

VILLAGE OF WAUSAUKEE
HEALTH & WELFARE & PERSONNEL COMMITTEE MEETING
(COMMITTEE MEMBERS: ANN HARTNELL, DEBY STUMBRIS, KYLE STUMBRIS)
WEDNESDAY, APRIL 1, 2015
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE

6:00 PM

MINUTES

1. Call to Order – Chair Ann Hartnell called the meeting to order at 6:00 pm. Committee members in attendance were Debra Stumbris and Kyle Stumbris. Also present was Treasurer Sara Pullen.
2. Approval of Agenda – D. Stumbris made a motion seconded by K. Stumbris to approve the agenda as printed. Motion carried.
3. Discuss/Consider – Employee Handbook Revisions. Action, if any. Hartnell presented the Committee with proposed changes to the current employee handbook. After discussion, they will recommend all of the changes in red, as presented in Exhibit A (attached), to the Board.
The Committee will also recommend adopting a stand-alone ‘Acceptable Use Policy’ for any and all persons using the Village network or Village provided emails. This policy is attached as Exhibit B.
4. Motion to Adjourn – K. Stumbris made a motion seconded by D. Stumbris to adjourn at 6:30 pm. Motion carried.

**VILLAGE OF WAUSAUKEE
&
WAUSAUKEE WATER & SEWER
UTILITY**

EMPLOYEE HANDBOOK

~~(March 10, 2004)~~
~~(Revised June 12, 2008)~~
~~(Revised Draft June 24, 2009)~~
~~(Revised Draft July 3, 2009)~~
~~(Revised Draft July 29, 2009)~~
~~(Revised August 3, 2009)~~
~~(Revised September 1, 2009)~~
~~(Revised May 10, 2010)~~
~~(Revised February 14, 2011)~~
~~(Revised February 8, 2012)~~
~~(Revised June 18, 2012)~~
~~(Revised October 17, 2012)~~

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I. INTRODUCTION

INTRODUCTORY STATEMENT

This Employee Handbook is a summary of the employment policies, procedures, and guidelines of the Village of Wausaukee and Wausaukee Water & Sewer (hereinafter referred to as the Employer). It has been prepared to acquaint all employees with these policies, procedures and guidelines, and to provide for the orderly and efficient operation of the Employer. **It is the responsibility of the employee to read and become familiar with this information and to follow the policies, procedures and guidelines contained herein. Most questions should be answered in this Handbook.** Questions regarding the Handbook or matters that are not covered by the Handbook should be directed to the Village President or any Village Trustee.

HANDBOOK MODIFICATIONS

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the Employer with or without notice. This Employee Handbook supersedes any and all previous handbooks, statements, policies, procedures or guidelines given to employees, whether verbal or written.

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II. EMPLOYMENT

ALL EMPLOYEES ARE “AT-WILL”

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies, procedures or guidelines contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the Employer’s employees are employed “at-will”, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the sole and absolute discretion of the Employer.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It has been and shall continue to be the policy of the Employer to recognize the competence and ability of applicants for employment and existing employees. The Employer will provide equal employment opportunities to all individuals regardless of their race, age, sex, creed or religion, color, handicap or disability, marital status, citizenship status, veteran status, membership in the National Guard, state defense force, or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, or any other characteristic protected by law. This policy applies to all employment decisions, including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination, and other conditions of employment.

Problems or concerns in any matter relating to equal employment opportunity should be brought to the attention of the Village President or a Village Trustee, and followed up with a written report to the chairperson of the Health, Welfare, & Personnel Committee within forty-eight (48) hours.

ANTI-HARASSMENT POLICY

The Employer is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, client or customer of the Employer.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person’s protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record or other protected group status.

The Employer will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual’s work performance, or that creates an intimidating, hostile or offensive working environment.

Sexual Harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Consenting without protest in or submission to such conduct is an explicit or implicit term or condition of employment;
2. An individual’s consent in, submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gesture, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another’s body.

All employees are responsible for helping to assure that harassment is avoided. If an employee feels that they have experienced or witnessed harassment, the employee must immediately notify the Village President and/or

a Village Trustee. The incident must be reported in writing to the Chairperson of the Health, Welfare, & Personnel Committee within twenty-four (24) hours. The Employer forbids retaliation against anyone who has reported harassment.

The Employer's policy is to investigate all such complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and prevent this misconduct from reoccurring. To the fullest extent practicable, the Employer will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the Employer will take corrective action, and/or discipline up to and including immediate termination of employment, as is appropriate.

ACCEPTABLE USE POLICY

OVERVIEW

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at the Village of Wausaukee (VILLAGE) in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

The VILLAGE provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with VILLAGE policies and protects the VILLAGE against damaging legal issues.

SCOPE

All employees, contractors, consultants, temporary and other workers at the VILLAGE, including elected officials and all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by the VILLAGE, or to devices that connect to the VILLAGE network or reside at the Village site.

The Personnel Committee must approve exceptions to this policy in advance. Requests for exception must be submitted through the Village Clerk.

POLICY STATEMENT

General Requirements

You are responsible for exercising good judgment regarding appropriate use of VILLAGE resources in accordance with policies, standards, and guidelines. VILLAGE resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, only authorized personnel may monitor and audit equipment, systems, and network traffic. Devices that interfere with other devices or users on the VILLAGE network may be disconnected. Actively blocking authorized audit scans is prohibited. Firewalls and other blocking technologies must permit access to the scan sources.

System Accounts

You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

You must maintain system-level and user-level passwords in accordance with the Password Policy.

You must ensure through legal or technical means that proprietary information remains within the control of VILLAGE at all times. Conducting VILLAGE business that results in the storage of proprietary information on

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personal or non- VILLAGE controlled environments, including devices maintained by a third party with whom VILLAGE does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by VILLAGE or its customers and partners, for VILLAGE business.

Password Policy

Passwords must be:

- Without spaces and 8-16 characters long
- Contain at a capital, small letters, a number and a special character - ie. @\$%, etc.
- Passwords must be changed every three (3) months

Computing Assets

- You are responsible for ensuring the protection of assigned VILLAGE assets that includes the use of computer cable locks and other security devices. Laptops left on VILLAGE property overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of VILLAGE assets to the Village President or a Village Trustee.
- All PCs, PDAs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- Devices that connect to the VILLAGE network must comply with the Minimum Access Policy.
- Do not interfere with corporate device management or security system software, including, but not limited to, antivirus and antimalware software, modem/router security and any other security software or hardware security. This includes security software on VILLAGE owned cellphones and tablets.

Network Use

You are responsible for the security and appropriate use of VILLAGE network resources under your control.

Using VILLAGE resources for the following is strictly prohibited:

- Causing a security breach to either VILLAGE or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- Causing a disruption of service to either VILLAGE or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- Introducing honeypots, honeynets or similar technology on the VILLAGE network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Use of the Internet or VILLAGE network that violates the VILLAGE policies or federal, state or local laws and ordinances.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.

