

TOWN OF LIBERTY GROVE MEETING NOTICES

Personnel Committee *Via Zoom*

Date: February 2, 2022

Time: 6:30 PM

Place: Town Hall, 11161 Old Stage Road ****Via Zoom****

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes 12-1-2021
5. Adjourn to Closed Session pursuant to Wisconsin State Statutes § 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – employee handbook
6. Reconvene in open session
7. Announcements from closed session
8. Adjourn

****All agenda items will include discussion and possible action. Deviation from listed order may occur****

****Audience members must ask for permission, during public input, to speak on agenda items ****

Anastasia Bell, Clerk/Treasurer

Members of the Town Board or any other Town Committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town Committee or Board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). To Join Zoom Meeting enter the following on your computer:

<https://us02web.zoom.us/j/81214932615?pwd=WTJKbWhFQWslYnRUeEZaUnlla1AvQT09>

Meeting ID: 812 1493 2615

Password: 919456

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zoom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626 6799 US (Chicago)

(301) 715 8592 US (Washington D.C.)

(646) 558 8656 US (New York)

(346) 248 7799 US (Houston)

(253) 215 8782 US (Tacoma)

(669) 900 9128 US (San Jose)

Town of Liberty Grove
Minutes of the Personnel Committee meeting on December 1, 2021
(This meeting was correctly posted)

Agenda:

1. Call to Order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes 9-29-2021
5. Adjourn to Closed Session pursuant to Wisconsin State Statutes § 19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – 2022 employee compensation
6. Reconvene in open session
7. Announcements
8. Adjourn

Clerk/Treasurer Anastasia Bell called the meeting to order at 6:18pm. Committee members Janet Johnson, Cathy Ward, Paul Schwengel, and Nancy Goss were present along with Administrator Walter Kalms via Zoom. Chair John Lowry was excused.

Bell requested nominations for Chairperson for this meeting. **Johnson moved, Goss second** to nominate Cathy Ward as Chairperson. There were no other nominations. Passed 4-0.

Johnson moved, Goss second to approve the agenda as posted. Passed 4-0.

Schwengel moved, Johnson second to approve the 9-29-2021 minutes as presented. Passed 5-0.

Ward moved, Schwengel second to adjourn to closed session pursuant to Wisconsin State Statutes §19.85 (1) (c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – 2022 employee compensation. Roll call vote with Johnson, Ward, Schwengel, and Goss voting aye, no nays. Passed 4-0.

Johnson moved, Goss second to reconvene into open session. Roll call vote with Ward, Johnson, Schwengel and Goss voting aye, no nays. Passed 4-0

Announcements – None.

Johnson moved, Ward second to adjourn at 7:15pm. Passed 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

POLICIES AND PROCEDURES ESTABLISHED BY THE TOWN OF LIBERTY
GROVE

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POLICIES AND PROCEDURES ESTABLISHED BY THE TOWN OF LIBERTY GROVE

Article I. PREAMBLE

This document is intended to provide guidelines for employees of the Town of Liberty Grove, it is not meant to be a legal document. All employees are at-will employees and terminatable at-will.

The Town Board of Liberty Grove hereinafter referred to as the "Employer" as an Equal Opportunity Employer has prepared this document using gender neutral references of "h/er" to refer to "his or her" and "s/he" to refer to "he and she".

Article II. MANAGEMENT RIGHTS RESERVED

Unless otherwise herein provided, the management of the work and the direction of the forces, including the right to hire, promote, transfer, demote, suspend, or otherwise discharge, and the right to relieve employees from duty because of poor job performance or other legitimate reason is vested exclusively in the Employer. If any action taken by the Employer is proven to be not justified, the employee shall receive all back wages and benefits due for the period of time involved in the action. The Employer shall adopt and publish reasonable rules, which may be amended from time to time. A copy of rules and amended rules shall be provided to employees.

Article III. OBJECTIVES

The objectives of the Employer are as follows:

- A. Promote a harmonious relationship between the Employer and the employee.
- B. Create a mutual interest between both Employer and employee as to the operation of equipment and physical properties of the Town of Liberty Grove.
- C. Promote safety and welfare of Town employees.
- D. Promote efficiency of operations in all respects.
- E. Eliminate inefficient practices.
- F. Strive to achieve the highest results possible in the quality of Town operations.
- G. Promote cooperation and respect among members of the Town crew.
- H. Provide a drug, alcohol and smoke free workplace.

