

VILLAGE OF DRESSER

Employee Handbook

Approved March 29, 2021

This Employee Handbook sets forth the personnel policies of the Village of Dresser. The purpose of this Handbook is to familiarize employees with the personnel policies of the Village of Dresser.

Subject to any applicable collective bargaining agreement, nothing contained in this document is to be construed by any employee as establishing, creating or constituting a written, oral or implied contract of employment. Furthermore, nothing herein shall be construed as a guarantee of continued employment or as a guarantee of any benefits or conditions of employment.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on Village operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs which are all to some degree subject to change, this Handbook is also subject to change. The Village of Dresser reserves the right to revise, add, subtract, correct, delete or update any part or all of the materials in this Handbook.

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

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I. INTRODUCTION

The Village of Dresser is committed to maintaining a positive work environment and providing the best possible service to the people of Dresser. The Village believes that employees generally perform better and have a more rewarding work experience when they know what is expected of them and what they can expect from management. The following policies have been written with that in mind. As a Village employee, it is important that you become familiar with these policies. By working together cooperatively and in harmony, employees and management can be assured that the Village will continue to be known as a fine place in which to work.

II. EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the Village of Dresser to provide equal opportunity in employment to all qualified employees and applicants for employment. Positive action is required from all employees to help ensure that the Village complies with its obligations under state and federal law. Equal consideration to all qualified persons includes, but is not limited to, the following functions:

- A. Hiring, placement, promotion, transfer, or demotion;
- B. Recruitment;
- C. Compensation for employment;
- D. Conditions of employment;
- E. Training; and,
- F. Involuntary layoff or separation from employment.

Our policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability and other relevant considerations.

III. HARASSMENT POLICY

Harassment of other employees – in any form – is unacceptable, will not be condoned, and will subject the harassing employee to disciplinary action or discharge from employment.

Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Such discrimination can be in the form of harassment such as:

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of his/her protected status.
- B. Any attempt to penalize or punish a person because of his/her protected class status.

All allegations of workplace harassment will be subject to an immediate and confidential investigation by management. If an employee is responsible for the harassment, he/she will be subject to disciplinary action or termination from employment.

Acts of sexual harassment at the workplace by employees against other employees or members of the public will not be tolerated and are strictly prohibited. Accordingly, the Village adopts and establishes the following work rules:

- A. It is unlawful and against policy for any employee, male or female, to harass another by: making unwelcome sexual advances or making favors or other verbal or physical conduct of a sexual nature a condition of any employee's work; using an employee's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct.
- B. The creation of any intimidating, hostile or offensive working environment may include such actions as persistent comments on an employee's sexual preference or the display of obscene or sexually oriented photographs or drawings.
- C. The Village will not condone any form of sexual harassment toward others. All employees who violate this policy will be subject to disciplinary action or discharge from employment.
- D. Employees who believe they are being sexually harassed shall report the harassment to their immediate supervisors at once. If the employee's supervisor is the source of the alleged harassment, the employee shall report to the Village President or the Personnel Committee. All sexual harassment complaints shall be made in writing and will be investigated.

- E. Supervisors who receive a sexual harassment complaint shall carefully investigate the matter, keeping in mind that privacy considerations should be applied in handling this type of complaint. The supervisor shall question all employees who may have knowledge of either the specific incident complained of or similar problems. The complaint, the investigative steps and the findings shall all be documented as thoroughly as possible.
- F. Employees who are dissatisfied with the resolution of a sexual harassment complaint may file a complaint through the Village's complaint resolution procedure. No employee will be subjected to any form of retaliation or discipline for pursuing a sexual harassment complaint. Modifications to the complaint resolution procedure may be necessary as dictated by specific circumstances.
- G. If an employee believes that he or she is being retaliated against for pursuing a claim of harassment, that employee shall immediately file a written complaint.

IV. WORKPLACE VIOLENCE

The safety and security of our employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the Village or which occur on Village property are considered misconduct and will not be tolerated.

The prohibition against threats and acts of violence as described above applies to all persons involved in Village operations, including (but not limited to) our own employees, contract and temporary workers, and non-employees on Village property. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment even on the first offense.

Management makes the sole determination of whether, and to what extent, threats or acts of violence are acted upon by the Village. In making this determination, the Village may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Any employee who has been a recipient of a threat of violence or a victim of an act of violence is to make a report to the Village President or Personnel Committee. Such reports will be kept confidential to the maximum extent possible and may be used in the Village's investigation. Because the threat may come from a source external to the Village, the Village will assess the need for special safeguards and cooperate with local authorities.

V. MANAGEMENT RIGHTS

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

- A. Manage and direct the employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations; and
- K. Direct all operations of the Village of Dresser.

VI. E-MAIL POLICY

A. **Legal and Liability Issues.** These follow directly from state law, federal laws, regulations and legal decisions, and Village of Dresser Ordinances. All users must be aware of and abide by these restrictions on e-mail uses.

1. **Official Use.** E-mail, like any other Village communications facility, is a Village resource, to be used for Village business only.

It is not to be used for personal business or profit nor is it to be used in support of any political endeavors [Wis. Stats 230.40(1)].

