



EMPLOYEE POLICY MANUAL

Approved by the Village Board: 07.20.2026

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1 INTRODUCTORY MATTERS

1.1 WELCOME TO THE VILLAGE OF LAKE HALLIE

We are pleased to welcome you as a valued member of the Village of Lake Hallie team. Each of us plays an important role in delivering quality services to our residents, businesses, and visitors. Your contributions help maintain the high standards of professionalism, integrity, and community service that define our Village.

This Employee Policy Manual is designed to provide you with information about our policies, procedures, and expectations. It serves as a guide to help you understand your responsibilities as a Village employee and the resources available to support you in your role. While it does not constitute a contract of employment, it is an important reference that reflects our commitment to a respectful, safe, and effective workplace.

Open communication is an essential part of our success. We encourage you to ask questions, seek clarification, and share ideas. If you need additional information or guidance, please reach out to your supervisor, department head, or the Administrator/Clerk-Treasurer's office.

On behalf of the Village Board and leadership team, welcome to the Village of Lake Hallie. We look forward to working together to serve our community with pride and excellence.

1.2 EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Village of Lake Hallie to recruit, employ, train, compensate, and make employment decisions without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, national origin, ancestry, age, disability, genetic information, military or veteran status, political preference, or arrest/conviction record, except where the law allows a bona fide occupational qualification. This policy is consistent with applicable federal laws, including Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act, and the Wisconsin Fair Employment Act.

1.3 PERSONNEL OBJECTIVES AND ADMINISTRATION

The general purpose of the following personnel objectives and rules is to establish a system of administration that meets the needs of the Village. These objectives and rules will be administered with the following merit principles:

- Recruitment, selection and advancement of employees on the basis of ability, knowledge and skills, including open competition of qualified applicants for appointments.
- Establishment of compensation rates consistent with the principle of comparable pay for comparable work.

- Evaluation and review of employee performance to either correct inadequacies or reward such performance in a fair and timely manner.
- Assurance of equitable treatment of applicants and employees in all aspects of personnel administration without regard to race, creed, color, national origin, political preference, sexual preference, marital status, age, sex or disability, and with proper regard for rights as citizens.
- Provision of a work atmosphere free from harassment and ridicule, consistent with the current standards and Village of Lake Hallie policy relating to anti-harassment.

1.4 MANAGEMENT RIGHTS

The Village possesses the sole right to operate the Village government and all management rights related thereto. These rights include but are not limited to the following:

- To carry out and comply with statutory mandates and goals required of the Employer utilizing personnel methods and means in the most appropriate and efficient manner as possible.
- Manage the employees, to hire, to promote, transfer, assign or retain employees, and in that regard the Village Board may establish reasonable written work rules, which must be approved by the Board.
- Suspend, reclassify, discharge or take other appropriate disciplinary action against the employees not in conflict for just cause or to lay-off or reclassify employees in the event of lack of work or funds or under conditions which continuations of such work would be inefficient and non-productive.

1.5 EMPLOYEE ORIENTATION

The Administrator/Clerk-Treasurer and/or Police Chief shall be responsible for the orientation of all new employees and shall, on the first day of employment or as soon thereafter as possible, meet with the new employee (s) and advise him/her of the general conditions of employment such as the hours of work, fringe benefits, pay and pay period, Village rules, regulations, privileges and responsibilities, and safety procedures.

The Administrator/Clerk-Treasurer, at the time of orientation, shall provide each new employee with a copy of this manual.

Orientation shall include work standards, safety regulations, break periods and other departmental or office functions, working conditions and/or pertinent regulations. Any new employees requiring special certification (i.e., CDL, CPR, etc.) shall present proof of current status before day one of employment. Failure to present current eligibility may result in immediate severance of the employment relationship.

1.6 HARASSMENT IN THE WORKPLACE

The Village of Lake Hallie Board of Supervisors is committed to the provisions of a professional, harassment-free environment to the job applicants and employees of the Village of Lake Hallie.

Harassment infringes upon the right of all employees to experience respect for their efforts, to develop positive interpersonal relationships in the workplace, and to carry out their responsibilities effectively. Harassment infringes upon the right of all persons who seek or receive services to experience respectful, professional, unbiased treatment.

Harassment is defined as, but not limited to any unwanted, offensive or threatening behavior. The Village of Lake Hallie is committed to a workplace free from unlawful discrimination, which includes sexual harassment and other forms of harassment because of one's race, color, gender, national origin, age, disability or sexual orientation.

All employees have a responsibility to maintain the workplace free of harassment and to report such misconduct when it occurs, just as non-compliance with any Village policy should be reported.

Any Village employee who believes that he/she is the object of any form of harassment should communicate to the offending party that the behavior is unwelcome and should stop. If the problem cannot be resolved at this level, or if the person is not comfortable attempting resolution directly with the offending party, he/she should contact the Administrator/Clerk-Treasurer, Police Chief and/or Village Board.

Retaliation against any individual who reports harassment, participates in an investigation, or opposes unlawful conduct is strictly prohibited and will not be tolerated. All complaints will be promptly investigated, and confidentiality will be maintained to the extent possible. Investigations will be completed within 30 calendar days where feasible, and both the complainant and the accused will be informed of the outcome.

1.7 NEPOTISM POLICY

Purpose

The Village of Lake Hallie is committed to maintaining public trust and ensuring that all employment decisions are based on merit, fairness, and the best interests of the Village. This policy is designed to prevent conflicts of interest, favoritism, or the appearance of impropriety in the workplace.

Policy

1. Prohibited Relationships in Employment Decisions

No Village employee or official may participate, formally or informally, in any employment action involving a relative or related individual, including but not limited to:

- Recruitment, selection, and hiring
- Appointment or promotion
- Assignment of duties or work schedules
- Performance evaluation or discipline
- Determination of salary, benefits, or other compensation
- Approval of timesheets, payroll entries, or leave requests

2. Definitions

- a. Relative means a spouse, domestic partner, parent, stepparent, child, stepchild, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, in-law, or any person residing in the same household.
- b. Related individual includes any person with whom the employee or official has a romantic, close personal, or financial relationship that could reasonably create a conflict of interest.

3. Supervision Restrictions

Employees may not directly or indirectly supervise or be supervised by a relative or related individual. "Supervision" includes oversight of work assignments, approval of payroll, administration of discipline, conducting evaluations, or influencing employment status.

4. Payroll Processing and Approval

No employee may process, review, or approve payroll, leave, or expense transactions for a relative or related individual. Alternate approval and processing arrangements will be made to maintain internal controls.

5. Disciplinary Process Restrictions

An employee or official with a relationship covered by this policy shall not participate in or influence any stage of the disciplinary process involving the related individual, including investigations, hearings, or decisions.

6. Disclosure Requirement

All employees and officials must promptly disclose to the Village Administrator/Clerk-Treasurer (or Village President if the Administrator/Clerk-Treasurer is involved) any relationship covered by this policy that exists or develops during employment. Disclosures will be documented, and the Village will determine if any reassignment, reporting change, or other accommodation is necessary.

7. Hiring of Relatives

Relatives of current employees or officials may be considered for employment if they meet all qualifications and there is no direct or indirect reporting, supervisory, payroll, or disciplinary relationship. Final hiring decisions will include a review by the Village Board to ensure compliance with this policy.

8. Exceptions

Exceptions to this policy must be approved in advance by the Village Board and documented in writing, ensuring that appropriate measures are taken to prevent conflicts of interest and maintain transparency.

9. Compliance with Ordinances and Ethics Code

This policy shall be applied in conjunction with the Village's Code of Conduct and Ethics Ordinance, the Wisconsin Code of Ethics for Local Government Officials, and applicable state statutes.

