

**Policy No. 2.06                      Secondary Employment**  
**Date of Issuance:                  May 17, 2012**  
**Revision Date:**

Secondary employment is defined as any paid employment performed by an employee in addition to their job with the Town.

1.        Secondary Employment

- A.        Employees will be able to work for another employer outside of their normal work hours so long as this secondary employment does not interfere with their ability to perform duties required of them by the Town. If, in the opinion of the department head, the outside employment is interfering with the employee's duties, the employee will be asked to resign from one place of employment. Continued unauthorized outside employment will result in dismissal.
  
- B.        All outside employment, including self-employment, must be reported to the employee's supervisor and documented in the employee's personnel file before the outside employment begins. The Town reserves the right to prescribe conditions and limitations to avoid conflicts of interest or unfitness for duty.

**Policy No. 2.07            Employee Self-Organization Rights**

**Date of Issuance:        May 17, 2012**

**Revision Date:**

Town employees, other than elected officials, Department Heads, Managerial, Supervisory, confidential and temporary employees have the right to organize, join, participate, or refuse to organize, join, or participate in any employee organizations freely and without fear of penalty or reprisal as provided in Wis. Stat. Sections 111.70 and 111.77.

1.     Employee Unions

If an employee is a member of a certified bargaining unit for which a collective bargaining agreement exists, applicable law and the bargaining agreement shall be applicable.

**Policy No. 2.08            Political Activity**  
**Date of Issuance:        May 17, 2012**  
**Revision Date:**

It is desirable that citizens participate in government. To this extent, the Town will attempt to facilitate in employee's participation. This policy provides guidance to regular employees of the Town who wish to participate, either directly or indirectly, in political activity.

1. No person holding a position as a non-elected employee of the Town of Rome may directly or indirectly solicit or receive subscriptions or contributions for any political party or any political purpose while on Town time or engaged in official duties as a Town employee. No person may orally solicit or by letter transmit any solicitation to a Town office or be in any manner concerned in soliciting any assistance, subscription, or support for any political party or purpose from any person holding any position as a Town employee while on Town time or engaged in official duties as a Town employee. No person holding any position as a Town employee may during the hours when on duty engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold a political office, nor engage in any political activity when not on duty to such an extent that the person's efficiency during working hours will be impaired or that he or she will be tardy or absent from work. Any violation of this section is adequate grounds for dismissal.

**Policy No. 2.09                      Drug and Alcohol-Free Work Place**  
**Date of Issuance:                      May 17, 2012**  
**Revision Date:**

Congress enacted the Drug-Free Work place Act of 1988. This Act places certain responsibilities on the Town of Rome as a recipient of federal grants and contracts. To come into compliance with the Act and the Omnibus Transportation Employee Testing Act of 1991, the Town of Rome adopted a Drug and Alcohol Testing Policy for all employees.

1.        It is the policy of the Town of Rome to provide a drug-free work place for all of its employees. The Town requires that employees neither use nor be under the influence of drugs, intoxicants, alcohol, narcotics or any controlled substance(s) and that a zero-tolerance standard shall prevail in the work place. The Town recognizes the importance of maintaining a safe, efficient and healthful work place, as well as the social responsibility to provide assistance to its employees to the extent possible. Therefore, employees are expected to report to work free from any alcohol or controlled substances that could inhibit their ability to perform their duties.

A.        Violations

The Town Board will determine the appropriate discipline for a violation of this policy, up to and including discharge, based on the circumstances of each case.

2.        Reporting Of Drug Conviction

A.        As required by the Drug Free Work place Act, Public Law 100-690, Title V, Subtitle D, all Town employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, alcohol or drug paraphernalia is strictly prohibited in the work place.

B.        This law makes it a condition of employment that all Town employees abide by the Drug and Alcohol-Free Work place Policy and notify the Town (your immediate supervisor or the Town Administrator) of any criminal drug statute convictions for a violation occurring in the work place no later than five (5) days after such conviction.

C.        Within thirty (30) days of notice of work place drug conviction, the Town will, at its' discretion, take the following action:

(1)        Require the employee to satisfactorily participate in a Drug or Alcohol Assistance or Rehabilitation Program that is approved by the Town, or

(2)        Take appropriate personnel action as identified below.

3.        Prevention and Rehabilitation

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination. The Town provides access to drug and alcohol counseling, rehabilitation and the Employee Assistance Program for all of its regular employees. The Town's group health insurance provides benefits for rehabilitation services, and the Town treats drug and alcohol addiction the same as other illness and provides for leave of absence if required by the Family and Medical Leave Act for treatment of drug related or alcohol-related illness. The Town also recognizes drug and alcohol abuse as a potential health and safety problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program (See Section 3.03) and health insurance plan as appropriate. Employees may phone the Town EAP provider at for additional information. Conscientious efforts to seek such help will not jeopardize any employee's job; and contacts with the EAP, initiated only by the employee, will not be known nor noted in any personnel record.

4. Leave of Absence

- A. An employee shall be permitted to take a leave of absence for the purpose of undergoing treatment pursuant to a Drug or Alcohol Assistance or Rehabilitation Program approved by the Town for drug and alcohol addiction. The leave of absence must be requested prior to the commission of any act subject to disciplinary action and the employee will be entitled to leave consistent with any Federal or State Family and Medical Leave Laws.
- B. Failure to successfully complete a mandatory rehabilitation program or repeated violations of the drug and alcohol-free work place policy may lead to discipline, up to and including discharge.

5. Reasonable Suspicion Testing

The Town reserves the right to perform reasonable suspicion drug and alcohol testing whenever an employee exhibits physical or behavioral symptoms in the workplace commonly attributed to the use of drugs or alcohol.

**Policy No. 2.10            Professional Development**

**Date of Issuance:        May 17, 2012**

**Revision Date:**

The Town recognizes its obligation to the professional development of its employees, and agrees that the Employees shall be given adequate opportunities to develop skills and abilities.

1.     Department Heads:
  - A.     Must inform the Town Administrator of all training to be attended, where it is, what it is, the cost and if funds are in their budget.
  - B.     The Library Board is the approving authority for library personnel in regard to any Continuing Education and all requirements mandated by the Department of Public Instruction.
  
2.     Staff Positions:
  - A.     Department Heads must authorize employees in their Department and the Town Administrator must be informed.
  
3.     Any employee leaving Wisconsin for training must have Board approval prior to attending.

**Policy No. 2.11**            **Personnel and Payroll Records**  
**Date of Issuance:**        **May 17, 2012**  
**Revision Date:**

This policy explains where various employee records are kept. It also explains an employee's rights in examining the contents of her/his personnel and/or medical file.

1.        Personnel Records

A.        Confidentiality

A personnel file will be maintained for every employee and will contain records relevant to the employee's position in the Town. Such records shall include, but not be limited to the following:

- (1)        Application and references
- (2)        Performance appraisal records
- (3)        Termination interview record
- (4)        Home Address and telephone number
- (5)        Emergency contact information
- (6)        Disciplinary documentation

2.        Medical Records

- A.        All employee medical information will be maintained on separate forms in a separate file and treated as a confidential medical record to meet ADA requirements.
- B.        All employees shall provide for the release of health documentation if necessary to determine continued physical or mental fitness to perform essential job functions.

3.        Accessibility of Records

- A.        Personnel records shall be maintained by the Town Administrator and will be held in the strictest confidence except as provided below:
  - (1)        In accordance with Wis. Stats. s. 103.13, any employee may request, in writing, to inspect their personnel file, including medical records.
  - (2)        All requests to access an employee's file must be in writing and access will only be given with the employee's written consent.

