes. The Village encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or other appropriate Village representative before the situation escalates into potential violence. The Village is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

IV. Restraining Orders

- A. Individuals who apply for and obtain a protective or restraining order must provide to their supervisor and/or the Safety Officer:
 - 1. A copy of the petition and declaration used to seek the order.
 - 2. A copy of any temporary protective restraining order and/or
 - 3. A copy of a protective restraining order that is made permanent.
 - 4. The Village Administrator will assist in the workplace to ensure the safety and well-being of those employees within the same work environment.

1.16 Non-Fraternization

While the Village encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an administrator, department head, supervisor, or agent of the organization and anyone else he/she supervises, either directly or indirectly, is prohibited. Violation of this policy will lead to corrective action, up to and including termination of the management individual involved in the relationship.

1.17 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the Village. All employees will be judged by the same performance standards and will be subject to the Village's scheduling demands, regardless of any existing outside work requirements.

If the Village determines that an employee's outside work interferes with his/her performance, or the ability to meet the requirements of the Village as they are modified from time to time, the employee may be required to terminate the outside employment if he/she wishes to remain with the Village. Outside employment that constitutes a conflict of interest is prohibited.

SECTION 2: EMPLOYMENT POLICIES

2.01 Chain of Command

Operation of any government agency depends on an effective chain of command. The ultimate decision concerning policy in the Village resides by law with the Village Board under the leadership of the Village Administrator. The Village Administrator, as the chief administrative officer of the Village, is the primary professional advisor to the Board and head of the Village Management Team. The Department Heads – Village Clerk/Treasurer, Police Chief, Fire Chief, Director of Public Works, Joint Parks and Recreation Director, and Building Inspector – comprise The Village Management Team and report to the Village Administrator. Superintendents and supervisors subordinate to the Department Heads are a subgroup of the Village Management Team. This management team concept is the process by which a recommendation for Village Board action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board to promote effective services for the community.

The overall authority and responsibility for the general day-to-day administration of the personnel program, rests with the Village Administrator for its non-protective service employees, and with the Police Chief and Fire Chief for protective services employees under their respective jurisdictions. Employees have the obligation to further the professional advisement of the Board through the chain of command. The Village Administrator is given the latitude to determine the best method of implementing the policy decisions of the Village Board.

All staff members and supervisors shall be responsible to the Village Board through the Village Administrator. Each shall refer matters requiring administrative attention to his/her supervisor, who shall refer such matters to the next higher authority when necessary, and through the Village Administrator to the Village Board. Each employee is to keep the person that he/she reports to, informed of his/her activities by whatever means the supervisor deems appropriate. It is the responsibility of the employee's supervisor to assign his/her duties.

If an employee has any questions, opinions, or suggestions about the information contained in this handbook or about any other aspect of his/her job, those questions, opinions, or suggestions must be directed through the chain of command.

The Village Administrator and the Department Heads (and their subordinates, if necessary) shall attend Village meetings relevant to their departments, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation as distinct from the deliberation, debate, and voting of Village Board members.

Generally, if an employee has a problem with an individual, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the issue, the employee must address the problem through his/her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can be addressed by another supervisor or the Village Administrator. If the employee feels harassed by another person, he/she is directed to follow the harassment reporting policy in this handbook.

2.02 Authority

The Village Administrator is employed by the Village Board and acts as agent of the Board in the selection, employment, and termination of staff in compliance with approved personnel policies, procedures, and Wisconsin State Statutes. In this capacity, the Village Administrator recommends candidates for Department Head positions to the Board for the Board's approval. The Village Administrator also is responsible for creating and implementing an effective organizational plan for all departments. The Village Administrator is responsible for screening and interviewing applicants for Department Head positions and for identifying the best qualified applicant. Following the interview process, the Village Administrator will recommend to the Village Board the best qualified candidate, whose appointment will then be subject to its approval. The appointment is subject to majority approval of the Board.

The Department Head will screen and interview applicants for positions under his/her jurisdiction and review the information with the Village Administrator. After consultation with and approval by the Village Administrator, the Department Head will make the appointment. The Village Administrator will report the selection to the Village Board for its information. Candidates not selected for a position will be notified that the position has been filled.

2.03 Appearance and Dress Code

It is the expectation of the Village that each employee's dress, grooming and personal hygiene should be appropriate to the work situation.

1. Employees are expected at all times to present a professional, business-like image to the public. Acceptable personal appearance is an ongoing requirement of employment.
2. Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

Employees are expected to dress in a manner that is normally acceptable in business establishments. Employees should not wear suggestive attire, spaghetti straps, backless clothing, clothes printed with slogans, jeans, athletic clothing, shorts, T-shirt, baseball hats, and similar attire that do not present a business-like appearance.
3. Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and business-like as working conditions permit.
4. Certain employees may be required by the Village to wear specific clothing depending on the nature of their job. Uniforms will be properly maintained and worn where required by department policy.
5. At the discretion of the Village Administrator or designee, on certain occasions, employees may be allowed to dress in a more casual fashion than normally

required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy also will result in disciplinary action.