1.8 CODE OF CONDUCT

Purpose

The purpose of these rules is to ensure and protect the efficient and proper operation of the Village and the ability of all employees, individually and collectively, to perform their duties. This purpose shall be the basis for interpreting and applying these rules. The rules of conduct which follow give notice to employees of the Village as to what conduct is specifically prohibited or required by virtue of their employment with the Village. These rules of conduct are explicit and will be enforced as such.

Policy

Actions of employees that are inconsistent, incompatible or in conflict with the values established by this Village negatively affect its reputation and that of its employees. Such actions and inactions thereby detract from the Village's overall ability to effectively and efficiently assist the public, maintain peace and order, and conduct essential business. Therefore, it is the policy of this village that employees conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this Village.

Definitions

Employee: Where the term "employee" is used it includes all regular employees of the Village.

Procedure

1. Violation of rules, Orders and Directives. Employees shall not commit any acts or omit any acts which constitute a violation of any explicit rule, regulation, general order or written directive of the Village, whether stated in this directive or elsewhere.
2. Employees shall not violate any law of the United States or of any state or local jurisdiction in which the employees are present. A conviction of any law, which is a crime, shall be prima facie evidence of a violation of this section. Employees who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall

report this fact to a superior as soon as possible. Any employee under investigation for a violation of a criminal law may be suspended for cause indefinitely or for a specific period by the Administrator/Clerk-Treasurer or Village Board President.

3. Employees shall cooperate fully in any internal administrative investigation conducted by the village or other authorized agency and shall provide complete and accurate information regarding any issue under investigation.
4. The Administrator/Clerk-Treasurer, supervisors, shift leaders and administrators shall record and appropriately act on any violation of village rules, regulations, directives, or the disobedience of lawful orders by any other village employee that may come to their knowledge. Any employee(s) who has knowledge of any violation of the village regulations or policies by another employee of the village is obligated to call such a violation to the attention of their supervisor immediately. Failure to report a known violation of the regulations or policies of the Village may result in disciplinary action.
5. Employees shall be truthful at all times in connections with the performance of their official duties. Employees shall not be untruthful under circumstances which brings the Village into disrepute or reflects discredit upon the employee as an employee of the Village, or that which impairs the operations or efficiency of the Village or employee.
6. Employees shall promptly obey all written or verbal orders, assignments and directions of the supervisor. This will include orders relayed from any person in charge of the same. Verbal abuse of a supervisor, including the use of profanity or vulgarisms, name-calling, threats, or ridicule will also be treated as insubordination.
7. Employees who are given an otherwise proper order which is in conflict with a previous order, rule, regulation, policy, procedure, or directive shall respectfully inform the supervisor issuing the order of the conflict and if applicable, the other supervisor that gave the original order. If the supervisor does not alter or retract the conflicting order the order shall stand. Under these circumstances, the responsibility for the conflict shall be upon the supervisor issuing the order. Personnel shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, policy, procedure, or previously issued.
8. Employees shall not obey any order which they know or should know would require them to commit an illegal act. If in doubt as to the legality of an order, employees shall request the issuing employee to clarify the order. At the time the unlawful order is issued, the employee shall advise the issuing authority of its illegality. Should the authority persist in demanding compliance, an employee of superior rank to all parties involved should be summoned to decide the controversy. Responsibility for refusal to obey rests with the Village employee and they shall be required to justify their actions.
9. Employees receiving an unlawful, unjust, or improper order shall, at the first opportunity and prior to the conclusion of their shift in which the order was given, report the fact in writing to the Administrator/Clerk-Treasurer through official channels. This report shall

contain the fact of the incident and the actions taken. Appeals for the release from such orders may be made at the same time.

10. Employees shall conduct themselves at all times in such a manner as to reflect most favorably on the Village. Unbecoming conduct shall include that which brings the Village into disrepute or reflects discredit upon the employee as a employee of the Village, or that which impairs the operations or efficiency of the Village or its employee. Employees shall treat as confidential the official business of the Village and shall not disclose any information concerning the operation, investigation, records, reputations of citizens or other Village employees to the public or use that information to threaten a employee of the Village or public to hold either up for ridicule or censure.
11. Authority in the Village shall be exercised with firmness, understanding, and fairness. Supervisory personnel shall support their subordinates when they can do so consistently and avoid, as far as circumstances permit, censuring them in the presence of others, or discrediting them through abusive language or opinionated conduct. Supervisory staff shall be accountable for judgment used and authority exercised.
12. Any employee of the Village who may be placed temporarily in the position of a supervisor or command position by proper authority shall exercise the authority and perform the duties of such higher position and shall be held responsible in like manner as if they were regularly such a supervisory position. They shall be careful not to interfere with or countermand any order issued by the employee whose place he/she temporarily occupies.
13. Employees shall carry their identification cards on their person at all times when working except when impractical or dangerous to their safety. They shall furnish their name to any person requesting that information, when they are on duty or while holding themselves out as having an official capacity.
14. Employees shall not interfere officiously or unnecessarily in the private business of any person.
15. Employees shall not knowingly visit, enter, or frequent an illegal house of prostitution, illegal gambling house or establishment wherein the laws of the United States or of any state or local jurisdiction are regularly violated. No employee shall consummate an illegal act of prostitution. This applies to both while working, and outside of working hours.
16. Employees shall not engage or participate in any form of prosecutable illegal gambling at any time.
17. Employees shall not indulge in horseplay or in loud, boisterous conversations in public view or hearing. Employees shall not read newspapers, periodicals, or similar matter in the public view.
18. Employees shall not fake illness or injury or falsely report themselves ill or injured.
19. Employees shall immediately report any change in address, marital status, or number of dependents to the Administrator/Clerk-Treasurer.

20. Every employee shall have a telephone and shall provide the Village with the current number so that they may be contacted if needed.
21. Employees of the Village shall not mark, alter, deface or mark any printed or written departmental notice, memorandum, order or directives issued or posted within the Village.
22. All employees of the Village shall maintain themselves and their equipment, vehicles, supplies and other workspaces in a neat and orderly condition.
23. Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, Village owned vehicles, file cabinets, computer, or similar areas that are under the control and management of this Village. While this village recognizes the need for employees to occasionally store personal items in such areas, employees should be aware that these and similar places may be inspected or otherwise entered – to meet operational needs, internal investigatory requirements, or for other reasons – at the direction of the Administrator/Clerk-Treasurer or his or her designee.
24. The Village reserves the right to regulate all correspondence and illustrations presented by employees while on or off duty when their activity involves or is related to their employment with the Village of Lake Hallie. Items portraying the use of obscene language, images, unfavorable jokes, sexually explicit materials or messages that reflect disrespectfully on any person, group, or classification of individuals or unprofessional materials are prohibited.

2 TIME AT WORK & TIME AWAY FROM WORK

2.1 CONDITIONS OF EMPLOYMENT – INTRODUCTORY PERIOD

Purpose

The purpose of this policy is to establish a structured introductory period for newly hired, promoted, demoted, or transferred employees to assess their suitability and qualifications for their respective positions. This period provides an opportunity for both the employee and the Village to determine whether the role is a good fit, ensuring performance expectations are met and job competencies are demonstrated. The policy also outlines the procedures for extending the introductory period and conditions under which an employee may be discharged during this period.

Policy

Newly hired, promoted, demoted or transferred employees shall serve an introductory period of a minimum of one (1) year to determine that the employee is suited and qualified for the position. Introductory periods mentioned above are based upon the hourly equivalent of full-time service.