Electronic Communications

The following are strictly prohibited:

- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates VILLAGE policies against harassment or the safeguarding of confidential or proprietary information.
- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
- Use of a VILLAGE e-mail or IP address to engage in conduct that violates VILLAGE policies or guidelines.

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Posting to a public newsgroup, bulletin board, or listserv with a VILLAGE e-mail or IP address represents VILLAGE to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

ENFORCEMENT

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with VILLAGE.

DEFINITIONS

<u>Term</u>	<u>Definition</u>
<u>honeypot, honeynet</u>	<u>Network decoys that serve to distract attackers from valuable machines on a network. The decoys provide an early warning for intrusion detection and detailed information on vulnerabilities.</u>
<u>Spam</u>	<u>Electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant.</u>

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Revised April , 2015

III. EMPLOYMENT STATUS AND RECORDS

ORIENTATION PERIOD

New non-seasonal employees are required to serve a 90-day training period. The training period is an extension of the recruiting process and provides the Village Board and department supervisors with the opportunity to judge the employee's potential for success in their new job. During this time, the employee has the opportunity to demonstrate proper attendance, attitude and ability towards job performance. At the end of the 90-day training period the Health, Welfare, & Personnel Committee will conduct an official meeting to review the employee's performance.

If you are transferred to another job, you must serve another 90-day training period in the new position.

ACCESS TO PERSONNEL FILES

The Village Clerk maintains personnel records and files for each employee. Maintaining these files with up-to-date information is very important as it provides the Employer with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits.

All employees must promptly notify the Village Clerk of any change in:

1. Address;
2. Marital status for benefit plan purposes;
3. Beneficiary or dependents indicated in your insurance policy;
4. Number of dependents for withholding purposes; and,
5. Party to be notified in case of emergency.

If an employee will be getting married, the Village Clerk should be notified prior to the wedding so arrangements can be made with regard to benefit plans. A delay in filing the proper forms could result in lack of coverage. If an employee becomes divorced or widowed, it is recommended to check who they have designated as beneficiaries. In the event of an employee's death, the listed beneficiary will receive any insurance benefits due. Be sure the listed beneficiary is the person intended to receive the benefits.

It is also the Employer's policy to protect the privacy of each employee and therefore the Employer is committed to the confidential handling of every employee's personal information.

Employees are permitted to review their file twice during a calendar year. An appointment must be made with the Village Clerk during regular business hours.

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IV. EMPLOYEE PAY AND BENEFITS

PAYDAY

Payday is every other Thursday. If a holiday should fall on a Thursday, paychecks will be distributed the previous day.

WAGE CHANGES

Merit Review: Changes in wage rates and/or benefits shall be based upon a written and/or oral merit review performed by the ~~Health, Welfare, &~~ Personnel Committee. The committee shall bring any proposed wage or benefit changes to the Finance Committee by the first (1st) week in October of each year for submission to the Village Board for final approval. All wage changes shall take effect the following January 1st. ~~Accumulated paid time off will be paid at the regular rate upon retirement. Employees will be compensated up to 40 hours of regular pay per year in lieu of time off.~~

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WAGES & PAY SCALES

Wages are based on experience, length of employment, duties & responsibilities, performance & cross training.

The pay scale, a guide for hiring & merit increases, can be adjusted by the Village Board based on performance & employee's ability to assume additional duties & responsibilities when needed, even if the employee is at the top of their pay scale.

Pay scales will be reviewed every two (2) years by the Village Board.

PAY SCALE			
POSITION	ENTRY LEVEL	AVERAGE	EXPERIENCED
Clerk	\$9	\$13.50	\$18
Treasurer	\$9	\$13.50	\$18
Seasonal & Temporary	\$7.25	\$8.63	\$10
Election Inspector		\$10.50	
Chief Election Inspector		\$11.50	
W/S Operator	\$10 \$14	\$13 \$18	\$16 \$24
W/S Supervisor	\$12	\$15	\$18
Street Supervisor	\$10 \$12	\$16	\$22

*Adopted ~~May 2011~~ April 2015

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VACATION PERSONAL TIME OFF -(PTO)

~~Eligible full-time employees shall receive eight (8) hours of pay per vacation day earned at their current wage rate. The vacation schedule is as follows:~~

Full-time employees shall become eligible for PTO according to the following schedule.

- Forty (40) hours of vacation PTO after one (1) year of full-time employment;
- Eighty (80) hours of vacation PTO after three (3) years of full-time employment;
- One Hundred Twenty (120) hours of vacation PTO after eight (8) years of full-time employment;
- One Hundred Sixty (160) hours of vacation PTO after fifteen (15) years of full-time employment.

Eligible employees shall receive eight hours of pay per personal day taken. Vacation time PTO will not be accrued while on a personal leave. Vacation time PTO does not count towards overtime pay.

Employees must use their ~~vacation days~~ PTO within the calendar year. ~~Vacations are~~ PTO is not cumulative and may not be carried over from year to year. ~~Unused PTO will be paid to the employee on the last pay period of the year.~~ Only one supervisor may be on ~~vacation~~ PTO at a time.

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~~Employees must give 1 day notice of their intention to use vacation time in increments of less than 5 days to the Village President or Health, Welfare, & Personnel Committee Chairperson.~~ Employees must give 2 weeks' notice of their intention to use ~~vacation time~~ PTO in increments of 5 days or more to the Village President or ~~Health, Welfare, &~~ Personnel Committee Chairperson. Any ~~vacation~~ PTO taken in increments over 2 weeks requires Village Board approval, ~~except in the event of an emergency.~~

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The part-time Clerk & Treasurer are eligible for 5 days of PTO beginning two (2) years from the part-time date of employment. Eligible part-time employees will receive prorated pay for personal days taken based the FTE for the position. PTO may be taken in 4- 8 hour increments.

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HOLIDAYS

Eight (8) hours of straight time pay will be paid to eligible full-time employees for the following holidays or their legal observance:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas

Four (4) hours of straight time pay will be paid to eligible fulltime employees for the following holidays or their legal observance:

- Christmas Eve day
- New Year's Eve

Holidays should be taken on the closest workday unless other arrangements are made with the Village President or a Village Trustee. The employee must arrange for one employee to be on-call at all times. The name of the designated on-call employee must be submitted to the Employer no later than the last business day prior to the holiday.

Employees can take eight (8) hours of regular pay in lieu of holiday time off. Holiday time off does not count towards overtime pay.