2.04 Attendance and Punctuality

Employees are expected to be dedicated to their work and to be at work on time each work day. Any employee who knows or suspects that he/she may, for any reason including but not limited to sickness, be unable to report to work on time or unable to be at work for any part of his/her shift should notify his/her Department Head (or, in the case of a Department Head, the Village Administrator or designee) as soon as possible prior to the employee's starting time and no later than one hour prior to the starting time. This requirement applies for each separate day of absence or tardiness, except for employees who (1) are hospitalized, (2) instructed by an attending physician that absence from work of more than the present day is medically advisable (or required), or (3) have a sickness or condition clearly requiring an absence of more than the present day. Employees need to give notice only at the outset of such an event/circumstance, providing that such notice expressly refers to that event/circumstance as one which is expected to cause an extended absence. Any absence or tardiness must be justified by a sufficient reason. In the case of any claimed sickness, the Village may at its sole discretion require medical certification from a physician and/or other evidence of actual sickness. An employee's failure to give advance notice of an absence or tardiness and/or failure to present a legitimate reason for an absence or tardiness may result in discipline, up to and including suspension or dismissal. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

2.05 Lunch Periods

For employees working eight (8) or more hours in a day, the employee must take one unpaid thirty (30) minute lunch period during the middle of the working day. For employees working from zero (0) to five (5) hours, no lunch period is granted. The precise timing of the lunch periods is at the discretion of the Department Head or other supervisory staff and should not interfere with work duties. Lunch periods may not be foregone in order for employees to leave early at the end of the work day, unless specifically authorized by the employee's supervisor.

2.06 Gifts and Gratuities

Employees are prohibited from accepting any gift, gratuity, favor, loan, or anything of more than nominal value from any person, directly or indirectly, which could reasonably be expected to influence an employee's action or inaction or could reasonably be considered as a reward for any official action or inaction on the part of the employee. Any questions regarding what is proper and acceptable should be immediately discussed with the employee's supervisor.

Unsolicited gifts of nominal value (total value of \$50.00 or less in any one year from any individual or organization) may be permissible.

2.07 Tobacco Use

This policy is in conformance with Wisconsin State Statute 101.23, which prohibits smoking in public buildings and in other Village property. Accordingly, smoking and/or the use of tobacco products is prohibited in Village buildings, Village vehicles, while operating any equipment, and inside any roofed, permanent structures in Village parks. Smoking will be permitted only outside of Village buildings in designated areas and in accordance with State law.

2.08 Contact with News Media

It has always been the Village's policy to cooperate as fully as possible with news media inquiries and to communicate truthfully with the media on Village matters appropriate for public knowledge. With the exception of the public officials of the Village, to ensure accuracy regarding the organization or its actions, the Village Administrator or designee will serve as the only authorized media spokesperson for the organization. No employees other than the Village Administrator or designee may grant an interview concerning Village business to any form of media without prior written permission from the Village Administrator.

2.09 Citizen Complaint Policy

It is the Village's policy to accept, investigate, and attempt to resolve all complaints received. In the event an issue cannot be resolved, the complainant shall be notified by the appropriate Village personnel as to why a resolution cannot occur and what decision has been made regarding the complaint.

The following procedures shall be followed by all Village employees upon receipt of a citizen complaint:

1. A complainant should be encouraged to file his or her complaint in person by completing the Citizen Complaint Form, including the complainant's signature.
2. If a complaint is received verbally, over the telephone, or in any other form (i.e. mail, e-mail), the Citizen Complaint Form should be completed by the employee receiving the complaint, with the following information:

- a. Date complaint was received.
- b. (Referral): The department that will address the concern.
- c. (Referred by): The name of the person who received the complaint.
- d. Name of complainant.
- e. Address of complainant.
- f. Telephone/e-mail of complainant.
- g. Nature of complaint, concern, or request, providing as much detail as possible to assist the department that will work to resolve the issue.
- h. The complaint should be forwarded to the Village Clerk/ Treasurer for logging and filing. A copy of the complaint will be forwarded to the appropriate department(s) for resolution.
- i. A letter or email will be sent to the complainant by the Village Clerk/Treasurer to confirm receipt of the complaint and identify which department will be working with the complainant to resolve his/her concern.
- j. The involved department should investigate or review the identified concern and take appropriate action.
- k. The employee who resolves the concern should indicate the resolution on the Citizen Complaint Form, and obtain approval and signature from the Department Head.
- l. A copy of the letter, if applicable, and completed Citizen Complaint Form should be returned to the Village Clerk/Treasurer to log into the computer and documentation file.
- m. A follow-up letter, email, or telephone call should be made by the Village Clerk/Treasurer to the complainant, informing him/her of the action that was taken regarding his/her request or concern.

2.10 Employee Evaluation and Appraisal

It is the goal of the Village that all full-time and part-time employees be evaluated on an annual basis by their Department Head; the Department Heads by the Village Administrator; and the Village Administrator by the Village Board. An employee is evaluated according to how he/she performs activities in his/her job description. Employee evaluations allow an opportunity for both employees and the Village Administrator or Department Head to provide each other feedback regarding work issues, with the exception of issues subject to the Grievance Procedure set forth in this handbook.