1. During the introductory period, the employee may be discharged by written notification from the department head. Prior to such action, the department head shall notify the Village Board. Such discharge shall be without recourse to the grievance procedure.
2. An employee's introductory period may be extended for a maximum of three (3) months on a one-time basis by recommendation of the supervisor to the Village Board. Such request must be timely and before the date the employee would have completed their introductory period.

2.2 PHYSICAL REQUIREMENTS

Prior to employment the employee may submit to a pre-employment drug and alcohol testing and physical examination which shall be paid for by the Village. In the event the examination shows the employee may not to be physically fit, he/she may be laid-off until such time as another physical or medical examination shows him/her physically fit to return to work. Reemployment rights may terminate after six (6) months unless otherwise mutually agreed.

2.3 WORK WEEK, HOURS OF WORK, AND OVERTIME

Work Week. The work week, for the purpose of this policy and compliance with the Fair Labor Standards Act, will consist of seven (7) consecutive calendar days starting at 12:00 a.m. on Sunday and ending at 11:59 p.m. on the next following Saturday of each calendar week. A pay period shall be the two (2) consecutive workweeks, on the conclusion of which payroll is completed.

Hours of Work. There shall be forty (40) hours of work for the full-time Employees, currently consists of Monday – Thursday 9-hour days and Friday 4 hours. The Village Board reserves the right to review work week hours periodically as necessary with work hours determined by the Village Board.

Overtime. Hours worked more than nine (9) hours per day will be paid at time and ½ hours or more than forty (40) hours in any one work week Employees shall be allowed to accumulate compensatory time to a total of (40) hours. Utilization of compensatory time shall be by mutual agreement and shall be paid at the rate of time and one-half (1½). Time off for compensatory time will be based on one hour and one-half (1½) off for each overtime hour worked. At the end of each year, employees may carry over up to 40 hours compensatory time into the following year or request a payout as approved by the Village President or Village Board.

Break Period. In the course of a nine-hour work period, employees shall be allowed a fifteen-minute rest break at approximately the midpoint of each four and one-half-hour period, as

scheduled by the Department Head, unless otherwise mutually agreed upon. Employees working 6 hours or less in a day shall receive one fifteen-minute break, as scheduled by the Department Head.

Lunch Break. An unpaid 30-minute lunch break will be scheduled in the 9-hour workday as directed by the Department Head.

2.4 EXEMPT EMPLOYEES

Exempt Employee. An Exempt Employee is one who is salaried and has supervisory and management responsibilities that require that person to be available to their departments at various times of the work week. The Exempt Employee will receive an annual salary that will be divided among 26 pay periods per year.

Hours of Work. It will be expected that management (Department Head) will be available at any time during the work week when needed. The Department Head will work a minimum of 40 hours per week and maintain regular office hours during the day as determined by the Village Board.

2.5 COMPENSATORY TIME (COMP TIME)

Purpose

The Village of Lake Hallie recognizes compensatory time (“comp time”) as an alternative to immediate overtime payment for eligible employees. This policy establishes clear guidelines to ensure compliance with the Fair Labor Standards Act (FLSA), effective time management, and alignment with the Village’s budgetary responsibilities.

Eligibility and Applicability

- This policy applies to all non-exempt Village employees eligible for overtime under the FLSA.
- Exempt employees are not entitled to comp time under FLSA provisions but may be granted flex time or administrative leave as determined by the Village Administrator or Village Board.
- Police Department employees will follow the department’s policies and procedures for compensatory time as established by the Chief of Police and the Lake Hallie Police Commission.

Authorization

- In accordance with the Fair Labor Standards Act, all non-exempt employees must sign a written agreement acknowledging their consent to receive compensatory time in lieu of overtime pay. This agreement must be completed before comp time is accrued.
- All comp time must be approved in advance by the employee’s direct supervisor.

- Approval will consider staffing needs, workload requirements, and budget constraints.
- Unauthorized comp time will not be credited.

Accrual Rate and Limitations

- Comp time accrues at one and one-half (1½) hours for each hour worked over forty (40) hours in a regular workweek, in accordance with the FLSA.
- The “regular workweek” is defined as Sunday at 12:00 a.m. through Saturday at 11:59 p.m., unless otherwise specified by the Village Board.
- Employees may accumulate a maximum of forty (40) hours of comp time on the books at any given time.
- Comp time accrued beyond the forty-hour limit will be paid out in the next payroll cycle at the applicable overtime rate.

Use of Comp Time

- Use of comp time must be scheduled with and approved by the employee’s supervisor to ensure adequate coverage of operations.
- Supervisors will consider operational needs, employee requests, and fairness among staff when approving comp time usage.
- Comp time should be used within ninety (90) days of accrual whenever possible to minimize fiscal liability.

Year-End and Separation Payouts

- At the end of the calendar year, employees may carry over up to forty (40) hours of comp time into the next year; any excess will be paid out at the employee’s regular rate.
- Upon separation from employment, any unused comp time will be paid out at the higher of:
 - The employee’s final regular rate of pay, or
 - The average regular rate during the last three years of employment, as required by the FLSA.

Fiscal Responsibility and Monitoring

- Comp time represents a financial liability to the Village and must be monitored to ensure compliance with budget allocations.
- Department heads are responsible for reviewing comp time balances regularly to maintain alignment with operational and fiscal priorities.
- The Village Administrator/Clerk-Treasurer’s office will track accrual and usage in the payroll system and provide periodic reports to the Village Board or Village President.

Compliance

- This policy will be administered in accordance with the FLSA and Wisconsin wage and hour laws.
- Nothing in this policy alters the Village's right to require overtime or limit the hours employees may work.

2.6 ON-CALL TIME

Public works employees will be required to work weekends on a rotating scheduled basis for necessary weekend Village Operations. Weekend work pay will be a minimum of two (2) hour call-out time for each occurrence. Employees must have a cell phone on Saturday and Sunday when scheduled to work.

2.7 LEAVE OF ABSENCE

Reasonable leave of absence shall be granted to any employee in case of sickness or other emergency approved by the Village Board. Requests for leaves of absence shall be in writing and presented to the department head or Village Board.

A maximum leave of absence shall be for thirty (30) days and may be extended by mutual agreement.

It is agreed that leave of absence granted under this Section shall be limited to three (3) months duration unless otherwise mutually agreed.

2.8 FUNERAL LEAVE

In case of death in the employee's immediate family (i.e. spouse, parents, parent-in-laws, siblings, children, and grandchildren) the Employer shall grant such employee three (3) consecutive days off with pay. The Village shall grant such full-time employee two (2) consecutive days off with pay for sibling-in-laws, son-in-law, daughter-in-law, aunt, uncle and grandparents or any relative residing with the employee in the same house. In all cases the employee must attend the funeral to be eligible for the time off, and, prior to the taking of time off, the employee shall give the Village as much advance notice of the circumstance as time may permit.

2.9 JURY DUTY

In the event any Village employee is called for jury duty or commanded to appear in a court proceeding by a served subpoena, the employee shall be compensated their hourly/salary wage.

2.10 VOTING

The Village of Lake Hallie encourages all employees to participate in local, state, and federal elections. Consistent with federal protections for civic engagement and applicable state law, the

Village will provide reasonable time off for employees to vote when their work schedule would otherwise prevent them from doing so. Employees should request voting leave from their supervisor as far in advance as possible so that arrangements can be made to maintain essential operations. Time off for voting will be granted in a manner that complies with all applicable laws.

2.11 VACATION

All employees shall be entitled to receive vacations and vacation pay as follows:

1 st – 4 th year continuous employment	96 hours
5 th – 9 th years continuous employment	136 hours
10 th – 20 th years continuous employment	176 hours
20 th – 24 th years of continuous employment	216 hours
25+ years continuous employment	8 additional vacation hours for each year of service above 25 years, up to maximum of 240 hours.