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PERSONAL TIME OFF DAYS

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Full time employees shall become eligible for personal days beginning one (1) year from their full time date of employment. Each eligible full time employee shall be entitled to 40 hours per calendar year. Eligible employees shall receive eight hours of pay per personal day taken. The employee is not required to give prior notice of his/her intention to use personal days. Personal days may be accumulated up to 200 hours or 5 weeks. Effective January 1st, 2010, new full time employees may accumulate up to one hundred (100) hours or two and a half (2 ½) weeks of personal time off. Paid time off hours earned before January 1, 2010 will still be honored. Starting January 1, 2015, accumulated paid time off will be paid off with the last pay period of the year.

~~The part time Clerk & Treasurer are eligible for 5 days of personal off beginning two (2) years from the part time date of employment. Eligible part time employees will receive prorated pay for personal days taken based on the hours/week designated for the position. Vacation may be taken in 4 - 8 hour increments.~~

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~~Employees must give two (2) weeks notice of their intention to use personal time in increments of 5 days or more to the Village President. Any personal time off taken in increments over 2 weeks requires Village Board approval, except in the event of an emergency.~~

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Personal Time Off does not count towards overtime pay.

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FUNERAL PAY

Funeral pay will be provided for full time regular employees who are attending the funeral of a member of their immediate family for up to three days. Immediate family is limited to parents, spouses, **children and siblings**. One day paid shall be allowed for funerals of ~~and~~ grandparents.

JURY AND WITNESS DUTY

Regular full-time and regular part-time employees shall receive the difference between jury duty pay and his/her regular pay but not to exceed the hours scheduled for any scheduled work day on which he/she serves as a juror or, if subpoenaed, on witness duty if the employee was scheduled for work.

In the event a notice to report for jury duty is received, your supervisor must be notified immediately so that arrangements can be made to have your duties covered until you return to work. The Village of Wausaukee will pay your full regular straight time earnings for up to 10 working days. In order to receive full pay the employee is required to, upon receipt of jury or witness pay, submit his/her jury or witness pay to the Village office. Time spent on jury duty will be counted as regular working time for all purposes except overtime. On days of jury duty, the employee must return to work for any reasonable time the court is closed during normal work hours.

In order for an employee to be eligible for witness duty pay, the reason for being a witness must be directly related to their employment with the Village of Wausaukee as a witness for the Village. As a condition for such payment, the Village Clerk must be notified upon receipt of the subpoena and the employee must work his/her normal working hours prior to and after the appearance as is reasonable.

Employees, at their option, may use paid time off on a day of jury or witness duty and thereby retain the jury or witness pay as well as full pay for the day(s).

MILITARY LEAVE

The Employer complies with all applicable laws concerning military duty. Unpaid leave will be granted pursuant to law to any employee who is required to serve in the armed forces.

FAMILY AND MEDICAL LEAVE

1. Introduction

This is the policy of the Employer on the taking of family and/or medical leave by its employees. Eligible employees will be allowed up to twelve (12) workweeks of unpaid leave as a result of a birth or placement of a child for adoption or foster care or when a serious health condition is suffered by the employee or the employee's parents, child or spouse. This leave will be run concurrently with any other leave which is available to the employee, whether under state law or under the policies of the Employer, including workers compensation and short term disability. All or a portion of this period may be paid in certain instances. The taking of leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises or discipline.

2. Eligibility for Leave

It is the Employer's policy to provide employees with family or medical leave if they have worked for at least twelve (12) months, and have completed 1,000 hours of employment in the twelve (12) month period prior to the time leave begins.

3. Amount of Leave Available

Employees are generally entitled to twelve (12) workweeks of unpaid leave during a calendar year for any combination of the following reasons; i.e., time off under paragraphs a, b, and/or c:

a. Birth or Placement for Adoption or Foster Care of a Son or Daughter.

Unpaid leave may be taken by an eligible employee on the birth or placement for adoption or foster care of a child with the employee. Leave must be taken all at once unless the Employer agrees otherwise. Any accrued vacation or personal time off the employee may have at the time

leave begins may be used, or may be required to be used, for this otherwise unpaid time. The paid time used will not be available later. Extensions of family leave will not be permitted.

b. Serious Health Condition of Employee

The employee may take unpaid leave in the event he/she experiences a “serious health condition.” A serious health condition will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or receives outpatient care that requires a schedule of continuing treatment by a health care provider. Medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job. An employee must provide the Employer with a letter completed by the treating health care provider. Any accrued vacation or personal time off the employee may have at the time the leave begins may be used, or may be required to be used, for all or a portion of unpaid leave period. Any paid leave used will not be available later. Extensions of medical leave will be permitted at the discretion of the Village Board.

c. Serious Health Condition of a Child, Parent or Spouse

Unpaid leave may be taken to care for a son, daughter, spouse or parent with a “serious health condition.” If leave is requested for such individuals, the employee must provide the Employer with a letter prepared by the treating health care provider which states that the individual has a serious health condition and that the employee is needed to care for the person. The medical leave may be taken all at once or in smaller increments as medically necessary. If leave is taken in smaller increments, the employee may be temporarily transferred to another job at the Employer. Any accrued vacation or personal time off the employee may have at the time leave begins may be used, or may be required to be used, for all or a portion of the unpaid time. The paid time used will not be available later. Extensions of this leave will not be permitted.

4. Notifying the Employer of Your Need for Family or Medical Leave

In the event an employee would like family or medical leave, the Employer must be notified, in writing, at least fifteen (15) days before the date on which leave is to begin, except in the case of an emergency. In an emergency situation, notice must be given as to the need for leave as soon as possible. The failure to timely notify the Employer of the need for leave may result in the delaying of leave until proper notice is received.

5. Health Insurance

The employee will not receive health insurance reimbursement while on family or medical leave. An employee must notify the Employer of his or her intent to continue health insurance coverage while on leave.

6. Return to Your Position at end of Leave

At the end of an employee’s family or medical leave, he/she will be returned to his/her former position or, if the position is filled, to equivalent employment with the Employer. If an employee wants to return to work before his/her leave is to end, and work is available, the employee must notify the Employer two (2) days prior to the desired return date. If the reason for leave was due to the serious health condition of the employee, a medical release must be provided to the Employer before the employee returns to work. If a medical release is not received, the employee’s return to work will be delayed until it is received.

7. Failure to Meet Policy Requirements

If you fail to meet the requirements of this Policy for family or medical leave, your request for leave may be denied or delayed until the requirements are met.

8. Questions

If you have any questions regarding the operation or interpretation of this Policy, please contact the Village President, any Village Trustee, and/or the Village Clerk.

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~~Fulltime employees may become eligible for medical insurance reimbursement which the Employer may offer, at its sole discretion, after completion of the appropriate trial period. Any questions you may have concerning the Employer's benefit programs should be directed to the Village President, any Village Trustee, and/or the Village Clerk.~~

~~The Village will reimburse up to \$6000 per year for the purpose of purchasing health insurance for the employee, their spouse & their dependents. Reimbursement will be paid to the employee upon presentation of paid insurance premiums. No reimbursement will be paid while an employee is on leave.~~

RETIREMENT

State retirement is paid for all employees who are eligible per the requirements of the current retirement plan.