2. **Liability.** Users must abide by all applicable laws, policies and guidelines regarding e-mail usage. Users will not send messages that can be construed as scandalous, defamatory, libelous, obscene, immoral or in violation of any intellectual property rights. Users also will not send any email to frighten, intimidate, threaten abuse or harass another.
3. **Public Records.** Any e-mail messages used to conduct official Village business may be subject to public records laws and any record keeping requirements that these laws entail.
4. **Village Property.** All transmissions sent from or received by Village computers are Village property. The Village – and department supervisors- reserve the right to examine, any time and without prior notice, all e-mail, directories, files, and other information stored on data disks, computers, tape or other media.
5. **Privacy.** Because of public records laws, and because e-mail administrators sometimes have no choice but to view messages in performing regular maintenance, users shall not assume any privacy or confidentiality for the messages they transmit via e-mail. Employees shall choose a different mode of communication for sensitive or confidential matters.

B. Management/administrative issues.

1. **Authorization.** Only authorized users shall use e-mail. Village wide e-mail privileges are automatically granted to each Village user.
2. **Security.** E-mail offers no privacy or security. Users should always consider that messages might be read by someone other than the intended recipient. There can be no expectation of confidentiality. Confidential or sensitive information shall not be sent via E-mail. E-mail messages should always be written as if they were going to appear in tomorrow's newspaper.
3. **Broadcast Messages.** Broadcast messages should be used judiciously and then only in support of Village business.

4. **File Maintenance.** Important messages should be printed for filing; unnecessary E-mail should be deleted. Formal department communications shall be maintained separately from informal messages. It should be remembered that deleted E-mail could be recovered from system backup files indefinitely.
5. **Access Review.** When employment terminates or employees assume new positions or responsibilities; their E-mail authorizations shall be reviewed for continued access. Access terminations are accomplished by departmental notification to the Village President or designee.
6. **Responsibilities.** When using E-mail, all employees are responsible for complying with applicable local, state and federal laws and all Village policies and standards. Violations of policies or standards can result in disciplinary action as follows: Represented employees as outlined in the grievance procedures set forth in each bargaining unit contract, and all Non-Represented employees as outlined in the disciplinary policy as approved by the Village Board.

Department Heads should ensure that all users limit Village and departmental liabilities by using E-mail appropriately.

Overall Policy Approach – we trust Village employees to act responsibly and always in the best interests of the taxpayers that support them and customers that depend on them. We establish policies and monitor operations to protect employees from creating legal liabilities and negative publicity for themselves and the Village.

VII. INTERNET POLICY

Guidelines. The following is a listing of specific issues, which departments need to make Internet users aware to avoid exposing the department and the Village to undue risks.

- A. **Personal Use.** Village Internet access is for Village business only. It is not to be used for personal business, profit, or political endeavors.
- B. **Viruses.** Virus infection is one of the most well documented threats of Internet use. It is important that employees scan all incoming files for viruses, whether downloaded or attached to electronic mail messages. Users should not open or attempt to read any suspicious email.

- C. Copyrighted Information. Use of Village communication systems to copy, modify or transmit documents, software, information or other materials protected by copyright, trademark, patent or trade secrecy laws, without authorization of the owner of such rights in such materials, is prohibited. Incorporating materials downloaded from the Internet into Village or personal databases, compilations or other works is likely to be a violation of copyright law. One exception to this rule is material on the websites of the federal government, which may be freely copied and used (unless specified otherwise). The copyright notices on Internet materials shall be read carefully (such notices may only appear on the "home page" of a site and not on each page) and any stated use, restrictions or permissions closely observed. Then if you have specific questions regarding particular copyrighted materials, please contact the Village President or designee for guidance.
- D. Fee Resources. Access to some resources requires that an additional fee be paid. Prior approval by the Department head or Village President is required before staff seeks access to any fee-based Internet resources.
- E. Public Record Requests. Requests from outside the Village for access to electronic files shall be handled through the same procedures as requests for any other public record. Thus, employees shall not send out files of village information without approval of the department head or Village President.
- F. E-mail. Internet E-mail is not 100% secure. Employees should choose a more secure method of transmittal of information deemed sensitive or confidential.
- G. Village Property. All Internet transmissions sent from or received by Village computers is public and Village property. Village and departmental heads reserve the right to examine, at any time and without prior notice, all E-mail directories, files and other information stored on data disks, computers, tapes or other media.
- H. Discussion Groups. The Internet contains numerous discussion groups or forums where users may post messages and exchange ideas. Many of these are useful places for research on topics of interest to Village departments. No employee shall misrepresent policy or post any sensitive or confidential information while participating in an internet forum or discussion group
- I. World Wide Web Pages. Any additions or alterations to the Village's web site require the approval of the department head and Village President or designee.
- J. Access Review. When employment terminates or an employee assumes a new position or responsibilities, his/her Internet authorization must be reviewed for continued access. Access terminations are accomplished by department head notifying the Village President or designee.
- K. Responsibilities. Each individual is responsible for complying with all applicable state and federal laws (ECPA-1986), and all Village policies and standards when accessing the Internet. Violations of any policies or standards can result in

disciplinary action as follows: Represented employees as outlined in the grievance procedures set forth in each bargaining unit contract, and all Non-Represented employees as outlined in the disciplinary policy as approved by the Village Board.

VIII. PROHIBITION OF ILLEGAL DRUG AND ALCOHOL USE

Unlawful use of illegal controlled substances and the consumption of alcohol by employees either on the job or in such a manner as to impair job performance is a matter of concern to the Village of Dresser. Accordingly, the following work safety rules are hereby established:

- A. No employee shall be under the influence of alcohol or illegal drugs at any time during working hours.
- B. No employee shall use alcohol or illegal drugs at any time during working hours.
- C. The sale, possession, transfer or purchase of illegal drugs by Village employees substantially impacts upon and affects the employment relationship and is, therefore, strictly prohibited.
- D. Consumption of alcohol or illegal drugs by an employee on duty is not allowed. This policy includes any paid or unpaid lunch periods in the normal workday, normal hours of training sessions or conferences, and at all Village sponsored events.
- E. When using a Village vehicle, either on or off duty, the use of alcohol or illegal drugs is prohibited. Employees who are required to maintain commercial driver's licenses may be subjected to drug and alcohol testing as required by law.
- F. Employees using illegal drugs or alcohol products in any Village owned vehicle, office, or facility area may be subject to disciplinary action, up to and including discharge.