An employee shall accrue their vacation on a bi-weekly basis. With the approval of the Administrator/Clerk-Treasurer and Village President, an employee may request to draw vacation in advance. If an employee does not complete sufficient employment to earn the expended vacation, it shall be deducted from their final paycheck. The final date of employment with the Village for the purpose of establishing the amount of vacation an individual is eligible to earn shall be as set forth in the vacation policy which shall for clarity be no less than 2 business weeks.

New hires

Vacation leave accrues on a pro-rated basis according to the employee's regularly scheduled hours and length of service. Accruals are calculated in hours to accommodate varying work shifts and schedules.

1. Full-Time Employees

- Full-time employees regularly scheduled to work 40 hours per week accrue vacation based on the applicable annual allotment (e.g., 12 days = 96 hours per year).
- Accrual is divided evenly across the calendar year and credited on a per-pay-period basis.
- For example: An employee eligible for 96 hours per year will accrue approximately 3.69 hours per biweekly pay period ($96 \div 26$).

2. Part-Time Employees

- Part-time employees accrue vacation on a pro-rated basis according to their budgeted weekly hours compared to a 40-hour workweek.

- Example: An employee scheduled for 20 hours per week (50% of full-time) who is eligible for 96 hours per year will accrue 48 hours annually, or approximately 1.846 hours per biweekly pay period.
3. Variable Shifts
 - For employees with schedules other than 8-hour shifts, vacation accruals are tracked in hours rather than days to ensure equitable use.
 - One “day” of vacation equals the number of hours in the employee’s standard workday for scheduling purposes.
 4. Scheduling and Use
 - Preference in scheduling vacation time will be granted on a first-come, first-served basis, subject to the needs of the department and approval by the employee’s supervisor or the Village Board.
 - Vacation schedules must not interfere with Village operations.
 - All vacation earned must be taken by employees unless otherwise authorized by Village policy.
 - With mutual agreement, vacation may be carried from year to year or payment may be received for unused vacation in accordance with Village policy.
 5. Separation and Payout
 - Employees who resign, are discharged, or are laid off before completing their anniversary year will be paid for all vacation hours earned up to the date of separation, except as limited by the introductory period vacation bank provision.
 - Vacation pay will be calculated at the employee’s regular rate of pay at the time of payout.
 6. Special Provisions
 - Employees serving their introductory period will accrue and may use vacation leave during this period, subject to supervisor approval and operational needs. However, employees who separate employment before completing the introductory period are not eligible for payout of unused accrued vacation. Any vacation taken in advance of accrual will be deducted from the employee’s final paycheck.
 - Employees who are absent due to a compensable injury and/or sickness will continue to receive vacation accrual credit for the purpose of vacation pay eligibility for a period of up to one (1) year from the date of occurrence.
 - Employees on unpaid leave status do not accrue vacation for that period unless otherwise required by law.

2.12 SICK LEAVE

All full-time employees shall earn sick leave at a rate of eight (8) hours per month. An employee shall continue to accumulate from month to month up to 704 hours. The Employer has the right

to confirm any/all illness. Such sick leave may be used to supplement worker's compensation to the extent of the employee's regular weekly wage, at the request of the employee.

Upon retirement or separation, employees will receive payment for accrued sick leaves balances (up to 704 hours) in the following manner:

0-9 years of employment 25 % payout of accrued sick leave

10-19 years of employment 50 % payout of accrued sick leave

20+ years of employment 75% payout of accrued sick leave

Part-time employees accrue sick leave on a pro-rated basis according to their budgeted weekly hours compared to a 40-hour workweek.

2.13 HOLIDAYS

Each full-time employee shall be entitled to each of the following named paid holidays each year:

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

If holiday falls on weekend, time off will be given for the closest workday.

Holiday Pay Hours

- Holiday pay will equal the number of hours the employee is regularly scheduled to work on the day the holiday falls.
- If a holiday falls on Monday–Thursday, full-time employees on the standard schedule will receive 9 hours of holiday pay.
- If a holiday falls on Friday, full-time employees on the standard schedule will receive 4 hours of holiday pay.

Alternate Work Schedules

- Employees on alternate work schedules, such as employees working four 10-hour days (Monday–Thursday), will receive the same total holiday benefit as full-time employees on the standard schedule.
- If a designated holiday falls on a regular non-workday for the employee (e.g., Friday for 4/10 schedule), the Village will either:

- Observe the holiday on the last regular workday prior to the holiday (typically Thursday), or
- Provide an equivalent number of paid holiday hours (based on the employee's regular daily schedule) to be used within the same pay period, as approved by the supervisor.

Pro-Rated Holiday Pay for Part-Time and Variable Schedule Employees

- Part-time and variable schedule employees will receive holiday pay on a pro-rated basis, calculated according to their average scheduled hours for that day of the week over the prior 4 pay periods.
- Holiday pay will not exceed the number of hours in the employee's regular workday.

Eligibility

- To receive holiday pay, an employee must be in paid status the last scheduled workday before and the first scheduled workday after the holiday, unless on an approved paid leave.
- Employees on unpaid leave are not eligible for holiday pay during that leave period.

2.14 EMPLOYEE ATTENDANCE AT MEETINGS

Employees shall be paid their hourly rate at time and half or accrue compensatory time for a minimum of one hour or time actually spent, whichever is greater, when required to attend village meetings. The meeting must be scheduled outside the normal work schedule.

The Village of Lake Hallie shall reimburse mileage at the current IRS rate and meals upon receipt when an employee is required to attend training. Reimbursement rates shall be set by the Village Board periodically.

3 INSURANCE AND RETIREMENT BENEFITS

3.1 HEALTH AND WELFARE

After thirty (30) days of employment, the Village agrees to cover all Full-Time Employees and their dependents under a group health, and dental plan. Life insurance in the amount of at least \$10,000.00 is offered for Village employees. The Employer shall be the named fiduciary and administrator. The Employer retains the right to select a successor insurance carrier. The Employer retains the right to utilize a deductible in such amounts as it may be determined by the Village Board.

If an Employee is absent because of illness or off-the-job injury and notifies the Employer of such absence, the Employer shall continue to make the required contribution for such Employee for a period of two (2) months in addition to the month in which the illness or off-the-job injury occurred. The Employer shall not be liable for any premium for any Employee injured in gainful employment of other Employers beyond the month in which such injury occurred.

If an Employee is absent due to injury on the job of this Employer, the Employer shall continue to pay the required contributions until such employee returns to work; however, such contributions shall not be required for a period of more than twelve (12) months beyond the month of injury.

If an Employee is laid-off, contributions shall be made by the Employer for the full month in which lay-off occurred.

Employees may remain in the group for eighteen (18) months beyond the month in which the following occurred: off-the-job illness or injury, lay-off, providing they remit to the Employer by check, money order or bank draft payable to the insurance carrier the amount of monthly premium due each month and by the date requested by the Employer. Tardiness of payment shall automatically terminate the insurance. In no case shall any employee remain in the group for more than eighteen (18) months; however, he/she shall have an option to convert to an individual policy if provided for in said policy.

Upon termination of payment of premiums by the Employer, the Employer shall notify the Employee; however, it shall be the Employee's responsibility to make his/her own arrangements for continued insurance coverage.

The Employer shall contribute an amount equal to eighty percent (80%) of the premium of the lowest cost plan offered by the Village. The Employee shall pay twenty percent (20%) of the premium. The Employer shall contribute eighty percent of the dental premium and the employees shall pay the remainder twenty percent (20%) of the dental premium.