- (3) Department Heads shall have access to personnel files of employees under their supervision.
- (4) Consent shall not be required in cases involving court orders.
- (5) Access to medical records may be available to department heads for the purpose of providing emergency first aid to an employee or to provide that employee with reasonable accommodations in the event of a disability.

4. Payroll Records

The Town Clerk/Treasurer will maintain all payroll records. Those records shall include cumulative records of regular and overtime hours worked, vacation and sick leave accrued and used, payroll deductions and other related information.

- A. Town employees are paid on a bi-weekly payroll system. Each period covers fourteen (14) calendar days. There are 26 pay periods in one year. The pay vouchers will be distributed to each department on the Friday following the end of the pay -period. When payday falls on an official holiday, vouchers will be issued the preceding workday.
- B. All employees shall be responsible for notifying their supervisor or Town Clerk/Treasurer of any changes which affect their employment or benefit status, such as name, address, telephone number, marital status, number of dependents, insurance coverage, and arrest or conviction of any violation of state or federal law.

5. Recording of Time

Time sheets must be completed and submitted to the Town Clerk/Treasurer by 9:00 AM the Monday following the end of the pay period. Time must be entered to the nearest quarter (1/4) hour and reflect lunch breaks and other absences. Modifications or additions submitted after the Monday deadline will be reflected on the following paycheck.

6. Mailing Payroll Funds Via Direct Deposit

All employees shall participate in a direct payroll deposit plan by designating one bank account to receive said funds.

7. Final Payroll Funds Due Employee Via Direct Deposit



- A. Any employee who has retired, resigned, or been dismissed from the Town shall be paid for all hours worked up to and including his last day of employment including regular and over time compensation.
- B. Upon termination, an employee will be paid for any vacation earned but not taken prior to the termination date, as well as any unused comp time (hourly employees only).
- C. Treatment of an employee's contributions to the Wis. State Retirement Fund will be determined by the options open to an employee under fund rules in effect at the time of termination.
- D. The final payroll funds shall not be given to the employee until:
  - (1) A separation checklist, if applicable, of items and equipment issued has been sent by the employee's supervisor to the Town Clerk/Treasurer. All Town employees leaving the service of the Town shall be responsible for returning any Town property that they may have in their possession. For sworn personnel all uniforms and equipment owned by the Town must be returned before the final paycheck will be issued.

**Policy No. 2.12**            **Recruitment and Selection**  
**Date of Issuance:**        **May 17, 2012**  
**Revision Date:**

Description: This policy identifies the recruitment/selection responsibilities to be performed by the Town as an Affirmative Action/Equal Opportunity Employer. The policy also describes the procedures that will be followed in filling a vacant position. This policy does not apply to those Police & Fire Department personnel who are governed by the Police and Fire Commission as stated in Wis. Stats. Section 61.65 and 62.13.

1.        Affirmative Action/Equal Opportunity

It is the responsibility of all management staff and governing committees/commissions to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

2.        Recruitment

- A.        Recruitment notices to publicize vacancies and to provide candidates for a vacant position shall be prepared by the Town Administrator and the appropriate Department Head and will be advertised in the Town designated newspaper two (2) times, and posted at the three (3) legal posting locations and at the Town Hall, posted on the Town public access channel, the Town website and other areas which would be appropriate for the position.
- B.        Job announcements shall include the job title or classification, pay rate or range, essential functions as set forth in the job description, minimum qualifications, where to apply and the application deadline. Recruitment advertising shall indicate the Town is an Equal Opportunity/Affirmative Action Employer. Where job posting is required by labor agreements, job openings shall be posted in designated places for positions represented by labor agreements.
- C.        Vacated or newly established positions may be filled consistent with efficient operations by the promotion of qualified Town employees at the Town's discretion. A current employee may fill the opening without further recruitment for applicants, or the current employee may be considered along with other applicants.

3.        Applications

Unless otherwise designated, all applications for employment shall be submitted to the appropriate department on the required application form along with a resume and three (3) references. The Town of Rome accepts applications for current openings only.

4.        Rejection of Applications

An applicant may be rejected from further consideration for reasons including, but not limited to, the following:

- A. Does not possess the minimum qualifications for the position applied for;
- B. Has established an unsatisfactory employment record as evidenced by her/his completed application and reference checks of such nature to demonstrate job related unsuitability of employment;
- C. Has made a false statement of any material fact, or practiced deception or omission in her/his application;
- D. Does not reply to mail inquiry within ten (10) calendar days or does not return a telephone inquiry within two (2) working days;
- E. Fails to accept an offer within two (2) working days, or fails to report for duty within the time mutually agreed upon in the offer.
- F. Does not properly complete the application.
- G. Is unable to perform the essential functions of the position.
- H. Does not have a legal right to work in the United States.
- I. Has been convicted of a crime which is substantially related to the duties required such that the conviction renders the applicant not suitable for the position.

5. Applicant Screening and Ranking

The following policy shall be used in conducting all appropriate screening and ranking (testing) procedures based on job analysis and professional management principles to determine the candidates most qualified for the position. Interviews will be done in closed session if done by board or committee, except for elected and appointed officials.

- A. Department Heads (with the exception of the Police Chief, Fire Chief, Librarian and Water Utility Superintendent).
  - (1) The Town Administrator shall determine the manner of screening all applicants to determine a reasonable number of candidates to be interviewed and may, in his/her discretion, employ the services of a consultant and/or review panel of its choosing for that purpose. The

Town Administrator shall make recommendations to the Town Board for hiring department heads.

B. Staff Positions (full time)

- (1) The Town Administrator and Department Head will screen all applicants to determine a reasonable number of candidates for interviewing, shall conduct the interview, determine the most qualified candidate and hire that person for the position contingent upon passage of a physical exam, if required.

C. Exceptions

- (1) Police and Fire Department personnel shall be governed by the Police & Fire Commission as stated in Wis. Stats. Section 61.65 and 62.13.
- (2) Library personnel shall be governed by the Library Board.
- (3) Water Utility personnel shall be governed by the Utility Commission.
- (4) Part-time or seasonal employees (i.e. parks, snow removal) shall be screened, interviewed and hired by the appropriate Department head at a pay rate set within the budgetary and wage constraints established by the Town Board.
- (5) All new employees shall be reported to the Town Board.
- (6) All part-time (on call) employees will be scheduled to work less than 1000 hours in a 12 month period. A part-time (on-call) employee first hired on or after July 1, 2011 will be scheduled to work less than 1200 hours in a 12-month period.

D. Screening and ranking procedures may include, but are not limited to, the following:

- (1) Review of applications to determine compliance with minimum qualifications;
- (2) Review of prior education, training and/or experience;
- (3) Personal Interview;
- (4) Performance tests (e.g., typing, computer literacy, operating various types of equipment);
- (5) Reference check of past employers and/or personal reference designees;

- (6) Work simulations.
- (7) Physical Examination, including drug and alcohol screening and confined entry assessments.
- (8) Motor Vehicle Records Check, if applicable.
- (9) Criminal background check with respect to conviction record or pending charges to determine if they are substantially related to the job position being offered.

E. Seniority

- (1) Seniority shall be determined by the employee's length of service as of the first date of full-time employment. Consideration may be given to previous part-time hours worked in a similar position.

**Policy No. 2.13**            **New Employee Orientation**  
**Date of Issuance:**       **May 17, 2012**  
**Revision Date:**

1.     Employee Orientation

On the first day of work the Department Head will inform the employee of all Town policies and practices. The employee shall receive printed material on policies and fringe benefits and complete a variety of payroll and fringe benefit forms. A review shall be done at the end of the orientation period and a determination made on the continuation of employment.

**Policy No. 2.14**            **Salary Adjustments**  
**Date of Issuance:**       **May 17, 2012**  
**Revision Date:**

The purpose of this policy is to establish a uniform time and procedure for requesting salary adjustments for inclusion in next year's budget.

