

VILLAGE OF HOLMEN



PERSONNEL MANUAL

January 2018

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***EMPLOYEE WELCOME &
VILLAGE OPERATIONAL MISSION***

The Village of Holmen is honored to have you as a member of our outstanding team of dedicated and hard working professionals.

Located in northern La Crosse County and incorporated in 1946, Holmen is one of Wisconsin's fastest growing communities, evolving over the past thirty years from a small rural community of 2,400 residents, to a thriving community of nearly 10,000 today.

Home to the annual Kornfest Festival, and situated at the western foot of La Crosse County's beautiful bluffs, the Village boasts a strong business community, an exceptional school system, and a series of parks, trails and comforts that make our community a special place to call home. There is a deep sense of community pride and ownership shared by all our residents and businesses, who envision the Village moving forward, while preserving its character and outstanding quality of life.

As valued members of the Village's Team, we are tasked with providing exceptional services to this very special and growing community. Thus, Village staff are expected to follow and are accountable to meet the Village's very high expectations. These expectations are highlighted in the Village's Operational Mission, the Village's Team Member Core Values, and the Village's Operational Vision and Expectations as follows:

The Village's Operational Mission:

- To provide excellence in the delivery of municipal services, while preserving and enhancing the image of the community, through honest, fair, ethical, accountable and fiscally responsible leadership and team dedication.

The Village's Team Member Core Values:

- Integrity, Accountability and Credibility from:
Honesty – Fairness – Professional Ethics – Respect – Dedication

The Village's Operational Vision and Expectations:

- SERVICE to the public is our fundamental reason for being. We strive to create a welcoming organization that achieves true excellence in customer service and overall delivery with anyone whom we may interact.

- COOPERATION between department management and members of Village staff is essential to creating a highly efficient and smoothly operating organization. We strive to take care of each other internally at all times.

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•PARTNERSHIPS and external collaborative efforts promote regional relationships and are essential to creating sound governmental efficiencies. We will maintain positive attitudes and promote opportunities to enhance relationships with other public entities, the business community, nonprofit organizations and citizens.

•DILIGENCE is the foundation of our work ethic. We challenge and inspire all staff to be efficient and effective in carrying out day-to-day tasks and activities.

•ACCOUNTABILITY is vital to maintaining public trust. We achieve accountability through ensuring each staff member is dedicated to the core values of integrity and high credibility, and by adopting and enforcing policies, procedures and processes that serve our public effectively.

•FISCAL RESPONSIBILITY is fundamental to the way we conduct business. We maximize our human, physical and financial resources in order to provide effective stewardship of public funds.

•COMMUNICATION and an informed citizenry are essential to the democratic process. We are committed to providing citizens with relevant, accurate and timely information about our goals, services and the decisions that will affect them or our partners.

•INNOVATION and creativity shape our future. We encourage staff to challenge the status quo and discover new ideas or better methods. We foster staff development in order to respond to changing needs in our community.

•SAFETY is critical to a high standard of living. We protect the citizenry through quality zoning ordinances, regulatory oversight and enforcement of the law.

•IMAGE is central to our community. Preservation and enhancement of the visual community ensures that current and future generations will benefit from living in a beautiful, well planned community, that preserves our heritage, culture and maintains community pride.

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Acknowledgement Form

This handbook is intended to be a set of general guidelines of the Village policies and practices. The Village Board reserves the right to interpret the intention of any provision or policy and their decision is considered final. This handbook provides general descriptions of some of the features of certain benefits and policies. It is not intended to contain complete descriptions of all plans and policies and cannot modify or affect them in any way. This handbook is provided as information only and is not, nor is it intended to be, a contract of employment. Similarly, no other Village policy or procedure should be construed as a contract of employment. Your employment and compensation is for no definite period of time and may be ended at any time by either yourself or the Village. No Department Head, supervisor or representative of the Village has any authority to enter into an agreement for employment for any definite period of time or to make any agreement contrary to the above. Any written or oral statements should not be relied upon by prospective or existing employees. This lack of guarantee or employment contract also applies to other benefits, working conditions and privileges of employment at the Village.

You should be aware that other locations may have local work rules, procedures or practices that may be different from those included in this handbook.

Please consult with the Administrator or your Department Head if you have any questions about the contents of your handbook.

In addition, you should always feel free to speak to your Department Head about any business issue of concern to you. The Administrator is also available to discuss any unresolved concerns you may have.

All supplements made to this manual shall supersede all prior policies.

I have read and fully understand the policies and procedures described in the Village handbook.

Employee Signature

Date

CONFIDENTIALITY AGREEMENT

Confidentiality is a prime consideration at the Village of Holmen.

Communication of personal information regarding any Village business (whether it be developer, customer account, patient, client, staff, interdepartment and/or intergovernmental communication, associate or any other matter) must be regarded as confidential. Any records including but not limited to such things as a patient's medical records, customer accounts, e-mails, telephone conversations, family history, diseases or illnesses, Village finances, planning, development, intergovernmental issues and other matters must NEVER be communicated beyond the scope of professional and para-professional personnel who require such information.

Information regarding the practice, policies, types of cases, internal problems, etc., should not be discussed with other employees, family members, personnel of other organizations, news media, or the general public except by those individuals who are directed to communicate such information at the appropriate times.

This policy concerning confidentiality shall emphasize that any infringement will be considered a gross violation of rules and may lead to immediate termination.

I have read and understand the above policy.

Staff Member (employee)

Date

Department Head

Date

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101 Nature of Employment

Last Revision Date: 11-13-03

You became an employee at the Village of Holmen voluntarily and your employment is “at will”. “At will” means that you are free to resign at any time, with or without cause. Likewise, “at will” means that the Village of Holmen may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the Village and any employee. The provisions in this handbook have been developed at the discretion of management and, except for the policy of employment at will, may be amended or cancelled at any time, at the sole discretion of the Village Board.

These provisions replace all other existing policies and practices and may not be changed or added to without the expressed written approval of the Village Board.

105 Business Appearance

Last Revision Date: 11-13-03

You should wear clothing suitable for the task assigned to you and appear neat and well groomed. Attire may vary with the job performed, location or working hours. The management of each work area is responsible for setting more specific guidelines and communicating them to you. If you have any questions regarding proper attire, feel free to discuss the matter with your Department Head.

106 Uniform & Employee ID Policy

Effective Date: 1-1-08

Revision Date: 1-1-14

In order to ensure that staff is able to present a safe, positive and professional image to the residents of the Village of Holmen, the Village shall require that all field-related positions utilize photo id badges and uniforms. The Village Administrator shall determine the specific departments and/or employees that shall be required to wear Village issued uniforms and the design of such uniforms.

All field-related employees shall be required to display their photo id badge during all working hours. Employees are discouraged from wearing the photo id badge outside normal working hours in an environment or capacity in which the employee is not representing the Village of Holmen.

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Those departments and/or employees required to wear the Village issued uniforms shall adhere to the following:

- Employee must wear the required Village issued attire (complete uniform) at all times during working hours. The complete uniform consisting of Village issued shirt, pant & id badge.
- The uniform may be covered by only Village issued and/or approved outerwear.
- At the time of hire, the Village shall issue one (1) piece of approved winter outerwear and one (1) piece of approved spring/fall outerwear to each employee required to participate in the uniform plan. The Village will contribute \$100 annually to each employee who is required to participate in the uniform plan, toward replacement of approved outerwear (specifically footwear and coats). The contribution will be paid as a reimbursement to the employee upon approval of outerwear purchased and presentation of receipt documenting purchase. Village logo must be attached to all outerwear prior to approved use or cost reimbursement. Maximum \$100 annually. No carryover of funds.
- Employee may not wear Village issued attire outside normal working hours in an environment or capacity in which the employee is not representing the Village of Holmen. Exceptions may include, but are not limited to, travel to and from the workplace, meal breaks, medical appointments, brief personal errands or other situations deemed reasonable by the Village Administrator and/or Department Head.
- Employee must comply with procedures for uniform collection, cleaning, repair, distribution, etc. as required by the uniform service provider.
- Employee may store uniform inventory at their home or at designated Village site(s).
- In the event of employee intentional or negligent destruction, damage or disposal of the Village issue uniform, outerwear and/or id badge the cost of replacement or repair of the item(s) shall be withheld from the employees' next payroll distribution.
- Employees terminating employment shall return all Village issue uniforms, outerwear and id badge prior to the Village issuing their final payroll distribution. In the event any item(s) are not returned, the Village shall withhold the costs associated with the loss and/or replacement of these items from their final payroll distribution.

In the event an employee does not adhere to this policy as required, disciplinary action shall be enforced per Village Policy 140 – Violations of Village Policies and Procedures. Disciplinary action may include, but is not limited to, verbal and/or written warning, suspension (with or without pay) and/or termination.

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115 Outside Employment and Activities

Effective Date: 1-1-04

Revision Date: 11-13-03

Outside employment that impairs the quality of the employee's work is not acceptable. Employees are required to inform their Department Heads or supervisors of all outside employment.

You are welcome to participate in volunteer activities such as an officer or trustee for a charitable, religious or educational organization. However, since your participation may involve potential conflicts of interest or legal implications, you should consult your Department Head before you accept such an assignment.

If you are asked to appear as a speaker, to make a statement to the media, or to author an article, you should channel the request through your Department Head.

120 Offensive or Hostile Behavior Policy

Effective Date: 1-1-04

Revision Date: 1-1-14

Offensive or hostile behavior by employees in the workplace is unacceptable and will not be tolerated. Any behavior that creates an unwelcoming, threatening or hostile work environment shall be considered grounds for immediate discipline, including termination.

One specific type of offensive behavior is sexual harassment. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Sexual harassment may include, but is not limited to, such actions as: sex-oriented verbal "kidding," "teasing," or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or brushing against another's body; or demands for sexual favors.

Conduct is improper if:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved; or
- Conduct that has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive working environment.

All employees are expected to avoid any behavior or conduct toward any other employee which could be interpreted as sexual harassment or any behaviors that create a hostile work environment.

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Management personnel must take prompt corrective action when they become aware of sexual harassment or an allegation of such behavior. Such action may include discipline up to and including termination of the offending employee or employees. Any supervisor who engages in sexual harassment or who knowingly allows such conduct to continue will be subject to disciplinary action up to and including termination.

Any employee who feels that he or she has been the victim of sexual harassment should notify their Department Head, Administrator or Village Board member. Confidentiality will be given to the extent possible to the complaint, and the complaint will be immediately investigated.

125 Solicitation

Effective Date: 1-1-04

Revision Date: 11-13-03

Selling non-work related merchandise or services to Village employees, soliciting them or distributing literature to them in the Village buildings or on its property is not permitted at any time by non-employees.

No non-work related solicitation of any kind is allowed by employees during working time. No distribution, aside from Village business, is allowed during working time or in working areas.

130 Conflicts of Interest

Effective Date: 1-1-04

Revision Date: 11-13-03

Financial agreements (outside of the employee/employer relationship) between the Village and employees are discouraged. All related transactions should be approved by the Village Board. No employee will act on behalf of the Village without prior approval of the Village Board.

135 Work Rules

Effective Date: 1-1-04

Revision Date: 11-13-03

Following is a statement of general area work rules. Employees should meet these responsibilities at all times. Department Heads may consider disciplinary approaches to allow the employee time to improve so as to meet accepted standards of performance and conduct.

- Fulfill successfully all the responsibilities of the job as defined in the job description and/or as further defined in work instruction(s) given by the Department Head.