The Village will comply with all applicable federal and state continuation of coverage laws, including the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Wisconsin continuation coverage provisions. Employees declining coverage may be eligible for a health insurance buyout in accordance with IRS Section 125 requirements, and such payments will be treated in compliance with applicable tax laws.

3.2 HEALTH INSURANCE BUY OUT

The Employer shall equally share the Employer's contribution toward the health insurance premium payments that would have otherwise been paid on behalf of the employee to any employee who does not enroll, or who subsequently cancels coverage, under the Employer's health insurance plan. This is calculated by taking eighty percent (80%) of the appropriate

coverage and then fifty percent (50%) of the previous number (Health Insurance Premium multiplied by .8 and then divided by 2).

The Employer will continue to work with elected state officials to correct issues with a cafeteria style health insurance plan while under state health insurance contract. This includes pursue other health insurance providers.

3.3 WISCONSIN RETIREMENT FUND

All contributions will be governed by the Wisconsin State Statutes.

4 COMPENSATION

4.1 CLOTHING

Public Works Employees that are required to wear uniforms are entitled to one hundred fifty dollars (\$150.00) per year for reimbursement of steel toed shoes and a receipt must be submitted for reimbursement. This annual clothing allowance will not be carried over from year to year. Any remaining balance at year-end will be zeroed out at the beginning of the calendar year. Protective safety clothing must be always worn.

Non-Public Works Employees are encouraged to wear company branded clothing while working and representing the Village of Lake Hallie. If branded clothing is not being worn, employee dress should be business casual at a minimum. These employees are entitled to two hundred fifty dollars (\$250.00) per year for reimbursement of company branded clothing and a receipt must be submitted for reimbursement. This annual clothing allowance will not be carried over from year to year. Any remaining balance at year-end will be zeroed out at the beginning of the calendar year.

Prescription safety glasses will be reimbursed up to two hundred dollars (\$200.00) by the Village if required for their job duties.

If an employee does not complete sixty (60) days of employment following the purchase of the items, they will not be entitled to reimbursement and any costs and expenses paid out by the Village within those sixty (60) days shall be repaid by the employee or deducted from the employee's final paycheck.

4.2 BENEFITS – FRINGE BENEFITS

An employee working 2080 hours or more per year is classified as a Full-Time status and is eligible for full benefits. Any employee who is scheduled to work less than 2080 hours, but more than 1500 hours, will be eligible for benefits on a prorated basis.

Full-Time Employee fringe benefits include holidays, vacations, emergency leave, sick leave, and hospital/medical health/dental/life insurance.

4.3 PUBLIC WORKS WAGES

Full-Time Public Works Employees must have a Commercial Driver's License. A Groundwater certification, Wastewater certification and a Distribution certification must be obtained within eighteen (18) months of hire date. The Village will pay the cost of required course training and examination fees for up to two (2) attempts per certification. Any additional examination attempts beyond the initial two (2) shall be at the employee's personal expense and must be completed within the same eighteen (18) month timeframe.

5 WORKPLACE POLICIES

5.1 EMPLOYEE GRIEVANCE PROCEDURE

Purpose

This grievance procedure is adopted pursuant to s. 66.0509(1m), Wis. Stat., and is intended to provide a timely and orderly review of disputes regarding: a) employee terminations, b) employee discipline, and c) workplace safety.

Definitions for terms used in this Procedure

- Days: means calendar days, excluding legal holidays as defined in s. 995.20, Wis. Stat.
- Discipline: means any employment action that results in disciplinary suspension without pay, disciplinary reduction in pay or other benefits, disciplinary demotions and terminations. The term "discipline" does not include verbal notices or reminders, written reprimands, performance evaluations, documentation of employee acts and/or omissions in an employment file, non-disciplinary demotions, non-disciplinary adjustments to compensation or benefits, actions taken to address job performance such as establishment of a performance improvement plan or job targets; placing an employee on paid leave pending an internal investigation; or other personnel actions taken by the employer for non-disciplinary reasons.
- Third-party hearing officer: means the impartial third-party hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The Village Board will appoint an impartial third-party hearing officer in advance or as soon as practicable after a grievance is filed. The third-party hearing officer shall have no conflict of interest, shall not be a current Village employee, and shall be trained in employment dispute resolution.
- Termination: means a discharge from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "termination"

does not include: a voluntary quit, completion of seasonal employment, completion of temporary assignment, completion of contract, layoff or failure to be recalled from layoff at the expiration of the recall period; retirement, job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary termination.

- Workplace Safety: means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

Process and Timelines

1. The employee must file a written grievance with the Village Attorney within 10 days of the termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. So that an earnest effort can be made to resolve the matter informally, the grievant must discuss the issue with his/her immediate supervisor prior to filing the written grievance. However, in the case of a termination, such a meeting is not required. Grievance forms may be obtained from the Administrator/Clerk-Treasurer. The Village Attorney shall inform the employee's immediate supervisor and the Village Board about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor and/or Board President will meet with the grievant within 10 days of receipt of the written grievance. The supervisor will provide the grievant with a written response within 10 days of the meeting. A copy of the supervisor's response shall be filed with the Village Attorney. If no one has been designated the employee's immediate supervisor, the employee will meet with the Village Board who shall then provide the written response.
3. The employee may request an appeal to the third-party hearing officer by filing a written request with the Village Attorney within 10 days of receiving the written response. The Village Attorney shall notify the Village Board and employee's supervisor about the filing of the request for a hearing as soon as practicable. The Village will work with the third-party hearing officer and grievant to schedule a mutually agreeable hearing date.
4. The third-party hearing officer shall provide the employee and employee's supervisor and / or Board President with a written decision no later than 30 days after the hearing date. The third-party hearing officer shall also provide the Village Attorney with a copy of the decision for filing with the Village Attorney.
5. The non-prevailing party may file a written request with the Village Attorney for an appeal to the Village Board within 10 days of receipt of the third-party hearing officer's decision. The Administrator/Clerk-Treasurer shall notify the village board about the request as soon as possible. The Village Board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The Village Board may sustain, deny or modify the recommendation of the impartial third-party hearing officer. The decision of the Village

Board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the Village Attorney.

6. All timelines may be extended by mutual written agreement of the Village Board and employee. Without such agreement, a failure of the employee to adhere to any of the specified timelines shall preclude any further consideration of the grievance.
7. If the last day on which an event is to occur is a Saturday, Sunday, or legal holiday, the time limit is extended to the next day which is not a Saturday, Sunday or legal holiday. A grievance or request for an appeal is considered timely if received by the Administrator/Clerk-Treasurer during normal business hours or if postmarked by 11:59 p.m. on the due date.
8. If the grievance is not answered within the time limits, at any stage, the employee may proceed to the next available step within 7 days.
9. The grievant and Village Board may mutually agree in writing to waive a step or multiple steps within the procedure.
10. Granting the requested or agreed upon remedy resolves the grievance.

Grievance Requirements

The written grievance must contain:

1. A statement of the pertinent facts surrounding the nature of the grievance.
2. The date the incident occurred or the date the alleged workplace safety concern was discovered.
3. The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion.
4. The specific remedy requested; and
5. A description of the workplace safety rule alleged to have been violated, if applicable.

Supervisor's / Board President's Response

The supervisor's written response to the employee's written grievance must contain:

1. A statement of the date the meeting between the employee and supervisor was held.
2. A decision as to whether the grievance is sustained or denied.

Procedure Before the Third-Party Hearing Officer

The third-party hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The third-party hearing officer will determine whether the Village acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the Village. In all cases, the grievant shall have the burden of proof to support the grievance. This process does not involve

a hearing before a court of law; thus, the rules of evidence will not be strictly followed. However, no factual findings may be based solely on hearsay evidence.