2.11 Employment of Relatives, Anti-Nepotism

No employees from the same immediate family will hold jobs which involve supervision of, or being supervised by an immediate relative. "Immediate relative" is defined as the employee's spouse, child, parent, brother, sister, grandparent, grandchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, niece, nephew, or first cousin.

2.12 Employment Status

All employees are either full-time, part-time, paid-on-call firefighters, or temporary/seasonal employees.

A **full-time employee** is one who is regularly scheduled to work at least forty (40) hours per week for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **part-time employee** is one who works more than 1,200 hours per year, and less than forty (40) hours per week, for fifty-two (52) consecutive weeks (including any vacation or sick leave already earned).

A **paid-on-call firefighter** is one who works in the Jackson Fire Department.

A **temporary or seasonal employee** is ordinarily employed only for a specific period or season and/or work on a specific project until the project is completed. Temporary or seasonal employees are not eligible for any fringe benefits.

For the first six months of employment in any particular position (assuming any employment lasts for six months), an employee is considered an "employee in orientation." The Village may, at its discretion, extend the orientation period beyond six months. Prior to the start of the orientation period, a physical examination may be required of the employee.

Both during and after completion (if any completion occurs) of the six-month orientation period, all employees remain employees-at-will, whose employment may be terminated at any time. Whether an employee is in the orientation period or not, full-time, part-time, paid-on-call firefighter, temporary, or seasonal, he/she remains an employee-at-will. In other words, the employment relationship may be ended at any time by either party, with or without notice for any reason.

2.13 Expectations for Employee Conduct

All Village employees are expected to meet a standard of conduct appropriate to the reputation of the Village. While at work, employees are responsible to be aware of and abide by existing rules and regulations. It is also the responsibility of employees to perform their job duties to the best of their abilities and to the standards set forth in their job descriptions, or as otherwise established.

Employees, while on Village property, while performing their duties throughout the Village or representing the Village elsewhere and in the conduct of their work, are expected to demonstrate proper regard for the standards of the community and to show respect for the law and for the rights of others. The behavior of employees while not at work or representing the Village is for the individual to regulate. However, when illegal and/or inappropriate activity is engaged in which relate to an employee's job duties and/or which raise doubts as to the employee's ability to carry out their duties, the activity will be reviewed and appropriate action may be taken.

I. Expected Conduct

- A. Employees are expected to conduct themselves in a positive manner in order to promote the best interests of the Village. Examples of appropriate employee conduct include the following (this list is **NOT** intended to be all-inclusive):
1. Treating all citizens, visitors and co-workers with respect and in a courteous manner;
 2. Refraining from conduct that is offensive;
 3. Reporting to management suspicious, unethical, or illegal conduct by co-workers, citizens, or business associates of the Village;
 4. Cooperating with any Village investigation;
 5. Complying with all Village safety and security regulations;
 6. Wearing clothing appropriate for the work being performed;
 7. Performing assigned tasks efficiently and in accord with established standards;
 8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 9. Giving proper advance notice whenever unable to work or report on time;
 10. Smoking only at times and in places not prohibited by Village rules or local ordinances;
 11. Maintaining cleanliness and order in the workplace and work areas.

II. Attendance

It is expected that all Village employees will arrive at their workplace on time, work all scheduled hours and **authorized** overtime as required by business necessity, and are dependable with regard to attendance. Employees who are frequently away from the premises for business reasons are required to inform their supervisor of their whereabouts during working hours. Unauthorized or excessive absences or tardiness will result in disciplinary action, up to and including discharge.

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Village will be considered as having abandoned the job and terminated employment.

III. *Drugs and Alcohol in the Workplace*

Failure to abide by the Drug-Free Workplace policy or the Controlled Substances and Alcohol Testing Policy, or a criminal drug statute conviction for a drug violation in the workplace will cause disciplinary action to be taken, up to and including termination.

IV. *Gambling*

Gambling constitutes a threat to the Village's security, and can interfere with employee productivity and morale. Therefore, any gambling on the part of Village employees while at work is strictly prohibited. Gambling includes placing, accepting, recording or registering bets, or otherwise carrying on a game of chance for money, property, or any other item of value. This prohibition includes all gambling operations, even if and where such activities do not constitute illegal activity. Employees involved in gambling while at work will be subject to discipline, up to and including termination.

V. *Insubordination*

Insubordination, defined as an employee's failure or refusal to recognize or submit to the authority of a supervisor, or open defiance of authority or resistance to control (i.e. refusing to obey instructions), is strictly prohibited. Insubordination may result in discipline, up to and including termination.