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- Carry out appropriate instruction(s) of supervisors and Department Heads.
- Observe all posted health, safety, fire prevention and security rules.
- Report all injuries or accidents immediately concerning an employee, customer, visitor or other person.
- Conduct themselves professionally by treating all co-workers, residents and visitors with respect and courtesy. Control their demeanor so as to avoid profane and abusive language, loud and disruptive conversation, actions and remarks which might indicate disrespect for any person.
- Report for work at the scheduled time (not abusing sick leave or having a chronic absenteeism problem) and for all days and hours scheduled. Absence for personal business is allowed only by prior arrangement.
- Observe nonsmoking policy.
- Demonstrate alertness at all times-no sleeping or loafing on the job.
- Report immediately all absences to your supervisor.
- All tools, equipment and vehicles must be inspected before each days use for condition, required maintenance and safety equipment. Vehicles and equipment found to be in need of maintenance or repairs should be immediately reported to their Department Head.

This list is not intended to be exhaustive. The Village also reserves the right to issue discipline up to and including discharge for any other action which it deems to constitute misconduct by an employee.

140 Violations of Village Policies and Procedures

Effective Date: 7-15-05

Revision Date: 1-1-14

Violation of Village (standard of behavior) policies and procedures are considered very serious and will result in one or more of the following disciplinary actions depending on the situation, the severity of the violation and the policy itself:

1. Supervisor Coaching
2. Verbal warning
3. Written warning to be placed in the employees personnel file
4. Suspension (with or without pay)
5. Termination

The Village reserves the right to terminate employment at any time, with or without reason. Additionally, the Village reserves the right to prosecute any employee for any infraction.

The following are examples of violations of Village standards of behavior for employees.

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- Fraud, bribery, or conviction of a felony or unlawful offense involving dishonesty or breach of trust.
- Possess, use, copy, email or read Village records without appropriate authorization or divulge confidential information concerning the financial, business, operations or work information of the Village, it's associates, clients, customers, residents and/or staff.
- Falsify, alter, forge, or destroy any records, history, data, instrument, employment applications, time sheets, timekeeping log or any other Village records.
- Remove, intentionally damage, or misuse Village or any person's property.
- Improper or unauthorized use of funds, property or services.
- Commit or threaten to commit injury or damage against any person or their property, or any behavior demonstrated that creates an unwelcoming or hostile work environment.
- Insubordination of any kind.
- Have in their possession any unauthorized deadly weapons; e.g. knives, firearms, or explosives while on Village premises.
- Illegal or unauthorized possession, selling, delivery, or use of intoxicants, narcotics or controlled substances any time during employment or while on premises or on Village business. An exception to this may be made for prescribed medication taken under a physician's supervision.
- Sexual harassment of visitors or fellow employees at any time.
- Inability to provide documents required to complete personnel file within specified period of time.
- Refusal to cooperate in any investigation deemed necessary by the Village.
- Absenteeism and tardiness, and failure to report to work as scheduled, including the abuse of any Paid Leave policies.
- Behaviors inconsistent with the Village's Operational Mission, Core Values and Vision and Expectations.

This list is not intended to be exhaustive. The Village also reserves the right to issue discipline up to and including discharge for any other action which it deems to constitute a violation of Village policy or procedure.

145 Complaint and Grievance Procedures

Effective Date: 9-29-11

Revision Date: 1-1-14

Employees who have complaints are encouraged to discuss their concerns or address their questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filling a

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formal grievance. An employee may also share or discuss in confidence his/her issues of concern with the Village Administrator if they feel the situation requires it.

If a resolution cannot be achieved, the employee (unless covered under an adopted Bargaining Agreement) may choose to proceed through a formal grievance process. Grievances may only be filed if they are subject to:

1) "Employee discipline". That does NOT include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling's, coaching meetings or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets; and
- Transfer or change in job assignment.

2) "Employee termination". Shall include action taken by the employer to terminate an individual's employment, but shall NOT include the following personnel actions:

- Voluntary resignation;
- 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; and
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

3) "Workplace safety". 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 the same.

Any written grievance filed under this policy must contain 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; and
- The employee's signature and the date.

Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or

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his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Village Administrator, who shall conduct the Step 1 investigation.

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

Step 3 – Review by the Finance and Personnel Committee (acting as the impartial hearing officer). If the grievance is not settled at Step 2, the employee may request in writing, within (5) business days following receipt of the Village Administrator's decision, a request for review by the Finance and Personnel Committee. The Committee may only determine whether Village Management acted in an arbitrary and capricious manner, and thereafter either find in favor of Management's decision(s) or modify those decisions based on the evidence and testimony. In all cases, the grievant shall have the burden of proof to support the grievance, with the documents that were submitted previously in Steps 1 and 2; and verbal testimony during the Committee meeting. The matter will be scheduled during the next available meeting of the Committee assuming the request is received at least ten (10) days before the next meeting day. The Committee shall convene in private session to review the evidence, and to hear verbal testimony from both Management and the employee, within the presence of the Village's Attorney. Management and the employee shall be excused as the evidence and testimony are considered. The Village's Attorney will inform both Management and the employee of the Committee's findings and decision in writing within ten (10) business days of the meeting where the decision was made.

Step 4 – Review by the Village Board. If the grievance is not resolved after Step 3, the employee shall request within five (5) business days of receipt of the written decision from the Committee (Village Attorney), a written review by the Village Board. The Village Board shall not take testimony or evidence; it may only determine if the Committee reached an arbitrary or incorrect result based on a review of the record before the Committee. The matter will be scheduled for the Village Board's next regular meeting assuming the request is received at least ten (10) days before the next meeting day. The Village Board shall convene in private session to review the evidence, only within the presence of the Village's Attorney. When reconvened into open session, the Village Board shall decide the matter by majority vote and this decision shall be final and binding. The Village's Attorney will inform the employee of the Village Board's findings and decision in writing within ten (10) business days of the meeting where the binding decision was made.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation

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(lack of quorum, etc.), the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

150 Termination

Effective Date: 1-1-04

Revision Date: 1-1-14

Resignation is a voluntary separation, including:

- resignation with or without notice;
- an absence of two or more working days without notice (job abandonment);
- failure to return from leave of absence as arranged.

If you intend to resign, you are encouraged to give at least two weeks' notice to your supervisor or Department Head. A minimum two week notice is required to receive specified benefits at termination, and employees must work a minimum of two weeks without using paid leave. Sick leave shall NEVER be counted as hours worked, under any circumstances, or in relation to any policy within this Personnel Manual.

Discharge is an involuntary termination. This takes place when an employee is removed from the payroll for:

- violation of policy or procedure, work rules, employee standards and conduct, safety regulations, unsatisfactory job performance;
- for any or no reason, at the sole discretion of the Village.

There are no requirements for advance notice to employees upon discharge and the Village reserves the right whenever it deems appropriate to discharge an employee immediately.

155 Exit Interviews

Effective Date: 1-1-04

Revision Date: 1-1-14

Resigning or discharged employees may be scheduled for an exit interview 1-2 days prior to their last day worked. During the exit interview, the employee has an opportunity to freely discuss reasons for leaving and to offer suggestions and criticism on any topics concerning employment with the Village. The exit interview also provides an opportunity for exiting employees to be informed of their benefit rights, entitlement and limitations.

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205 Equal Employment Opportunity

Effective Date: 1-1-04

Revision Date: 11-13-03

It is the policy of the Village to achieve equal employment opportunity in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and other benefits.

This policy is to be administered without regard to age, race, creed, color, handicap (disabled), marital status, sex, national origin, ancestry, sexual orientation, arrest and conviction record; except where sex, age, handicap or conviction is a bona fide occupational qualification.

Responsibility for implementation of this policy is assigned to the Village Administrator and to all administrative personnel and department heads carrying responsibility for personnel functions. It shall be the responsibility of the employees to report progress, problems and concerns to the Department Heads or Administrator.

This action will be taken because we feel that it is the right thing to do. The Administrator will ensure implementation of this policy.

207 Immigration Law Compliance

Last Revision Date: 11-13-03

The Village of Holmen is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee of the Village is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the Village of Holmen and are rehired, you must complete another Form I-9 if the previous I-9 with the Village is more than three years old, or if the original is not accurate anymore, or if we no longer have the original I-9.

208 Residency Requirement

Last Revision Date: 1-1-14

Unless expressly specified or outlined within a particular job description or within an employment agreement or legal contract, residency is not a requirement of employment with the Village.

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210 Personnel Records

Last Revision Date: 1-1-14

The Village shall maintain a personnel record for all employees of the Village. Such records shall contain those documents used in determining the employee's qualifications for employment, promotion, transfer, compensation, annual or merit reviews, discipline and discharge.

An employee may request to inspect their personnel file in accordance with State Law. The Village shall comply with an inspection request within seven days. The Village reserves the right to restrict the manner of and location of the inspection.

An employee who falsifies or misrepresents the information they have provided to the Village at any time (ex: employment application, resume or any other information/data provided to the Village) shall be subject to immediate termination.

215 Personal Status Change

Last Revision Date: 1-1-14

It is important that you keep the Village informed of changes relevant to personal data. Report changes in your address, marital status, etc., to your Department Head and/or to Payroll Management.

220 Introductory Period

Effective Date: 1-1-04

Revision Date: 1-1-14

All newly-hired employees are subject to an Introductory Period (Probationary Period) of twelve months or as specified in a pre-employment agreement. The Introductory Period is deemed necessary to allow the employer time to evaluate if the employee is indeed best suited for the position and the organization and acceptable for continued employment. The Village reserves the right to terminate the employment of any employee during their Introductory Period at any time for any reason.

If an employee continues employment after the Introductory Period, this should not be considered as a guarantee of ongoing employment. In addition to normal Village policies for annual compensation and merit adjustments, an appropriate step wage increase may be considered by the Department Head and approved by the Administrator for successful completion of the Introductory Period.

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223 Performance Evaluation

Effective Date: 1-1-04

Revision Date: 1-1-14

All non-union organizational employees shall be reviewed annually for merit and overall performance. We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will participate in formal performance evaluations, at a minimum of once each year.

225 Training and Development

Effective Date: 1-1-04

Revision Date: 1-1-14

The Village provides various training and development opportunities for you as a means to:

- improve your skills and knowledge in your current position
- increase your potential for growth and responsibility opportunities
- determine interests and skills for career planning.

As an employee, you will receive training in your area to assist you in acquiring the skills and knowledge necessary to perform your job. In addition, the Village offers a variety of career development and skills training courses to help you increase your competency in your present job and to help you prepare for future advancement. Courses on supervision, computer skills, and clerical skills are examples of the programs which may be offered.

Employees with licenses or certifications will be reimbursed for costs associated with requirements to maintain their status (renewals). However, costs to secure an initial CDL, license or related certification, if such is required as a condition of employment, shall NOT be reimbursable unless authorized by the supervisor and the Administrator.

The Village will pay for the following costs associated with training:

- Training course expense
- Meals, mileage and lodging
- Employee's time, including travel time (except exempted employees)

The Village will not pay the following costs associated with training:

- Family member related expenses
- Other non-business related expenses

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230 Employee Referrals

Effective Date: 1-1-04

Revision Date: 11-13-03

You are encouraged to refer to the Village your qualified friends and acquaintances who are seeking employment. An application can be obtained from the Administrator. Applicants' qualifications will be reviewed against current job openings, and the Administrator may call them to further discuss their experience and skills. Only those candidates with qualifications that match current openings will be invited for a preliminary interview.