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

Employees using illegal drugs or alcohol products in any Village owned vehicle, office, or facility area may be subject to disciplinary action, up to and including discharge.

IX. TOBACCO POLICY

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, use of tobacco products in Village vehicles and in Village offices and facilities is strictly prohibited. You should familiarize yourself with those areas where use of tobacco products is either permitted or prohibited. Employees using tobacco products in any Village-owned vehicle, office, or facility area may be subject to disciplinary action, up to and including discharge.

X. SAFETY AND ACCIDENT PREVENTION

As a Village employee, you have a personal responsibility to keep yourself, co-workers, and equipment free from accident. You are required to follow all safety rules that pertain to your job. You are also required to use all applicable safety equipment, clothing and/or other safety articles provided by the Village. Employees who fail to abide by these requirements may be subject to disciplinary action, up to and including discharge.

Doing the job safely is as much a part of job performance as technical knowledge, skill or ability. Therefore, you should report any unsafe practice or condition, including fires or fire hazards, to your supervisor at once. Delay may result in serious injury. All injuries must be reported to your supervisor immediately! If you are injured on the job (or if you are a witness to an injury), you must report the incident as soon as possible after taking necessary action to prevent further injury or death. A written report detailing the injury or accident and the cause of the injury or accident must be submitted to the Village President or Village Clerk within 24 hours of the occurrence. Post-accident drug & alcohol testing will be required for any accident involving machinery or equipment or where deemed necessary by the Village President and Village Clerk.

The Village of Dresser welcomes and encourages suggestions from all employees regarding safety.

XI. VILLAGE VEHICLES AND EQUIPMENT

Village vehicles, equipment and materials may not be used for any purpose other than official Village business. Any deviation from official Village business, regardless of how slight, is personal and not authorized by the Village unless this prior permission is obtained from the Village President. Employees may not bring Village vehicles, equipment or materials home or use vehicles for transport or commute to and from home. Full-time police officers may take police vehicles home if the officer lives within

5 miles of the Village limits and if the vehicle is not scheduled for use by another shift before the officer returns to duty.

While using Village vehicles, employees are required to comply with all applicable safety and motor vehicle laws. Employees must obey all seat/shoulder belt laws at all times while using Village vehicles, whether as the driver or as a passenger, as provided by Wisconsin State Statute 347.48 regarding seat belt usage.

A written report detailing any damage to the Village vehicles or equipment shall be reported within 24 hours of the occurrence to the Village President or Village Clerk.

XII. SOLICITATION

The maintenance of a professional atmosphere is important to the operation of the Village of Dresser and protects employees from undue interference while performing their jobs. Therefore, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time. Employees may solicit other employees or distribute written materials before or after the normal workday, during normal break or lunch times or any other time when they are not working. These solicitations and literature distribution efforts are not permitted in working areas. Off-duty employees may not solicit or distribute literature on Village premises at any time.

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

XIII. CONFIDENTIALITY

If, during the course of employment, you acquire confidential or proprietary information about the Village and/or its citizens, such information is to be handled in strict confidence. Employees are also responsible for the internal security of such information.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination.

XIV. CONFLICT OF INTEREST

The Village recognizes that employees have the right to engage in activities that are private in nature. However, it is expected that employees will be cognizant of the implications their action may have toward their employment with the Village. Management reserves the right to determine when an employee's actions are in conflict with Village interests.

The Village does not intend to interfere with or attempt to control an employee's time away from his/her job. However, other full or part-time employment may affect an employee's ability to effectively perform his/her job with the Village. Employees must notify the Village President if other secondary employment is accepted. If outside employment adversely affects work at the Village or is considered not to be in the Village's best interests, the employee will be requested to decide which job he/she prefers to keep.

XV. ETHICS

Where government is based on consent of the governed, every citizen is entitled to have complete confidence in the integrity of government. Public officials and employees must help earn, preserve, and honor that trust by their integrity and conduct. Forms of conduct prohibited include the accepting of gifts and favors, representing private interests, disclosure of private interests, use of information, and political activity. Wisconsin Statutes #19.59 provides a code of ethics for local government officials and employees.

XVI. NEPOTISM POLICY

It is the policy of the Village of Dresser to prohibit supervisors from hiring a person related to them to work under their direct supervision unless authorized and approved by the Village Board. For purposes of this policy, related persons shall mean spouse, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandmother, grandfather, mother-in-law, father-in-law, stepdaughter, stepson, stepfather, stepmother.

XVII. GRIEVANCE PROCEDURE

This Article provides the exclusive process for resolving grievances concerning discipline, termination and work place safety.

The Village of Dresser has established the following grievance procedure for use by all employees in order to resolve grievances concerning discipline, termination and work place safety.

Definitions:

“Discipline” means any form of employment discipline up to and including termination except for any verbal notice, reminder, warning or reprimand.

“Grievance” means a concern relating to employee discipline or termination, or a matter relating to workplace safety.

“Grievant” means an employee who has a grievance.