VI. *Other Prohibited Conduct*

A. ***Any*** conduct that interferes with operations, discredits the Village, or is offensive to citizens or co-workers will not be tolerated. The following are examples of conduct that is strictly prohibited (this list is NOT intended to be all-inclusive). Employees engaged in prohibited conduct will be subject to discipline, up to and including termination. At management's discretion, any violation of Village policy or any conduct considered inappropriate or unsatisfactory may subject an employee to discipline:

1. Possession of firearms or other weapons in violation of the Violence in the Workplace policy;
2. Fighting with or assaulting a co-worker or citizen;
3. Threatening or intimidating co-workers, citizens, business associates, or guests;
4. Engaging in any form of sexual or other harassment;
5. Violating the Drug-Free Workplace policy or the Alcohol and Controlled Substances Testing policy;
6. Disclosing confidential Village information;

7. Falsifying or altering any Village record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
8. Stealing, destroying, defacing, or misusing Village property or another employee's or citizen's property;
9. Misusing Village communications systems, including electronic mail, computers, internet, and telephones;
10. Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
11. Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
12. Smoking where prohibited by local ordinance or Village rules;
13. Using profanity or abusive language;
14. Sleeping on the job without authorization;
15. Engaging in pranks or horseplay;
16. Wearing improper attire or having an inappropriate personal appearance;
17. Accepting tips or gifts of more than nominal value in the course of work;
18. Engaging in outside employment while on an unpaid leave of absence;
19. Claiming sick leave under false pretenses;
20. Working unauthorized overtime;
21. Deliberately restricting work output or encouraging another employee to do so;
22. Engaging in illegal or unethical conduct during the workday or on Village property;
23. Gambling while at work as defined in this policy

Employment with the Village is at-will and of mutual consent of the Village and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

2.14 Grievance Procedure

I. Discipline.

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is

detrimental to the interests of the Village of Jackson. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay), or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Village of Jackson reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Written grievances may be filed under this policy only for suspension (with or without pay), or termination of employment. Written grievances for verbal or written warnings will not be allowed.

II. *Grievance Procedure.*

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

- A. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - 1. Placing an employee on paid administrative leave pending an internal investigation;
 - 2. Counseling, meetings, or other pre-disciplinary action;
 - 3. Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - 4. Demotion, transfer, or change in job assignment;
 - 5. Other personnel actions taken by the employer that are not a form of progressive discipline;
 - 6. Layoffs; or
 - 7. Evaluations.
- B. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:
 - 1. Voluntary quit;
 - 2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - 3. Retirement;
 - 4. Job abandonment, "no-call, no-show", or other failure to report to work; or
 - 5. Termination of employment due to lack of qualification or license, or other inability to perform job duties.

- C. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

1. The name and position of the employee filing it,
2. A statement of the issue involved,
3. A statement of the relief sought,
4. A detailed explanation of the facts supporting the grievance;
5. The date(s) the event(s) giving rise to the grievance took place,
6. The identity of the policy, procedure or rule that is being challenged;
7. The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
8. The employee's signature and the date.

III. Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

- A. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.
- B. Step 2 – Review by Village Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The Village Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.
- C. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village Administrator's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Village acted in an arbitrary and capricious manner. This

process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

- D. Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the Village Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For all employees, the appeal shall be filed with the Village Board. The Village Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the Village Board's next regular meeting. The Village Board will inform the employee of its findings and decision in writing within ten (10) business days of the Village Board meeting. The Village Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours unless the employee elects to use accrued paid time (vacation, compensatory time, etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

2.15 Restricted/Modified Duty Policy

The Purpose of this policy is to establish a uniform policy and procedure for the administration of a Village-wide restricted/modified duty assignment program for employees who are temporarily disabled from performing the essential duties of their regularly assigned positions due to injury or illness. This program is intended to provide temporary reassignment of an injured employee only until such time as:

1. The employee is medically released to perform the full range of duties of his/her position;
2. The restricted/modified duty assignment is discontinued at the request of the attending physician;
3. The employee is medically determined to be permanently disabled and consideration is given to modification, transfer, termination, or retirement; or
4. The restricted/modified duty assignment is discontinued at the option of the Village.

Restricted/modified duty assignment, if available, is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. In all cases, a restricted/modified duty assignment is temporary, will have a defined beginning and ending date.

This program shall be administered by the Village Administrator or designee. All employees and departments are required to cooperate fully with the Village Administrator or designee in administration of this program.

The restricted/modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of his/her work restrictions and the probable duration of his/her restrictions. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit.

There is no guarantee of restricted/modified duty assignments. All requests for restricted/modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the Village Administrator or designee to determine the duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the Village. At no time shall a position be created for an employee who has requested and/or accepted a restricted/modified duty assignment. A restricted/modified duty assignment may be altered to comply with any applicable state and/or federal law.

An employee's return to work in a restricted/modified duty assignment shall comply with all applicable state and/or federal laws, including but not necessarily limited to the Family and Medical Leave Act (FMLA), the American's with Disabilities Act (ADA), and the state Worker's Compensation laws. All requests and/or assignments for restricted/modified duty shall be reviewed by the Village Administrator or designee to ensure all requirements are being met.

If the employee is unable to perform the essential functions of his/her job because of a serious health condition, he/she may be qualified for family and medical leave under the Village's FMLA policy rather than accept a restricted/modified duty assignment. If the employee elects to turn down the restricted/modified duty assignment and take leave under the Village's FMLA policy, he/she may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee takes leave under the Village's FMLA policy. If an employee accepts a restricted/modified duty assignment, that time will not be counted against the employee's leave entitlement under the Village's FMLA policy.

I. Definitions

- A. Restricted/modified duty assignment: This is a temporary assignment, which shall have a defined beginning and ending date.
- B. Transitional job tasks: These are job assignments that may or may not normally be performed by the employee but fall within the restrictions as outlined by the employee's physician.