235 Employment of Relatives

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village reserves the right to decline to hire close relatives of current employees if they apply to work in the same or related work areas.

255 Mail and Correspondence Policy

Effective Date: 1-1-04

Revision Date: 11-13-03

Incoming mail will be opened and distributed to Village employees. Every effort will be made to distribute mail marked “personal” or “confidential” unopened to the individual addressed.

Outgoing correspondence should be professional and on Village letterhead. Grammar, spelling and content should be reviewed by an individual independent of the author before mailing.

260 Telephone Policy

Effective Date: 1-1-04

Revision Date: 11-13-03

Incoming phone calls should be answered promptly and courteously. All employees are encouraged to limit their personal use of the Village telephone. Cellular phone users should limit their personal calls to emergencies only.

Personal long distance calls should be reimbursed to the Village at the actual cost based on the telephone company's invoice.

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263 COMPUTER AND INTERNET POLICY

Effective Date: 1-1-14

BROAD UNDERSTANDINGS

The Village of Holmen's World Wide Web (WWW) pages, social media sites, email and other computer network resources are owned, operated and supported with funds provided by the Village. The Village's intent is to protect itself legally, not to unduly curtail freedom of expression. The quality of the information presented by the Village of Holmen on ALL media has an impact on the image and reputation of the Village and will be taken VERY seriously. This INCLUDES actions of employees utilizing their own media resources (cell phones, etc.) that in anyway impacts the image and reputation of the Village or its employees. Any activities prohibited within this policy shall be considered grounds for immediate discipline, including termination.

PERSONAL AND COMMERCIAL BUSINESS USE

In general, it is appropriate to use the internet and social media for 1) professional, Village related correspondence, 2) for support and administrative functions of the Village, and 3) for research related activities. Extensive use of Internet resources for personal (non-Village related) activities is unacceptable. E-mail attachments should be limited to Village related activities only.

The Village's computer and internet resources cannot be used for profit or commercial purposes other than official Village business, although a reasonable standard will be used to judge what constitutes such commercial use. Examples:

- Offering to sell an item to a friend or friends would be acceptable insofar as it falls under the category of personal correspondence, but advertising the same item through a mass electronic mailing would not be acceptable.
- The use of computer and Internet resources for individual profit (e.g. by operating a word processing service or doing the work of a local business) is not acceptable.
- Village resources may not be used to create departmental or personal web pages for a commercial business or personal gain; or to slander the Village or any person or aspect of the organization.

If in doubt about an individual practice, it is the user's responsibility to find out whether or not it is permissible under this provision by contacting the Village Administrator or his/her designee.

INAPPROPRIATE USE

Users of the Village's computer and internet resources are bound by the same standards of respect for the rights of others that pertain to the Village of Holmen in general. Additionally, unacceptable use of personal media resources that have the potential to create a hostile work environment or impact the image or reputation of the Village will not be tolerated.

It is unacceptable to **transmit** obscene, abusive, sexually explicit, threatening, hateful or harassing materials over the Internet or internal network. The **display** (on computer screens) and printing of these materials is also prohibited. Other Village policies, including the Sexual Harassment Policy, may also be applicable to these matters.

Users of the Village's computer and internet resources are required to abide by local, state and federal statutes (i.e. in regard to: copyright laws; transmission of obscene/harassing/threatening materials; etc.). Violators are liable for civil or criminal prosecution.

Violations of the computer and Internet policy can be very serious matters exposing violators to the formal disciplinary procedures of the Village. In order to protect the integrity of the Village's computer system, the Administrator or his/her designee is authorized to immediately close accounts and deny access to individuals pending the completion of such formal review procedures.

Excessive use of the Village's internet resources, including social media sites and other activities, as well as personal resources of the like (cell phones, etc.), that take away from the productive actions of the employee's paid work hours is prohibited. Employees are to respect the freedoms they are given while employed by the Village of Holmen and ensure their primary focus is on the responsibilities of the position in which they are employed. The definition of "excessive" shall be ANY activity or amount of time, that at the discretion of the Village, demonstrates a lack of focus and attention to the job, thus unproductively fulfilling their responsibilities, which equates to time theft.

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OWN IDENTITY AND SECURITY RESTRICTIONS

Users are liable for the use, or misuse, of their own account. Therefore, you should never see another person's account or identification, or give your password or identification to another person for the purpose of gaining access to the Internet or internal network.

Protection of software, files and data. Copying software, files, or passwords that belong to others will be considered a violation of Village policies. It may also constitute fraud, plagiarism or theft. Software licensed by the Village must only be used in accordance with the applicable license. Modifying information or software without authorization (**including but not limited to altering data, introducing viruses or damaging files**) is unethical, a violation of Village policies and may be a felony in Wisconsin.

Abide by security restrictions on all systems. Making your password (or another person's password) available to others or otherwise attempting to evade, disable or "crack" system security provisions (or assisting others in doing so) threatens the work, privacy and well-being of many others. This is a serious violation of Village policies and constitutes grounds for immediate suspension of your access privileges and other disciplinary action.

Impersonation. Electronic communication under a false name, user account, or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of the Village of Holmen are prohibited.

COPYRIGHT POLICIES AND PROPER USE OF LOGOS

Unauthorized use of the name "Village of Holmen" or any symbol, logo or graphic used by or associated with the Village or any confusingly similar representation thereto, is prohibited. Permitted use may be secured from the Village Administrator's designee.

Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of Village policies and could subject you to criminal prosecutions as well as personal liability in a civil suit, in addition to other sanctions.

It is unacceptable to use or access electronic records for which you do not have explicit permission. You may not distribute, without authorization, any part of the Village's administrative records: 1) outside of Village or 2) internally to areas to which they are not authorized.

USE OF COMPUTER RESOURCES

Users of the Village network should not access any networked resources (i.e. printers, computers, servers, etc.) for which they have not been given explicit permission. If in doubt, ask.

ALL email and internet correspondence is PUBLIC and open for public inspection at any time! Internet users should familiarize themselves with Internet etiquette, including proper use of mailing lists, FTP logons, and e-mail etiquette.

Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits or amount of resources consumed, when so instructed by the Village. Such restrictions are designed to ensure fair access for all users.

Recognize limitations to privacy in electronic communications. You may have an expectation that the contents of what you write or otherwise create, store and send be seen only by those to whom you intend or give permission: however, all electronic communications are considered open records and must comply with the State of Wisconsin's open record laws. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.

The usual rules of publication still apply. Spell checks, proofread and get someone else to review your work.

RESPONSIBILITIES

The Village Administrator or his/her designee will be responsible for securing compliance to WWW policy and providing the first level of dispute resolution before passing unresolved issues onto the Village Board for a hearing and resolution. The Administrator or his/her designee will also be responsible for managing the Village's home page, maintain the physical and network security of the Village's web server and the web server operations.

Staff should observe copyright regulations, all local, state, and federal laws, and policies in these guidelines. Observe publication standards and other standards that benefit the image of the Village of Holmen.

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265 Purchasing Policy

Effective Date: 1-1-04

Revision Date: 11-13-03

Please refer to the Village's procurement policy.

270 Safety

Effective Date: 1-1-04

Revision Date: 11-13-03

Our workplace safety program is a top priority at the Village of Holmen. We want the Village to be a safe and healthy place for employees, customers and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate the Village safety standards, you may be subject to discipline action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

As an employee of the Village you have certain rights regarding the use of hazardous materials in the workplace. The Village of Holmen will provide you with information regarding the following:

- What chemicals are used in the workplace (MSD sheets)
- Where the chemicals are located
- Physical and health hazards associated with the chemicals
- Protection measures that must be taken to prevent exposure
- What to do in case of exposure to the chemicals

For additional information on hazardous materials in the workplace, consult your supervisor.

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275 Personal Property

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village of Holmen cannot be responsible for losses of personal property that is lost, damaged or stolen. If you bring personal property/items/belongings to work or on Village property, you are responsible for keeping track of them.

If you bring personal property to work, you need to understand that it will not be covered under the Village's insurance and because of limitations on personal homeowners' policies, it may not be covered under your homeowner's coverage either.

Also, the Village prohibits any items on the premises or worksite that are sexually suggestive, offensive or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto Village property may be inspected for purposes of enforcing the Village's policies.

305 General Attendance Policy

Effective Date: 1-1-04

Revision Date: 1-1-14

You should maintain a satisfactory attendance record. You are responsible for reporting to work at the assigned time on each scheduled work day. Attendance is measured by absences, tardiness, and early departures.

Excessive and repeated absence, excessive tardiness, or early departure or failure to notify your Department Head on the first day of absence and subsequent days may be cause for disciplinary action, and possible termination. An absence of two or more working days without notice is job abandonment and will result in voluntary termination.

Employee scheduling is determined by the Department Head based on the requirements and needs within that department. You will be informed of your working schedule by your Department Head on your first day. Full-time employees must be prepared to work overtime at the request of their Department Head. Police, Public Works and Parks employees will be required to work periodic weekends as scheduled and for any emergency work that may arise as requested by the Department Head.

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310 Personal Business Policy

Effective Date: 1-1-04

Revision Date: 1-1-14

Personal business which can be anticipated in advance may not be considered for a paid absence for employees. Absences such as shopping, moving, religious holidays, and weddings will be charged to vacation, floating holidays, personal days or compensatory time off (banked time) as appropriate.

320 Family and Medical Leave (FMLA) – Federal/Wisconsin

Effective Date: 1-1-04

Revision Date: 1-1-14

The Village of Holmen (the “Village”) will follow the requirements of the Federal Family and Medical Leave Act (“FMLA”) and the Wisconsin FMLA. The Wisconsin and Federal FMLA laws differ in a number of areas. The Village will comply with the more generous provision as required by law.

An employee who has been on the Village payroll for 52 consecutive weeks and who has been paid for 1,000 hours during the preceding calendar year is eligible for Wisconsin Family Medical Leave. An employee who has been employed for 12 months and who has actually worked 1,250 hours during the 12 months before leave is requested, is entitled to unpaid leave under the Federal Family and Medical Leave.

Unpaid leave is available for one or any combination of the following circumstances:

<u>TYPE</u>	<u>ELIGIBILITY</u>	<u>MAXIMUM DURATION FOR STATE LEAVE</u>	<u>MAXIMUM DURATION FOR FEDERAL LEAVE</u>
Personal serious health condition; inpatient hospitalization, chronic condition or continuing care by a physician	Unable to work because of serious health condition	Up to two (2) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to six (6) weeks per calendar year	Up to twelve (12) weeks per rolling 12-month period
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child or parent with serious health condition	Up to two (2) weeks per calendar year Also covers care for qualifying domestic partners	Up to twelve (12) weeks per rolling 12-month period

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<p>Leave to care for a seriously ill or injured military service member who is a spouse, son or daughter, parent, or next of kin.</p>	<p>Spouse, son, daughter, parent, or next of kin service member has been injured on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness.</p>	<p>None</p>	<p>Up to twenty-six (26) weeks per rolling 12-month period, per service member, per injury.</p>
<p>“Qualifying exigency” leave due to employee’s spouse, son, daughter or parent being on or called up for active duty in the Armed Forces.</p>	<p>Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.</p>	<p>None</p>	<p>Up to twelve (12) weeks per rolling 12-month period</p>

1. Definitions and Clarification on Types of Leave

Child, Spouse, and Parent

A “child” includes not only your biological, adopted, or foster child, but also a step child, legal ward, or child for whom you have day-to-day responsibilities to provide care and financial support. If older than age 18, the child must be incapable of self-care at the time leave is to commence because of a “physical or mental disability.” A “physical or mental disability” is a physical or mental impairment that substantially limits one or more of an individual’s major life activities.