Article IV. DUTIES/WORK ASSIGNMENTS

The work assignments for the town crew will originate from the Town Administrator (A). The Personnel committee shall appoint a Crew Leader to supervise all activities of the crew. The Crew Leader shall report directly to the A and receive direction from the A. (Added December

15, 2004). All overtime must be authorized in advance by the Administrator or, in his/her absence, the Town Chairman.

The duties of the Town employees are as follows:

- A. To follow the orders as given by the Administrator.
- B. To promote a harmonious working relationship among all town employees.
- C. To follow safe practices and use safety devices & equipment at all times.
- D. To exercise good judgment at all times.
- E. To be on time and ready for work.
- F. To use the time clock for documenting arrival and departure time from work. The employee is the only person authorized to punch h/er time card in or out.
- G. To refrain from accepting gifts of any kind.
- H. To abstain from being under the influence of alcohol and/or all illicit substances when reporting to work, as well as on the job.
- I. To perform various job tasks, some of which are (but not limited to):
 - 1. Brush and grass cutting along roads and on public grounds.
 - 2. Clean toilets and maintain all Town owned sanitation facilities.
 - 3. Trash collection from parks, public buildings and grounds.
 - 4. Assist in building and maintaining existing roads.
 - 5. Assure road culverts are kept open.
 - 6. Operate all equipment in a safe, non-abusive manner.
 - 7. Open graves and maintain cemeteries.
 - 8. Accept job training, when requested, such as welding, electrical, mechanical and trouble shooting, and attend job related seminars when requested.
 - 9. Perform repairs or maintenance on all Town equipment and buildings.

This list may be changed or added to at the discretion of the Administrator or Personnel Committee.

MOST IMPORTANT—be courteous and be respectful to all people!

Article V. WORK DAY & WORK WEEK

A. The normal workweek shall be Monday through Friday, inclusive for a total of forty (40) hours.

B. The normal workday shall be 7:00 a.m. to 3:30 p.m. for eight (8) hours per day. The Administrator can change the start time at h/er discretion. The workday shall consist of ¼ hour paid break in the morning and ½ hour unpaid lunch break.

C. A starting time of 7:00 a.m. means that all employees report to the shop before 7:00 a.m. ready to work. The quitting time of 3:30 p.m. or the termination of the workday shall be construed to mean that all employees shall be back at the shop at 3:30 p.m.

D. During the term of this handbook, all hours worked in excess of eight (8) hours per day shall be paid at the rate of one and one half (1½) times the normal hourly rate of pay. In the event that an employee is called in to work prior to the start of h/er normal workday, s/he shall be allowed to work the hours established for a normal workday and up to h/er normal quitting time of 3:30 p.m. Each holiday and each day of authorized absence shall be counted as a day of work whether or not any work was performed on such day for purposes of computing time and one half (1½) pay.

E. Employees shall be compensated at the rate of one and one half (1½) times the normal hourly rate of pay for all hours worked on Saturdays and Sundays. The intent being that there is no prerequisite that an employee must first work eight (8) hours on a Saturday or Sunday in order to receive overtime pay.

Article VI. HOLIDAYS

All regular full time employees shall be granted the following paid holidays each year:

New Year's Day	Thanksgiving Day
Good Friday	Friday following Thanksgiving
Memorial Day	Christmas Day
Fourth of July	Floating Holiday
Labor Day	

Christmas will be a paid holiday. If Christmas falls on Saturday, Friday will be a paid day off. If Christmas falls on Sunday, Monday will be a paid day off. Full day will be granted on Christmas Eve day unless Christmas falls on a Saturday, Sunday or Monday. Half day will be granted on New Year's Eve.

If the holiday falls on a Saturday, the Friday previous shall be observed as the holiday. If the holiday falls on a Sunday, the following Monday shall be the observed holiday.

A Floating Holiday may be taken at the request of the employee; however, the employee shall give the Administrator one (1) week's advanced notice prior to the use of said Floating Holiday.

In the event the holiday falls on a regular workday within the week or weeks taken as vacation or sick leave, such holidays shall not be charged as vacation or sick leave.

Holidays shall be paid at the straight time rate for eight (8) hours. In the event an employee is called into work on a holiday, s/he will receive holiday pay plus one and one half (1½) times h/er regular rate.

Article VII. CALL-IN TIME

Employees who are called in to work other than their regularly scheduled time shall be entitled to a minimum of two (2) hours pay regardless of the length of time less than the two (2) hours which s/he may have worked. However, any employee who is called in may be required to work more than two (2) hours.