CLOTHING ALLOWANCE

The Village will reimburse the full time Streets ~~employee Supervisor and full time Water/Sewer Operator~~ up to \$300 per fiscal year ~~and the two part time Water/Sewer employees up to \$150 each per fiscal year~~ for work clothes. Paid itemized receipts must be submitted to the Village President for approval. For purposes of employee termination during the fiscal year for any reason clothing allowance is prorated at \$25.00 per month. If an employee is terminated ~~or self terminates~~ during the fiscal year and work clothes charges exceed the prorated amount for the months worked, this will result in a deduction from the final paycheck for excess charges for work uniforms. Clothing allowance may not be carried over from the current year to the next.

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TRAINING/SEMINAR ATTENDANCE

Employees are encouraged to attend training or education classes, conferences, workshops and seminars that shall serve to enhance the individual's professional and technical skills. Attendance at the above mentioned training is subject to prior authorization of the Village President and or Village Board.

A training and travel request for reimbursement must be submitted along with the training/seminar brochure with all info about the event, mileage, lodging if necessary. Explain any additional costs in detail & attach supporting info. Be sure to indicate if the program is for job certification a/o if CEU's are available.

The Village of Wausaukee will reimburse registration fees, contingent on successful completion of courses or a grade of a "C" or better when applicable. The reimbursement of said fees is also subject to Village Board prior approval. Reimbursements for actual expenses (i.e. mileage, meals, lodging) shall be in accordance with current reimbursements based on pre-approval from the Village Board on a case-by-case basis. ~~see resolution 2009-9 Mileage Reimbursement and 2009-10 Meal Reimbursement.~~ Wages will be paid for the actual hours of the class, seminar or training session and round trip travel time between the Village limits and the location of the class, seminar or training session. Except that if the employee's residence is closer to the location of the class, seminar or training session than the Village limits, then the round trip travel time for the shorter distance shall be compensable.

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V. WORK CONDITIONS AND HOURS OF WORK

GENERAL WORK SCHEDULES/DAILY TIMECARDS

The normal workweek for a full time employee shall be forty hours of time within the period beginning 12:01 AM Saturday through 12:00 PM Friday, including alternating weekends for work scheduled, lift station rounds, and campground checks.

Each employee is required to punch the time clock that will record the hours worked. Scheduled weekend checks, vacation time, paid time off or paid holidays shall be handwritten on the timecard. These daily timecards are to be completed and forwarded to the Village Clerk by 9:00 am Monday before payday. Handwritten work hours (other than scheduled checks) must be approved by the Village President or their designee.

Employees shall conform to work schedule as directed by the Village Board. Logging work activities will be done on a daily basis. Original log sheets will be turned in daily to the Village Clerk. Changes made to regular scheduled hours may be made on a daily basis and approved by the Village President; this may vary due to emergency situations where the Village President is not available. A change that would involve more than one pay period needs to be approved by the full board.

CALL OUT TIME

A minimum of one (1) hour wages shall be paid to employees in the event they are called to work outside of their normal work schedule. Call out time must be approved by the Village President or their designee.

When an employee is requested to attend a meeting by the Village President or a Trustee, the requested meeting will be compensated at one (1) hour of pay or actual time spent, whichever is greater, and should be handwritten on the timecard.

WORK SCHEDULES FOR WATER AND WASTEWATER UTILITY

These rules apply to employees of the Water and Wastewater Utility and supersede any inconsistent rules or portions of rules of general application:

1. A fulltime operator responsible for the operation of the Waste Water Treatment Plant
2. Regular work shift shall be Monday through Friday from 7:30 AM to 4:00 PM, which includes a 30 minute, unpaid lunch break.
3. Log book entries shall be at intervals of no less than 15 minutes and shall be submitted no less frequently than daily except that meter reading activities may be entered at intervals of no less than one (1) hour. The log sheets can indicate beginning and end of tasks, projects, duties, etc.

LUNCH PERIOD

Employees working more than six (6) hours may take a thirty (30) minute unpaid lunch period. Employees must punch in and out for lunch period.

INTER- DEPARTMENT WORK

Employees are expected to perform duties within the department for which they were hired. See Appendix A. Work performed for another department must be requested by that Department Supervisor, Village President or appropriate Committee Chairman and documented in the daily log. Work performed outside of department without authorization will not be paid.

OVERTIME

All hours worked in excess of the normal forty hour week shall be considered overtime and shall be paid at one and one-half (1½) times the regular rate of pay. However, overtime hours must be authorized and documented on the time card. Employee shall obtain authorization for overtime from the Village President. If overtime hours are worked without authorization the employee may receive disciplinary action per the Employee Conduct and

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Disciplinary Action Section VII of the employee handbook. Circumstances when the Village President is not available, justification of the overtime should be logged on the time sheet.

Overtime means over 40 hours **WORKED**, not 40 hours paid. Vacation, holiday or personal time off does not count as hours worked.

Failure to work overtime when so assigned by the Employer may result in discipline, up to and including termination.

TIME CLOCK/CARD PROCEDURES

1. Write your name on your time card.
2. Write the date of the pay period ending.
3. Make sure the clock is on the correct month
4. If you forget to punch in when starting have your Supervisor or the Village Clerk write the correct starting time and initial it for you.
5. All employees shall use the punch clock located in the Village Hall.
6. Each employee is to punch their own time card.

REPORTING ABSENCES OR TARDINESS

In the event of illness or other absences, the employee must notify the Village President, and the Village President will then contact the Village Clerk; if the Village President is not available you may then directly contact the Village Clerk. Employees who are absent from work due to illness or injury for three (3) consecutive workdays are required to submit a doctor's certificate or other medical authorization prior to being permitted back to work. Absence for three (3) consecutive work days without notifying the Employer with a doctor's excuse that is acceptable to the Employer (unless circumstances make it impossible to do so) will be considered a voluntary termination and will result in immediate termination.

Habitual or excessive absenteeism and/or tardiness, whether excused or not, and habitual returning late to work after lunch, or leaving early, will result in termination.

WORK PERFORMANCE

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Employee performance will be reviewed annually by the Health, Welfare, & Personnel Committee or more frequently if deemed appropriate by the Employer. An employee must maintain reasonable standards of work quality, consistent with experience and training, and must accomplish work within the time limits established by the Employer. Employees who do not satisfy the levels of performance expected by the Employer, who exhibit poor performance, or who are unable to work with other employees may be disciplined, up to and including termination.

WORK RELATED INJURIES/ACCIDENTS

All work related injuries/accidents must be reported to office personnel within 24 hours of occurrence. Employees will be paid on the day of injury a maximum of 8 hours. ~~in a 5 day work week or 10 hours in a 4 day work week.~~

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VI. WORK PRACTICES

CONDUCT AT WORK

The village seeks to maintain an orderly method of conducting business. Therefore, the following guidelines are established.