For purposes of the Wisconsin FMLA, however, a child over 18 must be incapable of self-care because of a serious health condition (defined below).

The term “spouse” is limited to your husband or wife and does not include an unmarried domestic partner. The Wisconsin FMLA has a separate provision covering qualified domestic partners.

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“Domestic partner,” under the Wisconsin FMLA, means either: (1) a same-sex partner registered with the Register of Deeds in your county of residence or (2) a same-sex or opposite-sex partner who is not registered but the following criteria are met: (a) both partners are at least 18 years old and able to consent to a domestic partnership, (b) neither individual in the domestic partnership is married to or in a domestic partnership with another individual, (c) the partners share a residence, (d) the partners are not related by blood in any way that would prohibit marriage under Wisconsin law, (e) the partners consider themselves members of each other’s immediate family, and (f) the partners agree to be responsible for each other’s basic living requirements.

A “parent” includes your biological parents or another individual who provided day-to-day care and financial support during your own childhood. Your parent-in-law or parent of your domestic partner is not considered a parent for purposes of the FMLA but is considered a parent for purposes of the Wisconsin FMLA.

Serious Health Condition

A “serious health condition” under the FMLA is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a hospital or other treatment facility or “continuing treatment by a health care provider.”

For purposes of the federal FMLA, a serious health condition involving “continuing treatment by a health care provider” includes any of the following:

- A period of incapacity—inability to work, attend school, or perform other regular daily activities due to the serious health condition—of more than three full consecutive calendar days, and (1) treatment two or more times, within thirty days of the first day of incapacity, by a health care provider or by another health care professional under the orders of or on referral by a health care provider or (2) treatment on at least one occasion by a health care provider that results in a regimen of continuing treatment under the health care provider’s supervision. “Treatment” must be an in-person visit to a health care provider for examination, evaluation or specific treatment.
- Any period of incapacity due to pregnancy or for prenatal care.
- Any period of incapacity or treatment due to a chronic serious health condition, such as asthma, diabetes, or epilepsy.
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective, such as Alzheimer’s, a severe stroke, or the terminal stages of a disease.
- Any period of absence to receive multiple treatments, either for restorative surgery or for a condition that would likely result in a period of incapacity of more than three full consecutive calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, and kidney disease.

Under the Wisconsin FMLA, a “serious health condition” is a disabling physical or mental illness, injury, impairment, or condition involving:

- Inpatient care in a hospital, nursing home, or hospice; or

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- Outpatient care that requires continuing treatment or supervision by a health care provider.

The term “health care provider” includes a physician, dentist, clinical psychologist, podiatrist, chiropractor, a nurse practitioner, physician assistant, a nurse mid-wife, a clinical social worker, and certain other health care professionals.

Leave for Child, Spouse or Parent with Serious Health Condition

Federal and Wisconsin FMLA leave may be taken to care for a child, spouse, domestic partner (under Wisconsin FMLA only), or parent with a serious health condition. “To care for” is defined as caring for a family member’s physical and psychological needs, which may encompass basic medical, hygienic, nutritional needs, or safety.

2. Method of Calculating Leave Entitlement

To determine the amount of Federal FMLA leave to which an employee is entitled, the Village uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks which has not been used during the immediately preceding 12 months.

Pursuant to Wisconsin law, entitlement to State FMLA leave will be calculated based on the calendar year.

Federal and State Family Medical Leave run concurrently, not consecutively.

Unless leave is taken on an intermittent or reduced schedule, as set forth in Section 6 below, leave will be taken on a continuous basis. Employees are entitled to up to 12 weeks of leave.

When a husband and wife both work for the Village, the aggregate number of work weeks of leave they may take for birth, adoption/foster care, care of a seriously ill parent, or leave for a qualifying exigency is twelve (12) weeks under the Federal FMLA. Up to a combined total of twenty-six (26) weeks may be used to care for a seriously ill or injured military service member.

3. Paid Leave Substitution Before Unpaid Leave

An employee may elect to substitute accrued paid leave for any Wisconsin FMLA leave, but will not be required to substitute such paid leave. After the Wisconsin leave has expired, and during any remaining Federal FMLA leave, the Village shall require that any accrued paid vacation, sick, personal holiday, PTO, or compensatory time leave be used prior to any unpaid remaining FMLA leave, provided the leave otherwise qualifies under the Village’s applicable paid leave policies.

4. Worker’s Compensation and FMLA Leave

When an employee is absent due to a work-related illness or injury which meets the definition of a serious health condition, the absence will be counted against the employee’s entitlements under the Wisconsin and Federal FMLA. In other words, FMLA and worker’s compensation leave will run concurrently.

5. Request for Family or Medical Leave

Except in situations where the employee is unable to provide a written request because of the need for emergency health care, the employee is to provide his or her supervisor with a written application for FMLA leave prior to the requested commencement of the leave on the “Family and Medical Leave Request Form”

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from the Finance Director. The request shall indicate the date that the employee is expected to return to work. In cases where the need for the leave is foreseeable, the request is to be made at least 30 days prior to the anticipated leave.

If the employee gives less than 30 days notice of the need for leave, the Village may require the employee to explain why it was not practicable to give the 30 days notice. The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice, unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.

In cases of emergency, verbal notice of the need for leave should be given as soon as possible and in accordance with the Village's applicable paid leave policies, but in no case later than two working days after the need for FMLA leave has become apparent. Calling in sick, without providing additional information, is not sufficient notice of the need for federal FMLA leave.

If an employee has been out for three or more days in a row, or if the Village has information that the employee is out for an FMLA-qualifying reason but has not requested FMLA leave, the Village may require the employee to complete an FMLA Request Form and Medical Certification so the leave may be properly designated. The Village may also retroactively designate FMLA leave when it later learns that certain leave was FMLA-qualifying.

The employee is to advise the supervisor if his or her return date changes. An employee who has used all of his/her FMLA and Short Term Disability benefits, and is still unable to return to work, will have his or her employment terminated. Failure of an employee on leave, to report for duty within two (2) working days at the conclusion of the authorized leave, shall be considered a formal resignation by that employee.

6. Intermittent or Partial Leave

With the consent of the Village, an employee may take intermittent or partial leave for the birth or adoption of a child. The employee may take intermittent leave, whenever medically necessary, to care for a parent, spouse, domestic partner (under Wisconsin FMLA only), dependent child with a serious health condition, or their own illness or for certain military-related leaves. Also, if the leave is for planned medical treatment and will be taken on an intermittent basis or by a reduced schedule, the employee is expected to schedule the treatment so as to create minimum disruption for the Village. To comply with this requirement, an employee should provide the Village, in writing, with the employee's proposed schedule of partial absences with reasonable promptness after the employee learns of the probable necessity of such leave.

The smallest increment for partial leave is the smallest measure of time that employees are able to take time for any non-emergency leave.

Where intermittent leave or reduced work schedules are requested for foreseeable or planned medical treatment, the Village may temporarily transfer the employee to an available equivalent position if the employee is qualified and the position better accommodates recurring leave.

7. Medical Certification

When an employee requests medical leave for his or her own health condition or leave to care for a family member, the employee must provide medical certification from an appropriate health care provider on a form approved by the Village. This certification should be furnished at the time the leave is requested and at most 15 days from the date such medical certification is requested. In the case of unforeseen leave, the certification should be furnished as soon as practical.

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Failure to provide the requested medical certification may result in delay or denial of the leave. This means the absence may then be counted against the employee for purposes of discipline for attendance.

Where medical leave is involved, the Village may, at its expense, require the employee or a family member to obtain the opinion of a second health care provider chosen by the Village. If a dispute exists, a third opinion may be secured. The Village may also request re-certifications on a periodic basis as permitted by law.

8. Insurance

An employee who is enrolled in the Village's group health or dental insurance plans may continue to participate in the program at the same contribution rate as before the leave for the duration of the leave.

During leave taken under this policy, the Village will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The employee will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the employee's responsibility to make arrangements with the Village's payroll office for making premium payments for group health insurance during leaves.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the Village may recover its portion of the premiums paid for medical benefit coverage during the leave.

9. Fitness For Duty Certification

If leave is due to the employee's serious health condition, s/he may be required to present certification of fitness for duty to his/her supervisor upon returning to work.

10. Return from Family or Medical Leave

An employee will be returned to his or her former position upon return from statutory family or medical leave depending upon work load conditions and as requirements for staffing permit (for example if the position is still vacant), following certification if required. Thus, the employee may not be reinstated to the position held at the time when leave was granted. If the former position is not vacant, as an example, an employee on statutory medical or family leave MAY be returned to a different employment position in the Village unless the employee would have been terminated during the statutory leave for a legitimate business reason. The employee, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave.

325 Jury Duty

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village believes that jury duty constitutes civic responsibility and full compensation will be paid for jury time during normal working hours if the employee endorses the jury pay over to the Village. Extended jury duty involvement, however, will necessarily be considered on an individual basis.

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330 Military Duty Leave

Effective Date: 1-1-04

Revision Date: 11-13-03

Permanent employees who are called for military training or service shall be granted a leave of absence without pay from their positions, as is required by law. When military reserve training is scheduled with an employee's vacation leave, the employee shall receive the accrued vacation leave pay.

Permanent full and part-time employees on military leave have thirty (30) days after the military service has ended to return to work for the Village. Failure to report to work within that time frame will be considered as a formal resignation by the employee.

340 Disability Leave

Effective Date: 1-1-04

Revision Date: 11-13-03

Employees who are eligible for disability leave, shall be compensated according to the rules of the Wisconsin Retirement System. The Village will continue to pay the Village share for insurance (health, life, income continuation) for a maximum period of three (3) months during the disability leave, providing the employee has exhausted all accrued leaves prior to disability leave.

Employees on disability leave for longer than three (3) months who wish to be covered under the Village's insurances, must pay the full cost of the insurance premiums during the rest of the disability leave for a maximum of thirty (30) months. Employees on permanent disability, who are eligible for Medicare, may only retain the Village insurances at the employee's full cost for a maximum of thirty (30) months.

345 Volunteer Firefighter Policy

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village believes that volunteer firefighting constitutes a civic contribution to the community and full compensation will be paid for fire calls during normal working hours if the employee endorses the pay received for fire calls over to the Village. Please contact your Department Head or Administrator to determine normal working hours. Approval from the Department Head should be obtained before an employee leaves for a fire call.

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350 Bereavement Leave and Funeral Policy

Revision Date: 1-1-14

An employee who wishes to take time off for an applicable death and/or funeral issue, should notify his or her supervisor immediately.

Bereavement/funeral leave will normally be granted unless there are unusual business needs or staffing requirements that cannot be avoided. An employee may, with his or her supervisor's approval, use any available sick leave (up to three days maximum in accordance with Section 365 of this Personnel Manual), vacation, personal days, compensatory time or PTO for additional time off as necessary, or for death and/or funeral issues not covered under this policy.