Article VIII. VACATIONS

Vacation schedule – All regular full time employees shall be entitled to the following vacation schedule:

One (1) week [five (5) working days] AFTER one (1) year of continuous service.

Two (2) weeks [ten (10) working days] AFTER two (2) years of continuous service.

Three (3) weeks [fifteen (15) working days] AFTER ten (10) years of continuous service.

Four (4) weeks [twenty (20) working days] AFTER fifteen (15) years of continuous service.

Week of Vacation – A week of vacation shall be defined as forty (40) hours at the straight time hourly rate.

Continuous Service – Continuous service shall include all of the time that an employee has in continuous employment status. The continuous service of an employee eligible for a vacation shall not be considered interrupted if the employee:

1. was on approved leave of absence.
2. was absent due to injury or illness.
3. was absent on military leave.

In determining the number of full years of service completed, credit shall be given for all that time an employee is employed by the Town in a permanent position. Any absence of more than thirty (30) days, except for military leave or absence due to injury or illness, arising out of Town employment and covered by the Workers Compensation Act shall not be counted. Only the most recent period of continuous service will be counted in determining the employee's length of service.

Calendar Year of Hire – Employees shall be granted non-cumulative vacation based on their accumulated service as of the first of January, following their date of hire. The amount of vacation time to which new employees shall be entitled to on said January 1st shall be determined on a basis of five (5) working days per twelve (12) months of the calendar year. While vacation

time is non-cumulative, if the employee is hired during the last week of the calendar year, s/he can take the unused days of h/er vacation time in the first week of the following year.

New employees hired prior to March 31st shall receive forty (40) hours vacation the following year. Employees hired between April 1st and June 30th will receive thirty (30) hours vacation the following year. Employees hired between July 1st and September 30th will receive twenty (20) hours vacation the following year after they have completed their probationary period. Employees hired between October 1st and December 31st will receive ten (10) vacation hours the following year after they have completed their probationary period.

An employee requesting to use one (1) day of vacation must provide at least a twenty-four (24) hour written notification to the Town Administrator. However, a one (1) week written notification to the Town Administrator is necessary if an employee desires to request vacation for more than one (1) day. If the Administrator is not available, then the request may be given to the Town Chairman.

In determining employee vacation schedules, the Administrator shall, to the best of h/er ability, respect the wishes of the eligible employees on a seniority basis. The Administrator must consider the needs of the Town over the individual employee's needs when allowing individuals to schedule and take vacation.

Termination – If an employee terminates h/er employment for any reason during the year, he/she shall receive vacation pay at the rate of one-twelfth (1/12) per month completed of the total vacation time that he/she would have been entitled to if he/she had completed that calendar year's employment. Payment shall be made for each full month of service completed during the year from January 1st to the employee's termination date, in addition to any vacation accumulated by the employee for prior earned, but unused days.

Article IX. SICK LEAVE

A. All regular full time employees shall earn sick leave, which shall accrue at the rate of five (5) sick days for each calendar year of service. Unused sick leave shall accumulate in the employee's sick leave account up to a maximum of sixty (60) days. Sick leave shall be paid at the straight time hourly rate.

B. Sick leave shall not accrue during any period of absence without pay or during any month when the employee is off on sick leave.

C. Sick leave shall be earned during the period of original probationary employment, however, such sick leave shall be vested when the employee has successfully completed h/er probationary period.

D. Only accrued and vested sick leave days can be used by an employee.

E. Each regular full time employee who has earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to illness, bodily injury, (except where the injury or illness is compensable under the Worker's Compensation Law) or exposure to a contagious disease.

F. Where emergency care is required for members of the immediate family, sick leave may be used for care-taking purposes under the Wisconsin Family Medical

Leave Act. However, paid care-taking leave shall be limited to two (2) weeks. Immediate family is defined as husband, wife, children or other persons in the employee's care and residing in the employee's household.

G. Termination of the employment relationship for any reason other than retirement shall immediately cancel all accrued, but unused sick leave.

H. In the event that the Employer has reason to believe that an employee is abusing sick leave privileges or may be physically fit to return to work, the Employer may require a medical certificate or other appropriate verification for absence covered by this Article. If the medical certificate verifies that the employee was not abusing sick leave or is physically unfit for work, the Employer shall pay the cost of the medical certificate. Abuse of sick leave shall subject the employee to disciplinary action. On the Employer's request for such certification or verification, the Town may request certification or verification by a medical professional. The Administrator may require a medical certificate to justify the granting of sick leave in an absence of three (3) days duration.