A certain number of rules are necessary at work. Rules are established from time to time to govern conduct while at work.

Any employee, who violates any Employer policy, procedure, rule, or regulation, whether written or unwritten, shall be subject to disciplinary action.

Samples of violations where disciplinary action may result include but are not limited to the following:

1. Tardiness
2. Being absent from work without permission or proper notification.
3. Theft or unauthorized removal of property belonging to others or to the Employer.
4. Appearing at work under the influence of alcohol or illegal drugs.
5. Arguing or fighting with Village residents while on duty.
6. Falsifying statements or records from an application form or other Employer document.
7. Insubordination or failure to perform duties as instructed; willful and intentional refusal to perform work assignment, or to follow orders of supervision.
8. Threatening, intimidating, coercing, assaulting, injuring, or interfering with other employees or customers; physical assault of anyone.
9. Unsatisfactory job performance.
10. Failure to improve performance after proper notice(s).
11. Loafing, loitering, or otherwise wasting time during working hours.
12. Using abusive, profane or threatening language.
13. Horseplay, such as running, shoving, pushing, throwing objects and/or any type of horseplay that could jeopardize the safety of others.
14. Posting, defacing, or removing notices, signs or writing on the bulletin boards or other Village property at any time without specific authorization.
15. Gross neglect or negligence.
16. Refusal to work overtime.
17. Failure to immediately report injuries or refusing to give information to the Village Clerk.
18. Possession of firearms or other weapons on Employer premises; bringing firearms or other lethal weapons on Employer premises.
19. Violation of any safety procedure, program, or rule; causing unsafe conditions or carelessness in regard to safety to self or others, or failure to properly use safety devices or tampering with safety equipment.
20. The Village President shall approve all purchases by employees of \$75.00 or more either verbally or by signature prior to the actual purchase. Purchases over \$500.00 shall be subject to full Village Board approval.
21. No Village vehicle, equipment, tools, or property shall be used for purposes other than Village projects unless approved by the Village President and/or Trustee in advance.

ZERO TOLERANCE POLICY

- a. **Purpose:** The Village Board of Trustees of the Village of Wausaukee is concerned as to the safety of our employees and the citizens of the village, and surrounding communities, and recognizes that the use of alcohol and drugs has the potential to jeopardize that safety. The purpose of this policy is to control the use of alcohol and drugs by employees in a manner that ensures safety for all involved to the highest extent possible.

- b. **Policy:** It is the policy of the Village of Wausaukee that there will be “Zero Tolerance” for drugs and alcohol while on duty. No employee may possess or consume alcohol or drugs while on duty or report for duty under the influence of drugs or alcohol.
- c. **Alcohol:** An employee who has consumed alcohol within the previous four (4) hours or is still impaired by alcohol consumed in the previous twenty-four (24) hours must voluntarily remove themselves from all activities, functions and training performed as an employee of the Village of Wausaukee. Employees may not possess alcohol on village property except when off duty and attending scheduled social events.
- d. **Illegal drugs:** No village employee shall possess or consume any drug or substance whose possession and/or use are prohibited under State or Federal law, which includes all prescription and over the counter drugs not legally obtained or not being used for the purpose or in a manner for which they were prescribed and/or manufactured, as well as any substance other than alcohol capable of altering the user’s judgment, perception, or mood or of impairing the user’s physical or mental reactions.
- e. **Over-the-Counter Drugs:** Over-the-counter medications that may alter an employee’s physical or mental abilities shall not be consumed during the workday.
- f. **Prescription Drugs:** Employees undergoing prescribed medical treatment with any drug that may alter their behavior or physical or mental ability must report this treatment to their supervisor (or in the absence of a supervisor, the Village President or his or her designee), who will determine whether the employee should temporarily be assigned a different job during the period of treatment. Should the prescribed medical treatment be expected to continue for an extended period of time, the matter may be evaluated by the supervisor, Village President and appropriate committee.

Employees who do not report their use of prescribed drugs as required may be found in violation of this policy and subject to discipline up to and including termination. The reporting of prescription drug use is only to be on a “need to know basis” and all reports are to be held in the strictest confidence. Supervisors or other officials or employees who violate this confidence will be held responsible and subject to disciplinary action.

- a. **Testing:** As soon as practical following a work related incident involving any of the following circumstances, whether or not a motor vehicle is involved, the employee(s) involved shall be tested for alcohol and controlled substance:
 1. The incident involves death or injury requiring medical treatment; or
 2. The employee receives a citation under State or local law arising from the incident; or
 3. The incident causes in excess of \$1,000.00 in property damage.

Supervisors, Village President and/or appropriate committee chair, may waive testing requirements set forth above, except for incidents involving serious injury or death, if, in their collective opinion, there is sufficient reason to believe the employee(s) involved were not impaired by alcohol or drugs.

Supervisors have the authority to require “reasonable suspicion” drug and alcohol testing for employees who have consumed alcohol or controlled substances or manifest behavior indicative of having consumed alcohol or controlled substances that appears to impair the performance of their job or jeopardize their safety or the safety of others.

Depending on circumstances, and at the discretion of the supervisor, testing may include administration of preliminary breath testing (PBT) and/or electrochemical/infrared sensor (~~intoxilyzer~~ ~~intoximeter~~ EC/IR) testing by a certified law enforcement officer, and/or blood and urine testing at a qualified medical facility under contract with the village.

Failure or refusal of an employee to submit to a requested drug or alcohol test is an admission of violation of this policy and the employee may be subject to disciplinary action up to and including termination.

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All circumstances surrounding the incident or event causing reasonable suspicion, including waiving of testing and positive test result reports, must be documented in writing by the supervisor and reported by the supervisor to the appropriate committee for possible placement in the employee personnel file. Negative test results will not be inserted into the personnel file.

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VII. DISCIPLINE AND GRIEVANCE PROCEDURE

Chain of Command. The chain of command in ascending order is: immediate supervisor, appropriate committee chair, appropriate committee, Village President, and Village Board.

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

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

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

STEPS OF THE GRIEVANCE PROCEDURE

An employee should first discuss complaints or questions with his or her immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen between the employee and the immediate supervisor before filing a grievance. The immediate supervisor has no authority to resolve an employee's complaint or question regarding orders or directives from the Village Board, a Committee of the Village Board, or representatives thereof.

Step 1 – Written Grievance Filed with the Committee Chairperson. The employee must prepare and file a written grievance with the Chairperson of the Health, Welfare & Personnel Committee within five (5) business days of when the employee knows or should have known of the events giving rise to the grievance. The Committee Chairperson shall investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the Committee Chairperson, the employee may initially file the grievance with the Village President, who shall conduct the Step 1 investigation.