1.        Requests for Salary Adjustment

- A.        If a Department Head or other employee desires a salary adjustment for herself/himself or for employee(s) under her/his jurisdiction due to a change in job description or increase in responsibility she/he will submit the salary adjustment request to the Town Administrator by August 1st. Each request shall include the following:
  - (1)        A revised job description showing changes in duties/responsibilities.
  - (2)        Advanced education/certifications
  - (3)        Salary recommendation
  - (4)        Written documentation supporting the request
- B.        The Library Board and Rome Water Utility Commission determines salaries for their personnel.

2.        Requests for Adjustments Under Extenuating Circumstances

The Town Administrator shall submit to the Town Board requests for salary adjustments originating at a time during the year when the budget process is not taking place. The requests for salary adjustment will include items as listed in B 1 through 4 above. Final authorization for the requested salary adjustment remains with the Town Board.

3.        Requests for Adjustment in Excess of \$5,000 (including benefits)

Any increase in any one position's salary (including benefits) exceeding \$5,000 shall be treated as a new position. See Section 2.04 of this policy.

**Policy No. 2.15            Annual Salary/Merit Review**  
**Date of Issuance:        May 17, 2012**  
**Revision Date:**

Description: The purpose of this policy is to establish the procedure used to make annual adjustments to Town employee's salaries.

1.        Performance/Annual Salary Review/ Merit Increases

The Town Board will consider salary adjustments for non-represented or non-contracted Town employees each year prior to adoption of the next year's budget. Supporting documentation for an increase or decrease of an employee's salary shall be the annual performance evaluation.

2.        Consideration in the award of salary increases/decreases shall include but not be limited to the employee's demonstrated ability and performance regarding:

- a.        Performance of assigned duties
- b.        Work habits
- c.        Attendance, including tardiness or misuse of sick leave
- d.        Attitude toward his/her work assignments, fellow workers, supervisors and the general public,
- e.        Work and goals of the Town,
- f.        Quality of work performed,
- g.        Quantity of work performed,
- h.        Initiative in work effort as well as personal progress



**Policy No. 2.15**  
**Date of Issuance:**  
**Revision Date:**

**Compensatory Time, Overtime and Holiday Pay**  
**May 17, 2012**

Description: This policy defines overtime and compensatory time and explains how it applies to different categories of employees.

1. Policy

A. Overtime

- (1) Overtime shall be paid to non-exempt employees pursuant to state and federal law.
- (2) Overtime will not be authorized unless the Immediate Supervisor determines it is necessary and funds are available for payment.
- (3) If an employee covered by the Fair Labor Standards Act works in excess of their regular scheduled week of 40 hours, she/he is entitled to either payment at one and one-half times her/his regular pay for all overtime worked or it will be credited to comp time. Payment shall be made not later than the pay period immediately following the pay period in which the overtime work was performed.
- (4) Paid time off shall not be considered as hours worked for purposes of computing overtime.

B. Call-in Pay

- (1) Call time is defined as a request to return to work for full time employees at some time other than the regularly scheduled starting time unless the work is scheduled prior to departure from the employee's last scheduled shift. The pay for call time shall be two (2) hours pay at the regular rate, plus time and one-half (1½) pay for actual hours worked, with a one (1) hour minimum. An employee called at home and offered overtime but who refuses the overtime will not be entitled to call time.

C. Holiday Pay

- (1) Employees who are called on duty because of emergency conditions by the Immediate Supervisor or those employees whose normal schedule or job requires him/her to perform work on an official Town holiday or Easter Sunday shall receive compensation as follows:

- (a) They shall receive compensation in the form of either salary or compensatory hours equal to two (2) times their actual or computed hourly rate.
- (b) Authorization for payment shall be made a part of record on the employee's time sheet with a description of the job(s) performed and shall be submitted to the Town Clerk/Treasurer by the individual(s) who made the determination to call the aforementioned employee.

D. Compensatory Time: Applicable to all staff including general, Library and Rome Water Utility.

- (1) Compensatory time can only be earned for hours worked in excess of 40 hours in a week. Compensatory time may be earned taken by hourly employees upon authorization by an employee's Immediate Supervisor.
- (2) Compensatory time for employee's covered under the FLSA is computed on a straight time basis for those hours worked which are in excess of the employee's regular work schedule, but which do not cause the employee to work over 40 hours a week. Hours worked in excess of 40 hours a week will be compensated at the rate of time-and-a-half. The maximum accumulation of compensatory time shall not exceed 100 hours. Compensatory time up to 80 hours may be carried over with approval of the Department Head.
- (3) Requests for use of compensatory time shall be approved by the employee's immediate supervisor. The Town reserves the right to schedule an employee's compensatory time in the interests of the Town.

**Policy No. 2.18**                    **Grievance Procedure**  
**Date of Issuance:**            **May 17, 2012**  
**Revision Date:**

**Definitions:**

1. A grievance shall mean a dispute regarding the application of Town Board policies regarding an employee's discipline or termination of employment, or a dispute concerning workplace safety. No grievance shall be processed under this policy unless it is in writing and contains all of the following:

- A.     the name and position of the grievant;
- B.     a clear and concise statement of the grievance;
- C.     the issue involved;
- D.     the relief sought;
- E.     the date the incident or alleged violation took place;
- F.     the specific section of the Policy Manual or workplace safety rule alleged to have been violated; and
- G.     the signature of the grievant and the date.

1. The term "days" means regular business days, Monday through Friday, other than weekends and holidays regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy shall be computed by excluding the first day and including the last day.

2. A "grievant" is an employee as defined by state statutes governing this grievance procedure. At the grievant's cost and request they may be represented by a person of their choice.

3. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or Town rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk.

4. "Discipline" means oral reprimands (where a written record of the reprimand is placed in the employee's file), written reprimands, suspension and demotion. Discipline does not include performance reviews, work plans or corrective actions that do not include a reprimand or other adverse employment action.

5. "Termination" means discharge from employment. Layoffs (reduction in force) are not considered terminations and are not subject to this procedure.

**Procedures:**

First Step

Within ten (10) days after the facts upon which the grievance is based or should have reasonably become known the employee shall present the written grievance to his/her immediate supervisor. The immediate supervisor shall give a written answer within ten (10) days of receipt of the grievance, with a copy to the Town Administrator.

An employee who has been notified of termination may process the grievance commencing at Step 3.

Second Step

If the grievance is not satisfactorily resolved at Step 1, it may be submitted by the grievant to the Town Administrator within five (5) days after having received the answer in the First Step. After receipt of the written grievance by the Town Administrator, he/she or the designated representative of the Town Administrator will meet with the grievant in an effort to resolve the issue(s) raised by the grievance. Within ten (10) days after the meeting, the Town Administrator shall respond to the grievance in writing. The Town Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy and otherwise properly processed as required by this policy. If the Town Administrator is aware of other similar pending grievances, the Town Administrator may consolidate those matters and process them as one grievance.

Third Step

Upon the written request of the grievant in response to an adverse decision, the decision at the second step may be appealed by a written statement forwarded to the Town Administrator particularly describing the reason for appeal. If the decision at Step 2 is based in whole or in part on the basis of timeliness, scope of the grievance process or other failure of the grievant to properly follow the process the matter shall be referred to the Town Board who shall determine whether the matter should be processed further. If the Second Step decision is on the merits of the grievance only the grievance will be referred to an Impartial Hearing Officer (IHO). The IHO will be designated by the Town Administrator. Any costs incurred by the (IHO) will be paid by the Town. The IHO will convene a hearing in the manner the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The burden of proof shall be "a preponderance of the evidence". In termination and discipline cases, the Town shall have the burden. In workplace safety cases, the employee shall have the burden. The IHO may apply relaxed standards for the admission of evidence, including allowing the admission of hearsay. The IHO may request oral or written arguments and replies. The IHO shall provide the parties a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to subtract from or modify the terms of the Town policy or rule that forms the basis for the grievance.