Paid bereavement leave shall be calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials. Paid bereavement leave is granted according to the following schedule:

Employees are allowed up to three (3) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's: spouse or domestic partner, children, siblings, parents, grandparents, grandchildren, spouse's or domestic partner's children, spouse's or domestic partner's siblings, spouse's or domestic partner's parents, spouse's or domestic partner's grandparents, spouse's or domestic partner's grandchildren. These provisions apply to include the employee's stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter, in such applicable circumstances. To be eligible for paid bereavement leave under this provision, the employee must attend the funeral of the deceased relative, and provide documentation of such.

Employees are allowed up to four (4) hours off from regularly scheduled duty with regular pay to attend the funeral of a fellow regular employee or retiree of the Village, provided such absence from duty is authorized and will not interfere with normal operations of the Village. To be eligible for paid bereavement leave under this provision, the employee must attend the funeral of the deceased regular employee or retiree, and provide documentation of such.

Union employees shall abide by the policies outlined within the adopted Bargaining Agreement.

355 Voting

Effective Date: 1-1-04

Revision Date: 11-13-03

You are encouraged to vote before or after working hours. However, if you are a Wisconsin resident and you request permission before election day to take time off for voting, you may be

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absent from work without pay up to a maximum of three hours during the time that the polls are open. Employees who are non-Wisconsin residents are subject to the state laws of their resident state.

360 Employee Benefits

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village of Holmen offers a benefit program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits that will enhance your job satisfaction. We are certain you will agree the benefits program described in the Employee Manual represents a very large investment by the Village.

A good benefit program is a solid investment in the Village of Holmen employees. The Village Board will periodically review the benefits program and will make modifications as appropriate to the Village's program. The Village reserves the right to modify, add or delete the benefits it offers.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information, Section 625 of this Personnel Manual.

Details of employee's eligibility and coverage for the health insurance, life insurance, income continuation, and deferred compensation plans are described in their Summary Plan Description (SPD). SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Clerk/Treasurer for more information.

Employee benefits generally begin on the first day of the first full calendar month of employment. Please contact the Clerk/Treasurer for benefit starting dates.

365 Sick Leave

Effective Date: 3-1-06

Revision Date: 1-1-14

Unless expressly outlined in a Bargaining Agreement, Sick leave shall be accumulated at the rate of one (1) day of sick leave for each month of employment to a maximum of ninety (90) days, (720 hours) for all full time employees hired BEFORE October 1, 2011, unless any such employee has forfeited their rights to Sick Leave. After the maximum ninety (90) days have been reached, for each six (6) consecutive months in which no sick leave is used, eight hours will be added to the

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maximum allotment. If sick leave drops below ninety (90) days, the eight hours for each (6) months without sick leave being used cannot be earned again until ninety (90) days are accumulated.

Sick leave may be taken on a (.25) hourly basis for your doctor appointments, dentist appointment, etc. with the provision that authorization be obtained from your supervisor 24 hours in advance. Sick leave may also be taken on a (.25) hourly basis if illness occurs during the regular work day. Sick leave may be used for the sickness of the employee or the sickness of his/her immediate family. Immediate family for the purpose of THIS policy shall be consistent with the definitions and applicable restrictions of the Village's FMLA policy as specified in Section 320 of this Personnel Manual. Up to three (3) days Sick leave may be used at the discretion of your supervisor, for a funeral in your family as specified in Section 350 of this Personnel Manual (in addition to any Bereavement Leave). One day of sick leave may be used if you are to serve as a pallbearer in a funeral at any time; provided you attend the funeral of the deceased and provide documentation of such.

You should attempt to notify your Department Head of an unavoidable absence due to illness or injury within 30 minutes of your scheduled starting time. You should notify your Department Head on each subsequent day absent unless otherwise indicated by your Department Head. Failure to comply with this rule may result in disciplinary action or termination.

Employees who miss three or more consecutive scheduled work days due to a Sick Leave absence, shall be required to present a doctor's statement or other necessary documentation justifying the illness or emergency to the Village Administrator, or such Sick Leave time shall not be paid, and such an unjustified incident shall be considered absenteeism subject to disciplinary action. Documentation that supports an anticipated Sick Leave use for the purpose of attending to an immediate family member, shall be submitted to the Village Administrator if requested. Unscheduled absences, due to illnesses of four hours or more, that result in consecutive days absent from work, are considered one absence incident in relationship to potential disciplinary action.

Under the Village's Family and Medical Leave Act (FMLA) policy, when applicable, accrued Sick Leave shall be taken before the start of the unpaid leave. An employee who has used all of his/her FMLA and/or Short Term Disability benefits, and is still unable to return to work, will have his or her employment terminated.

Abuse of Sick Leave and absenteeism will not be tolerated. Progressive disciplinary action relative to incidents of any form of absenteeism (continual absence from scheduled hours of work without good reason, including lateness, tardiness or early departure) is administered on a rolling 24 month calendar as follows (however, dependent upon the severity of the incident, the Department Head or Administrator may implement discipline at any level suitable to address the situation):

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- One incident only (does not apply to an employee who has received a written warning at any time during their employment): No disciplinary action - Supervisory coaching
- Second incident: Verbal warning with a documented coaching session
- Third incident: Written warning in the employee's file
- Fourth incident: Employment termination

An employee who receives a second written warning in a rolling 36 month time period will have his/her employment terminated.

Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily resigned their job and their employment shall be considered terminated.

Sick Leave hours are not a termination benefit, thus banked hours are NOT paid out at termination, with the exception of employees who qualify for participation in the Health Insurance Continuation policy, outlined in Section 515 of this Personnel Manual.

370 Holiday Pay Policy

Last Revision Date: 1/1/14

Unless expressly outlined in a Bargaining Agreement (where union employees shall be eligible for paid Holidays identified specifically within such contract only), the Village of Holmen shall provide time off to all eligible employees on the following holidays:

New Year's Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving
Friday after Thanksgiving	Christmas Eve
Christmas Day	

If a holiday falls on a Saturday, the holiday will be taken on preceding Friday. If the holiday falls on a Sunday the Holiday will be taken on the following Monday.

Employees only earn holiday pay on the date of the scheduled holiday; unless expressly permitted in an approved employment agreement or legal contract permitting the use of the holiday on another day at the discretion of the Department Head. In such cases, Holiday time must be used in the calendar year it was earned; if time is scheduled and approved for use in December and through no fault of the employee the time cannot be taken off, the time may be scheduled for the following January, but never carried further into that next calendar year. Holiday pay is not a termination benefit, hours are NOT paid out at termination.

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Note:

Part-time employees, will receive holiday pay based on the number of hours worked in their normal work day compared to a 8 hour day. Seasonal employees will not receive holiday pay.

372 Vacation Time Policy

Last Revision Date: 1/1/14

Unless forfeited or expressly outlined in a Bargaining Agreement (where union employees shall be eligible for paid Vacation as identified specifically within such contract only), a regular full-time employee hired BEFORE October 1, 2011, shall earn vacation on a monthly basis beginning with the first day of the first full calendar month of employment and ending with the last day of the full calendar month preceding the month of termination of active employment. The following schedule indicates how much vacation is earned for each month of employment:

<u>Year</u>	2080 hrs <u>Hours/Month</u>	2004.75 hrs <u>Hours/Month</u>
One	3.3336	4.0000
Two - Seven	6.6667	8.0000
Eight - Fourteen	10.0000	12.0000
Fifteen -Nineteen	13.3333	16.0000
Twenty and greater	16.6667	20.0000

Note: 2004.75 hours represents a 6 day on and 3 day off working schedule.

Employees are encouraged to plan and schedule vacation time as early as possible to facilitate work scheduling. Only one employee per Department may take vacation during one period of time unless approved by the Department Head. In case of conflict, the employee who requested vacation time first will be approved. All vacation must be pre-approved by the Department Head.

Vacation time may be used in (.25) hourly increments. The vacation period shall be the calendar year, January 1 to December 31. Employees are allowed to carryover two (2) weeks vacation (80 hours) each year. No additional vacation hours may be carried over, nor will they be paid out. An employee who is unable to use his/her earned vacation due to serious illness or accident, or other extenuating circumstances, or due to work related demands particularly at no fault of the employee, may request partial carryover his/her additional unused vacation into the next calendar year at the discretion of the Village Administrator.

Non-union employees may use up to 40 vacation hours in advance of their having been accrued. If employees, for whatever reason, terminate employment before appropriately accruing vacation hours that have been paid in advance, any difference shall be deducted from the final pay check.

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Employees shall be paid for all accrued vacation when they terminate employment with the Village. In such instances the employee must provide a minimum of two weeks notice of their intention to terminate employment, and must work a minimum of two weeks without utilizing vacation. Employees who fail to provide appropriate notice shall forfeit all accrued vacation.

Part-time and Seasonal Employees

If an employee works less than 20 hours per week, or is considered seasonal, there is no vacation entitlement. Part-time employees are entitled to vacation days based on the number of hours in their normal work day in relation to an 8 hour day.

When an employee goes from part-time employment to full-time employment, she or he may, or may not, be entitled to credit for time worked part-time toward "seniority" in determining monthly vacation qualification as a full-time employee.

374 Paid Time Off (PTO) Policy

Last Revision Date: 1/1/14

Paid time off is a flexible arrangement that provides the employee a set amount of days off or hours off to be used each year at the employee's discretion. These days/hours can be used for vacation, personal or family illness, doctor appointments, school, volunteerism, or other activities of the employee's choice.

All new regular full time employees hired ON or AFTER October 1, 2011, unless in conflict with an adopted collective bargaining agreement, shall be qualified to receive PTO (includes previous employees who terminated employment and then renewed employment). Part time employees, temporary employees, interns, and employees eligible for Vacation and/or Sick benefits, are NOT eligible to receive PTO. Qualifying employees shall be exempt from all policies pertaining to Vacation and/or Sick benefits. Existing employees, unless in conflict with an adopted collective bargaining agreement, may opt to qualify for PTO, and in doing so, agree to forfeit all Vacation and/or Sick benefits that cannot be appropriately transferred into the policy guidelines specified below. Once qualified for PTO, an employee is no longer eligible for Vacation and Sick benefits under any circumstances.

Each qualifying employee shall be provided with PTO based on their 'year of service' as defined below. The Village Administrator may opt to prorate a new employee's 'year of service' for the purpose of PTO based on the employee's past experience, at an appropriate and equitable 'year of service' in relation to his/her peers. An employee must work a full year (Jan 1 to Dec 31) before progressing onto the next 'year of service.' An existing employee opting to qualify for PTO may do so following notice to the Village. The transition shall be effective January 1st, and the employee shall be prorated for their actual years of service with the Village. Additionally, a maximum of 80

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hours from the employee's Sick benefit bank may be transferred into PTO hours; all other Vacation and Sick hours and policy benefits shall be forfeited.

Newly hired employees shall immediately be provided with two (2) full days of PTO and one (1) day for every full month remaining in the year in which they were hired. Thereafter PTO shall be provided to each qualifying employee on January 1st according to the following schedule:

Hired (partial year): 2 days + 1 day per full month remaining that year;
1st year of service: 16 days;
2nd year of service: 17 days;
3rd year of service: 18 days;
4th year of service: 19 days;
5th year of service: 20 days;
6th year of service: 21 days;
7th year of service: 22 days;
8th year of service: 23 days;
9th year of service: 24 days;
10th year of service: 25 days;
11th year of service: 26 days;
12th year of service: 27 days;
13th year of service: 28 days;
14th year of service: 29 days;
15th year of service and beyond: 30 days.