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

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

Step 2 – Review by the Village President. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Village President within five (5) business days of the receipt of the decision of the Committee Chairperson at Step 1. The Village President or his or her designee shall review the matter and inform the employee of his or her decision, if possible, within ten (10) business days of receipt of the grievance.

Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the Village President's decision, a request for written review by an impartial hearing officer. The Village shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer shall determine whether the Village acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer shall determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall not have the authority to modify the employer's discipline. The impartial hearing officer's decision may only do one of the following: either a) sustain the discipline if the Village did not act in an arbitrary or capricious manner; or b) deny the discipline if the Village did act in an arbitrary and capricious manner. The impartial hearing officer shall issue a written decision within 30 days after the hearing to the grievant and the Village.

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

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance shall be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance shall be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless

the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.

VIII. TERMINATION AND RESIGNATION

RESIGNATION

Two (2) weeks prior written notice is required if an employee resigns. An employee who resigns and gives two (2) weeks written prior notice will be paid his or her pro rata remaining vacation credit and full accrued personal time off at current wages. An employee who voluntarily terminates employment without giving two (2) weeks prior written notice automatically waives his or her rights to any benefit credit.

TERMINATION

An employee may be terminated only by a majority vote of the members of the Village Board.

No employee shall be terminated verbally. However, an employee may be placed on temporary suspension, with pay, by his or her immediate supervisor, the Village President, or a Village Trustee who is responsible for the ultimate written termination order.

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APPENDIX A

**VILLAGE OF WAUSAUKEE &
WAUSAUKEE WATER & SEWER UTILITY**

DUTIES BY DEPARTMENT

- CLERK
- TREASURER
- ~~WATER & SEWER SUPERVISOR~~
- WATER & SEWER OPERATOR
- STREETS SUPERVISOR
- PUBLIC WORKS TEMPORARY LABORER

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CLERK

1. Maintains the public trust by keeping information confidential as appropriate.
2. Receives requests, complaints and information from the public and transmits to staff and/or board to process as needed. Handles when required.
3. As required, answers Village phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to Village staff or officials.
4. Pay for all seminars and conferences. Employees will make their own arrangements for registrations or lodging as needed for attending training conferences and seminars.
5. Maintains and processes payroll for Village employees and election judges in sealed envelopes.
6. Processes payroll deductions, payroll reports and records, processes claims and warrants for all funds.
7. Maintains duplicate files of permits issued by Building Inspector, coordinate with water/sewer operator of collection of sewer and water permit fees before installation of services.
8. Coordinates the information flow between the Village board and Village staff and assists Village departments and board members as needed.
9. Attends regular and special Village meetings and records Village actions (minutes); prepares agendas and monthly reports for meetings; organizes and maintains records of minutes, ordinances, and resolutions.
10. Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions, and ordinances on behalf of the Village Board and Village.
11. Conducts the necessary research and provides support materials to aid Village in making informed decisions. Carries out assignments or directives of the Village Board.
12. Arranges and publishes notices of meetings and ordinances as required by law. Provides certified copies of proceedings and records of the Village upon request.
13. Attests the President's signature on official documents wherever required and maintains responsibility for the Village seal.
14. Does filing, labeling, copying and mailings as needed. Sorts and distributes mail.
15. Oversees and processes applications for cigarette and liquor licenses and various permits.
16. Assists in researching grants and completing grant and loan applications, administers grant money that is received and prepares related reports.
17. Monitors all contracts entered into by the Village. Assures that a desired level of service is provided to the Village.
18. Responsible for overseeing that Fire Department reports get completed, maintaining a record of fire service contracts for renewal and notification to Townships.
19. Prepares a variety of reports and files with appropriate state, federal and county offices.
20. Acts as liaison with state and county agencies, Village attorney, engineering firm and auditor.
21. Responsible for assuring compliance with federal and state mandates, (ADA, ADAOR, OSHA. Right to Know, Records Retention, Data Privacy).
22. Supervises office staff, including, interviewing jointly with the board and assigning and reviewing work.
23. Purchases supplies, equipment as needed.
24. Administers local election in accordance with state and county requirements.
25. Oversees electors, notices, scheduling and training of election judges and maintains election records.
26. Water and sewer account receivables and billing.
27. The Clerk shall also be responsible to perform any other duties which may be required by applicable state laws or regulations.

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TREASURER

1. Maintains the public trust by keeping information confidential as appropriate.
2. Receives requests, complaints and information from the public and transmits to staff and/or board to process as needed. Handles when required.
3. As required, answers Village phones and provides information and assistance to the public on request. Assists them by answering questions, researching records, directing them to the appropriate person or recording and transmitting messages to Village staff or officials.
4. Manages the investments of the Village funds and provides current status, activity and performance reports to the Village. Invests funds in accordance with sound financial practice.
5. Develops annual Village budget with input from budget committee, presents budget to the Village Board for review and adoption; monitors expenditures and receipts; complies with Truth in Taxation and all reporting requirements. Moves funds as directed by the Village.
6. Monitors cash flow to ensure sufficient funds are available.
7. Tracks assessments paid and verifies and coordinates record keeping with the county. Reports unpaid and pending assessments and unpaid water/sewer bills in assessment searches.
8. Prepares accounts payable and receivable transactions for posting, verifies account information, provides accounts payable list for board approval, generates checks for bill payments and signs checks.
9. Reconciles Village checking account and makes deposits to the bank. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.
10. Responsible for certifying assessments, special charges, and tax levies to the County Auditor.
11. Generates financial statements and cash balance fund reports for the Village Board.
12. Works with auditors at year-end. Generates reports and presents all financial data as required for the audit.
13. Water and sewer account receivables and billing.
14. The Treasurer shall also be responsible to perform any other duties which may be required by applicable state laws or regulations.