II. Procedure for Policy

- A. The following procedure is set forth to assist employees and supervisors in clearly understanding the requirements of the restricted/modified duty assignment policy. It is important that appropriate communications be established at all times between the employee, his/her supervisor, his/her physician, the Village and the Village's Worker's Compensation insurance carrier.
1. An employee who has a work-related injury/illness must have his/her treating physician complete the Village's "Medical Status Report" form. (This form may be obtained from the employee's supervisor or from the Deputy Village Clerk/Treasurer.) This report provides the Village with the physician's diagnosis and the following information:
 - a. Can the employee return to work with no limitations? If no:
 - b. Can the employee return to work on restricted/modified duty assignment and if so, what are his/her limitations?
 - c. If the employee cannot return to work at this time, when is it expected the employee may be able to return to restricted/modified duty assignment?
 2. The completed form is to be returned to the Deputy Treasurer as soon as possible after the employee's doctor's visit. This form along with all other medical information will be held in confidence in accordance with applicable law.
 3. The Village Administrator or designee will then make a determination if there are sufficient transitional job tasks available to return the employee to restricted/modified duty assignment. A restricted/modified duty assignment must be in writing and must specify a starting and ending date. Any extension of an original restricted/modified duty assignment must be approved by the Village Administrator and must also be done in writing.
 4. The employee is also required to submit updated work restrictions to the Village Administrator or designee after every doctor visit, detailing the extent of their work restrictions and the probable duration of these restrictions. Any modifications to an original restricted/modified duty assignment must also be done in writing.
 5. At no time should an employee exceed the medical restrictions of his/her physician or perform transitional job tasks that are outside of the scope of the employee's physician's recommendations. Employees should not attempt tasks that exceed their restrictions. If an employee has questions about the task(s) at hand and his/her restrictions, he/she should talk to the Village Administrator or designee immediately. Employees must also comply during non-work hours to ensure that restrictions are maintained.

6. Upon full release to return to work without restrictions, the employee must submit the proper return to work authorization from his/her treating physician.

2.16 Physical Examinations for Employment Candidates

The Village will pay the cost of any required physical examination. In accordance with the Americans with Disabilities Act, all physical examinations will occur after a conditional offer of employment. The Village will determine which examining physician shall be used for any such required examination. Candidates should understand that passing a required physical examination is a part of the employment process. In the event that the candidate does not successfully pass a required physical examination, the offer of employment will be revoked.

2.17 Employee Medical Examinations

Current employees may be required to take medical examinations to determine fitness for duty. Such examinations will be scheduled at reasonable times and intervals and performed at the Village's expense. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. Prior to any fitness for duty examination, the Village Administrator will consult with legal counsel to ensure compliance relating to all applicable laws.

2.18 Termination of Employment

I. Resignation Notice

The Village requests that any employee who intends to resign his/her employment give written notice thereof to the Department Head at least two (2) weeks prior to the resignation date; thirty (30) days in the case of a Department Head, who should give written notice to the Village Administrator. An employee who resigns and gives the appropriate prior written notice will be paid his/her remaining accrued but unused vacation and personal time in accord with the Village's policy on payouts for vacation and personal time. The Village also requests that an employee who is resigning, discuss with the employee's Department Head (or the Village Administrator) the employee's reasons for resigning.

An employee who voluntarily terminates employment without giving two (2) weeks prior notice automatically waives his/her right to payout of any accrued leave. Employees wishing to resign in good standing shall give written notice to the Department Head not less than two (2) weeks before such resignation shall be effective. Department Heads, Superintendents, and Supervisors shall give not less than three (3) weeks written resignation notice. The time specified for written notice of resignation shall not include paid time not worked, such as vacation or sick leave benefits. Unauthorized absence of

an employee for three (3) consecutive workdays may be considered by the Village as a resignation of such employee. The Department Head shall notify the Village Administrator of any resignation in the department when the resignation is received. From time to time, it may be mutually beneficial for both the Village and employee to waive these notification requirements to allow the employee to depart expeditiously, yet under good standing.

II. Notification of Termination

The Department Head shall notify the Village Administrator as soon as he/she learns that an employee is leaving. Employees may be abruptly terminated for gross misconduct, serious violation of safety or work rules, failure to follow instructions, or any other reason, or no reason. Except for contractual and employees under labor agreements, employment is considered “at will”.

2.19 Reductions in Workforce

On occasion, areas may be forced to reduce staff. Some business reasons for this may be economic need, consolidation of facilities, restructuring of operations, combining of departments or functions, and streamlining or elimination of departments, functions, or jobs. If a reduction in staff is deemed necessary, the Department Head of the area to be affected will work with the Village Administrator to document the business reason and process for the restructuring. This may include an analysis of business needs to determine the appropriate criteria to use, development of a communication plan, job re-evaluations, salary administration, and/or outplacement services.

In selecting the employees who will remain with the organization, only job-related criteria will be used. The criteria used will be determined based on the reason for the reduction in force and the determination of the business area’s needs. Job-related criteria may include the employee’s current performance, competencies, skills, responsibilities, experience, leadership, education and training, personal commitment, and length of service with the Village.