#### Fourth Step

Either party may appeal an adverse determination at step three to the Town Board, by filing written notice appealing the decision of the IHO in the Town Administrator's Office within ten (10) days of the decision of the IHO. The Town Board shall within thirty (30) days after submission of the appeal schedule the review of the IHO's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee. The Board may make its decision based on the written decision of the IHO or the Board may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Board membership shall decide the appeal within twenty (20) days following the last session scheduled for review. The Board will issue a final written decision which shall be binding on all parties.

#### **Timelines**

Failure to process a grievance by the grievant within the time limit, or agreed upon extensions, shall constitute waiver of the grievance and will be considered resolved on the basis of the Town's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

#### **Exclusive Remedy**

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable Board policy or directive, to resolve the matter.

**Policy No. 2.18**                    **Discipline/Discharge Procedures**  
**Date of Issuance:**            **May 17, 2012**  
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As the basic standard of justice, employees are to be informed of the behavior expected of them and the rules, regulations, policies, procedures and practices by which they must abide. Disciplinary action results from failure to abide by such. It will be the practice of the Town to put in writing its rules, regulations, policies, procedures and practices to the extent possible. This policy does not apply to Police and Fire Department personnel who shall be governed by the Police & Fire Commission as stated in Wis. Stats. Sections 61.65 and 62.13.

Sometimes employees have personal problems, which affect their behavior or job performance. When these problems occur, the supervisor should refer the employee to the Town's Employee Assistance Program (EAP) for help. See Section 3.03 of this policy.

1.     Policy

- A.     Disciplinary action will be taken against an employee only for just cause
  
- B.     The Town normally adheres to a policy of progressive discipline where the penalty becomes more severe with each additional inappropriate action or as a result of progressively declining performance. In most cases, progressive discipline will be the appropriate means for correcting a problem.
  
- C.     Some actions are so severe and damaging to the Town or its employees that a Supervisor may feel it is warranted to override the normal progressive disciplinary process and immediately precede to a higher level of corrective action. If a Supervisor feels more severe action is warranted, it is recommended that she/he discuss the case with the Town Administrator prior to administering the disciplinary action. The Town Administrator shall be the responsible for terminating employees if warranted.
  
- D.     The following list of activities is presented as a guideline regarding unacceptable conduct. Violation will be subject to disciplinary action including reprimand, warning, suspension or dismissal. The action taken will depend upon the seriousness of the offense and the employee's past performance.

This list of improper activities provides examples and is not intended to be all inclusive. Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis. Additional guidance may be found in other Town policies. Any employee should discuss questions regarding appropriate conduct with her/his supervisor.

(1)     Work Performance

- (a) Demonstrated inability to perform assigned duties at a defined level of expertise, given a reasonable amount of training and coaching.
- (b) Inability to relate efficiently and courteously with the public.
- (c) Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
- (d) Loafing, loitering, sleeping or engaging in unauthorized personal business during working hours.
- (e) Exhibiting repeated negligence or carelessness in performing assigned duties.
- (f) Falsifying Town records or giving false or incomplete information to employees responsible for record keeping.
- (g) False claims for salary and/or reimbursement for job expense.

(2) Attendance and Punctuality

- (a) Habitual Tardiness.
- (b) Leaving work early without authorization.
- (c) Excessive absenteeism or abuse of sick leave
- (d) Failure to observe lunch or break schedules or time limits.
- (e) Failure to give notice of anticipated leave as outlined in the Town's Leave Policy No. 3.02

(3) Use of Property

- (a) Unauthorized use or improper, possession or removal of Town equipment or property, or another person's private property.
- (b) Unauthorized posting or removal of notices or signs.
- (c) Excessive use of Town telephones for personal business.
- (d) Non-reimbursed personal calls made on Town telephones.
- (e) Violation of the Town's computer, internet and email acceptable use policy.

- (f) Unauthorized use of Town vehicles or equipment.
- (g) Knowingly driving a Town vehicle without a valid driver's license or commercial license (when required).

(4) Personal Actions

- (a) Threatening, attempting, or doing bodily harm to another person.
- (b) Using abusive or threatening language towards another person.
- (c) Making false or malicious statements concerning other employees or supervisors.
- (d) Sexual Harassment
- (e) Disregarding Administrative Policies
- (f) Intoxication, including consuming intoxicants during working hours or being under the influence of alcoholic beverages or illegal drugs during working hours or bringing intoxicants or drugs into the work place.
- (g) Condition brought about from use of intoxicants or drugs away from work, which interferes with job performance, efficiency or discipline.
- (h) Unauthorized distribution of literature, or printed or written material of any description on Town property.
- (i) Willful violation or disregard of safety, health, fire, security or employment regulations, signs and notices.
- (j) Violation of any of the standards set forth in the Town's Conflict of Interest Policy No. 1.02. and Ethics Code.
- (k) Violating personnel policies, rules or procedures.

2. Steps for Progressive Discipline. Accelerated discipline may be initiated at any stage depending upon the facts and circumstances of the particular incident or incidents at the Town's sole discretion.

A. Verbal Warning



- B. Written Reprimand
  - C. Suspension
  - D. Termination
3. Appeal.

See Section 2.08 of this Personnel Policy.

NOTE: This section does not apply to members of a collective bargaining unit that has a collective bargaining agreement that governs discipline.

**Policy No. 2.19**                    **Employee Termination**  
**Issuance Date:**                **May 17, 2012**  
**Revision Date:**

DESCRIPTION: All employee termination shall be designated as one of the following types and shall be accomplished in the manner indicated: Resignations, layoff, disability, death, retirement, dismissal and completion of assignment.

1.     Rights of Employees

Regular employees who separate shall receive payment at regular pay for all earned salary, earned vacation, sick leave, banked compensatory time and any other pay to which the employee is entitled, subject to appropriate withholding and payroll deductions. Employees who are terminated shall be referred to the Town Clerk/Treasurer for completion of appropriate forms.

2.     Terminations

A.     Resignation

- (1)     All employees may resign by submitting, in writing, a letter of resignation to their Department Head as far in advance as possible. Employees and Department Head shall arrange appropriate terms of resignation. Earned vacation time is not to be included in the notice period but instead will be paid off at the time of termination.
- (2)     All regular full time and part-time resignation notices shall be submitted to the Department Head and the Town Administrator.

B.     Layoff

The Department Head, upon approval of the Town Administrator, may lay off an employee(s) when necessary by reason of shortage of funds or work, the abolition of the position, or other material changes in duties or organization, or other reasons which are outside of the employee's control and which do not reflect unfavorably upon the service of the employee. The duties performed by a laid off employee may be assigned to other regular employees already working. If several employees hold comparable positions and one of these positions is eliminated, consideration will be given to the quality of each employee's past performance, the need for their service and seniority in determining those employees to be retained. Management reserves the right to keep some employees working in all functions and skill areas, regardless of seniority. Any employee recalled from layoff shall report to work as soon as possible and according to the timeline contained in the recall notice. Failure to do so shall constitute a voluntary termination of employment. Recall rights shall

exist for one year following layoff. Under certain circumstances, workweek or workday reductions (i.e. furloughs) may be imposed in lieu of layoff.

Disability

Employees may be separated for disability when they are no longer qualified individuals because they cannot perform the essential functions of the position with reasonable accommodations.