“Impartial Hearing Officer” means a person appointed by the Village Board from time to time to hear the positions of the parties to a grievance and to determine whether to uphold or overturn the grieved level of discipline or termination, or in a matter relating to workplace safety to issue or to withhold an action recommendation to the Village Board.

“Workplace safety” means any condition or practice occurring in the workplace and affecting the safety or perceived to affect the safety of persons, property or equipment.

Procedure:

In order to file a grievance an employee shall:

- A. Discuss the matter completely with the Village President. Most issues can be satisfactorily resolved in this manner. If the employee and the Village President cannot reach an agreeable solution, the employee shall:
- B. Make a written request to meet with the Personnel Committee. The Personnel Committee will schedule a meeting to discuss with the employee and attempt to resolve the grievance. The Personnel Committee will provide a written recommendation to the Village Board. If the employee seeks to appeal the recommendation of the Personnel Committee, the employee shall:

- C. Make a written request that the Village Board appoint an impartial hearing officer to conduct a hearing on the grievance. The impartial hearing officer shall hear the positions of the parties to a grievance and shall determine whether to uphold or overturn the grieved level of discipline or termination, or in a matter relating to workplace safety, shall issue or to withhold an action recommendation to the Village Board. All determinations of the impartial hearing officer shall be in writing.
- D. Either the employee or the employer may request a hearing before the governing body by filing a written request with the Village Clerk not more than ten regularly scheduled workdays after receipt of the impartial hearing officer's written determination. An untimely filed request shall not be heard. Only issues raised at the hearing before the impartial hearing officer may be raised before the Village Board. The Board will render its decision at the next regularly scheduled board meeting. The Board's decision at this step shall be final and binding on all parties.

It is the Village's intention to be fair and impartial in order to establish the smoothest working relationship possible. Employees will not be discriminated or retaliated against, or in any way penalized, for using this procedure.

XVIII. PERFORMANCE EVALUATIONS

The Personnel Committee will normally review your performance after you have been employed with the Village for six (6) months, and thereafter evaluations will normally occur annually. If an employee reports directly to a supervisor, that employee's review will be conducted by the supervisor and then forwarded to the Personnel Committee. Your performance also will normally be reviewed six (6) months after assignment to a new position. The performance review can serve as an assessment of your performance and a vehicle for planning your career development.

The Village shall maintain a personnel file for each employee, according to Chapter 103 of the Wisconsin State Statutes. This file shall be the property of the Village of Dresser and shall contain each employee's application, references, record of absences, disciplinary warnings, vacation record, wage history, periodic performance evaluations, and resignation. Each employee is entitled to review the contents of their personnel file for completeness and accuracy upon written request to the Village Clerk. If any material in the file is questioned, the employee may request an informal hearing before the Personnel Committee to review the file. Determinations and actions of the Personnel Committee as to any personnel file shall be governed by this Section, and shall be reviewable to the Village Board, whose actions and/or determinations as to personnel files shall be final.

XIX. DISCIPLINE POLICY

Disciplinary action against Village employees may be taken for violations of any personnel policies and procedures or for unsatisfactory work performance. At the Village's sole discretion (subject to any applicable collective bargaining agreement), various types of employee discipline may be imposed which include, but are not limited to, the following: verbal warning, written warning or suspension. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Employees who violate Village policies and procedures or who have unsatisfactory work performance are subject to disciplinary action, up to and including discharge from employment.

Village employees are expected to work in a competent and conscientious manner, which reflects favorably upon the employee and the Village. Instances may occur when an employee has exhibited questionable behavior and corrective action is necessary. The following is a list of examples of behavior, which would normally justify corrective action.

- A. Dishonesty.
- B. Fraud in securing employment.
- C. Incompetence.
- D. Inefficiency; failure to meet reasonable work standards or willfully hindering or limiting work output.
- E. Unauthorized absences; leaving early or returning late from lunch or rest periods; leaving your work area or stopping work before the end of your shift; failure to notify the Village Clerk or Village President and/or improperly punch your time card when leaving work.
- F. Punching another employee's time card or falsifying timekeeping, personnel or other work records or insurance claims.
- G. Repeated absence or tardiness.
- H. Neglect of duty.
- I. Insubordination or willful misconduct; refusal to perform the duties of your job or carry out the orders of your supervisor or other management personnel.

- J. Engaging in indecent, immoral or disorderly conduct, horseplay, fighting, quarreling, or using abusive, profane or threatening language while on duty.
- K. Gambling, booking bets, or soliciting funds or memberships for any purpose while on duty unless approved by Village President;
- L. Assuming duties while under the influence of illegal controlled substances or intoxicants; or possession of use of intoxicants or illegal controlled substances during working hours.
- M. Conviction of a felony or misdemeanor the circumstances of which are substantially related to the duties performed.
- N. Negligence or willful damage to property, including excessive waste, inferior work, damage to tools, equipment or materials, and wasting time, material or supplies.
- O. Removal or unauthorized possession of Village property or another employee's property.
- P. Discourteous treatment of the public or fellow employees.
- Q. Loss of driver's license if required for the job.
- R. Violation of any lawful order, directive, policy, or work rule.

The aforementioned offenses are not intended to be all-inclusive, and discipline or discharge may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved.

XX. ATTENDANCE

All employees are expected to report for work at their scheduled starting time. If you are unable to report to work, you must notify your supervisor before the start of your scheduled shift.

If you are on call, you must be available or be able to be contacted within a reasonable time, generally defined as ten (10) minutes.

Employees who fail to abide by these policies are subject to disciplinary action, up to and including discharge.