Each employee may carry over up to 160 hours of PTO into a new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current calendar year ends (PTO is subject to supervisory approval and not every employee can take accumulated time in December). If extenuating Village circumstances, at no fault of the employee, prevented the employee from taking scheduled PTO, this PTO may also be carried over and taken in the first half of the next calendar year with the approval of the department head and Village Administrator.

Employees may use time from their PTO bank in (.25) hourly increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include Paid Holidays, Paid Personal Days, Compensatory Time, Banked Hours for Management, Bereavement Time Off, Jury Duty, and Military Service Leave.

All anticipated PTO hours must be scheduled with and approved by the employee's supervisor in advance, genuinely with at least two day notice, unless the PTO is used for legitimate, unscheduled and unexpected illnesses, circumstances or emergencies.

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Employees who miss three or more consecutive unscheduled PTO days, shall be required to present a doctor's statement or other necessary documentation justifying the illness, circumstance or emergency to the Village Administrator, or such unscheduled time shall be unpaid, and such an incident shall be considered absenteeism subject to disciplinary action.

Unscheduled absences, due to illnesses of four hours or more, that result in consecutive days absent from work, are considered one absence incident in relationship to potential disciplinary action.

PTO cannot be taken in excess of the PTO accrued. Requests for time off beyond accrued PTO or other policy benefits, must be approved by the supervisor and will be considered as an unpaid leave of absence. All PTO must be used before the start of any unpaid leave.

Under the Village's Family and Medical Leave Act (FMLA) policy, when applicable, all accrued PTO time is taken before the start of the unpaid FMLA time.

Abuse of PTO and absenteeism will not be tolerated. Progressive disciplinary action relative to incidents of any form of absenteeism (continual absence from scheduled hours of work without good reason, including lateness, tardiness or early departure) is administered on a rolling 24 month calendar as follows (however, dependent upon the severity of the incident, the Department Head or Administrator may implement discipline at any level suitable to address the situation):

- One incident only (does not apply to an employee who has received a written warning at any time during their employment): No disciplinary action - Supervisory coaching
- Second incident: Verbal warning with a documented coaching session
- Third incident: Written warning in the employee's file
- Fourth incident: Employment termination

An employee who receives a second written warning in a rolling 36 month time period will have his/her employment terminated.

An employee who has used all of his/her FMLA and/or Short Term Disability benefits, and is still unable to return to work, will have his or her employment terminated.

Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily resigned their job and their employment shall be considered terminated.

Employees shall be paid for all accrued PTO when they terminate employment with the Village. In such instances the employee must provide a minimum of two weeks notice of their intention to terminate employment, and must work a minimum of two weeks without utilizing PTO. Employees who fail to provide appropriate notice shall forfeit all accrued PTO.

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405 Attendance Reporting

Effective Date: 1-1-04

Revision Date: 1-1-14

Time sheets are used each week to make sure that you are paid for all the time that you have worked. It is important that these records are accurate as they constitute a legal document. Time sheets must be submitted timely each pay period and reviewed and approved by department management before any hours listed will be paid for that pay period, no exceptions.

Each employee has the responsibility of filling out his or her own time sheet accurately on a daily basis. It is against policy for an employee to enter hours worked on someone else's time record.

Submitting an incorrect time sheet, that does not accurately and honestly represent the actual hours and times worked, shall be subject to strict discipline, up to and including termination.

410 Classification of Employees

Effective Date: 1-1-04

Revision Date: 11-13-03

Full-time: An employee hired for an indefinite period of time and who works on a regularly scheduled basis for 35 hours or more per week.

Part-time: An employee hired for an indefinite period of time and who works more than 19 hours per week but less than 35 hours a week on a continuing or ongoing basis.

Seasonal: An employee is classified as seasonal when a specified duration of employment is indicated at the time of hire. The staff member may work 40 hours or less per week. Length of employment may be a few days, but generally not more than six months.

All full time, part-time, and seasonal employees are paid bi-weekly.

Nonexempt/Exempt: All positions have been classified as either nonexempt or exempt in accordance with the provisions of the Fair Labor Standards Act, which stipulates the legal requirements for the payment of overtime.

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415 Salary Adjustments

Effective Date: 1-1-04

Revision Date: 11-13-03

Most employees are given consideration for a salary adjustment on an annual review cycle, but may receive them less frequently. The Village does not guarantee that employees will receive a salary adjustment. Promotional salary adjustments may be granted at the time of an upward change in grade. Generally, an employee who is promoted receives a promotional adjustment at the annual review cycle. When an employee becomes certified in a discipline that the Village Board deems to be vital to their job, a pay adjustment may be granted at the time of the certification.

420 Overtime

Effective Date: 1-1-10

Revision Date: 1-1-14

All nonexempt employees who actually work more than a normal work week will automatically receive overtime pay. The overtime pay rate is one and one-half times the straight hourly rate for all hours worked in excess of 40 hours. All time must be recorded on the Employee Time Sheet.

Overtime work must be approved in advance by your Department Head.

Nonexempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked. Holiday hours SHALL count toward hours worked. Time off for bereavement leave, sick leave, vacation, PTO and other paid or unpaid leaves of absence is NOT counted as hours worked when calculating overtime pay; with the exception that vacation, PTO and personal days SHALL be counted as hours worked in any situation where an employee has scheduled a paid leave and yet is called in or requested to work by the organizational management, thus disrupting the authorized paid leave. Sick leave shall NEVER be counted as hours worked, under any circumstances, or in relation to any policy within this Personnel Manual.

425 Compensatory Time Off

Effective Date: 1-1-05

Revision Date: 1-1-14

Compensatory time off may be used in lieu of overtime pay at the rate of one and one-half times the number of hours worked for all non-exempt employees. Exempt employees do NOT qualify for Compensatory Time Off. Due to the Federal Fair Labor Standards, compensatory time off may not exceed 240 hours for regular employees nor 480 hours for a “public safety activity, an emergency response activity, or a seasonal activity”. The FFLS also allows the employer the discretion of

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paying overtime pay for accumulated hours at any time. Compensatory hours accumulated must be paid at the regular overtime rate earned by the employee at the time of payment per FFLS. The Village discourages carry-over of compensatory time into a pay period where a pay rate changes (typically year end). The Village embraces the above rules as set forth by the FFLS. Any compensatory time off must be scheduled with your supervisor. Compensatory time off may be used to flex hours within one's schedule with the pre-authorization and approval of the employee's supervisor. Time sheets must properly identify all Compensatory Time designations and have the full authorization of the employee's supervisor prior to Village acceptance.

427 Banked Hours for Management (or Exempt Employees)

Effective Date: 1-17-12

Revision Date: 1-1-14

Similarly to Compensatory time off, Exempt employees working over 40 hours/week, may "Bank" each individual hour worked over 40 hours in that week. Each Banked Hour will equate to one actual hour worked (unlike the overtime rate given to non-exempt employees). Exempt employees, therefore, in lieu of accrued personal, vacation, sick or PTO time, may "flex" their schedule and use up to eight (8) Banked Hours per pay period if they so choose, so long as such time off does not interfere with their required responsibilities. The employee's supervisor should be aware of and authorize any use of Banked Hours during each pay period.

Up to 40 Banked Hours may be carried over into the next fiscal year from the preceding year in which they were earned; all other Banked Hours shall be eliminated and erased from the employee's record at the beginning of each fiscal year. Banked Hours are a benefit intended to provide schedule flexibility, that in part, rewards hard working team members for countless hours worked in excess of the typical work week, by returning some of those hours to the employee throughout the year. Banked Hours, however, are not a termination benefit and any hours remaining on the employee's record shall be erased and shall NOT be paid out at termination.

430 Personal Day

Effective Date: 1-1-04

Revision Date: 1-1-14

Full-time Employees are granted three personal days at the beginning of each year, (prorated when an employee starts during the year) to be used for any reason. Employees should contact their supervisors to schedule their personal days off.

Personal days do not carry over into the next year. Personal days (hours), are NOT termination benefits, thus any remaining days (hours) are not paid out at termination. Personal days may not be used during the two weeks (10 days) prior to termination.

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435 Employee Reimbursement

Effective Date: 6-1-05

Revision Date: 1-1-14

Employees that attend business functions or use personal vehicles for Village business will be reimbursed for meals, non-alcoholic beverages, gratuity, mileage, parking, lodging and training expenses for actual costs incurred up to the following maximum limits:

As part of an overnight stay:	Lodging	\$ 150 per night maximum
	Meals	\$ 45 per day maximum
	Registration	Per Committee approval
	Mileage	IRS established rate
Not part of an overnight stay:	Meals	\$ 15 maximum
	Registration	Per Committee approval
	Mileage	IRS established rate

If the business function was not specifically approved in advance as part of the annual budget, prior approval of attendance and estimated costs must be obtained from the governing committee, or expenses may not be deemed reimbursable.

In the event more than one eligible person is traveling to the same destination, such persons should share a car or cars to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of the car-sharing rule, the Finance and Personnel Committee may pro-rate reasonable mileage allowance or it may disallow all such claims.

In order to obtain lodging reimbursement, the location for a meeting or conference must be in excess of a 90 mile radius of the Village Hall. Lodging for the night prior to a conference shall only be allowed for distances over 90 miles from the Village Hall when the conference or training begins earlier than 9:00 AM. Lodging costs in excess of the established rate which are at the site of a conference or convention shall be allowed if reasonable. If found to be unreasonable, reimbursement shall be limited to the maximum rate. In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. The employee shall document that "single" rate.

In order to obtain meal reimbursement for work related activities that are not part of an overnight stay, the expense must take place outside of La Crosse County and cannot be within 15 miles of the Village of Holmen.

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The employee's supervisor and Village Administrator must approve all reimbursable expenses. Expenses, excluding mileage, must be accompanied with an itemized receipt to obtain reimbursement. When the business trip is over, submit your completed travel expense report within 30 days to your supervisor. Supervisors must forward approved expense reports on to the Village Administrator for additional review and final approval. Reimbursements will be made to you within 30 business days.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor and/or the Village Administrator. If you use a vehicle owned, leased, or rented by the Village, you may not use that vehicle for personal reasons unless you receive advanced approval from the Village Administrator.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action up to and including termination of employment.

440 Personal Automobile Use

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village of Holmen is not responsible for damage to your personal automobile when you are using it for Village business. The Village will reimburse the employee the current Internal Revenue Service rate per mile. This rate is considered to compensate you for all gasoline, mileage, wear and tear, and insurance cost associated with the business use of the vehicle. All employees must have authorization to use their personal vehicles for Village business.

445 Security Inspections

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village of Holmen wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives or other improper materials. We prohibit the possession, transfer, sale or use of these materials on the Village premises.

We may provide you with a desk, locker and other storage devices for your convenience but these are always the sole property of the Village of Holmen. Because they are our property, we may allow our representative or authorized agent to inspect them at any time, either with or without advance notice to you. We may also inspect any items that we find inside them.

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We also want to discourage theft and the unauthorized possession of property that belongs to our employees, visitors and customers. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.