C. Death

Separation will be effective as of the date of death. All compensation due, as stated under Section 1 of this policy, shall be paid to the employee's designated beneficiary, except for any sums specified by law to be paid to the surviving spouse.

D. Retirement

Retirement issues shall be consistent with state and federal law.

E. Dismissal

Dismissal or discharge is discussed in this policy in Policy No. 2.09, Discipline and Discharge.

F. End of Season

When an employee hired for seasonal work is terminated they will be placed on inactive status. To be activated the employee must reapply the next season and be hired anew.

G. Exit Interviews

(1) When appropriate, exit interviews will be held with employees who are terminated as follows. The purpose of this interview is to allow the employee the opportunity to discuss their employment, concerns or suggestions.

(a) The Town Administrator will conduct the exit interview with Department Heads who are terminated.

(b) The Town Administrator and/or Department Head will conduct the exit interview with non-supervisory employees who are terminated.

**Policy No. 2.20**            **Reimbursement for Job Related Expenses**  
**Date of Issuance:**        **May 17, 2012**  
**Revision Date:**

The purpose of this policy is to explain which expenses incurred by employees in the course of their employment are reimbursable. This policy also identifies the appropriate reimbursement rate.

The Library Board and Rome Water Utility determines which expenses incurred by their library personnel are reimbursable. (For example: Continuing education grants may cover a portion of the expenses for hotels, meals, tuition and mileage.)

1.     Mileage

Employees required to use their personal automobile for Town business will be reimbursed at the prevailing rate in IRS guidelines. Car-pooling is advised whenever possible. Town vehicles can be used when available. Employees choosing to use their personal vehicle shall be reimbursed for the cost of the gas actually used.

2.     Transportation

A.     Employees traveling on official business to out-of-town destinations by public carrier will be reimbursed for any fares incurred reaching the final destination and back to the public carrier.

B.     Parking fees are reimbursable upon approval by the Immediate Supervisor.

3.     Meals

Employees shall receive a per diem for meal costs while traveling on official business away from the town area. The Per diem can be for either a full or partial day based on State of WI meal rates. If Employees are only traveling partial days, then only a partial per diem will be paid. (i.e. if an employee is out of town over lunch and dinner, only the per diem for those meals will be paid.

Local meals are not normally reimbursable. Department heads or the Town Administrator may approve such meals when attendance at the meeting is mandatory.

4.     Lodging

A.     If additional charge due to a guest, payment for lodging shall be a single rate and the employee shall be required to pay the difference between that and the double rate.

- B. Lodging reimbursement shall be approved by Department Heads for travel to destinations greater than fifty (50) miles one way by most direct route. Prior approval must be granted by the Town Administrator ~~board~~ for lodging reimbursement for travel by the most direct route to destinations fifty (50) miles or less one way.

5. Registration Fees

Attendance at meetings, conferences, etc., requiring registration fees have the full registration paid or reimbursement made upon presentation of a receipt. Any meals included, as part of the registration fee will negate any other reimbursement for same. When meals provided during a meeting, seminar, etc. are not included in the registration fee, the employee will be reimbursed in full upon submittal of a receipt. If a spouse accompanies an employee, the employee shall pay payment for registration of the spouse unless otherwise approved by the Town Board or her/his designee.

6. Telephone Calls

An allowable expense shall include the cost of telephone calls essential to job performance made by an employee from a private or other off-premise telephone.

7. Payment of Expenses/Receipts

Any other expenditures incurred by employees while on Town-related business stating the name and date of sale shall be submitted to the Town Clerk/Treasurer for payment in accordance with this policy prior to Town Board approval.

8. Advance Draw on Expense

- A. A request for a draw on expenses must be submitted 7 days prior to the date needed. Employees should submit and department heads approve, an estimate of costs as outlined by this policy and attach that to a request for payment. Over payments will need to be reimbursed by the employee.

9. Uniforms - DPW & Rome Water Utility Employees

The Employer shall provide each full-time employee with summer and winter coveralls, cleaned at the Town's expense. The Employer shall provide each full-time employee with an annual clothing allowance of three hundred fifty dollars (\$350), to be paid upon submittal of receipts or charges. Replacement of required uniform and equipment will be required and/or needed. The purchase of footwear must be ASTM F 2413-11 safety shoes/boots.

**Policy No. 3.01            Standard Benefits**  
**Date of Issuance:        May 17, 2012**  
**Revision Date:**

This policy covers all benefits in which employees are eligible to participate. Benefits include State Retirement, Federal Social Security, Health Insurance, Dental Insurance, Vision Insurance, Long-term Disability Insurance Life Insurance, and Worker's Compensation.

1.     Retirement

Current Employees working in excess of 600 hours per year qualify for participation in the Wisconsin Retirement System (WRS. A newly hired employee (first hired by the Town on or after July 1, 2011) is expected to work at least two-thirds of full-time per year (1200 hours) and is expected to be employed for at least one year from the employee's date of hire to qualify for participation in the Wisconsin Retirement System. The Town will comply with the requirements as to contributions for employees to the WRS as established by state statutes and the Department of Employee Trust Funds.

A.     Deferred Compensation

Town employees may be eligible to participate in the Wisconsin Deferred Compensation Plan. For information regarding this plan employees should contact the Clerk/Treasurer.

2.     Social Security/Medicare

Social Security/Medicare is a federally regulated benefit with both employer and employee contributions required. The employee contribution to Social Security/Medicare is deducted from each paycheck until the maximum allowable deduction is reached.

3.     Insurance Benefits

Full-time Town employees and full-time elected officials are eligible to participate in a comprehensive health, dental, vision, life and disability insurance program. A full-time employee is defined as an employee who works a minimum of 2080 hours per year including paid time off. Part-time employees who work a minimum of 1560 hours per year are eligible to participate in the health insurance programs on a prorated basis. Health/ dental, vision, life and disability insurance benefits will be governed by the policy of insurance. The Town may change deductions, co-payment amounts, carriers or delete coverage and make other plan design changes at the discretion of the Town Board.

A. Health Insurance

Group Health Insurance is available on the first day of the month following the date of employment for a single or family policy. The Town's current contribution for full-time employees is as follows: 85% of the premium for group health insurance.

B. Dental and Vision Insurance

The Town's current contribution for full-time employees is as follows: 100% of the premium for group dental insurance (for full-time employees, single or family). The town's current contribution for part-time employees is 100%.

C. Group Life Insurance

Full-time employees, after completing 6 months of employment, are eligible for a group term life insurance plan, in an amount equal to the next thousand dollars of annual salary. The Town shall pay the monthly premium for life insurance. The town's current contribution for part-time employees is 100%. The employee may be eligible to purchase additional units of insurance at their own expense.

4. Conditions of Insurance

The below sets forth the general conditions for health, dental and vision insurance eligibility. In all instances conflicts between this language and other policy language is secondary to the actual terms of the agreement with the respective insurance carrier.

A. The employer shall continue to make its contribution to health, dental, vision, disability and life insurance through the payment of COBRA premiums for a period of twelve (12) months from the date last worked with respect to an employee who is absent due to occupational illness or injury as long as they remain eligible for employment.

B. If an employee is granted a leave of absence under FMLA, the laws governing FMLA leaves will govern the continuation of benefits.

If an employee is granted an unpaid leave of absence the employee may elect to continue COBRA coverage at their own expense. When an employee returns from a leave of absence, the Town shall make its required contribution beginning on the first of the month following the employee's return.

C. The Town shall make its monthly insurance contributions for three months beginning the month in which an employee is laid off. When a laid off employee

is reinstated, the Town shall, if possible, make its required insurance contribution for the month in which the employee returns to work.