The third-party hearing officer may require the employee and Village to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The third-party hearing officer shall sustain or deny the decision of the employee's supervisor. The third-party hearing officer is not given authority to modify the decision made by the employee's supervisor. The third-party hearing officer is not given authority to grant in whole or in part the specific request of the grievant. Within 30 days after the hearing, the third-party hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the third-party hearing officer's decision on any grievance is appealed, only the issues raised in the hearing may be appealed. Issues are not subject to modification in the appeal process.

Third-Party Hearing Officer's Decision

The third-party hearing officer's written decision must contain:

1. A statement of pertinent facts surrounding the nature of the grievance.
2. A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
3. A statement outlining the timeline to appeal the decision.

Representation

Both the employee and the Village may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process.

Consolidation

The employee's immediate supervisor and/or the third-party hearing officer may consolidate grievances where a reasonable basis for consolidation exists.

If more than one employee is grieving the same issue or circumstance, a single grievance form may be used. A group grievance must be signed by all grieving employees and must indicate that it is a group grievance at the first step in the grievance process.

Costs

Any expense incurred by an employee in investigating, preparing, or presenting a grievance shall be the sole responsibility of the employee. Each party (employee and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial third-party hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half. The fees of the third-party hearing officer will be determined at that time.

5.2 DISCIPLINE AND DISCHARGE

Village Employees work at the pleasure of the Village Board. The Village Board shall follow all hiring and firing practices that State law requires.

The Village recognizes the principle of progressive discipline. It is recognized that there may be certain serious offenses which may reasonably require a departure from normal sequence of progressive discipline.

5.3 WORK CURTAILMENT

No Village Employee shall instigate, promote, encourage, sponsor, hinder or condone any slowdown or work stoppage, or any other intentional interruption of normal work activity, all of which shall be reasons for dismissal.

5.4 TERMINATION OF EMPLOYMENT

Employees shall give two (2) business week advance written notice of their intent to terminate employment with the Village, unless an emergency exists. Any employees failing to do so will forfeit accrued vacation, holiday, and sick leave. Employer reserves the right to terminate employment upon employee departure notice.

All earned wages and accrued leave benefits will be paid in accordance with Wis. Stat. § 109.03. Any policy provision that results in forfeiture of earned compensation will be applied only if permitted by law and clearly documented in writing at the time of hire.

5.5 SEPARATION OF EMPLOYMENT

Upon discharge, the Employer shall pay all money due to the employee. Upon quitting, the Employer shall pay all money due to the employee on the payday following such quitting.

Employees who leave the employ of the Employer for any reason shall return all Village property to the Village within forty-eight (48) hours of the termination of employment.

5.6 JOB POSTING

All new, modified or vacant positions shall be posted in a conspicuous place for the employees, for ten (10) days, stating the job to be filled, on what date it is to be filled, and the rate of pay.

5.7 TRAINING

The Village of Lake Hallie shall reimburse mileage at the Village's official rate per mile and meals upon receipt when an employee is required to attend training outside of the Counties of Chippewa and Eau Claire. The Village has adopted the reimbursement rates adopted by the

Wisconsin Department of Administration. The [2025-2027 Compensation Plan](#) was approved on December 11, 2025 and effective January 1, 2026, meal reimbursement rates are:

- \$11.00 Breakfast
- \$13.00 Lunch
- \$24.00 Dinner

The maximum allowable tip is eighteen percent (18%) of the meal claim.

5.8 VOLUNTARY EMPLOYEE TRAINING APPROVAL

Non-union employees seeking to attend voluntary training must obtain approval prior to registering for or attending the training. Voluntary training that results in a total estimated cost exceeding \$200 requires prior approval from the Village Board. Training with a total estimated cost of \$200 or less must be approved by the Village Administrator/Clerk-Treasurer. Total cost includes registration or tuition fees, travel, lodging, and any related expenses. Requests must be submitted in advance and include the training details, an itemized cost estimate, and a brief explanation of how the training supports the employee's role and benefits the Village.

Voluntary training attended without the required prior approval may not be eligible for reimbursement. This requirement does not apply to mandatory training or required certifications expressly directed or approved by the Village.

6 TECHNOLOGY AND COMMUNICATION

6.1 TECHNOLOGY AND CORRESPONDENCE STANDARDS

Purpose

The Village of Lake Hallie recognizes that electronic communication is an essential component of conducting municipal business. This policy establishes standards governing the use of Village-issued electronic communication systems by Village Board members, committee members, commission members, and appointed officials to promote transparency, protect public records, safeguard Village information, and ensure compliance with Wisconsin law.

Scope

This policy applies to:

- Village Board members
- Plan Commission members
- Police Commission members
- Parks Commission members

- Board of Review members
- Committee members appointed by the Village Board
- Any other appointed officials provided Village electronic communication resources

Village-Issued Email Accounts

The Village shall provide each covered official with a Village-issued email account for conducting municipal business.

Village-issued email accounts remain the property of the Village of Lake Hallie and shall be used primarily for official Village business.

All official municipal correspondence, meeting communications, agenda materials, constituent communications related to Village business, and communications with Village staff shall be conducted using the Village-issued email account whenever practicable.

Personal Email Accounts

Officials are strongly discouraged from conducting Village business through personal email accounts.

If Village business is inadvertently conducted using a personal email account, the official shall promptly forward the complete communication to their Village-issued email account to ensure proper retention as a public record.

Personal email accounts should never be used to intentionally avoid public records requirements.

Public Records

Electronic communications relating to Village business are public records as defined by Wisconsin Public Records Law, regardless of the device or account used.

Users shall cooperate with records requests and records retention requirements established by the Village Administrator/Clerk-Treasurer.

The Village reserves the right to preserve, archive, search, and produce records contained within Village-issued accounts as required by law.

Open Meetings Compliance

Electronic communications shall not be used to conduct deliberations, polling, consensus building, or decision making among a quorum of any governmental body outside of a properly noticed public meeting.

Officials should avoid using "Reply All" when communicating with other members of the same governmental body regarding Village business.

Distribution of informational materials by staff is permissible provided members do not engage in discussion that could violate Wisconsin Open Meetings Law.

Security Requirements

Users shall:

- Maintain strong passwords.
- Utilize multi-factor authentication when required.
- Protect login credentials.
- Report suspected security incidents immediately.
- Not share Village accounts with any other individual.

Village-issued email accounts shall not be automatically forwarded to personal email accounts without authorization from the Village Administrator/Clerk-Treasurer.

Appropriate Use

Village-issued email accounts shall be used professionally and respectfully.

Prohibited uses include:

- Personal commercial activity
- Political campaign activity
- Harassment or discrimination
- Illegal activity
- Distribution of malicious software
- Unauthorized disclosure of confidential information

Incidental personal use is permitted provided it does not interfere with Village operations or violate applicable laws or policies.

Retention of Records

Village email accounts shall be retained in accordance with Wisconsin records retention requirements and the Village's adopted records retention schedule.

Upon expiration of an appointment or elected term, the Village shall archive the account in accordance with applicable retention requirements before disabling access.

Technology Support

The Village Administrator/Clerk-Treasurer or designee shall:

- Create Village-issued accounts.
- Provide initial account setup assistance.

- Maintain security settings.
- Disable accounts upon separation from service.
- Maintain appropriate administrative access for legal compliance.

6.2 SOCIAL MEDIA AND MOBILE PHONE USE

Purpose

The Village of Lake Hallie recognizes that mobile phones and social media are important tools for communication and information sharing. This policy establishes standards for the responsible and lawful use of these tools to maintain professionalism, protect the Village's reputation, comply with open records laws, and respect constitutional freedom of speech rights.