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~~WATER & SEWER SUPERVISOR~~

- ~~1. The following licenses and certifications are a continuing requirement of this position: all required WDNR licenses, including but not limited to Municipal Water Supply Operator Certification and Wastewater Operator Certification.~~
- ~~2. Coordinates the operation, maintenance and control of the Village Water and Wastewater Departments, including potable water system, wells, distribution system, wastewater collection system, wastewater treatment facilities, sludge disposal system and the certified lab to ensure safe, economical and efficient operation.~~
- ~~3. Supervises all operations and maintenance procedures. Participates in complex and technical maintenance and repair tasks. Maintains all records and reports required by various laws and permits, as well as those necessary for efficient operation.~~
- ~~4. Coordinates with other Village departments for assistance or repair, and all other public and private agencies as necessary. Supervises the ordering, storage, expiration dates and use of supplies needed for general operation of water plant and outlying system responsibilities and their inventory.~~
- ~~5. Trains and supervises employees performing duties in daily operation of water and sewer.~~
- ~~6. Reviews technical journals and other data and disseminates information to employees.~~
- ~~7. Keeps careful records and information on system operators schools and training needed for each employee to maintain required State certification.~~
- ~~8. Collects data for PSC report. Prepares & submits Compliance Maintenance Annual Report (CMAR) report to the DNR.~~
- ~~9. Maintains a good relationship with public and responds to complaints regarding operations.~~
- ~~10. Prepares reports for Village board meetings.~~
- ~~11. Prepares list of capital expenditures or major maintenance projects for yearly budget meeting.~~
- ~~12. Inspects the water system for proper operations and maintains records of the amount of water that is pumped.~~
- ~~13. Records the amount of chlorine used, and takes static's. Installs, cleans, and repairs or replaces water meters.~~
- ~~14. Checks meters, gauges, pumps and control panels to verify correct operation of equipment and records information.~~
- ~~15. Perform lab duties for water & wastewater facilities which include: BOD's, total solids, total suspended solids, Ph's, chlorine residual, fecal coliform,, bacteriological water testing and water temperatures.~~
- ~~16. Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps. Inspects lift stations for proper operation of motors and pumps.~~
- ~~17. Monitors and repairs plant equipment including cleaning and servicing final clarifiers and performing annual inspections.~~
- ~~18. Records daily flow of effluent, waste and return sludge.~~
- ~~19. Maintains well house structures and water towers.~~
- ~~20. Transfers sludge on a daily basis.~~
- ~~21. Assists in soil sampling and injection for sludge disposal.~~
- ~~22. Maintains and operates sludge thickening equipment.~~
- ~~23. Obtains certified land for sludge disposal according to soil specifications.~~
- ~~24. Follows safety precautions according to OSHA standards.~~
- ~~25. Runs quality control tests for lab certification.~~
- ~~26. Sludge judges final clarifiers several times weekly.~~
- ~~27. Performs daily testing of influent and effluent as required and adjust process controls accordingly.~~
- ~~28. Logs completed daily protocol maintenance.~~
- ~~29. Cleans influent and bar screens daily.~~
- ~~30. Read water meters quarterly.~~
- ~~31. Attends training as necessary per DNR continuing education.~~

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- ~~32. Performs grounds maintenance at WWTP.~~
- ~~33. Performs other duties as apparent or assigned.~~
- ~~34. Inspects lift station and pumps daily to ensure proper operation. Puts chemicals in as needed. Collects tests and sends to lab for testing. Fill out and submit reports as required.~~
- ~~35. Responds to Water/Sewer alarms.~~
- ~~36. Responds to other emergencies when requested.~~
- ~~37. Get board approval for any major spending for equipment.~~
- ~~38. With pre-approval from Village Board attends meetings and seminars to remain current of new information relating to all aspects of the job.~~
- ~~39. Work on occasion longer hours as needed to meet emergency needs.~~
- ~~40. Performs any additional duties as needed at the request of the Village Board.~~

WATER & SEWER OPERATOR

1. The following licenses and certifications are a continuing requirement of this position: all required WDNR licenses, including but not limited to Municipal Water Supply Operator Certification and Wastewater Operator Certification.
2. Inspects the water system for proper operations and maintains records of the amount of water that is pumped.
3. Records the amount of chlorine used, and takes static's. Installs, cleans, and repairs or replaces water meters.
4. Checks meters, gauges, pumps and control panels to verify correct operation of equipment and records information.
5. Performs lab duties for water & wastewater facilities which include: BOD's, total solids, total suspended solids, PH's, chlorine residual, fecal coliform, bacteriological water testing and water temperatures.
6. Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps. Inspects lift stations for proper operation of motors and pumps.
7. Monitors and repairs plant equipment including cleaning and servicing final clarifiers and performing annual inspections.
8. Records daily flow of effluent, waste and return sludge.
9. Maintains well house structures and water towers.
10. Transfers sludge on a daily basis.
11. Assists in soil sampling and injection for sludge disposal.
12. Maintains and operates sludge thickening equipment.
13. Obtains certified land for sludge disposal according to soil specifications.
14. Follows safety precautions according to OSHA standards.
15. Runs quality control tests for lab certification.
16. Sludge judges final clarifiers several times weekly.
17. Performs daily testing of influent and effluent as required and adjust process controls accordingly.
18. Logs completed daily protocol maintenance.
19. Cleans influent and bar screens daily.
20. Read water meters quarterly.
21. Attends training as necessary per DNR continuing education.
22. Performs grounds maintenance at WWTP.
23. Performs other duties as apparent or assigned.
24. Inspects lift station and pumps daily to ensure proper operation. Puts chemicals in as needed. Collects tests and sends to lab for testing. Fill out and submit reports as required.
25. Responds to Water/Sewer alarms.
26. Responds to other emergencies when requested.
27. Get board approval for any major spending for equipment.
28. With pre-approval from Village Board attends meetings and seminars to remain current of new information relating to all aspects of the job.

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- 29. Work on occasion longer hours as needed to meet emergency needs.
- 30. Performs any additional duties as needed at the request of the Village Board.

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STREETS SUPERVISOR

1. Provides recommendation when hiring employees within department.
2. Prioritizes and schedules daily work agendas and provides lead in street department operations.
3. Works with and corresponds with regulatory agencies.
4. Calls snow emergencies and decides when to sand intersections.
5. Recommends improvements to equipment and provides estimates for Village budget.
6. Records and maps curb stops, valves, manholes, etc.
7. Makes decisions and purchases equipment/supplies for department, within reasonable limits.
8. Mows and trims grass on right of ways and at the parks; sprays for weeds and fertilizes; plants, trims, and removes shrubbery as needed.
9. Maintains and repairs streets and alleys including patching potholes and cracks, laying gravel, blading, and sweeping. Paints curbs.
10. Plows, shovels, de-ices, and sands snow from Village streets, and from sidewalks in front of Village buildings.
11. Performs miscellaneous cleaning, maintenance, and repair work on Village owned buildings including park facilities, equipment, vehicles, and shelters.
12. Attends one Village meeting per month to keep the board informed of activities, problems, and possible future problems.
13. With pre-approval from Village Board attends meetings and seminars to remain current of new information relating to all aspects of the job.
14. Cleans storm sewers, catch basins and sand traps.
15. Straightens and replaces damaged street signs.
16. Assist in performing maintenance and repair on water tower, well house and wastewater treatment plant.
17. When Water/Sewer Operator is absent performs daily checks at wastewater plant.
18. Participate in inspection, maintenance and repair of all water lines, sewer lines, valves and water.
19. Puts up and removes banners and holiday decorations.
20. Work on occasion longer hours as needed to meet emergency needs.
21. Supervise and assign work to general maintenance worker.
22. Oversees and assists the work of summer employee, assigning work, training, etc.
23. Make sure portable generator is ready in case of power failure.
24. Performs any additional duties as needed and at the request of the Village Board.
25. Enforce Village ordinances by patrolling assigned areas; capture and impound dead, sick, injured, stray or trapped domestic and non-domestic animals.
26. Coordinate with Water/Sewer Operator in responding to water/sewer alarms.
27. Respond to any other emergencies.
28. Get board approval for any major spending for equipment.
29. Maintains fire hydrants.
30. Jet sewer lines.
31. Locates and repairs water and sewer mains.
32. Keep Village vehicles and garages organized.