SECTION 3: CLASSIFICATION AND COMPENSATION

3.01 At-Will Employment Policy

Village employees are at-will employees and, accordingly, are free to resign at any time without reason. The Village also retains the right to terminate an employee's employment at any time with or without reason or notice, as long as it is not an illegal reason. Nothing contained in any Village policy, handbook, rule, document, communication, or practice is intended to be, create, imply, or guarantee that employment or any Village benefit will be provided for any period of time. The promise of certain benefits now and in the future does not change the fundamental employment-at-will relationship.

Compensation figures provided in annual or monthly terms to employees are stated as such for convenience or to aid in salary comparison, and are not intended to create an employment contract for a specific period of time.

3.02 Classification of Positions

The Village classifies all positions based on a number of factors, including but not limited to, the degree of responsibility, level or training required, complexity of relationship, supervisory responsibility, and necessity for exercising independent judgment. A job description exists for each position and sets forth duties, responsibilities, and authority of that position. All Village positions will be classified according to the guidelines of the Department of Labor.

3.03 Compensation Policy

It is the policy of the Village of Jackson to compensate its employees in a manner which it deems equitable and commensurate with the degree of responsibility corresponding to the position. The Village will periodically review wages and salaries and in doing so will undertake and consider the employee's performance, level of responsibility and studies comparing wages and salaries for similar positions in communities of a similar size and nature. Any adjustment to wages and salaries will be based primarily upon the Village's financial situation and ability to pay.

3.04 Elimination, Change, and Creation of Positions

If a Department Head desires that the duties corresponding to a departmental position be eliminated, decreased, increased, or otherwise changed, or if a Department Head desires the establishment of a new position, the Department Head should consult with the Village Administrator. The Village Administrator will investigate the matter and report his/her findings to the Village Board, which will take whatever action (if any) it may consider appropriate regarding the position.

3.05 Pay Period

The payroll period is every two (2) workweeks, with the exception of the Fire Department paid-on-call firefighters who are paid monthly, and Village Board members who are paid semi-annually. The defined workweek, established by the Village, is from Monday at 12:01 a.m. through Sunday at 11:59 p.m. Employees will receive their pay every other Monday, unless a holiday falls on a Monday. Then they will receive their pay on the next regular work day. There are no salary advance provisions for any employee. Employees should notify their immediate supervisor and the Village Deputy Clerk/Treasurer if they believe there are errors in their paychecks.

3.06 Payroll Deductions

The Village will make mandatory deductions from paychecks in accordance with federal and state laws and regulations. Voluntary deductions may be made upon written authorization of the employee and approval of the Village Administrator or designee.

3.07 Working Hours

For all full-time general administrative employees, a regular workweek shall consist of forty (40) hours per week, Monday through Friday. For general administrative employees, normal working hours shall be from 8:00 a.m. to 4:30 p.m., with one thirty (30) minute unpaid lunch period during the middle of the work day. For non-represented employees of the Police and Fire Departments, working hours will be established by their respective Chiefs. For all employees of the Water Utility, Wastewater Utility, and Public Works Department, working hours will be established by the Department Head(s).

3.08 Overtime Pay

Overtime is any time worked by a nonexempt employee in excess of forty (40) hours per week. Overtime shall be compensated at a rate of one and one-half times the employee's base rate of pay. All overtime must be expressly authorized by the employee's Department Head. The Village may require employees to work overtime in order to ensure efficient operations. Refusal to work required overtime or to work any non-overtime assignment may result in disciplinary action.

3.09 Pay for Holidays Worked

Employees called in to work on holidays shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek.

3.10 Weekend and Holiday Rotation Pay

All full-time Water and Wastewater Utilities operations specialists and Public Works employees shall be required to be available to provide weekend and holiday rotation duty on a rotating basis. The employee on rotation for the weekend and/or holiday shall be compensated at a rate of one and one-half times the employee's base rate of pay; even if the employee has not exceeded forty (40) hours within the workweek. Weekend is defined as the forty-eight hour timeframe from 12:01 a.m. Saturday through 11:59 p.m. Sunday.

3.11 Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt Village operations. In extreme cases, these circumstances may require the closing of a Village facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will not be paid, except that employees are allowed to substitute accrued vacation, compensatory time, or personal time to receive time off with pay, consistent with department policy.

Employees in essential operations may be asked to work on a day when operations are officially closed.



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee

FROM: Jen Keller, Village Administrator

RE: Shared Planning Services - Professional Services Agreement with Washington County

DATE: April 2, 2024

Background

Washington County Community Development Director Deb Sielski and several administrators for cities and villages in Washington County have worked together to develop a job description for a shared planner. This new position is funded in the 2024-2026 Washington County budget. The Washington County Community Development Department would be the employer of the shared planner, and the villages and cities that are interested in professional planner services (AICP designation preferred) would benefit from the establishment of the position. The position is a permanent fulltime role. The proposed shared planning services are free of charge to municipalities, invoices will be sent to the Village monthly, and on them there will be a charge for services at a rate of \$72/hour, and then a credit of that same amount will be applied. This hourly wage equivalent is a lesser cost to the Village than the rate of \$87/hour currently paid to the consultant planner who advises Staff and Plan Commission members on development and code matters. It should be noted the current consultant planner does bring with them many more years of experience and is an AICP, principal planner. The Committee and Board should also be aware existing policy may change over time, particularly related to how credits are applied to the monthly invoices.