XXI. CLEANLINESS / DRESS CODE

All employees are expected to maintain their work areas in a clean and safe condition. Employees are also expected to dress appropriately for their particular job. Employees whose duties involve dealing with the public (meter readers, police officers, clerks, library employees, etc.) are expected to wear neat and clean clothes. Jewelry and other accessories should be kept to a reasonable minimum in order to avoid distraction and/or safety hazards.

Public Works Clothing: The Employer agrees to provide five (5) changes of shirts and pants per week with laundry service, or each employee has the option to purchase their own uniforms and be reimbursed up to \$500.00 per year for the cost to purchase uniform shirts and pants. The Employer also agrees to purchase for each employee one (1) uniform jacket per year or reimburse the employee up to \$100.00 per year for the purchase of a uniform jacket. The Employer agrees to reimburse each employee up to \$250.00 annually for the purchase of steel-toed safety boots. Requests for reimbursement must include copies of paid receipts.

The Village shall provide bullet proof vests to all full-time officers and the replacement of said vest as needed by manufacturer's expiration on the vest.

XXII. GENERAL OFFICE RULES

- A. Phones - Employees are requested not to use Village telephones to make personal calls except in an emergency. Employees should also not use Village telephones to receive personal calls except in an emergency. Employees shall limit their use of mobile phones during work hours, so as not to disrupt their duties. Employees who abuse this policy will be subject to disciplinary action, up to and including discharge.
- B. Purchases – All Village employees shall abide by the purchasing policies and procedures as established by the Village Board.

XXIII. PERSONAL DATA CHANGES

Please notify your supervisor if any changes occur in your name, home address, home telephone number, marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect your compensation, dependents' eligibility for medical insurance, and other important matters.

XXIV. DEFINITION OF EMPLOYEES

Full-time employees are those employees who are normally scheduled to work at least forty (40) hours per week.

Part-time employees are those employees who are normally scheduled to work less than forty (40) hours per week. Part-time employees meeting a minimum hours threshold may receive benefits on a prorated basis, as approved by the Village Board.

Temporary employees are those employees who are hired for a specific period or for a specific project of limited duration, generally not longer than six months. Temporary employees are not eligible for benefits.

Non-exempt employees are those employees who are entitled to overtime pay under state and federal wage and hour laws.

Exempt employees are those employees who are salaried or otherwise excluded from specific provisions of state and federal wage and hour laws and are not entitled to overtime pay.

XXV. NEW EMPLOYEES

All new employees will be required to pass a pre-employment physical examination that will be based upon their job description, and drug screening before they can start to work.

XXVI. HOURS OF WORK

Workweek: The normal workweek for all full-time hourly employees (except those on rotating shifts) is 8 hours per day, 40 hours per week. Starting and quitting times will be determined by the Village. The Village reserves the right to schedule all work hours.

Lunch Period: All full-time normal workweek employees will be allowed a one-half hour unpaid lunch period, which should normally be taken at or near the middle of their work shift.

Breaks: Full-time employees are normally allowed two 20-minute breaks per 8-hour shift. Breaks should be taken at a time that is convenient to the Village. Part-time employees working 6 hours up to 8 hours are entitled to one 20 minute break. Shifts

of 8 hours or longer are entitled to two 20 minute breaks. If a break is not taken, it will be forfeited.

Overtime: When additional work is required beyond the normal work schedule, employees are expected to perform this work when requested. Non-exempt hourly employees will receive 1-1/2 times the regular wage rate for all work in excess of 40 hours per week. Any paid leave time shall not be counted as hours worked for overtime purposes. All overtime should be kept to a minimum.

On-Call and Call-In Pay: If non-exempt employees are called in to work at a time other than their normal work shift, they will receive a credit for a minimum of two hours worked.

Weekend Work - Public Works Employees: Employees shall be designated for weekend work on a rotating basis and they shall perform the work as necessary. However, the employee who performs work shall be paid the applicable overtime rate for the time actually worked, with a two(2) hour minimum. That is, if the employee is called upon to perform two(2) hours work on a weekend, the employee would receive two(2) hours pay at time and one-half (1 ½) his/her regular rate.

XXVII. EMPLOYEES WHO ARE VOLUNTEER EMERGENCY SERVICE PROVIDERS

The Village encourages employees to volunteer to serve on local Emergency Medical Services (EMS) or the Volunteer Fire Departments; however the following guide lines and rules shall apply:

- A. Any employee responding to an emergency call within the Village of Dresser limits will be paid for regular hours, but overtime hours will not be paid. Any employee responding to an emergency call outside of the Village of Dresser limits will be paid for one hour of work. Any additional work required shall be completed in the same day, without incurring overtime unless the Village work exceeds 8 hours and if the total time for the week exceeds 40 hours of regular time. Additional work beyond 8 hours in a day or 40 hours a week is applied only if the work is necessary for the general good of all Village residents.
- B. The employee shall not respond to any emergency call if the interruption in their work would be affected or become hazardous or detrimental to leave unattended. This would include open manholes, unprotected road hazards such as holes or excavations, sewer backups, or any such hazard or situation that could cause harm to any Village Resident or the public in general.

- C. Injuries: Any injuries as a result of any action or function related to the volunteer emergency service function shall be covered by the emergency services insurance policy and not the Village's insurance. This includes workmen's compensation and any other related insurance claims. The Village insurance coverage stops as soon as the page to respond is received and it is required that the employee must safely leave their current Village responsibilities and the Village insurance coverage will not resume until the employee is back to Village work. This includes traveling to or from the emergency call.

