



**VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING AGENDA**

Tuesday, February 10, 2026 at 6:00 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 December 9, 2025
3. Discussion and Possible Action – Operations Manager Reclassification and Operations Manager Internship Proposal
4. Review Revisions to Section 1 of the Employee Handbook - General Personnel Policies
5. Closed Session Pursuant to Wis. Stats. §19.85(1)(f) "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations."

The closed session is for the purpose of:

1. To Discuss a Personnel Matter
6. Reconvene in Open Session with Possible Action Related to the Subject of the Preceding Closed Session
7. Citizens/Village Staff to Address the Personnel Committee
8. 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.

VILLAGE OF JACKSON
PERSONNEL COMMITTEE MEETING
Tuesday, December 9, 2025 at 6:30 PM
Minutes

1. Call to Order and Roll Call

The meeting was called to order at 6:35 PM by Pres. Heckendorf.

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

Members Excused: None

Members Absent: None

Staff Present: Administrator Jen Heidtke and Clerk Jackie Schuh

2. Approval of Minutes for the Personnel Committee Meeting of November 11, 2025

The motion to approve Minutes for the Personnel Committee meeting of November 11, 2025 was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

3. Ordinance #25-13 To Amend Several Sections of Village Code Pertaining to the Positions of Village Engineer and Public Works Director

The motion to recommend the Village Board approve Ordinance #25-13 To Amend Several Sections of the Village Code Pertaining to the Positions of Village Engineer and Public Works Director was made by Tr. Emmrich and seconded by Tr. Kruepke.

Vote: 3 ayes, 0 nays. Motion carried.

4. Citizens/Village Staff to Address the Personnel Committee

None.

5. Adjourn

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

Vote: 3 ayes, 0 nays. Motion carried. The meeting adjourned at 6:41 PM.

Respectfully Submitted,

Jacqueline Schuh
Village Clerk
Village of Jackson



MEMO DATE 2/10/2026

TO	FROM	REGARDING
Personnel Committee and Village Board	Tyler Mentzel Jackson Parks & Recreation Director tyler.mentzel@villageofjacksonwi.gov Phone Ext: (262) 677-9665 x113	Discussion and Possible Action - Operations Manager Reclassification and Operations Manager Internship Proposal

Parks and Recreation Department Staffing Reorganization Proposal

In 2024, the Personnel Committee and Village Board approved updated job descriptions for the Parks and Recreation Department. As part of this process, the existing Recreation Supervisor position was restructured into two full-time positions: Youth Recreation Supervisor and Adult Recreation Supervisor. This change formally recognized the department’s need to expand from three to four full-time staff members to support program growth and service demands.

With the recent departure of the long-term Operations Manager, staff believe this is an appropriate time to evaluate and pursue a broader reorganization of the department to ensure long-term growth, sustainability, and service to the community. While a fourth full-time position has been approved, it was not budgeted in 2026. Staff believe that prioritizing a second Recreation Supervisor position at this time is in the department’s best long-term interest.

This proposed reorganization does not eliminate the need for an Operations Manager. Rather, it allows staff to evaluate the structure of the position and determine how best to allocate resources to expand programming capacity while maintaining strong operations and customer service. Through this evaluation, staff have determined the Operations Manager position is no longer needed as a full-time, exempt role. Instead, staff recommend reclassifying the position to permanent, part-time. This change would allow the department to increase staff capacity focused on program growth and revenue generation, while continuing to meet operational and customer service needs.

Under this proposal, the approved 2024 staffing plan would shift from four full-time staff positions to three full-time positions and one three-quarter-time position, with the Operations Manager working approximately 30 hours per week. Amended job descriptions for these two roles are attached for the Personnel Committee’s consideration.

Budget Impact and Staffing Timeline

Hiring the permanent part-time Operations Manager position in 2026 would equate to approximately \$24,000.00 in additional expenses. Staff are also considering the consolidation of existing part-time hours and increased program revenues generated through expanded capacity of Recreation Supervisors. These opportunities could further reduce the budget impact, well below \$24,000.00.