- D. When an employee is discharged or voluntarily terminates her/his employment, the Town shall make its insurance contribution for the month in which such termination occurs and shall be required to make no further contribution as to that employee.
  - E. If an employee is laid off, on leave of absence, the Town will accept the monthly contribution from the employee and remit such contribution to the insurance carrier so long as permitted by the carrier and terms of its coverage.
  - F. In the event of death of an employee, while working or while traveling to and from her/his place of duties, by other than natural causes or by natural causes directly induced by performance of her/his duties, the Town shall make the COBRA contribution for a period of one (1) year on behalf of her/his spouse or dependents.
  - G. State and federal health insurance contribution laws shall apply for employees no longer qualify or meet the eligibility requirement for benefits.
5. Unemployment Compensation

Town employment is covered by Wisconsin Unemployment Compensation Laws. Under provisions of this law, employees who lose their jobs may be eligible for benefits under the Wisconsin Unemployment Compensation Laws.



**Policy No. 3.02**  
**Date of Issuance:**  
**Revision Date:**

**Leave Policies**  
**May 17, 2012**

Description: This policy explains the different types of leaves available to full-time employees.

1. Sick Leave

- A. Full-time employees shall accrue 8 hours of sick leave for each month or major fraction of a month of employment. Employees hired after May 17, 2012 may accumulate up to 960 hours. If time-off is charged toward sick leave it shall be on an hour-to-hour basis.
- B. Use of sick leave shall be allowed when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. When such leave extends beyond three (3) consecutive working days, a statement from the attending physician or other qualified medical professional, certifying to the nature and seriousness of the illness/injury shall be furnished to the Immediate Supervisor, with the exception of an employee who is hospitalized due to illness/injury. The Town reserves the right to request medical certification for any absence.

If an employee is unable to report to work she/he shall notify the department head by telephone, prior to the start of the work day or as soon as possible thereafter, but no later than 30 minutes after the start of the normal work day. If an employee is unable to complete the full workday due to unexpected illness, the Immediate Supervisor should be notified prior to the employee leaving the work place. Any unauthorized absence or failure to give notice may result in disciplinary action.

C. Appointments and Family Illness

With prior Immediate Supervisor approval, sick leave may be used for the employee's medical or dental appointments or to attend to members of the employee's immediate family who are ill up to 3 days. Immediate family includes; spouse, children, parents and other members of the employee's household. Beyond 3 consecutive days, FMLA Leave will be applied.

- D. When illness/injury occurs prior to or within a period of a scheduled vacation, the period of illness may be charged as sick leave at the discretion of the Immediate Supervisor upon written request by the employee accompanied by a doctor's certificate.
- E. When accrued sick leave is exhausted, or when sick leave is requested in excess of accrued sick leave, accrued vacation time will be used in lieu of sick leave.

F. Emergency or Personal Leave

(1) The hours used for Emergency Leave shall reduce Sick Leave accumulation by an equal amount. For purposes of this section, immediate family shall include: grand-parent, parent, foster parent, brother, sister, brother-in-law, sister-in-law, spouse, children, grandchildren, no matter where they live, and any other relative residing in the employee's household.

(2). In the case where an employee experiences a serious illness or injury in his immediate family, the employee will be eligible for Emergency Leave, if one or more of the following circumstances exists:

(a) The employee is required to provide health care to an immediate family member.

(b) The employee is required to take an immediate family member to a medical facility for care and/or treatment. This includes being present during and immediately after initial care or treatment for a serious medical problem.

(c) The employee requires time away from the job to recover from emotional stress caused directly from a death or serious illness or injury experienced by an immediate family member.

G. In the case where an employee experiences any emergency situation which seriously endangers the life and/or well-being of a member of his immediate family, and/or his property, the employee's supervisor may authorize the use of one (1) emergency day. Examples of appropriate use of a one (1) day Emergency Leave include: a life-threatening or major fire at the employee's home; an immediate family member involved in a life-threatening auto accident; or any other emergency situation which would threaten the life or well-being of an immediate family member, thereby requiring the employee's immediate attention.

H. Supervisors may authorize Personal Leave when important, non-medical circumstances occur that require an employee to miss work to attend to personal affairs that cannot be rescheduled to non-work hours. Such Personal Leave, not to exceed three (3) days per calendar year, shall be deducted from sick leave. Personal or emergency leave may only be authorized if the employee has exhausted his vacation benefits.

I. Each situation shall be reviewed by the employee's supervisor. If it is determined that the necessary requirements for Emergency/Personal Leave have been fulfilled, the supervisor may authorize the use of up to a maximum

of twenty-four (24) working hours for that purpose. The Town Administrator, upon the supervisor's recommendation, may extend the Emergency/Personal Leave if circumstances warrant.

J. Sick Leave Conversion

- (1) When eligible for retirement under the Wisconsin Retirement System and upon actual retirement, an employee may receive Retirement Sick Leave Conversion Benefits (RSLCB) as COBRA premiums based on accumulated sick leave.

K. Return to Work Program

- (1) The Return to Work Program (RTW) provides for the early return of employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the Town that the return to work be arranged as soon as possible. Opportunities for work within the employee's medical restrictions will be explored within the employee's department and if nothing is available or appropriate, in other departments at the discretion of the Town. The Town is under no obligation to create light duty.
- (2) The Department Head shall coordinate with the other departments to identify projects and if an RTW participant could perform tasks and the physical requirements of each.
- (3) Procedures:
  - (a) The Department Head or Immediate Supervisor of an injured/ill employee shall contact the Town Administrator when information is received that the employee will not be able to return to her/his regular job for an extended period of time (a month or more).
  - (b) The Department Head or designee shall work with the employee's personal physician, or another physician selected by the Town to establish a set of work restrictions.
  - (c) Once the work restrictions are received:  
  
Opportunities for modified duty within the department shall be considered; and if none are identified, opportunities in other departments shall be considered.

(d) The status of an employee in the RTW shall be reviewed on a biweekly basis.

(e) Assignment to another department shall not exceed eight (8) weeks.

(4) Conditions Necessary for RTW Participation

(a) Modified duty or transfer to another department will be provided only if all the following conditions exist:

1. There must be productive work available, and
2. The work must be within the employee's medical restrictions with minimal chance that the RTW assignment will aggravate the existing injury/illness, and
3. The work must be within the employee's skill level.
4. The employee must be qualified and deemed medically able to perform the work.

(5) Wages and Funding

(a) Employees who are provided an RTW assignment may receive the same level of pay and benefits as prior to participation in the program.

(b) The cost of the wages and benefits for employee participating in the RTW will be paid by the department from which she/he was employed prior to the illness/injury. If a budget shortfall exists due to temporary fills or overtime coverage, the Department Head will be responsible for requesting additional funds through a transfer from the contingency account.

2. Vacation Time

A. Vacation is earned from the day an employee begins work, but it is a matter of administrative determination when an employee may be granted vacation time and in what amount. Work requirements as well as adequate and considerate treatment of an employee are determining factors. All absences from work not covered by compensatory time or sick leave will be charged against vacation time.

Benefit Accrual during Orientation

Vacation time will accrue at the rate of 3.33 hours per month during the first 12 months of employment or until January 1st of the following year (this vacation must be earned before it can be used). At the end of the 1st twelve months of employment, all accrued vacation time shall be credited to the employee's record. If termination occurs prior to completion of the first six months of employment, the employee shall only be paid for vacation time accrued up to the time of termination.