- D. It shall be stressed that the Village employees' first responsibility is to his/her work for the Village and they shall only respond to emergency, or non-emergency calls, when it becomes apparent (a second page) that additional help will be required or needed to handle the emergency call, or that leaving their current Village work would not be detrimental to the Village.

XXVIII. COMPENSATION

Subject to any applicable collective bargaining agreement, each position's rate of pay will be established by the Village. The factors, which the Village will consider, include, but are not limited to, the following:

- A. Education necessary to perform the job
- B. Experience necessary to be able to fully perform all job duties at an acceptable performance level
- C. Judgment and decision-making required to perform the job
- D. Responsibility for Village property and functions
- E. Physical or mental effort necessary to perform the job
- F. Hazards and/or working conditions in which the job duties are performed
- G. Supervision of other employees

Generally, each position will have a "start" rate, a "six-month" rate (which will normally begin at the successful completion of six months of work). All employees

will have a six(6) month probationary period after which may begin an annual rate increase as determined by the board.

Wage rates and benefit levels will normally be reviewed by the Village on an annual basis. The Village also reserves the right to establish and maintain job descriptions, which cover the essential functions of each position. These job descriptions may be reviewed and revised by the Village on a periodic basis.

XXIX. PAY PERIODS

Employees are normally paid every two weeks for time worked during the prior two-week period.

Payroll deductions will only be made to the extent authorized by law. Your payroll records are available at the Village office. Please see the Village Clerk if you have any questions in this regard.

XXX. EMPLOYEE BENEFITS

Subject to any applicable collective bargaining agreement, the Village offers the following employee benefits.

Insurance: Currently, the Village offers insurance coverage for eligible employees. The insurance coverage includes life insurance, short term disability, health and dental insurance. See the Village President or Village Clerk for specific information as to premium amounts, contribution percentages, and possible reimbursement of health insurance deductibles.

Employees who waive health insurance coverage currently receive monthly payments in lieu of such coverage. (See the Village Clerk for specific information as to payment amounts).

Unemployment Compensation: The Village contributes to the state and federal government unemployment compensation funds. These funds allow qualified applicants to receive benefits when a loss of employment occurs. The extent of benefits allowed is governed by state and federal law.

Worker's Compensation: The Village pays insurance premiums for providing worker's compensation benefits mandated by law. These benefits apply when an employee sustains a job-related injury. The extent of benefits is governed by state law and regulation.

Social Security: The Village is included under the Federal Social Security Program. As required by law, the Village contributes an amount set by law to your Social Security account. The amount, which you contribute to the program through payroll deduction, is the same as the Village's contribution. Social Security benefits are available to you to the extent authorized by law.

Retirement: All employees working at least 600 hours per year are eligible for enrollment in the Wisconsin Retirement System if other requirements of WRS are met. Currently, the Village pays 50% and the Employee pays 50% of the required contributions to the plan where applicable by state law.

Jury Duty: Employees who receive a summons to serve on jury duty will be granted jury duty leave and will receive the difference between their jury duty pay and their regular wage rate for the time served, if scheduled to work. Employees must give reasonable advance notice to the Village of their intended absence for jury duty. If an employee is dismissed from jury duty when at least 4 hours remain in the scheduled work day, the employee shall report to work for the balance of the working day.

Military Leave: Military leaves will be granted as required by state and federal law. For additional details regarding your rights in this regard, please see the Village President.

Educational Reimbursement: If the Village requires that an employee attend an educational program, the Village will pay for the cost of the program as well as approved expenses. Employees wishing to independently undertake an educational course or program must receive prior written/verbal approval from the Village President before signing up for the course. The Village will pay for the tuition upon the successful completion of the pre-approved course. All reimbursement for educational expenses will be subject to Departmental budgetary restrictions.

Leave of Absence: Employee leaves will be granted as required by law and as provided by Village policy and any applicable collective bargaining agreement. Employees may apply for a leave of absence for personal reasons. Applications for such leave must be made in writing to the Village Board. Such leaves will be without pay and will generally not exceed 30 days. Such leave may be extended for up to a maximum of 90 days upon prior written approval of the Board where balancing the needs of the employee and the Village permit. The granting, denying or extension of such leave requests shall be within the sole discretion of the Village. If the leave is for personal, non-medical reasons, the employee must exhaust his/her earned and unused vacation accumulation before a leave will be allowed. No benefits shall accrue while on a personal, non-medical leave of absence and no employee granted a personal, non-medical leave of absence will be guaranteed their same position

upon return from the leave. However, the Village will make reasonable efforts to return the employee to the same position he/she left, if available. If the same position is not available, the employee will be placed in a position similar to that which he/she left, if possible. The employee will be reinstated provided he/she has not worked elsewhere and there is work available for which the employee is qualified. If an employee does not report for work at the end of a leave, the employee will be considered to have voluntarily terminated their employment. If permitted by law, the provider or insurer, employees may elect to pay benefits or premiums at their own expense while on unpaid leave of absence.

FMLA:

Family and Medical Leave

Persons employed by the Village of Dresser in at least a regular half-time capacity and for at least 52 consecutive weeks, may take family or medical leave. Terms shall have the same meaning as their definitions set forth in Ch. 103 Wisconsin Statutes or in related provisions of state law.

An employee may take a) up to six (6) weeks of leave in a twelve-month period for the birth or adoption of a child; b) up to two (2) weeks leave in a twelve-month period for the care of the employee's child, spouse, or parent if the employee, spouse or parent has a serious health condition; and, c) up to two (2) weeks leave in a twelve-month period for the employee's own serious health condition.

