

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-2

SUBJECT: PERSONNEL POLICY PRINCIPLES

PURPOSE: To provide an overview of handbook policy principles and philosophy.

POLICY:

To ensure that our policies are well written, we have considered the following criteria.

Fairness. The guidelines should apply the same to all employees in a given situation. That does not mean that every department will administer everything exactly the same, but the basic principle of the guidelines should apply to all departments. (An example of this is that some departments might have a different starting time, but all employees should be expected to be at their workstation at their designated start time.)

Respectful of employees. Policies or guidelines should be written with the understanding that the great majority of our employees want to come to work and do a good job. We write our policies to help our employees understand how situations are expected to be handled.

Consistently applied. Policies should be administered consistently. "Consistently" means that the basic principles of the policy should remain constant from case to case without regard to personal feelings, friendships, or any discriminatory factors. However, good policy administration also requires that the individuals and their individual circumstances are considered to make sure the administration of the policy is also fair.

There should be no surprises. Employees have the right to be aware of a policy and how it will be administered up front. Employees also have the responsibility to learn the policy and ask questions if they are unclear about a policy. Management has the responsibility to make the policies available to the employees in a reasonable manner. The purpose of this Handbook is to make our Employment Policies available to all employees. We also will attempt to notify all employees if a basic policy changes or is added to.

~~Policies are intended to serve as guidelines, not absolute rules. We need to remember that each employee's situation is a bit different. In some cases, the situation may require a deviation from the established guidelines.~~ If you feel you have a situation that warrants a deviation from the policy, you should discuss it with your supervisor as soon as you become aware of the situation.

In cases of a longer term adjustment, these matters should be brought to the Personnel committee for consideration.

AT-WILL EMPLOYMENT

Employment with the City of Nekoosa is governed by the common law doctrine of "at-will" employment. This means that both you and the City have the right to end your employment at

any time with or without cause or notice. No employee or agent of the City has the authority to imply, negotiate, agree to, or sign a contract of employment regarding wages, hours or conditions of employment for a stated period of time except the Personnel Committee and City Council.

EQUAL OPPORTUNITY POLICY

The City of Nekoosa is in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, and all applicable state and federal statutes, and regulations relating to nondiscrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation or use or non-use of lawful products off the employer's premises during working hours. All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

AMERICANS WITH DISABILITIES ACT

The City of Nekoosa is committed to providing equal opportunity to all qualified persons in all aspects of employment. This extends to our current employees and applicants for positions with the City of Nekoosa. As part of this commitment, we intend to fully comply with the guidelines established by the ADAAA and its amendments. A qualified person is an individual who meets the skills, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

If you feel you need accommodation in accordance with this policy, you should contact your immediate supervisor to discuss what reasonable accommodations may be necessary. When a request for accommodation is made, we will initiate an interactive process to determine what reasonable accommodations may be made.

Any employee or applicant who feels they have not received full and fair consideration under this policy should meet with their Supervisor to discuss their complaint.

DEPARTMENTAL POLICIES

The City of Nekoosa has a number of departmental policies that have been approved either by the City Council or an appropriate oversight committee. These policies set the overriding principles of City operations and cannot be changed without action by the City Council.

Departments have the responsibility to set policies related to their specific operations. They may also set procedures, guidelines, or work rules related to their operations. Policies tend to be broad; procedures or guidelines tend to be more specific, and typically work rules are the most specific, but the terms may be used interchangeably. Departmental policies should not conflict with City policies; however, departments may request approval to deviate from City policy.

Any deviation from a City policy requires approval of the Personnel Committee. A department may also set a procedure or work rule on how City policy will be administered. An example of this would be start times for a department.

CONFIDENTIALITY

An employee may, because of his/her responsibilities, have access to confidential City or personal information. All employees have a strict and a legal responsibility to protect the confidentiality of this information. This may include information concerning the City's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or the City of Nekoosa.

Any violation of this policy may subject the employee to discipline, including possible termination of their employment. If you have any questions regarding the confidentiality of information or your responsibilities, be sure to discuss them with your supervisor or the City Attorney at the earliest possible time.

Public Records Requests. As a governmental agency, we are subject to "Wisconsin Public Records" laws. This means that anyone may request specific information in writing, and in most cases, we are required to provide them with the information in a timely manner. However, in some cases, the information requested should not be released, or there may be several things that must be done before the information can be released. If you receive a request for information, whether the person calls it a "Public Records" request or not, you should discuss it with your supervisor or the City Attorney prior to providing the information.