It should also be noted Staff anticipate a need to continue working with the current or another consultant planner for zoning code amendment services. The proposed Professional Services Agreement would provide for another set of hands to act as supplemental support to the project.

Lastly, should the Committee and Board wish to approve the PSA, Community Development Director Sielski anticipates interviews for this role will occur in April and onboarding the new employee will occur in May.

Potential Motion:

Recommendation for Village Board approval of the PSA with Washington County for shared planning services conditioned upon review and approval by the Village Attorney.

Attachments:

1. Professional Services Agreement – Shared Planning Services in Washington County
2. Senior Municipal Planner – Job Description

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is entered into between Washington County (“County”) and Village of Jackson (“Village”) pursuant to Wis. Stat. §66.0301 for the purpose of allowing the County’s Community Development Department to provide Advanced Professional Planning Services to the Village as set forth below and shall become effective on the date of the last signature to be affixed hereto.

STATEMENT OF WORK

County agrees to provide Advanced Professional Planning Services (“Services”) to the Village in accordance with terms and conditions set forth herein. General services can include but shall not be limited to the following:

- Research, develop, update, and implement current and long-range plans, amendments, and studies in areas such as natural resources, parks, land use, transportation, utilities and community facilities including municipal comprehensive plans.
- Conduct advanced research and data analysis on topics in planning and zoning and advise municipalities and present information to municipal plan commissions, boards and councils as needed.
- Work with municipalities to update, revise, and amend municipal zoning and subdivision ordinances to keep them current and functional.
- Design and facilitate public participation events and surveys, and presents results to committees and governing bodies.
- Monitor legislation related to land use, planning, and zoning at local, state and federal levels and provide information to municipal leaders.
- Work collaboratively with County staff, municipal leaders, elected officials, and community leaders.
- Review development proposals and site plans.

More specifically, in 2024, the Services for the Village of Jackson may include, but shall not be limited to the following:

- Work with SEWRPC on Village SSA amendment
- Assist with Village consultant and staff on zoning code updates
- Assist staff in review of proposals and communication with developers throughout the plan commission and village board public review and approval process

The County shall be the exclusive provider of Services under this Agreement. The County Community Development Director shall determine the parameters and priority of all Services provided to municipalities. The County agrees to employ industry standards in performing services under this Agreement consistent with the professional skills and care ordinarily provided by firms in the same profession under same and similar conditions.

CONSIDERATION

The Village recognizes that the Services provided by the County are valuable and worthwhile as it is anticipated that the Services will allow for a cost savings for the parties. It is anticipated that the sharing of services will result in price breaks the parties would not receive separately. The Village recognizes that costs incurred by the County for personnel and equipment will be calculated and invoiced to the Village at a rate of \$72.00 per hour in 2024, and such expenses are eligible for a County Shared Revenue Grant of an equal amount which shall be approved no less than quarterly by the Village Board. The Village also recognizes that any material costs beyond those needed to provide the Services shall be invoiced and paid for by the Village.

The County reserves the right to increase the hourly rate at the first of every year beginning January 1, 2025. Written notice of any rate increase shall be provided at least 90 days prior to the increase taking effect.

TERMINATION

This Agreement shall remain in effect unless a party wishing to terminate provides thirty (30) days written notice of the intent to terminate.

Either party may terminate this agreement for any reason by providing thirty (30) days written notice to the other party as follows:

Washington County Community Development Dept.
333 E. Washington Street
West Bend, WI 53095

Village of Jackson
N168 W19851 Main Street
Jackson, WI 53037

NATURE OF RELATIONSHIP

Nothing in this agreement shall be construed as creating a partnership or joint venture of any kind between the parties. When providing services under this agreement, employees of the County shall not be considered employees of the Village.

INDEMNIFICATION AND INSURANCE

Each party shall indemnify, defend, and hold harmless the other, its agents, employees, and elected officials from and against any and all claims, losses, damages, causes of action, liability, costs or expenses, including attorney's fees, arising from or in connection with or caused by any act, omission or negligence of such indemnifying party.

IMMUNITY

Nothing in this agreement shall constitute a waiver of either party's sovereign immunity, notice of claim procedures set forth in Chapter 893 of the Wisconsin statutes or any other protection afforded under the law.

ENTIRE AGREEMENT

The terms of this Agreement constitute the entire agreement of the parties as it relates to the subject matter herein. This Agreement may only be amended by a writing signed and dated by both parties. Any disputes arising that cannot be informally resolved to the satisfaction of the parties shall be heard in the Circuit Court of Washington County, Wisconsin.