- B. Vacation Time shall be credited to each permanent full-time employee on their anniversary date, as follows:

Employees hired before May 16, 2012

During First year after 1 year	3.33 hours per month
After two and through five years	80 hours per year
After six and through eleven years	120 hours per year
After twelve and through seventeen years	160 hours per year
After eighteen and through twenty-three years	200 hours per year
After twenty-four and through twenty-nine years	240 hours per year
After thirty years and over	280 hours per year

Employees hired after the date of May 17, 2012 shall be credited as follows:

During First year	3.33 hours per month
After two and through five years	80 hours per year
After six and through eleven years	120 hours per year
After twelve and through seventeen years	160 hours per year
After eighteen and through twenty-five years	200 hours per year
After twenty-six and over	240 hours per year

All new employees shall receive 3.33 hours until the January following the anniversary date.

- C. Requests for vacation time in excess of 24 hours or more must be submitted to the Immediate Supervisor at least ten (10) calendar days in advance. A written request for vacation time in excess of two (2) weeks or more shall be submitted to the Immediate Supervisor at least twenty (20) calendar days in advance.
- D. If a Town non-work or recognized holiday falls within the vacation period, that day shall not be assessed against the vacationing employee.
- E. The maximum amount of earned vacation hours in an employee's bank at any one time may not exceed 280, unless the employee was prevented from taking vacation at the request of the Department Head, or if the Town Administrator grants special exception. In this case, vacation may be carried forward and

taken at a mutually satisfactory date. Vacation carried forward at the request of the Department Head or by special exception shall not exceed six (6) days per year and shall not accumulate from year to year.

- F. All lost time because of work related injury or illness shall count as time worked for vacation purposes; where the time lost exceeds one (1) year, additional time lost in connection with the same injury or illness shall not count as time worked for vacation purposes.
- G. In the case of death of a full-time employee, earned vacation shall be paid to the employee's designated beneficiary.
- H. Employees who are terminated shall be paid for vacation earned
- I. Upon retirement, employees shall receive full vacation credits earned for the year.

3. Official Town Holidays

Regular Town employees receive the official Town Holidays listed in policy 1.10 off with pay. Additionally, each town employee receives two Personal Days

- 4. Employees must be actively at work the last scheduled workday prior to and the next scheduled workday immediately following a holiday to qualify for holiday pay. An employee may be off from work on one or both qualifying days for one of the following reasons and qualify for holiday pay:
  - A. Vacation
  - B. Paid non-occupational illness/injury
  - C. Occupational Illness/injury
  - D. Jury Duty
  - E. Funeral Leave
  - F. Immediate supervisor Approval in Advance.
  - G. Personal Days
- 5. If a holiday falls within a vacation period, such day shall not count as a vacation day taken. See Policy No. 3.02 (2)(D).
- 6. Employees shall be paid at their regular straight time rate for each holiday. If a full-time employee is scheduled to work on a holiday the employee will be paid at the rate of double time.
- 7. Newly hired full time employees will not receive a Personal Day until after orientation period has been completed.

8. Part-Time Employees

- A. Part-time employees who work a minimum of 1560 hours per year, will be entitled to a prorated share of sick, funeral leave, holiday, and vacation time which is granted to full-time employees. (For example, if an eligible employee works 1560 hours, he/she will receive six (6) hours of sick leave for each month or major fraction of a month of employment.

Determination of the 1560 hours per year threshold shall be based on a 12-month revolving hours look back.

9. Family and Medical Leave

- A. Family Leave. To be eligible for Federal FMLA an employee must have been employed by the Town for at least 12 months and must have worked at least 1250 hours during the 12-month period immediately preceding the commencement of the requested leave. To be eligible for Wisconsin FMLA, an employee must have completed at least one (1) year of service and who have worked at least 1,000 hours in the previous 52 weeks. An employee may take family leave in the event of the birth of a child of the employee, upon placement of a child through adoption or foster care with the employee or when the employee needs to care for her/his parent, child or spouse who has a serious health condition.
- B. Medical Leave. All employees may take medical leave in the event they have a serious health condition which prevents them from being able to perform the essential functions of their job. This includes temporary disabilities resulting from childbirth or pregnancy.
- C. Maximum Duration of Leaves. Generally, qualified employees may take up to twelve (12) weeks of leave in a calendar year for any reason or combination of reasons identified in the preceding paragraphs. However, qualified employees are entitled to the following minimum leave standards in a calendar year regardless of total combined family/medical leave in that calendar year:
- (1) An employee may take up to a combined total of six (6) weeks in a calendar year in the event of the birth of the employee's child or placement for adoption of a child with the employee.
  - (2) An employee may take up to a combined total of two (2) weeks in a calendar year to care for the employee's child, parent or spouse if the child, parent or spouse has a serious health condition.
  - (3) An employee may take up to two (2) weeks in a calendar year in the event the employee has a serious health condition which prevents him/her from performing the essential functions of her/his job.

Partial leave, intermittent leave, or leave on a reduced leave schedule basis is available when medically necessary and may also be available in other particular circumstances, based upon the reason for leave and the amount of leave utilized by the employee.

D. Benefits during leave. All benefits will continue throughout approved periods of leave in the same manner as they would have had the employee been working. Employees participating in benefit programs requiring employee contribution will be informed of her/ his responsibilities for such contributions during leave at the time of making application. Throughout the approved period of unpaid leave, the Town will continue to pay its share of the health insurance premium provided that the employee submits payment for her/his share of the premium. In the case of paid leave, the employee's share of the premium will be deducted from her/his paycheck on a monthly basis. If an employee does not return from approved leave after her/his FMLA leave entitlement has been exhausted or expires, unless for reasons authorized by the state or federal Acts, the Town may recover its share of health plan premiums from the employee for the period of unpaid FMLA leave.

E. Pay During Leave.

- (1) While special rules apply to employees classified as exempt from federal and state wage and hour laws, leaves are generally without pay. In many instances employees may substitute for portions of family or medical leave, other paid or unpaid leave provided by the Town. In some instances, the Town may require the employee to substitute certain paid leave for unpaid family or medical leave.
- (2) If an employee wishes to substitute any leave for unpaid family or medical leave, she/he needs to do so at the time the leave is requested. The employee will promptly be informed of the availability of such substitution in that particular circumstance. Similarly, if the Town requires the employee to substitute any paid leave for unpaid family or medical leave she/he will be informed promptly upon receipt of his request for leave.
- (3) The use of FMLA leave will not result in the loss of employment benefits that accrued prior to the start of the employee's leave except for compensatory time, sick leave and vacation time used during family or medical leave.



- (4) While on unpaid FMLA leave, employees do not accrue vacation time or sick leave. If any other type of paid leave is substituted for unpaid leave, benefits shall accrue during the taking of substituted leave.

F. Application for Leave.

Employees requesting family or medical leave must provide reasonable advance notice of such leave to the Town, except in extraordinary circumstances. Reasonable advance notice will depend upon the circumstances; however, employees are strongly encouraged to provide as much advance notice as possible. Leave, in particular circumstances and consistent with the minimum standards established under federal and state law, may be denied or delayed in the event adequate notice is not provided. Leave related to planned medical disrupt Town operations.

G. Certification.

Before medical leave or any family leave for the purpose of caring for a parent, child or spouse with a serious health condition can be approved; the employee must supply the town with satisfactory certification of the serious health condition. This must be obtained from an acceptable health care provider. The Town Board will determine what the certification must contain, based upon the type and duration of leave the employee desires at the time of the request for leave. The Town also reserves the right to require certification from a second health care provider, at the Town's expense.

H. Reinstatement Upon Return from Leave.

- (1) An employee returning from family or medical leave, when leave does not exceed that set forth in the preceding section entitled "Maximum Duration of Leaves," will be returned to her/his former or equivalent position upon return from such leave absent extraordinary circumstances. Reinstatement for certain highly compensated key employees may be more restricted as discussed in paragraph (3) below. Persons falling within the category of high-compensated key employee will be advised of their status as a highly-compensated key employee at the time they request leave or when leave commences.
- (2) Employees returning from approved family or medical leave beyond the time periods outlined in the preceding paragraph will be returned based upon business requirements. If the employee's former position is still open, she/he will be reinstated upon their return. In the event his former position has been filled or eliminated, she/he may apply for any position which is open at the time of his availability to return to work or which later becomes available, and for which she/he is qualified. Should she/he fail to accept any offer, or should one-year elapse from

the date of the beginning of the original leave without her/his return to work, her/his employment will automatically terminate.