DISCRIMINATION/HARASSMENT

Policy. The City of Nekoosa is an equal opportunity employer and as such is committed to maintaining a workplace free of discrimination against any protected group. The City will support both the spirit and intent of all State and Federal statutes relating to equal opportunity and specifically, sexual harassment.

In keeping with this commitment, the City will not tolerate discrimination, sexual harassment or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all State and Federal statutes relating to equal opportunity.

If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, the City will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of City policy, State or Federal statute by any person is determined to exist, the City will take the appropriate steps to correct the situation.

Sexual Harassment. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, name calling, or communications containing any of the above.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

Designated Contact Persons. Any employee who believes they have been subject to discrimination, including sexual harassment, should immediately report the matter to their supervisor, Department Head, appropriate committee chair or Mayor (whichever the employee is most comfortable with). If for any reason the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the City Attorney. If any member of management receives a complaint or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the appropriate committee chairperson.

Investigation/Resolution of a Complaint. The City of Nekoosa will investigate all complaints of harassment or discrimination promptly. The City will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms

that harassment or discrimination has occurred, the City will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint will be notified of the final determination prior to closure of the complaint.

Education and Training. Upon hire, during orientation, new employees will be required to participate in education and training regarding harassment and discrimination provided by the City. This training may be periodically required for existing employees by the Personnel Committee or department heads as needed.

The City of Nekoosa forbids intimidation of or retaliation against anyone for reporting harassment or discrimination, or otherwise assisting in the investigation of the complaint.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-1

SUBJECT: EMPLOYEE CLASSIFICATIONS

PURPOSE: To provide a description of employee classification and corresponding benefits

POLICY:

Exempt Full-Time Employee. A full-time employee whose job duty meets the FLSA minimum wage and overtime exemption. Exempt employees normally must receive their full salary for any week in which they perform any work, ~~without regard to the number of days or hours worked.~~

Employees receive all employment benefits from the City unless specifically identified in the City's policies or as required by law to include:

- Health (with HSA), Dental, and Vision Insurance
- Life Insurance
- Deferred Compensation Program
- Paid Time Off as described in Employee Benefits section

Exempt employees are expected to work a minimum of 30 hours per 5-day work week, averaging a minimum of six-hours per day, and are also responsible for personally completing their assigned duties without delegation regardless of hours required except as limited by other policies and procedures and by applicable law.

Non-Exempt Full-Time Employee. A full-time employee whose job duty does not meet the FLSA minimum wage and overtime exemption and works a regular "40-hour" schedule. Full-time employees receive an hourly rate and all employment benefits from the City unless specifically identified in the City's policies or as required by law to include:

- Health (with HSA), Dental, and Vision Insurance
- Life Insurance
- Deferred Compensation Program
- Paid Time Off as described in Employee Benefits section

- Short-Term and Long-Term Disability

Regular Part-Time Employees. A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty-three (23) but less than forty hours per workweek. A regular part-time employee receives an hourly rate and limited employment benefits from the City unless specifically identified in the City's policies or as required by law to include:

- Life Insurance
- Deferred Compensation Program
- Paid Time Off as described in Employee Benefits section

- Short-Term and Long-Term Disability

Part-Time Employee. A part-time employee is an employee is paid an hourly rate and whose schedule consists of an average of twenty-three (23) hours or less per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal Part-Time Employees. Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year. The persons hired for these positions are primarily, but not limited to college students from Nekoosa.

All employee benefits listed above in this policy are to be administered by the City Clerk to ensure proper documentation and processing of PTO and all other benefits.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.5

SUBJECT: SICK LEAVE

PURPOSE: To provide guidance on the administration of sick leave.

POLICY:

Exempt Employees shall accumulate sick leave at a rate of one day per month up to a maximum of 170 days.

Non-Exempt Full-Time Employees shall accumulate sick leave at a rate of one day per month up to a maximum of 144 days.

Regular Part-Time Employees sick leave is calculated at a percentage of their normal work week pro-rated from 40 hours. Employees shall accumulate sick leave at the pro-rated percentage from 8 hours per month up to a maximum of 80 hours.