Family leave, items a) and b), above, shall be scheduled in advance so as not to unduly disrupt the Village's operations. Family leave may be scheduled on an intermittent basis as circumstances may suggest. Medical leave, item c), above, should be scheduled in advance to the extent medical necessity allows.

Family and medical leaves are unpaid. An employee may substitute, for portions of family leave or medical leave, paid or unpaid leave of any other type provided by the Village.

An employee seeking family leave as provided for in item b), above, or medical leave as provided for in item c), above, may be required to provide the Village with a medical certification of the health care provider stating:

1. That the child, spouse, parent or employee has a serious health condition;
2. The date the serious health condition started and its probable duration;

3. The medical facts concerning the serious health condition; and,
4. As to employee medical leave, an explanation of the extent to which the employee is unable to perform employment duties.

The Village may require the employee to obtain the opinion of a second health care provider of the Village's choice and at the Village's expense concerning any information provided by the first health care provider.

An employee returning to work after taking family or medical leave shall return to the same position as before taking the leave if the position is vacant at the time the employee returns. If the position is not vacant when the employee returns, the Village shall place the employee in an equivalent employment position having equivalent compensation, benefits, working shift, hours of employment and other terms and conditions of employment. The preceding shall apply equally to an employee who returns after the scheduled leave is completed, as to one who desires to return early from such leave.

Except as provided below, neither seniority nor any other fringe benefit accrues during any period of family or medical leave. Notwithstanding the preceding sentence, the Village shall maintain group health insurance coverage under the conditions that applied immediately before the family leave or medical leave began. If the employee continues making any contribution required for participation in the group health insurance plan, the employer shall continue making its portion of the group health insurance premium contributions as if the employee had not taken the family leave or medical leave.

If an employee ends employment with the Village during or at the end of a period of family leave or medical leave, the time period for conversion to individual coverage under Wis. Stats. §632.897 (6) shall be calculated as beginning on the day that the employee began the period of family leave or medical leave.

Alternative employment. Nothing in this section prohibits the Village and an employee with a serious health condition from mutually agreeing to alternative employment for the employee while the serious health condition lasts. No period of alternative employment with the Village reduces the employee's right to family leave or medical leave.

Holidays: Full-time employees are eligible to receive 4 or 8 hours paid during designated holidays. The designated holidays are: New Year's Eve (1/2 day), New Year's Day, Good Friday afternoon (1/2 day), Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day, and 1 floating holiday. In order to be eligible for holiday pay, an employee must work their last scheduled day prior to the holiday and their first scheduled day after the holiday, except upon prior written approval of the Village President.

When a holiday falls on Saturday or Sunday, the holiday is customarily celebrated on the following Monday or preceding Friday; such Monday or Friday shall be considered the holiday.

Any employee who is required to work on any such holiday shall be guaranteed a minimum of 2 hours pay as enumerated herein. Hours worked on above holidays shall be included in hours worked per week for the purpose of computing overtime. All Employees who are required to work on holidays shall receive double their regular rate of pay for hours worked on the holiday. If an employee is scheduled to work on a holiday, they may elect to take another day as a holiday (to be scheduled with the supervisor's prior approval) or they will be paid for the holidays that they are required to work. Holiday pay will be equal to 8 hours pay at the straight time rate that was in effect at the time of the holiday.

Sick Leave: Current full-time employees shall earn Sick Leave at the rate of one day per calendar month. Sick leave may be accumulated up to a maximum of 120 days. Sick leave is to be used for the legitimate illness or injury of the employee. Sick leave may also be used in the case of emergency injury or serious illness in the immediate family where the family member requires constant attention of the employee. Sick Leave compensation shall commence from the first day of absence due to illness or injury at the employee's regular rate of pay. After 3 consecutive days of absence due to injury or illness, the employee shall provide the Village of Dresser with a reason for the absence, signed by a physician.

The Village reserves the right to require the employee to submit to an independent medical examination, at its expense, or to require a certificate from a physician of its choosing that the employee is medically unable to perform his/her normal job duties.

The use of sick leave for reasons other than personal or family illness or injury, as described above and in accordance with state and federal law, shall be sufficient grounds for disciplinary action, including discharge.

Upon retirement, unused Sick Leave will be paid at a total of \$10 per day up to a maximum payment of \$500. This payment may be applied toward payment of the employee's continued health insurance premiums under the Village's group health insurance policy.

Bereavement Leave: In the event of the death of a member of an employee's family, the current full-time employee will be granted paid funeral leave, if scheduled to work, to make necessary arrangements and/or to attend the funeral, as follows:

Up to 5 days for the death of a spouse, stepchild, or child

Up to 3 days for the death of parents, step parents, brothers or sisters

Up to 1 day for the death of grandparents, aunts, uncles, mother-in-law and father-in-law. Also one(1) days' leave with pay will be granted if an employee is required to serve as pallbearer.

For purposes of this provision, the employee shall be paid at the straight time rate times the amount of scheduled work missed. The Village may require proof of death and/or funeral attendance.

Vacation: Current full-time employees will be eligible for paid vacation according to the following schedule:

- A. Upon completion of one year of continuous service, an employee will be eligible for 80 hours of vacation to be taken in the next calendar year.
- B. Upon completion of 8 years of continuous service, an employee will be eligible for 120 hours of vacation to be taken in the next calendar year.
- C. Upon completion of 15 years of continuous service, an employee will be eligible for 160 hours of vacation to be taken in the next calendar year.