I. Employees shall notify the Administrator of their intent to use sick leave a minimum of one half (1/2) hour prior to the normal starting time for the work day to be eligible for sick leave use.

J. Upon retirement from Town employment, all hours of sick leave credit shall be converted to cash at the following rates: See A of this section.

1. Three (3) years – 15%
2. Ten (10) years – 30%
3. Fifteen (15) years – 50%

This shall apply upon payment notice of retirement and at the discretion of the Town Board.

K. If a holiday falls on a regular workday within the time taken as sick leave, such holiday shall not be charged as sick leave.

Article X. LEAVES OF ABSENCE WITHOUT PAY

A. Military Leave: Employees who are members of the National Guard or Military Reserves or other service organization shall be granted temporary military leave for annual tours of duty. Any employee called out for active duty with the armed forces of the United States of America shall be granted a military leave of absence and his or her seniority shall continue to accumulate during such leave, however, such employees must report to work for the Town within ninety (90) days from the date of release of such active duty in order to be re-employed for such continued service status.

B. Other Leaves: Any employee who wishes to absent himself or herself from his or her employment for any reason other than sick leave, funeral, jury duty, or any other reason specifically provided for in this handbook, must make application for a

leave of absence from the employer to the Administrator. Whenever possible, all requests for leaves shall be made in writing to the Administrator at least fifteen (15) days prior to the start thereof. The Employer shall determine whether or not justifiable reason exists for granting a leave of absence. Such leave of absence is subject to approval by the Liberty Grove Town Board.

Leaves of absence under this section shall be for up to sixty (60) days. Leaves under this section may be extended in sixty (60) day increments up to a total of six (6) months.

Article XI. INDEMNIFICATION

The Employer shall authorize competent legal counsel to defend actions of any type or nature brought against any employee covered by this handbook for any act or acts of omission alleged to have occurred while in the course of h/er duty as an employee, provided that the employment of such legal counsel is authorized by the Employer's insurance carrier when it is necessary to obtain such insurance carrier authorization so as not to jeopardize any Employer insurance coverage.

Article XII. FUNERAL LEAVE

Employees of the Town of Liberty Grove are granted a three (3) working day continuous leave of absence with pay in the event of the death of a member of their immediate family. Immediate family shall be defined as husband, wife, son, daughter, father, mother, brother, sister, mother/father-in-law, and step relatives. One (1) working day leave of absence with pay shall be granted for the death of: brother-in-law, sister-in-law, daughter-in-law, son-in-law, niece, nephew, aunt, uncle, grandchild, grandparents, and other relatives at the discretion of the Administrator.

This leave is intended for bereavement, and internment purposes only and is provided for the employee's attendance at these services.

Funeral leave will be paid at straight time for eight (8) hours. This leave may be extended by the Town Administrator, at the request of the employee, without pay or by the employee using accrued vacation leave.

Article XIII. WORKERS COMPENSATION

Any regular full time employee who is injured on the job and entitled to Workers Compensation benefits shall receive such benefits according to the Workers Compensation Act. If the employee chooses to make h/er weekly compensation whole, s/he may utilize h/er existing accrued benefits by first using h/er sick leave and thereafter vacation leave.

In unusual circumstances and at the discretion of the Employer, employees can receive full payment of wages by the Employer in return for their properly endorsed Workers Compensation benefit checks. This benefit will only apply if an employee is disabled from work for a period of at least thirty (30) days and is limited to a maximum of one hundred eighty (180) calendar days.

Article XIV. INSURANCE

The Town of Liberty Grove will pay 90% of the premium costs of the employee's family hospitalization and medical benefits insurance program. Changes in the percentage of premium paid by the Employer will require a majority vote of the Town Board. Any employee off work because of injury or illness up to one (1) year may continue to have group insurance coverage with the Town contributing or paying the same premium amounts as set forth above or by Board action. Should there be any change in the insurance coverage or carrier contemplated by the Employer, the Employer shall notify the employees and work to resolve any such problems as may arise.

Article XV. DISCIPLINE

Disciplinary Procedure – The progression of disciplinary action normally is 1) oral, 2) written, 3) suspension, 4) dismissal. However, this should not be interpreted that this sequence is necessary in all cases, as the type of discipline will depend on the severity of the offense. All disciplines, even oral warnings, shall be placed in writing and maintained in the employee's personnel file.

Suspension – This is defined as the temporary removal, with or without pay, of an employee from h/er designated position.