Two 2026 Operational Manager hiring timelines have been identified:

- Option 1: Hire an Operations Manager Intern beginning in May, with the intent to transition the intern into a permanent, part-time Operations Manager role upon completion of the internship, as early as September.
- Option 2: Hire a permanent, part-time Operations Manager beginning in July.

Staff request the Personnel Committee's flexibility to first pursue option 1 listed above. Should the Village fail to receive applications for the internship, option 2 would be pursued. Until the Operations Manager role is filled, operational responsibilities will be distributed among Building Supervisors, the Office Assistant, Recreation Supervisors, and the Parks and Recreation Director. While this interim approach will allow the newly hired Youth Recreation Supervisor to build relationships, learn operations, become familiar with existing programming, and begin planning for fall programs, an extended vacancy will continue to limit departmental capacity and place strain on front-facing services.

Recommendations

1. Personnel Committee recommends Village Board approve the Operations Manager Role reclassification as either a permanent part-time position or an Intern position and approve the associated job descriptions.
2. Personnel Committee recommends Village Board authorize staff to recruit for a permanent, part-time Operations Manager position for a net budget impact not to exceed \$24,000.00 in 2026.

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION: Operations Manager - Internship
DEPARTMENT: Jackson Parks & Recreation
IMMEDIATE SUPERVISOR: Parks & Recreation Director
CLASSIFICATION: Seasonal, Part-Time
EXERCISES DIRECT SUPERVISION:

GENERAL STATEMENT OF DUTIES:

The Operations Manager – Intern is responsible for the coordination and scheduling of the Jackson Community Center (JCC) and Village Parks. Assists the Director in planning and implementation of recreational programming and special events. Performs clerical, secretarial, financial, and administrative work by answering phones, greeting the public, providing customer assistance, cashiering, data processing and building supply ordering. Role also includes bookkeeping registration, administration and departmental marketing. This role will work approximately 30 hours per week.

SKILLS, KNOWLEDGE, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and serve the public; ability to communicate effectively verbally and in writing. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs RecDesk; copy machine. The ideal candidate will have basic knowledge of facility maintenance. The ability to handle stressful situations and function well within a fast paced, multi-tasking environment.

EDUCATION AND PRIOR EXPERIENCE:

Must be enrolled in or a recent graduate of, an accredited college or university pursuing a degree in Parks and Recreation, Sports Management, Communications, or Business Education. Previous experience working in parks and recreation, event coordination, or facility operations is preferred, but not required. Candidates also should demonstrate knowledge of best practices as it applies to accounting, scheduling, bookkeeping, Microsoft Office, Google Docs and social media account management. Valid driver's license and reliable transportation is required.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Responsible for scheduling and coordinating Community Center and Village Parks facilities for programming, rentals, and special events.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Maintains office forms, files, and procedures for the department.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Oversight of Fitness Center operations, memberships, reports, check-ins, renewals, 3rd party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts

and Facebook page updates.

- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks and Recreation events.
- Maintains a positive, helpful and cohesive partnership between the Parks and Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Acts as “substitute” for front desk staff when applicable and necessary.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on: 2/01/2026

Supervisor’s Signature

Date

Employee’s Signature

Date

VILLAGE OF JACKSON JOB DESCRIPTION

POSITION:	Operations Manager
DEPARTMENT:	Jackson Parks & Recreation
IMMEDIATE SUPERVISOR:	Parks & Recreation Director
CLASSIFICATION:	Permanent Part Time
EXERCISES DIRECT SUPERVISION:	Office Assistant, Custodial Staff and Building Supervisors

GENERAL STATEMENT OF DUTIES:

The Operations Manager is responsible for the coordination and scheduling of the Jackson Community Center (JCC) and Village Parks. Hires, trains, supervises, schedules, and evaluates building staff. Serves as the liaison for long-term renters of the Community Center. Assists the Director in planning and implementation of recreational programming and special events. Performs clerical, secretarial, financial, and administrative work by answering phones, greeting the public, providing customer assistance, cashiering, data processing and building supply ordering. Role also includes bookkeeping which shall be comprised of daily deposits, registration administration and departmental marketing.