A maximum of 40 Vacation hours may be carried over into the next vacation year.

At the option of the employee, he/she may take a "payout" in lieu of the time off, up to a maximum of 40 hours per year.

Vacation pay will be paid on normal paydays, unless reasonable forward notice is given to the Village President and Village Clerk. An employee on vacation during a normal payday may request that their paycheck be sent to their bank for deposit,

provided the employee supplies a deposit ticket with a stamped envelope to the Village Clerk prior to the start of the vacation period.

In scheduling vacations, the Village will normally give preference to employees with the most years of service provided vacation periods are selected prior to February 1 of each year. All vacation requests must be made in writing to the Village President no less than one week in advance.

Vacation may be taken in periods of less than one week with the advanced notice and approval of the Village President.

New Hires: PTO

1. Accrual.

Employees shall earn paid time off as follows:

| | |
|---|---|
| Day 1 to End of First Year of Employment: | 1 Hour PTO / 21.67 Hours Actual Paid Work |
| Year 1 Through End of Year 7 | 1 Hour PTO / 11.82 Hours Actual Paid Work |
| Year 8 Through End of Year 15 | 1 Hour PTO / 9.63 Hours Actual Paid Work |
| After Year 15 | 1 Hour PTO / 8.12 Hours Actual Paid Work |

PTO accrual shall be credited to the employee at the employee's then applicable regular hourly rate of pay. PTO time used shall not be considered hours of actual paid work for PTO accrual purposes. PTO time used shall not be considered hours of actual paid work for overtime computation purposes.

Probationary employees shall be entitled to accrue PTO as above, but no probationary employee may actually use or be paid PTO until after the successful completion of the probationary period. Any time off taken during a probationary period shall be unpaid. No PTO shall be due or owing to any employee who fails to successfully complete a probationary period.

2. Use.

PTO may be used for any reason including, but not limited to, vacation, personal business, employee or family illness, doctor or dental appointments, or personal emergencies.

Whenever possible PTO shall be approved by the Village President and scheduled in advance. Advance scheduling of PTO intended to extend for three days or more shall be scheduled according to seniority and the employer's operational needs. The employer shall post a calendar annually from March 1 through March 31 for advance PTO scheduling purposes. Where PTO has been scheduled in advance and the employer later because of unanticipated operational needs requires such PTO to be rescheduled, such PTO shall only be subject to rescheduling if the employer gives the employee at least ten days notice prior to the commencement of the prescheduled PTO. Where such notice is lacking, the employee shall be entitled to take the time of as previously scheduled.

In emergency, illness or unexpected situations the employee shall notify the Village President within one-half hour of the regular work day starting time that the employee will be absent from work and using PTO. Whenever any emergency, illness or unexpected situation arises that is likely to or does last for three consecutive work days, the employee shall consult with the Village President as to the reason for the absence so that the employer and the employee can determine whether any other benefit may be applicable or available for the benefit of both parties.

3. Accumulation and Pay Out.

Employees may accumulate and roll over from one calendar year to another up to a maximum of 120 hours of PTO.

Annually, on or before December 1, employees may notify the employer of their intention to redeem up to a maximum of 80 hours of unused PTO on December 31. Such redemption shall be at the employee's then applicable regular hourly rate of pay.

Upon termination or retirement of employment, employees shall be paid for any unused PTO at the then applicable regular hourly rate of pay. This payment may be applied toward payment of the employee's continued health insurance premiums under the Village's group health insurance policy.

XXXI. TRAVEL

When at the Village of Dresser's request, and the course of his/her employment, an employee uses his/her personal vehicle for transportation, the Village shall reimburse the use of a personal vehicle, as well as meals and lodging while away from the Village on Village business, at the current Federal tax rate.

XXXII. SEPARATION FROM EMPLOYMENT

Separation from employment includes but is not limited to resignation, retirement, reduction in work force, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary. If you decide to voluntarily terminate your employment with the Village of Dresser, the Village requests that you give at least two weeks advance notice so that any necessary replacement employees can be recruited or otherwise assigned. Upon any separation from employment, compensation and benefits, which you have earned and accrued, will be credited to you pursuant to law. Your last day worked will in most cases be considered your last day of employment.

XXXIII. INSURANCE CONTINUATION

Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the Act, employees covered under an employer's group health care plan are eligible for continuation of health care coverage under the group plan upon the employee's termination (except for gross misconduct) or reduction in hours. COBRA regulations also allow the employee's spouse and covered dependents to elect continuation coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, a dependent's loss of dependent status under family coverage, or the employer's filing of a bankruptcy proceeding.

All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event, which entitles the employee and/or qualified dependents to continuation coverage, occurs, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Unless otherwise agreed, continued participation is solely at the participant's expense.

XXXIV. RESERVATION CLAUSE

The Village of Dresser reserves the right to change the policies and procedures in this Employee Handbook upon discussion, motion, and majority vote of the full Board at any regular meeting of the Board of Trustees as circumstances occur.

In the Event any parts, policies, or procedures of this Employee Handbook shall be declared unenforceable by any competent jurisdiction, such determination shall not affect the balance of this Handbook, and all other unaffected portions of the Handbook shall remain in full force and effect.

EMPLOYEE ACKNOWLEDGMENT

I, _____, acknowledge receipt of this Employee Handbook.

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

I understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the Village of Dresser and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract.

I understand that the Village of Dresser reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

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

I understand that the provisions of the union contract (if applicable) supersede the provisions outlined in this handbook.

(Signature)

Date: _____