Scope

This policy applies to all Village employees, officials, contractors, volunteers, and others acting on behalf of the Village of Lake Hallie when:

1. Using Village-owned or personally owned mobile devices for Village business.
2. Posting, commenting, or sharing content on social media that references or reasonably appears to represent the Village.

Mobile Phone Use

1. Village-Owned Devices
 - Provided for official business purposes only, unless incidental personal use is authorized.
 - Users shall have no expectation of privacy; device contents may be subject to inspection, monitoring, and disclosure under Wisconsin Public Records Law.
2. Personal Devices for Village Business
 - Permitted only when authorized by a supervisor.
 - All texts, emails, photos, and other communications related to Village business are considered public records and must be retained and produced upon request.
3. Prohibited Mobile Phone Activities
 - Using devices for illegal activity.
 - Using devices in a manner that violates harassment, discrimination, or code of conduct policies.
 - Distracted use while operating a Village vehicle or equipment, in violation of safety laws.

Social Media Use

1. Official Village Social Media Accounts

- Managed only by designated employees authorized by the Village Administrator/Clerk-Treasurer.
 - Content must be accurate, timely, nonpartisan, and in compliance with applicable laws, including copyright and records retention requirements.
 - All posts, comments, and messages are public records and must be retained.
2. Personal Social Media Use
 - Employees may identify themselves as Village employees in personal accounts but must clearly state that opinions expressed are their own and do not represent the Village, unless authorized.
 - Employees shall not disclose confidential information, nonpublic records, or information exempt under open records law.
 - Employees are prohibited from making statements that:
 - Unlawfully harass, discriminate, or threaten.
 - Violate HIPAA, FERPA, or other confidentiality laws.
 - Misuse Village logos, trademarks, or official images without authorization.
 3. First Amendment Considerations
 - This policy does not restrict lawful speech made as a private citizen on matters of public concern, consistent with constitutional protections.
 - Speech made in an employee's official capacity or as part of job duties is not protected from employer regulation.

Open Records Compliance

1. All communications, regardless of platform or device, that pertain to Village business are subject to disclosure under Wisconsin's Public Records Law and must be retained according to the Village's Records Retention Schedule. This includes text messages, emails, photos, and other digital communications on personal devices used for Village business.
2. Employees must forward any public records requests received via mobile device or social media to the Village Administrator/Clerk-Treasurer immediately.

Enforcement

Violations of this policy may result in disciplinary action up to and including termination, consistent with the Village's disciplinary policies and applicable law. Violations of law may be referred to law enforcement or other appropriate authorities.

Training

The Village will provide periodic training on:

1. Proper use of Village devices.
2. Social media best practices.

3. Public records law requirements.
4. Freedom of speech considerations for public employees.

7 WORKPLACE ENVIRONMENT

7.1 TOBACCO, ALCOHOL & CONTROLLED SUBSTANCES

Smoking and the use of any tobacco product, including smokeless tobacco, is prohibited in all enclosed areas of Village-owned buildings, vehicles, and property, in accordance with Village Ordinance 3.8.02 and Wis. Stat. § 101.123.

1. When smokeless tobacco is used in the container involved from the purpose of collecting discarded tobacco waste must be able to be sealed and prevent spillage. Any type of container used during any part of the smokeless tobacco process may NOT be an open top variety.

Users of tobacco products will not be allowed additional time beyond approved routine breaks to be away from their jobs for tobacco breaks.

Employees shall not store or bring into any department facility or vehicle, alcoholic beverages or controlled substances.

Employees shall not purchase or consume intoxicating beverages while in uniform or on duty.

1. Employees shall not report to duty, or be on duty, while under the direct influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath, except as authorized in the performance of their duty.
2. No employee shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.
3. Employees must report the use of any substance, prior to reporting for duty, which impairs their ability to perform their job assignments.
4. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol. Such screening shall conform to the village policy on employee drug-screening and testing.

Employees while off duty shall refrain from consuming an excessive amount of intoxicating beverages to the extent that it renders the employees unfit to report for their next regular shift. Employees while off duty and in public within the limits of the Village of Lake Hallie shall refrain from consuming intoxicants to the extent that it renders them intoxicated along with engaging in behavior that reflects poorly on the Village.

Employees shall not possess or use any controlled substances except when prescribed in the treatment of employees by a physician or dentist. When controlled substances are prescribed

which may impair an employee's ability to perform their duties, the employee shall notify their supervisor. The employee is not required to disclose a medical condition for which they are being treated for to comply with this section.

7.2 SAFETY RULES AND PERFORMANCE STANDARDS

Purpose

The Village of Lake Hallie is committed to providing a safe and healthful work environment for all employees and the public. These safety rules and performance standards are intended to prevent accidents, protect Village property, and ensure compliance with applicable safety regulations, which may include Occupational Safety and Health Administration (OSHA) standards and Wisconsin Department of Safety and Professional Services requirements.

General Safety Responsibilities

- Employees must comply with all federal, state, and Village safety regulations and immediately report unsafe conditions, hazards, or injuries to their supervisor.
- Employees must complete all required safety training and maintain current certifications for duties that require them.
- Employees must wear and maintain all required personal protective equipment (PPE) as determined by their job duties.

Work Practices

- Operate Village vehicles, equipment, and tools only if trained and authorized.
- Follow all manufacturer instructions, safety data sheets (SDS), and lockout/tagout procedures.
- Maintain work areas, vehicles, and equipment in a clean, safe, and orderly condition.
- Immediately report damage to Village property or equipment.

Incident Response

- All workplace injuries, no matter how minor, must be reported immediately.
- Employees must cooperate fully with accident investigations and provide accurate information.
- First-aid kits, fire extinguishers, and emergency exits must remain unobstructed at all times.

Compliance & Enforcement

- Failure to follow safety rules may result in disciplinary action up to and including termination.

- Supervisors are responsible for monitoring workplace safety and enforcing compliance with these standards.
- The Village will not retaliate against any employee for reporting safety concerns or participating in safety investigations.

7.3 PERFORMANCE EXCELLENCE PROGRAM

Purpose

The Village of Lake Hallie is committed to fostering a culture of excellence, continuous improvement, and employee development. The Performance Excellence Program provides a consistent framework for aligning individual performance with the Village's mission, strategic priorities, and H.A.L.L.I.E. Core Values while encouraging meaningful communication, professional growth, and organizational success.

Policy

The Village shall maintain a Performance Excellence Program for all regular full-time and regular part-time non-union employees.

The Performance Excellence Program is intended to:

- Reinforce the Village's H.A.L.L.I.E. Core Values.
- Align employee performance with departmental and organizational objectives.
- Promote continuous learning, accountability, and professional development.
- Encourage regular communication between employees and supervisors.
- Recognize accomplishments and identify opportunities for growth.
- Support equitable and informed employment decisions.

Performance evaluations shall be conducted at intervals established by the Village and may include employee self-reflection, supervisor feedback, goal setting, development planning, and other evaluation components as determined by the Village Administrator.

Participation in the Performance Excellence Program is a condition of employment for employees covered under this policy.

Performance evaluations may be considered in employment decisions including, but not limited to, professional development opportunities, promotions, leadership assignments, succession planning, and merit-based compensation, subject to Village Board approval, adopted budgets, and available funding. A performance evaluation does not create an entitlement to a wage adjustment, promotion, or continued employment.

The Village Administrator/Clerk-Treasurer is authorized to develop and administer the Performance Excellence Program Manual, including evaluation procedures, timelines, rating methodologies, forms, and related administrative practices. Such administrative procedures may be revised as necessary to meet the operational needs and strategic objectives of the Village without requiring amendment to this policy.

Nothing in this policy shall alter the at-will employment relationship or create a contract of employment.