450 Breaks

Effective Date: 3-1-10

Revision Date: 1-1-14

Breaks shall be determined by the Village and as the workload permits. Full-time employees (working an 8 hour day) shall receive a maximum of thirty (30) paid minutes as break time as the workload permits and at times and locations as determined by the supervisor; and an unpaid lunch break of thirty (30) minutes. If a job necessitates working through the employee's normal unpaid lunch period, the employee with the approval of their direct supervisor may adjust their hours for that day. Part-time employees (working a minimum of 6 hours, but less than 8 hours a day) shall receive a maximum of fifteen (15) paid minutes as break time as the workload permits and at times and locations as determined by the supervisor; and an unpaid lunch break of thirty (30) minutes. If a job necessitates working through the employee's normal unpaid lunch period, the employee with the approval of their direct supervisor may adjust their hours for that day. Part-time employees (working a minimum of 4 hours, but less than 6 hours a day) shall receive a maximum of fifteen (15) paid minutes as break time as the workload permits and at times and locations as determined by the supervisor. All breaks must be taken at separate times throughout the work day in accordance with the permitted workload and supervisor approval. Under no circumstances shall breaks ever be combined and taken simultaneously; in circumstances where the supervisor approves a lunch period that exceeds thirty (30) minutes, the employee must use sources of paid time off to offset the lost time or extend the work schedule to offset the lost time.

455 Weekend, Holiday and Call-in Time

Effective Date: 3-1-10

Revision Date: 1-1-14

Employees called in to work on other than a scheduled time shall be entitled to at least two (2) hours work, or pay therefore, regardless of the length of time less than two (2) hours which they may work. The Village reserves the right to have this employee work the complete two (2) hours. In the event the employee is released during the two (2) hour period and is called back within the same two (2) hour period, any extension over said two (2) hour period shall be at the rate of straight time based upon the actual time worked. An employee shall not be entitled to the two (2) hour minimum when he or she is instructed to report early for a particular scheduled time or is required to remain after the close of his or her scheduled time.

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505 Health Insurance

Effective Date: 1-1-05

Revision Date: 10-12-17

The Village makes available to all full-time and permanent part-time employees, who meet the Village's insurance eligibility requirements, a group health insurance program covering themselves and their dependents. An employee may waive this benefit, however shall not receive any other allowance "in lieu" of participation.

Prior to January 1, 2018, unless expressly outlined within a Bargaining Agreement, the Village pays 88% of the average monthly WRS premium, of Health Tradition Health Plan and Gundersen Health Plan, of the family plans and single plans for health insurance for full-time employees. As of January 1, 2018, unless expressly outlined within a Bargaining Agreement, the Village shall make a contribution equal to eighty-eight percent (88%) of the monthly premium of the least costly health insurance family plan offered and eighty-eight percent (88%) of the monthly premium of the least costly health insurance single plan offered, for full-time employees. The Village pays 25% of the monthly premium of the least costly health insurance family or single plans offered for part-time employees, except for part-time vested employees who have at least ten (10) years of continuous employment with the Village, in which case the Village may pay 50% of the same monthly premium for family or single plans.

Health Insurances benefits shall begin on the 1st day of the first FULL month of employment. In the event of employment termination, for any reason, Health Insurance benefits shall end on the last day of that month (ex: employment terminated on November 22, insurance terminates on November 30). Policies are subject to change, please contact the Clerk/Treasurer with questions.

515 Health Insurance Continuation

Effective Date: 1-1-05

Revision Date: 1-1-14

Employees, exclusive of bargaining unit employees, who retire under the Wisconsin Retirement System, either normal or disability retirement, and have at least ten (10) years of continual service, will be credited with fifty (50) percent of their accumulated sick leave balance to be applied toward the payment of the monthly premiums for the continued coverage for the employee, under the Village of Holmen's group health insurance plan after retirement. Such credit will be applied monthly until exhausted. The value of the accumulated sick leave shall be computed at the regular hourly rate in effect at the date of retirement, excluding shift differential or any other additions to the regular hourly rate. If the retiree dies prior to expending accumulated sick leave credits, the remainder shall be applied to the payment of the monthly contribution for the Village's group health insurance continuation for a surviving spouse until all credits are exhausted. In no event shall cash payment be available. The Village incurs no liability at anytime nor does the Village incur liability to maintain any particular benefit level. All deductibles set out in any Village group health insurance covering an employee shall be the responsibility of the retiring employee or surviving spouse. WPPA Union employees should refer to Section 11.05 of the applicable union contract.

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520 Life Insurance

Effective Date: 1-1-04

Revision Date: 12-10-15

The Village provides term life insurance to all full and part-time employees, who meet the Village's insurance eligibility requirements through the Wisconsin Retirement System, at no cost to the employee. The effective date for life insurance for a new employee will be the first day of the month following 30 days from the date of hire. Contact the Clerk/Treasurer if you have questions.

The Village pays the entire cost of group term life insurance coverage equal to 200% of the employee's previous calendar years earnings rounded to the nearest thousand dollars for all eligible employees. Post-age 65 coverage at 25% of your pre-retirement wage level, is provided at no cost to you under the Basic Life Plan. Accidental death and dismemberment benefits equal to the face amount of the Basic Insurance (1 x prior years wages) are provided up to age 65 (age 70 if actively employed).

Additional employee coverage, as well as coverage for a spouse and dependents is available at the employee's cost. Specific information regarding the insurance plan is explained in the policy. Contact the Clerk/Treasurer if you have any questions.

Life Insurance coverage terminates at the end of the month in which employment ends. This applies to all levels of coverage. This applies to termination of employment for any reason, including retirement (ex. terminate employment on Nov. 22; coverage ends Nov. 30).

525 Income Continuation Insurance

Effective Date: 1-1-04

Revision Date: 12-10-15

The Village provides income continuation insurance to all full and part-time employees, who meet the Village's insurance eligibility requirements through the State of Wisconsin's Employee Trust Fund, at no cost to the employee. Contact the Clerk/Treasurer if you have any questions.

The plan will replace up to 70% of your gross earnings for disabilities, which are considered short term, as well as those which may last for extended periods. Depending on your age at the time disability commences; the plan may continue disability payments until age 70.

Specific information regarding the insurance plan is explained in the policy.

In the event of employment termination, for any reason, Income Continuation benefits shall end on the day of termination.

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530 Deferred Compensation Plan (457)

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village offers a deferred compensation plan to all eligible employees. The purpose of the plan is to supplement retirement benefits through the Wisconsin Retirement System. All employees that meet the requirements as specified in the plan document are eligible to participate in the plan. The plan will allow you to defer the lesser of 100 percent of your salary or a maximum dollar amount as specified by the Wisconsin Deferred Compensation Program. The annual deferral limit includes the Section 125 Cafeteria Plan contribution.

535 Wisconsin Retirement System (WRS)

Effective Date: 1-1-04

Revision Date: 1-1-14

All eligible employees are required to participate in the Wisconsin Retirement System (WRS). Employee and Employer contribution rates are calculated annually by the WRS. The Village contributes 100% of the Employer required contribution and the Employee contributes 100% of the Employee required contribution. All questions concerning the WRS should be directed to the Village Administrator or Village Clerk/Treasurer.

540 Section 125 Cafeteria Plan

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village offers a Section 125 Cafeteria Premium-Only Plan to all eligible employees. The purpose of the plan is to use pre-tax employee dollars to pay for health insurance premiums. All employees that meet the requirements as specified in the plan documents are eligible to participate in the plan.

550 Village Gym Facilities

Effective Date: 12-10-15

The use of Village exercise equipment and gym facilities is to openly promote the health and wellness of its labor force, and shall only be permitted following signature of a full release of liability; agreement to comply with all Village facility rules; and must always be on one's own personal time. Violation of any rule or provision shall be subject to discipline and loss of use rights.

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605 Social Security

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village makes payments into the Federal Social Security program for the purpose of providing employee retirement benefits, as required by law. These payments are equal to and in addition to the amounts submitted through employee payroll withholding.

610 Worker's Compensation

Effective Date: 1-1-04

Revision Date: 1-1-14

If an employee is accidentally injured on the job, he or she may be eligible to collect Workmen's Compensation benefits. These benefits may include payments for medical and hospital bills and payments to partially compensate for lost pay. All employees are covered by this Workmen's Compensation Insurance, which is paid for by the Village. Decisions regarding the eligibility of claims and amount of benefits are determined by the State of Wisconsin and the insurance carrier.

The Village Administrator or Clerk/Treasurer should be notified immediately of accidents of any nature, whether or not a claim will be filed under Workmen's Compensation. An employee incurring a bona fide work-related injury (as determined by the Village's Workers Compensation review, in accordance with such policy) will suffer no loss in pay during the first four (4) calendar days from the commencement of the day the scheduled work shift began, exclusive of Sunday's only, excepting where the employee works on Sunday, and lost time will not be deducted from accumulated sick leave. After these four (4) days, the employee shall only receive the Worker's Compensation payment. The employee must work out with the Clerk/Treasurer on how payroll deductions will be paid.

615 Unemployment Compensation

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village self funds to provide unemployment benefits to individuals who lose their jobs. If an employee loses his or her job, he/she should apply to the Job Service Office of the State Department of Industry, Labor and Human Relations for Unemployment Compensation. They will determine if the individual is eligible to draw weekly benefits from the Village.

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620 Americans with Disability Act

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village of Holmen complies with the provisions of the Americans with Disabilities Act (ADA). The Village of Holmen will not discriminate against any qualified employee or job applicant with respect to any terms, privileges or conditions of employment because of a person's physical or mental disability or a person's disease such as AIDS or AIDS-related virus, Sickle Cell Trait, cancer, heart disease or other life-threatening illness or diseases.

The Village of Holmen will make reasonable accommodation as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential duties of their job and provided that the accommodations do not impose an undue hardship on the Village.

625 Consolidated Omnibus Budget Reconciliation Act (COBRA)

Effective Date: 1-1-04

Revision Date: 1-1-14

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Village of Holmen's health plan when a qualifying event would normally result in the loss of eligibility. Qualified individuals shall be required to pay the entire premium for coverage up to 102 percent of the cost of the plan. Some common qualifying events are resignation, termination of employment or death of an employee, a reduction in an employee's hours or a leave of absence, an employee's divorce or legal separation and a dependent child no longer meeting eligibility requirements.

705 Employee Assistance Program

Effective Date: 1-1-04

Revision Date: 11-13-03

Employee Assistance Programs are available for special concerns. When problems interfere with an employee's ability to function on the job, services are available to identify and assist in treatment. Such problems may include but are not limited to alcohol and other chemical use, emotional problems, mental illness and other personal problems. Resources are available through Gunderson/Lutheran employee assistance program at no cost to the employee.

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710 Educational Assistance

Effective Date: 1-1-04

Revision Date: 11-13-03

Educational Assistance is a program for which you must qualify. The Village offers reimbursement for the full cost for courses taken at accredited conferences, workshops or seminars.

General eligibility requirements:

In order to be eligible for tuition reimbursement you must:

- Be employed on a regular, full-time (40 hours/week) post at the beginning and completion of the course.
- Select courses related to a certification for your present job or anticipated future assignment.

Note: Refer to training and development for cost that will be reimbursed.

715 Drug Free Workplace

Effective Date: 1-1-04

Revision Date: 11-13-03

The Village of Holmen is committed to being a drug-free, healthful and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactory.

The Village of Holmen employees may not use, possess, distribute, sell or be under the influences of alcohol or illegal drugs while on the Village of Holmen premises or while conducting any business related activity away from the Village of Holmen premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. We may also require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervision or Administrator without fear of reprisal.

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720 Physical Exams, Drug Testing

Effective Date: 1-1-04

Revision Date: 11-13-03

Physical exams may be required based on the requirements of the job classification. The Department Heads will retain the option of physical exams of the employees under their control. Drug test will be required according to State and Federal Statutes (refer to the Village's Alcohol and Drug testing policy).