SKILLS, KNOWLEDGE, AND ABILITIES:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of accounting principles and practices. Ability to perform daily accounting duties accurately; ability to effectively meet and serve the public; ability to communicate effectively verbally and in writing. The ability to multi-task and use a phone system; a higher level of computer literacy including Microsoft Office, general desktop publishing software; registration and facility registration programs RecDesk; copy machine. The ideal candidate will have basic knowledge of facility maintenance. The ability to handle stressful situations and function well within a fast paced, multi-tasking environment.

EDUCATION AND PRIOR EXPERIENCE:

A minimum of 3 years of progressive experience managing recreation activities. Candidates also should demonstrate knowledge of best practices as it applies to accounting, scheduling, bookkeeping, Microsoft Office, Google Docs and social media account management. Bachelor or associate degree in Recreation Management, Business Administration or related field; National Certification through NRPA (National Recreation and Park Association) as a Certified Park and Recreation Professional is desired.

SPECIFIC POSITION RESPONSIBILITIES:

Other duties or functions may be required from time to time, and thus the information below is not an exhaustive list of responsibilities for this role.

- Responsible for scheduling and coordinating Community Center and Village Parks facilities for programming, rentals, and special events.
- Serves as liaison to contracted users of the Community Center including but not limited to, the Washington County Boys and Girls Club and Kettlebrook Church.
- Maintains rental records and communicates rental schedules and requirements to public works.
- Coordinates the office and custodial/maintenance operations for the Jackson Community Center.
- Maintains safety records and logs for cleaning chemicals and procedures as required.

- Performs janitorial/custodial tasks as needed at the Jackson Community.
- Develops and maintains office forms, files, and procedures for the department.
- Responsible for the layout and printing of bi-annual Activity Guide and all event marketing, coordinates content with Recreation Supervisors and Director.
- Assist with administrative tasks involving seasonal personnel, budgeting, facilities, and program information/registration.
- Works with the Director and Recreation Supervisors in acquiring grants and sponsorships.
- Oversight of Fitness Center operations, memberships, reports, check-ins, renewals, 3rd party reimbursements and reports.
- Responsible for marketing including, but not limited to print and web ads, email blasts and Facebook page updates.
- Works with Village Clerk for updating departmental information on the Village Website.
- Assists in the coordination of special events along with the Recreation Supervisors and Director, including Action in Jackson and multiple Friends of Jackson Parks and Recreation events.
- Maintains a positive, helpful and cohesive partnership between the Parks and Recreation Department and long-term facility rental groups.
- Responds to inquiries from employees, citizens, and others and refer, when necessary, to appropriate persons.
- Serves as treasurer including receipting various payments, posting monies to appropriate accounts and balancing deposits for the Village Treasurer and provides financial reports to the Director.
- Works with the Village Treasurer in preparing weekly batch deposits for the Village accounting system.
- Compose, type, and edit correspondence, reports, memoranda, and other materials required.
- Hires, trains, supervises, schedules, and evaluates front staff including Office Assistant, Custodians and Building Supervisors, and Building Assistants.
- Acts as “substitute” for front desk staff when applicable and necessary.
- Attends conferences, workshops, and meetings to further educate and maintain certifications.

ENVIRONMENTAL ADAPTABILITY:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally required to work abnormal hours. The noise level in the work environment is usually moderate and employee must have ability to sustain prolonged visual concentration and ability to sit or stand for long periods of time. The Village of Jackson is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with employer.

Job Description Updated on: 1/20/2025

Supervisor’s Signature

Date

Employee's Signature

Date



MEMO

TO: Brian Heckendorf, Village President; Personnel Committee and Village Board

FROM: Jen Heidtke, Village Administrator; Darlene Smith, Village Treasurer/HR Assistant

RE: Proposed Changes to Employee Handbook – Section 1 General Personnel Policies

MEETING DATE: February 10, 2026

Background

Amendments as proposed are summarized below in the two sections Staff wish to update.