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PUBLIC WORKS TEMPORARY LABORER

DEPARTMENT: Streets

JOB TITLE: **Public Works Summer Laborer**

IMMEDIATE SUPERVISOR: Streets Supervisor

EMPLOYMENT STATUS: Temporary or Part-Time, Hourly

Work expectations: Employee may be required to work some weekends

Essential job duties include, but are not limited to, the following:

1. Driving light duty trucks
2. Street maintenance including repairing potholes and shoulders, repairing and replacing street signs.
3. Cut and chip brush and branches, plant, maintain, and remove/replace trees.
4. Maintain and operate grounds keeping equipment such as lawn mowers, weed whackers, leaf blowers, and hand tools in order to maintain parks and grounds.
5. Maintain park equipment, signs, buildings, and other amenities.
6. Maintain other public buildings, grounds, and other public ways.
7. Janitorial work.
8. Recycling attendant (as per the requirements for that position).
9. Pick up debris and empty garbage.
10. Assist the Utility employees when required.
11. Such other duties as assigned by the Supervisor.

This position will require the employee to perform functions indoors and outdoors in all types of weather conditions.

This position will require the employee to frequently bend, squat, kneel, twist, climb ladders, and lift items weighing in excess of 50 pounds.

Job requirements include, but are not limited to, the following:

1. Must possess the physical ability to perform the above duties and similar tasks without endangering the health and/or safety on oneself or others.
2. Must be able to pass job-related physical exams administered through the Village on a periodic basis.
3. Must abide by all safety rules, and wear all safety equipment as required by the Village.
4. Must have the ability to be tactful and courteous in communicating with the public, co-workers, and supervisors.
5. Must work some weekends and some holidays, and must work some off-time hours for emergencies as directed by the Supervisor or the person in charge.
6. Must be able to understand and carry out assignments as directed by the Supervisor.
7. Must attend periodic department meetings that are scheduled by the Supervisor.
8. Must be able to endure prolonged periods of standing.
9. Must be able to endure prolonged periods of being exposed to adverse weather conditions.
10. Must be able to do frequent bending, twisting, and light to heavy lifting.
11. Must be able to become and remain CPR and First Aid certified.

APPENDIX A

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

Refusal by an employee to accept or acknowledge receipt of this handbook shall be considered insubordination and may result in termination of employment.

I acknowledge that I have received Village of Wausaukee & Wausaukee Water and Sewer Utility Employee Handbook # _____.

Employee signature: _____

Date: _____

Witness: _____

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VILLAGE OF WAUSAUKEE

Acceptable Use Policy

Overview

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at the Village of Wausaukee (VILLAGE) in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

The VILLAGE provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with VILLAGE policies and protects the VILLAGE against damaging legal issues.

Scope

All employees, contractors, consultants, temporary and other workers at the VILLAGE, including elected officials and all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by the VILLAGE, or to devices that connect to the VILLAGE network or reside at the Village site.

The Personnel Committee must approve exceptions to this policy in advance. Requests for exception must be submitted through the Village Clerk.

Policy Statement

General Requirements

You are responsible for exercising good judgment regarding appropriate use of VILLAGE resources in accordance with policies, standards, and guidelines. VILLAGE resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, only authorized personnel may monitor and audit equipment, systems, and network traffic. Devices that interfere with other devices or users on the VILLAGE network may be disconnected. Actively blocking authorized audit scans is prohibited. Firewalls and other blocking technologies must permit access to the scan sources.

System Accounts

You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

You must maintain system-level and user-level passwords in accordance with the Password Policy.

You must ensure through legal or technical means that proprietary information remains within the control of VILLAGE at all times. Conducting VILLAGE business that results in the storage of proprietary information on personal or non- VILLAGE controlled environments, including devices maintained by a third party with whom VILLAGE does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by VILLAGE or its customers and partners, for VILLAGE business.

Password Policy

Passwords must be:

- Without spaces and 8-16 characters long
- Contain at a capital, small letters, a number and a special character - ie. @#\$, etc.
- Passwords must be changed every three (3) months

Computing Assets

- You are responsible for ensuring the protection of assigned VILLAGE assets that includes the use of computer cable locks and other security devices. Laptops left on VILLAGE property overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of VILLAGE assets to the Village President or a Village Trustee.
- All PCs, PDAs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- Devices that connect to the VILLAGE network must comply with the Minimum Access Policy.
- Do not interfere with corporate device management or security system software, including, but not limited to, antivirus and antimalware software, modem/router security and any other security software or hardware security. This includes security software on VILLAGE owned cellphones and tablets.

Network Use

You are responsible for the security and appropriate use of VILLAGE network resources under your control. Using VILLAGE resources for the following is strictly prohibited:

- Causing a security breach to either VILLAGE or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.
- Causing a disruption of service to either VILLAGE or other network resources, including, but not limited to, ICMP floods, packet spoofing, denial of service, heap or buffer overflows, and forged routing information for malicious purposes.
- Introducing honeypots, honeynets or similar technology on the VILLAGE network.
- Violating copyright law, including, but not limited to, illegally duplicating or transmitting copyrighted pictures, music, video, and software.
- Use of the Internet or VILLAGE network that violates the VILLAGE policies or federal, state or local laws and ordinances.
- Intentionally introducing malicious code, including, but not limited to, viruses, worms, Trojan horses, e-mail bombs, spyware, adware, and keyloggers.

Electronic Communications

The following are strictly prohibited:

- Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates VILLAGE policies against harassment or the safeguarding of confidential or proprietary information.
- Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.
- Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Posting the same or similar non-business-related messages to large numbers of Usenet

- newsgroups (newsgroup spam).
- Use of a VILLAGE e-mail or IP address to engage in conduct that violates VILLAGE policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a VILLAGE e-mail or IP address represents VILLAGE to the public; therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

Enforcement

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with VILLAGE.

Definitions

Term	Definition
honeypot, honeynet	Network decoys that serve to distract attackers from valuable machines on a network. The decoys provide an early warning for intrusion detection and detailed information on vulnerabilities.
Spam	Electronic junk mail or junk newsgroup postings. Messages that are unsolicited, unwanted, and irrelevant.

I have received and read the Village of Wausaukee's computer policy. I understand the policy and agree to adhere to it as a _____

Signature

Title

Date