725 Smoking Policy

Effective Date: 8-1-05

Revision Date: 7-14-05

The Village enforces a restrictive approach to smoking in the workplace. This approach recognizes the significant health dangers and problems caused by smoking and second-hand smoke. Smoking is permitted only in areas designated in each of the Village's locations. Smoking is prohibited at entrances to the Village buildings.

- **Municipal Buildings:**

Smoking will not be permitted in municipal owned buildings except in designated areas. Areas such as offices, meeting rooms, bathrooms, lunch rooms and laboratories are no-smoking areas. The Village Administrator will designate areas where smoking will be permitted.

- **Confined Municipal Spaces:**

Smoking will not be permitted in confined spaces such as: lifts stations, manholes, ditches, reservoirs, aeration domes, etc. Employees should check with the Village Administrator for designated areas.

- **Municipal Vehicles and Equipment:**

Smoking is not permitted at any time in any municipal vehicle or equipment.

Failure to comply with this policy is grounds for a reprimand and/or discharge.

730 ALCOHOL & DRUG TESTING POLICY

Effective Date: 1-1-04

Revision Date: 11-13-03

PURPOSE

The Village of Holmen is dedicated to providing safe and efficient services to our residents. Our employees are our most valuable resource in ensuring the quality of this service. The goal of the Village is to provide our employees with a workplace environment which promotes health and safety.

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In order to meet this goal, we hereby endorse the Federal Highway Administration's (FHWA) drug and alcohol policy and regulations. The Village will not tolerate unauthorized use, abuse, possession or sale of controlled substances or alcohol by its employees. Drug and alcohol testing will be an integral part of our program. This policy is subject to change without further notice for compliance with federal regulations.

SCOPE

This policy applies to all vehicle operators with a Commercial Drivers License (CDL). This policy also applies to any employees who may perform, or are just about to perform, a safety-sensitive activity, or at any time as may be specified by the Village.

DEFINITIONS

The definition of "**on premises**" includes any work location, vehicle, property or office which is serviced or used by the Village which could include Village owned, rented or leased vehicles on the property of Village and/or vehicles of visitors, leased, part-time or contract personnel on Village premises.

The term "**illicit drugs**" is meant to include any and all illegal drugs, including so-called look-alike and designer drugs; legally obtained drugs which are used in a manner other than that prescribed by a physician, and any substance which can affect a person's perceptions or motor functions.

The persons affected by this policy will be tested for at least the following substances: Amphetamines, Cannabinoids, Cocaine, Opiates, Phencyclidine (PCP), and Alcohol.

"**Legal drug**" is a prescribed drug or over-the-counter drug which has been legally obtained and is being used for the purpose for which it was prescribed or manufactured. Use of a "legal drug" on the job shall be permitted provided that:

- The person to whom the medicine is prescribed informs the supervisor prior to possessing or using the medicine on the job when performing a safety-sensitive function.
- The medicine is in the original vial/container in which it was dispensed bearing the original label.
- The prescription date is current.

"**For cause**" is meant to include accidents, near accidents, erratic conduct suggestive of drug use and similar behaviors and persistent substandard performance.

"**Driver**" is meant to describe persons who operate a commercial motor vehicle as defined in 49 CTR Parts 391 and 394.

"**Alcohol**" is any intoxicating beverage, regardless of its alcohol content.

PROCEDURES/TESTING

Pre-Employment : All applicants who are required to hold a CDL license must pass a urinalysis drug test as prescribed by the FHWA. The qualified applicant must submit to and pass a urine specimen drug screen as condition of employment.

Probable/For Cause Testing: In the event one or more supervisors find reasonable cause for testing a driver because of performance indicators, physical symptoms, or erratic behaviors suggestive of alcohol or drug use or any other evidence, the supervisor(s) will require a drug and alcohol test of the employee. If an accident or near accident occurs or a supervisor has reasonable suspicion of illicit drug or alcohol use, a search and seizure will be requested. The employee must submit a urine/drug screen and alcohol test on request. Failure to do so may result in severe disciplinary action including suspension or dismissal.

Random Testing: The Village is required to perform unannounced, random drug and alcohol testing of all covered employees. Every driver will have an equal chance to be selected each and every time a selection is conducted.

Post-Accident Testing: A driver who has an accident while performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible. A driver must always submit to a post-accident test as soon as possible after an accident which involves the death of a human being. A post-accident drug and alcohol test is required whenever a driver receives a citation for a moving violation involving the accident.

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Return-to-Duty/Follow-Up Testing: The Village of Holmen will ensure that before an employee returns to duty requiring the performance of safety-sensitive job function after engaging in conduct prohibited by Federal Regulations, the driver shall undergo a return-to-duty alcohol and/or controlled substance test with a result indicating an alcohol concentration of less than 0.02 and a verified negative result for controlled substance use. The Village of Holmen will ensure that the employee is subject to unannounced follow-up alcohol and/or controlled substances testing in consultation with a substance abuse professional. Consequently, the employee will be given at least six (6) random tests during the 12 month period after returning to duty with the possibility of follow-up testing for up to 60 months after the employee returns to duty.

Whenever a driver is randomly selected to be tested, they will be notified of this in writing and instructed to report to the collection site immediately.

Any driver who tests positive for controlled substances or alcohol will be considered to be medically unqualified to drive and/or perform any other safety-sensitive function and will be subject to disciplinary action, up to and including discharge.

Compliance with Testing: Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately. Refusal can include an inability to provide a urine specimen or breath sample without valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to disciplinary action up to and including discharge.

TEST PROCEDURES AND CONFIDENTIALITY

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures will be performed in accordance with DOT protocols and safeguards as set forth in Part 40 of Title 49 of the Federal Code of Regulations. This will include: (i) procedures to ensure identity of driver at time of specimen collection; (ii) strict chain-of-custody procedure to ensure that the drivers specimen is not tampered with; (iii) the use of a trained breath alcohol technician (BAT) and National Highway Transportation Safety Administration (NHTSA) approved testing equipment for conducting alcohol tests; (iv) the use of a laboratory which has been certified by Substance Abuse and Mental Health Services Administration (SAMHSA); (v) the confirmation of an initial positive drug screen by a second analysis using gas chromatography/mass spectrometry (GCMS); (vi) the confirmation of an initial positive alcohol screen by a second analysis; (vii) Company appointment of a qualified Medical Review Officer (MRO) to review drug test results before they are reported to the Company's designated contact person.

COLLECTION PROCEDURES

All drug tests will be administered using split sample procedures required by DOT. Under these procedures, the driver must provide at least 45 milliliters (ml) of urine in a specimen container. The specimen will then be divided into two specimen bottles by the collector. Thirty (30) ml will be poured into one bottle and fifteen (15) ml into the second bottle. Both bottles will be sent to the laboratory.

The bottle containing 30 ml will be analyzed as the driver's primary specimen. The second bottle will be held by the laboratory, to be sent to another lab at the drivers request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the driver will be notified by the Village's MRO or by the Village of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. To exercise this option, the driver must advise the Village's MRO within 72 hours of being told that the primary specimen was positive. A POSITIVE drug test may be determined to be NEGATIVE by the MRO if the driver can prove that the substance was prescribed by a licensed physician. This determination will be made by the Village MRO.

This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the driver's medical history and specific safety-sensitive duties, and who has advised the driver that the prescribed medication will not adversely affect the driver's ability to operate a motor vehicle. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

All alcohol tests conducted under this policy require that the driver must provide a breath specimen for any test conducted by the Village. If the alcohol test is conducted by a law enforcement officer following an accident, the driver must provide either a breath or blood specimen.

Prior to being tested for alcohol, each driver will be required to: (i) present their personal identification, and (ii) complete a DOT Breath Alcohol Test Form provided by the BAT. A driver who fails to provide identification, refuses to complete form, or

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otherwise fails to cooperate will be treated as though they had tested positive and will be subject to disciplinary action, up to and including discharge.

Prior to each alcohol breath test conducted by the Village, the BAT will instruct the driver on how the test will be conducted.

ALCOHOL

No employee shall consume an intoxicating beverage, regardless of its alcoholic content, or be under the influence of an intoxicating beverage, within 4 hours before going on duty or operating, or having physical control of, or performing any safety-sensitive function; or

Consume an intoxicating beverage regardless of its alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, or operating, or in physical control of a Village vehicle, or while performing any safety-sensitive function; or

Be on duty, or operate, or in physical control of a Village vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.

DOT prohibits any driver whose test registers 0.02 or more but less than 0.04 from performing or from continuing to perform any safety-sensitive function until the driver's next scheduled duty period, but not less than 24 hours.

A driver who registers 0.02 or more but less than 0.04 will, at a minimum be suspended without pay until their next regular duty period, but for no less than 24 hours, and may be subject to additional disciplinary action by the Village, up to and including discharge.

A driver who registers 0.04 or greater will, at a minimum be suspended without pay until their next regular duty period, but for no less than 24 hours, and will be subject to additional disciplinary action by the Village, up to and including discharge.

EMPLOYEE ASSISTANCE

The Village believes that the EAP and training along with comprehensive drug testing are the most effective approach to promote safety and reduce alcohol and drug abuse in the transportation industry. The Village has established a training program to ensure that all employees are aware of the effects and consequences of alcohol or controlled substance use on personal health, safety, and the work environment.

DRUG AND ALCOHOL INFORMATION

Any driver who engages in any conduct prohibited under this Policy will be provided with information regarding resources available to evaluate and resolve a drug or alcohol problem. This information will provide names, addresses and telephone numbers of substance abuse professionals, counseling and treatment programs available in the area. All questions concerning the educational materials provided by the Village, or about this policy, should be directed to the Village Administrator.

INSPECTIONS

Reasonable inspections of employees and their personal property, including vehicles brought onto Village premises may be conducted at any time in order to ensure that illicit drugs are not entered into the work place. This is done to maintain a safe, healthful and efficient working environment. Such requirements are a condition of employment.

RESPONSIBILITY

Each employee is responsible for assuring compliance with this policy. It is the responsibility of every employee to report knowledge of any conduct which is not prescribed by this policy.

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801 EMERGENCY PROCEDURES

Effective Date: 1-1-04

Revision Date: 11-13-03

In case of emergency, contact the following: 911

Holmen Police	526-4212
Holmen Fire Department	526-9363
Holmen Public Works	526-3513

Consult your supervisor for emergency procedures at your job site.

805 First Aid

Last Revision Date: 11-13-03

If an accident or illness should occur, no matter how slight, notify your supervisor immediately so that appropriate medical treatment can be administered. Use caution to avoid contact with body fluids (blood, saliva, urine, etc.) Each first aid kit contains plastic gloves, please be sure to use them. If not possible, use a strong disinfectant, such as Lysol or liquid bleach, to clean up afterwards. On the job injuries will be handled in accordance with workers' compensation laws. Any employee who is injured while on the job must notify their supervisor immediately to be eligible for coverage provided under the Worker's Compensation Act. As part of the Alcohol and Drug Testing Policy, you may be required to submit to drug and alcohol testing if you are injured on the job.

905 Union Disclaimer

Last Revision Date: 1-1-14

When differences exist between the policies or provisions within this Personnel Manual and a legally binding Bargaining Agreement, the Bargaining Agreement will prevail if consistent with Wisconsin State law. When policies are not specifically outlined, nor clear within a Bargaining Agreement, this Personnel Manual shall prevail and the interpretation of such shall be at the discretion of the Village of Holmen.