WASHINGTON COUNTY

VILLAGE

Josh Schoemann

County Executive

Date_____

Name_____

Title_____

Date_____

Senior Municipal Planner

Washington County, located in West Bend, Wisconsin currently has a great opportunity for a Senior Municipal Planner. The Senior Municipal Planner will provide advanced technical and professional assistance to municipalities through Washington County. This position will be responsible for the design, development and implementation of long-range and strategic plans related to natural resources, land use, transportation, public services and facilities, conduct advanced planning studies, research and analysis, oversee complex development projects, master plans and development code amendments, policy/ordinance development, project administration and review of development proposals. This position will collaborate closely with County staff, municipal administrators and staff, elected officials, and other community leaders.

Hourly Pay Range: \$90,000

Qualified candidates must possess:

- Bachelor's degree in Urban or Regional planning, public administration, community and economic development or closely related field. Master's degree preferred.
- Minimum of six years of demonstrated responsible professional work experience in municipal planning, zoning, public engagement and research.
- American Institute of Certified Planners (AICP) is preferred but not required.
- Must possess a valid driver's license.

Please visit our website at www.washcowisco.gov to complete our online application. If you have any questions, please call (262) 335-4633. Thank you for considering Washington County.

Washington County is recognized for our commitment to providing quality services to the citizens of our community. Our team members embrace the challenge of meeting goals and expectations. Every day we work to creatively problem solve, innovate and collaborate as a team to meet customer needs and deliver solutions.

Our Mission:

We create an environment for residents and businesses to enjoy our authentic quality of life through a well governed and administered county dedicated to safe and secure communities; economic growth and vitality; effective mobility and reliable infrastructure; and access to basic needs.

Our Vision:

Washington County strives to cultivate its rich heritage, vibrant economy and attractive communities through the distinct values that define us.

Our Values:

Respect, Optimism, Integrity, Innovation, Compassion, and Collaboration.

Washington County is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Research, develop, update, and implement current and long-range plans, amendments, and studies in areas such as natural resources, parks, land use, transportation, utilities and community facilities including municipal comprehensive plans.
- Work with municipalities and their consultants to assist in developing long-range and strategic plans.
- Conduct advanced research and data analysis on topics in planning and zoning.
- Act as an advisor to municipalities on issues related to planning and zoning.
- Complete research, analysis and reports for distribution and presentation to municipal plan commissions, boards and councils as needed.
- Work with municipalities to update, revise, and amend municipal zoning and subdivision ordinances to keep them current and functional.
- Work with municipal code enforcement staff to provide template reports and notices.
- Design and facilitate public participation events and surveys, and presents results to committees and governing bodies.
- Prepare and present reports on demographic, land use, social, economic development, housing, transportation and other relevant planning data.
- Prepare reports, provide recommendations and attend meetings for local Plan Commissions, Architectural Review Boards, Board of Appeals, and other boards and committees as necessary.
- Work with County and municipal Geographic Information Systems (GIS) staff as necessary.
- Monitor legislation related to land use, planning, and zoning at local, state and federal levels and provide information to municipal leaders.
- Work collaboratively with County staff, municipal leaders, elected officials, and community leaders.
- Review development proposals and site plans.
- Performs other duties as assigned.

Work Direction Received:

Receives direct supervision and general guidance from the Washington County Community Development Director. Receives direct supervision from participating municipal administrators as related to municipal projects.

Decision Making:

Decisions are made independently concerning research and analysis of information and data, maps, development of planning documents, studies, coordinating public engagement efforts, etc. Recommendations are made to the municipal leaders concerning plan and ordinance development, and amendments.

Interaction:

There is interaction with other County Departments, local municipal officials and staff, state and federal agencies, Southeastern Wisconsin Regional Planning Commission (SEWRPC), special public interest groups, developers, engineers, surveyors, and the general public.

Essential Knowledge and Abilities:

- Understanding of the various programs and functions of county and municipal government.
- Advanced professional knowledge of the principles, practices, and techniques of urban planning, zoning, and community development including development and maintenance of municipal zoning ordinances, comprehensive land use plans, and other long-range plans.
- Considerable ability to analyze and gauge the impact of federal, state and local regulations and requirements on land use, planning, and zoning.
- Ability to read zoning codes, plans and specifications, evaluate and interpret surveys and engineering plans, and interact effectively with various key stakeholders.
- Demonstrated advanced experience in developing, interpreting, implementing, and enforcing municipal zoning ordinances.
- Ability to prepare reports, give presentations and communicate effectively to present data in an understandable format for governing boards, committees, professional groups and the public.
- Ability to facilitate public engagement events and meetings.
- Ability to think critically and strategically to assess situations and determine logical solutions to resolve issues.
- Advanced writing, communication and interpersonal skills.
- Ability to measure and present outcomes on program success.
- Working knowledge of computer programs such as Office Suite (Outlook, Word, Excel).
- Working knowledge of ArcGIS Pro.
- Excellent organizational, time management, and project management skills; ability to set priorities and to work independently or in a team environment to efficiently manage multiple responsibilities while meet deadlines for multiple municipalities.
- Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

Training and Experience:

- Graduation from a recognized college or university with a bachelor's degree (master's degree preferred) in urban or regional planning, public administration, community and economic development, or a closely related field.
- Minimum of six years of demonstrated responsible professional work experience in municipal planning, zoning, public engagement and research.
- American Institute of Certified Planners (AICP) is preferred but not required.
- Must possess a valid driver's license.