7.4 LIGHT DUTY AND TRANSITIONAL RETURN-TO-WORK

Purpose

The Village of Lake Hallie is committed to supporting employees in returning to productive work as safely and efficiently as possible following an illness or injury. The purpose of this policy is to establish guidelines for temporary light duty and transitional work assignments that facilitate recovery while maintaining operational effectiveness.

The Village recognizes that returning employees to meaningful work, when medically appropriate, benefits both the employee and the organization by promoting recovery, reducing lost work time, and maintaining continuity of municipal services.

Policy Statement

The Village may provide temporary light duty or transitional work assignments when operationally feasible. Such assignments are intended to accommodate temporary medical restrictions and are not guaranteed.

Nothing in this policy creates an entitlement to light duty, continued employment, or a permanent modified position. The Village retains sole discretion to determine whether appropriate work is available based upon operational needs.

Definitions

Light Duty means temporary work consisting of modified tasks or reduced physical requirements that are consistent with an employee's documented medical restrictions.

Transitional Return-to-Work means a temporary assignment designed to assist an employee in safely transitioning back to full-duty employment while recovering from a medical condition or injury.

Eligibility

This policy may apply to employees who sustain a work-related injury or illness covered under Wisconsin Workers' Compensation laws, experience a temporary non-work-related illness or

injury resulting in temporary medical restrictions, or are returning from an approved medical leave when temporary work restrictions have been prescribed.

Participation is contingent upon the availability of suitable work and approval by the Village.

Medical Documentation

Employees requesting a light duty assignment shall provide medical documentation from their treating healthcare provider that includes the diagnosis or general nature of the restriction (when appropriate), functional work restrictions, activities the employee can safely perform, activities the employee must avoid, expected duration of restrictions, and the date of the next medical evaluation.

The Village may require updated medical documentation throughout the assignment and may require an independent medical examination at its expense where permitted by law.

Assignment of Light Duty

When suitable work is available, the Village may assign an employee to temporary duties that are consistent with documented medical restrictions.

- Administrative support
- Records management
- Inventory and equipment management
- Training development
- Safety inspections
- Policy or procedure review
- Plan review or permit assistance
- Public education projects
- Fleet or facility inspections
- Other productive assignments determined by management
 - Public Works examples: inventory control, GIS and asset updates, hydrant and utility records, sign inspections, traffic counts, equipment maintenance logs, parts organization, shop organization, preventive maintenance scheduling, construction documentation, and administrative project support.
 - Police Department examples: records management, evidence and property audits, policy and accreditation review, training development, report quality reviews, community outreach planning, crime prevention materials, fleet inspections, equipment inventories, grant writing, and administrative support.

Employees are expected to perform all assigned duties within their medical restrictions.

Duration

Light duty assignments are intended to be temporary. Unless otherwise approved by the Village Administrator or designee, a transitional assignment generally shall not exceed 90 calendar days.

The Village may extend, modify, or end an assignment based on operational needs or updated medical information, or return the employee to full duty upon medical release.

Employee Responsibilities

Employees shall comply with medical restrictions, immediately report changes in condition, provide updated work status reports following medical appointments, perform assigned work safely and professionally, and notify their supervisor if assigned duties exceed prescribed restrictions.

Supervisor Responsibilities

Supervisors shall ensure assigned duties comply with documented restrictions, monitor progress, communicate concerns to Human Resources, address safety concerns promptly, and request updated medical documentation when appropriate.

Workers' Compensation

Employees with work-related injuries shall comply with all applicable Workers' Compensation requirements. Employees who decline suitable work without acceptable reason may be subject to consequences under Wisconsin law.

Family and Medical Leave

Nothing in this policy limits employee rights under the FMLA or applicable Wisconsin leave laws. Employees cannot be required to accept light duty in lieu of protected leave.

ADA and WFEA

Temporary light duty assignments are distinct from reasonable accommodations required under the ADA or Wisconsin Fair Employment Act. Accommodation requests will be evaluated through the interactive process.

Compensation and Benefits

Employees generally remain in their regular classification and continue to receive their regular rate of pay unless otherwise required by law, a collective bargaining agreement, or written agreement approved by the Village. Benefits continue according to applicable policies.

Return to Full Duty

Employees shall provide written medical authorization before returning to unrestricted duty. The Village reserves the right to verify fitness for duty.

No Contract of Employment

This policy does not create a contract of employment or alter the at-will employment relationship. The Village reserves the right to modify this policy consistent with applicable law.

7.5 WORKPLACE CONDUCT EXPECTATIONS

Purpose

The Village of Lake Hallie expects all employees to conduct themselves professionally, ethically, and respectfully at all times to foster a positive work environment and maintain public trust.

Professional Standards

- Treat co-workers, supervisors, elected officials, and members of the public with courtesy and respect.
- Follow all policies, procedures, and lawful directives from supervisors.
- Perform duties efficiently, accurately, and in a manner that reflects positively on the Village.

Integrity & Ethics

- Avoid conflicts of interest and situations that could appear improper.
- Protect confidential information and comply with public records laws.
- Use Village property, resources, and time for authorized purposes only.

Teamwork & Communication

- Maintain open and constructive communication with co-workers and supervisors.
- Address workplace disagreements respectfully and professionally.
- Share information necessary to support colleagues in performing their duties.

Attendance & Reliability

- Report to work as scheduled, ready to perform duties.
- Notify your supervisor promptly of any absence or delay.

Compliance & Enforcement

- Employees are expected to comply with all workplace conduct expectations. Violations may result in disciplinary action up to and including termination.
- This policy will be applied in conjunction with the Village's Code of Conduct, anti-harassment policies, and applicable laws.

8 EMPLOYMENT POSTERS

Employee Protections Against Use of Honesty Testing Devices

- <https://dwd.wisconsin.gov/eworkboard/honesty/>

Employee Rights and Responsibilities Under the Family and Medical Leave Act

- <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Employee Rights Under the Fair Labor Standards Act

- <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/minwagep.pdf>

Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law

- <https://dwd.wisconsin.gov/eworkboard/closing/>

Federal Fair Labor Standards Act

- <http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf>

Hazardous Chemicals in the Workplace

- <https://dsps.wi.gov/Documents/Programs/PublicSafety/SBD6894.pdf>

Hours and Times of Day Minors May Work in Wisconsin

- <https://dwd.wisconsin.gov/eworkboard/minor-time/>

Notice to Employees About Applying for Wisconsin Unemployment Benefits

- <https://dwd.wisconsin.gov/eworkboard/unemployment/>

Notice to Wisconsin Workers with Disabilities Paid at Special Minimum Wage

- <https://dwd.wisconsin.gov/eworkboard/min-disability/>

Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan

- <https://dwd.wisconsin.gov/eworkboard/health-ben/>

OSHA Job Safety and Health

- English <http://www.osha.gov/Publications/osha3165.pdf>
- Spanish <http://www.osha.gov/Publications/osha3167.pdf>

Retaliation Protection for Health Care Workers

- <https://dwd.wisconsin.gov/er/civilrights/retaliation/healthcareworker.htm>

Your Rights Under USERRA The Uniformed Services Employment and Reemployment Rights Act

- http://www.dol.gov/vets/programs/userra/userra_private.pdf

Wisconsin Fair Employment Law

- English <https://dwd.wisconsin.gov/eworkboard/fair-employment/>
- Spanish <https://dwd.wisconsin.gov/eworkboard/fair-employment/spanish.htm>

Wisconsin Family and Medical Leave Act

- English <https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd-7983-p.pdf>

Wisconsin Minimum Wage Rates

- English <https://dwd.wisconsin.gov/eworkboard/min-wage/>