- (3) The Town cannot deny FMLA leave to a key employee. However, reinstatement may be denied if the Town determines that substantial and grievous economic injury to the Town's operations will result if the employee is reinstated from FMLA leave. If a key employee does not return from leave when notified by the Town that substantial and grievous economic injury will result from her/his reinstatement, the employee's entitlement to group health plan benefits continues unless and until she/he advises the Town that she/he does not desire restoration to employment at the end of the leave period, or FMLA leave entitlement is exhausted, or reinstatement is actually denied.
- I. An employee is expected to return to work at the planned expiration date of his leave, or if she/he is able to return earlier, when she/he is able to return to work and is available. Notification of availability to return to work prior to the planned expiration of leave should be made to the Immediate Supervisor or the Town Clerk/Treasurer prior to his return to work. Except in extraordinary circumstances, if an employee does not either report back to work or request an extension of leave by the first day following the expiration of the approved leave, she/he will be considered to have voluntarily terminated from employment.

The Town reserves the right to require employees on leave to periodically report as to his status and intent to return to work. Similarly, employees returning from medical leave may be required to obtain and present certification from his health care provider(s) that they are able to resume work.

#### 10. Civic Leave and Jury Duty

- A. An employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission in connection with Town business, or for the purpose of voting. In the case of jury duty, the employee shall remit his jury fee to the Town. The employee may retain payment to the employee for expenses at the prevailing rate. If the employee does not remit the fee, they shall be considered to be on leave of absence without pay while performing jury duty. Employees on jury or witness duty are required to report to work if the jury or witness duty does not require the employee to miss the employee's work shift.
- B. For justifiable reasons, and subject to the approval of the Town Board, a leave of absence without pay may be granted an employee, upon her/his request, to appear under subpoena or in her/his own behalf in litigation involving personal or private matters.

11. Funeral Leave

- A. Upon request an employee shall be granted up to, but not to exceed, three consecutive workdays with pay for the purpose of arranging for and attending the funeral of an immediate family member. This shall include spouse, child, parent, sibling, grandparents, grandchildren, stepparents, stepchildren, stepsister/brother, parents of spouse, children's spouses, aunts, uncles, brother/sister in-laws, and any member of the employee's household.
- B. One-half day with pay will be granted to attend the funeral of an immediate fellow employee provided scheduling could be arranged with the Supervisor.

12. Military Leave

- A. The Town will comply with all State and Federal laws regarding military leave for restoration of employment. Any rights accrued will not be interrupted by absence while on military leave. If re-employed, time spent in military service may be counted in computing years of service for annual leave. (Vacation)
- B. Employees who are members of the National Guard or United States Military Reserve shall be granted temporary leaves of absence for required hours of duty or training. The employer agrees to pay to full-time employees the differential between the military pay for such required duty or training and the employee's regular straight time earnings for such period, but such differential pay shall be limited to a maximum of two (2) weeks' pay, less military pay, in any one (1) year.

13. Leave of Absence

Any employee desiring a leave of absence from her/his employment shall secure written permission from the Town Administrator. The maximum leave of absence shall be for thirty (30) days and may, at the sole discretion of the Town Administrator, be extended for like periods. Written permission for extension must be secured from the Town Administrator. The employee must make suitable arrangements for continuation of health, dental, vision, life and disability insurance payments before the Town Administrator may approve any leave. At the employee's option, any leave of absence taken may be deducted from vacation credits of the employee taking such leave. Any such leave of absence shall be without pay and with no accumulation of benefits during the time off.

**Policy No. 3.03**                    **Employee Assistance Program**  
**Date of Issuance:**            **May 17, 2012**  
**Revision Date:**

The Town Board feels it is in the best interest of both the public and the employee to provide a program designed to assist employees suffering from psychological disorders or mental health problems, alcoholism and other chemical dependencies. This can best be carried out through early intervention and referral to appropriate community and professional agencies for help.

1.     Definitions

- A.     Psychological disorders and mental health problems - Behavior or medical problems such as physical, psychological, marital, financial, legal, etc. involving either the employee or a member of her/his immediate family that definitely and repeatedly interfere with the employee's job performance.
  
- B.     Alcoholism and other drug abuse problems - Illness in which the employee's or her/his immediate family's consumption of alcoholic beverages and/or use of other drugs definitely and repeatedly interfere with the employee's job performance.

2.     Benefits

Alcoholism or other chemical dependencies and psychological disorders or mental health problems are recognized as illness and, as such, will receive the same financial benefits, insurance coverage as provided in the policy, and sick leave as presently provided for other illness.

3.     Confidentiality

All communications between the employee and program staff will be confidential. No records of conferences and referrals will be kept in the employee's personnel file.

4.     Acceptance/Rejection of Assistance

If the employee elects to reject referral and treatment, it is then the employee's responsibility to bring job performance up to standards outlined in her/his position description.

5.     Availability

- A.     The Town recognizes that an employee's job performance may be adversely affected by stress resulting from the fact that members of her/his immediate family may be afflicted with personal problems, alcoholism, and/or other drug dependencies. Therefore, assistance under this program is available to any

member of an employee's immediate family, either at the request of the employee or the family member.

- B. The EAP has brochures explaining the program and also contain the names of the resource coordinators. Attached to this policy is the name and telephone number of the current Employee Assistance provider.
- C. Additional information may be obtained from the resource coordinators.

6. Referrals

- A. An employee can refer himself or herself or a member of her/his immediate family to a resource coordinator, or a supervisor may refer an employee to a resource coordinator.
- B. At the initial contact with the resource coordinator a "Referral Request" will be completed. The employee will be asked to sign a "Consent to Disclose Information" form and will be given a written referral and an appointment with a provider qualified to assist with the problem(s).
- C. The written referral will request that the provider notify the EAP Program Coordinator whether or not the appointment was kept.

**Policy No. 3.05**                      **Employee Recognition - Anniversary Award**  
**Date of Issuance:**                      **May 17, 2012**  
**Date of Revision:**

Description: The purpose to recognize full-time and part-time employees who work a regular weekly schedule of over 1040 hours per year, for length of service with the Town. This will be added to paychecks as money is taxable per IRS Regulations.

1.        Longevity

All employees shall receive longevity pay subject to the following schedule, terms and conditions. Part-time employees will receive prorated longevity pay based on the number of hours worked the previous calendar year compared to full-time employment of 2080 hours per year.

A.        Schedule:

- 1) \$10.00 per month after the fifth year of continuous full-time employment.
- 2) \$23.00 per month after the tenth year of continuous full-time employment.
- 3) \$36.00 per month after the fifteenth year of continuous full-time employment.
- 4) \$49.00 per month after the twentieth year of continuous full-time employment.
- 5) \$64.00 per month after the twenty-fifth year of continuous full-time employment.

B.        Longevity payments shall be paid in a lump sum annually, the last pay period of the year.

# TOWN OF ROME

## Employee Acknowledgement Form - Personnel Policies

The Town of Rome personnel policies describe important information about the Town, and I understand that I should consult with my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with the Town voluntarily and acknowledge that there is no specified length of employment. Accordingly, either myself or the Town can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. I understand that revised information may supersede, modify or eliminate existing policies. Only the Town Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

EMPLOYEE'S NAME (printed) \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

Issue date: April 18, 2017