In order to be eligible for sick leave, an employee must report his/her absence from work no later than one hour before his/her scheduled starting time; except that, this provision shall not apply where an employee is incapable of so reporting.

A Supervisor may require a doctor's certification of illness for absences of longer than three (3) consecutive workdays. If the Supervisor requires such a certificate, the cost of obtaining the same shall be borne by the employee. The employee may obtain such a certification from a physician of his/her choice. The certification contemplated under this provision shall include certification of ability to return to work.

Employees or the employee's estate, shall, only upon retirement or death, be compensated for one hundred percent (100%) of their unused sick leave credits by converting one hundred percent (100%) of his/her accumulated unused sick leave to pay for a Health Reimbursement Account (HRA) exclusive to North Shore Bank.

~~CATASTROPHIC ILLNESS BANK~~

~~Employees who have reached the cap for sick leave accumulation shall have all additional earned days placed in a personal catastrophic illness bank. These days may be used, should the employee have an illness and exhaust all other time available. The days may be used for the employee's illness only.~~

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.9

SUBJECT: INSURANCE

PURPOSE: To provide guidance on the administration of insurance coverage.

POLICY:

Health/Optical/Dental Insurance. The City shall provide Health/Optical/Dental Insurance for those employees who are eligible and electing to be covered by such insurance. The Employer reserves the right to, from time to time, change carriers and/or self-fund such insurance.

The City will pay ninety percent (90%) of the monthly premium and the employee will pay ten percent (10%). All deductible or uninsured medical expenses, which are part of the current levels of coverage, shall be the responsibility of the employee. The City may offer options for the employee including tax-advantaged medical savings accounts.

Life Insurance. The City provides a life insurance program for full and regular part-time employees, including employee selected premium contribution rates, which are 100% paid by the employer.

~~**VEBA (Voluntary Employee Benefits Association).** The City agrees to enroll all members of the Labor Association of Wisconsin into the VEBA Health Trust and pay a monthly fee of \$10.00 per month per person.~~

Disability Insurance. The City provides short-term and long-term insurance programs for regular full-time employees, which are 100% paid by the employer.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.11

SUBJECT: VACATION

PURPOSE: To provide guidance on the administration of employee vacation.

POLICY:

Employees qualify for vacation based on their length of service with the City of Nekoosa. A "week" of vacation is defined as five (5) working days.

Full-time Employees begin their employment with one week of vacation with pay (prorated monthly).

Regular Part-Time employees begin their employment with one week of vacation with pay (prorated monthly) pro-rated based on their normally scheduled hours in one normal work week to equal a "week" of vacation.

~~Employees are then entitled to the following vacation schedule administered by calendar year:~~



<u>Weeks of Vacation</u>	<u>Beginning Year</u>
1	2
2	3
3	8
4	12
5	18
6	25

Vacation balances will be applied based on the 1st of the calendar year in which your anniversary date falls, regardless of the exact date of your anniversary. For example, if your anniversary date is in July, you will receive the PTO benefits corresponding to your new service tier beginning January 1st of that same year.

This payment should be distributed at the end of the year, based upon the PTO taken and calculated through the payroll software. If any vacation amount is left, only blocks of 40 hours will be paid out, and the remaining vacation will not be eligible for this payment. For example, if an employee starts with 160 hours of vacation, but only uses 140 hours of vacation by the end of the year, they will cash out the 20 hours of vacation. However, they will only receive (3) +4 payments for a total of 12 hours as they did not use their entire last block of 40 hours.

Administration of Vacation

Payments to regular, full-time employees for vacation shall be in an amount equal to the regular, full-time employee's basic wage. Employees shall receive an additional four hours of pay for each ~~five-day [40 hours]~~ block of vacation taken. See above for continued passage.

An employee may use vacation benefits by way of submission of a vacation request to the department head or designee.

The time for giving vacations will not be restricted to any particular season of the year. However, the City reserves the right to determine the schedule of vacations consistent with the requirements of the City.

All vacations shall be taken within the year and neither the whole nor any part thereof shall be permitted to accumulate to be taken in a subsequent year, except where the vacation in question has been denied by management.

Upon termination for any reason, any regular, full-time employee will be reimbursed for earned, but unused vacation. In the event an employee is resigning from employment, the employee shall give the City notice of resignation at least two weeks prior to their last date of employment, or the employee shall forfeit all accrued vacation benefits.

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