SECTION 1.13 – Travel Policy

Revisions include replacement of meal reimbursement maximums with a link to the U.S. General Services Administration website. This change eliminates the need to update meal reimbursement thresholds in the Employee Handbook and instead requires an annual update the Expense/Mileage Reimbursement Request Form which will recognize maximum meal and incidental expense reimbursement thresholds. This process will mirror the mileage reimbursement rate changes established by the Internal Revenue Service, which is already noted on the form.

SECTION 1.15 – Use of Village Equipment

Staff found clarifying language to be helpful to this section. By preserving the requirement to provide proof of automobile insurance, it is hoped that employee use of personal vehicles for conducting Village business is kept to a minimum.

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 of the Employee Handbook, effective February 10, 2026.

Attachments:

1. Redline Copy of Proposed Section 1 Policies – Employee Handbook
2. Updated Expense/Mileage Reimbursement Request Form

SECTION 1: GENERAL PERSONNEL POLICIES

(1.01-1.12 excluded – no changes)

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~~U.S. General Services Administration, by using Meals and Incidental Expenses rates for the Jackson zip code (www.gsa.gov). ~~You~~Employees 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~~online at

https://www.gsa.gov/travel?topnav=travel_search_by_zip_code_53037 , 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 requested~~ 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. maximums as established by GSA.~~

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. 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~~ itemized 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 itemized 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 period.

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. Any employee authorized to drive a Village vehicle will be reviewed and approved to do so after review by the Village Treasurer/HR Assistant via the Public Abstract Request System (PARS). Review and recertifications will occur annually. The Village will not accommodate restrictions imposed on employees due to civil or criminal processes (e.g., an ignition interlock device).

- C. Take home vehicles will be provided for the Police Chief, Fire Chief, K-9 Handler, and Incident commander. Other employees may be allowed on a temporary basis as authorized in writing by the Village Administrator for the express purpose of transporting employees between worksite(s) and their homes.

- D. Only employees with a valid driver's license and who have adequate insurance¹ coverage may operate Village vehicles or use a personal vehicle to conduct Village business. Employees with a Supervisor's approval to utilize a personal vehicle to conduct Village business must provide Adequate proof of insurance ~~must be provided~~ to the Village Treasurer/HR Assistant, or designee annually and upon request. The Village will not accommodate restrictions imposed on employees due to civil or criminal processes (e.g., an ignition interlock device). Employees who are required by law to utilize corrective lenses must ensure use of appropriate lenses while driving Village vehicles or a personal vehicle to conduct Village business. 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 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-who~~ receives a citation while working from either a personal vehicle or a Village vehicle shall be responsible for satisfying the forfeiture.

¹ Minimum Liability Coverage enforced by the Wisconsin Office of the Commissioner of Insurance. Adequate coverage must include: \$10,000 for property damage, \$25,000 for the injury or death of a person, \$50,000 for the injury or death of more than one person.

- B. 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 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.

(1.16-1.18 excluded – no changes)



Expense/Mileage Reimbursement Form

Employee Name: _____ Employee Dept: _____

Manager: _____

2026 Reimbursement rates are:

- IRS standard mileage rate is 72.5 cents per mile. <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- Meals up to – Breakfast \$16, Lunch \$19, Dinner \$28, Incidentals \$5, Per Diem \$68* <https://www.gsa.gov/travel?topnav=travel> (search Jackson zip code for current year)

Purchase Date	Item Description	Total
	GL Account Code:	
	GL Account Code:	
	GL Account Code:	
	GL Account Code:	
	GL Account Code:	
	Grand Total**	

***Eligibility is limited, check the Employee Handbook Section 1.13, III. Travel Policy for more details.**

****Please ensure that all itemized receipts and/or invoices for reimbursements listed above are attached to this form. Failure to do so may result in denial of the request for reimbursement.**

I certify that the expense(s) listed above are accurately recorded and represent only expenditures made for business purposes.

Employee Signature: _____ Date Submitted: _____

Approving Manager Signature: _____ Date Approved: _____