A. Suspension For Just Cause: The Employer may, for disciplinary reasons, suspend an employee. An employee who is suspended, except probationary and temporary employees, shall be given a written notice of the reasons for the action and a copy of such notice shall be made part of the employee's personnel file. The suspended employee may request a meeting with the Personnel Committee to review the reason or reasons for the suspension.

B. Suspension During An Investigation: During an investigation, hearing or trial of an employee on any civil or criminal charge, when suspension would be in the best interest of the Town, an employee may be suspended with pay by the Employer for the duration of the proceedings. The suspension shall terminate within ten (10) days after completion of the cause for which she/he was suspended, by reinstatement or by other appropriate action, by resignation or by dismissal of the employee.

Termination – Employee termination reports shall be in duplicate and signed by both the Employer and employee when an employee is terminated. One (1) copy will be retained by the Employer and placed in the employee's personnel file and one (1) copy shall be given to the employee.

Termination of any employee shall be at the discretion of the Employer following a hearing by the Personnel Committee. Any employee leaving employment except for legitimate reasons such as sickness, vacation or granted leave, shall be considered a terminated employee. Any unjustifiable absences from work for more than three (3) continuous workdays shall be construed as voluntary termination from employment.

Any employee intending to terminate h/er employment with the Town must give at least two (2) weeks advance written notice of said intention. The Town of Liberty Grove shall pay the terminated employee all due compensation within two (2) weeks following termination.

Article XVI. EQUIPMENT ABUSE

In order to further the efficient operation of the Town of Liberty Grove Highway Department and to promote the safety and welfare of the employees, negligent abuse of equipment shall not be tolerated. Penalties for negligent use or abuse of equipment committed by an employee shall be as follows:

- A. First offense: one (1) week's suspension without pay.
- B. Second offense: two (2) week's suspension without pay.
- C. Third offense: termination from employment.

Failure to use Safety Devices shall receive the same penalties as above.

Article XVII. PROBATIONARY PERIOD

New employees covered by this handbook will become regular full time employees after six (6) months of continuous employment and with the approval of the Town Board.

All new hires must possess a Class A Commercial Driver's License (CDL). All new employees will be given a pre-employment drug screening. All probationary and regular employees will be subjected to random drug and alcohol testing, reasonable suspicion testing and post-accident testing as per state guidelines.

Article XVIII. PAY SCALE

The pay scale shall be set at the discretion of the Town Board.

Article XIX. PRIVATE USE OF TOWN EQUIPMENT

There shall be no private use of any Town vehicles, supplies or equipment by any member of the Town Board or Town Crew for profit. All private contracting may be executed per Statute 86.105 by the Town Administrator.

Article XX. JURY DUTY

Employees shall be granted a leave of absence with pay, but only if said jury duty conflicts with their work schedule. When serving on jury duty, the employee will contact the Town Administrator upon release from jury duty to determine if they are to report to work for the remainder of their work schedule on that day. Any compensation derived from such jury duty, less mileage, shall be relinquished to the Town Treasurer for deposit into the Town's general fund.

Article XXI. UNLAWFUL EMPLOYEE HARASSMENT

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's membership in a class protected from discrimination by federal and state law. The Employer will not tolerate harassing conduct that affects tangible job benefits; that interferes

unreasonably with an individual's work performance; or that creates an intimidating, hostile or offensive work environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on a person's gender constitutes sexual harassment when:

1. Submission to such conduct is an explicit or implicit term or condition of employment;
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, sexually suggestive or obscene language or gestures, display of sexual or obscene printed or photographic materials, and physical contact such as patting, pinching, hugging or intentionally brushing against another's body.

All Town employees are responsible for helping to assure that we prevent harassment in the workplace. If the employee feels that s/he has experienced or witnessed harassment, s/he is to immediately notify management, using the following procedure. The Employer forbids retaliation against anyone who reports or is a witness to harassment.

Procedure for filing complaints regarding unfair treatment or harassment.

1. A written complaint detailing those involved and the nature of the problem should be submitted to the Administrator or the Town Chairman. It should be signed and dated and a copy made for the employee's records.
2. The employee's complaint will be acknowledged within 24 hours by the Administrator or Town Chairman.
3. The Personnel Committee will fully investigate the situation, including interviewing all those involved and will take appropriate action against those found to be in violation of Town policy. Appropriate action will include, but is not limited to, the Town's discipline policy in Section XV of this document.
4. A written response detailing the investigation and its findings and any subsequent actions will be returned to the complainant within two weeks. If the complainant is not satisfied with the outcome of the Personnel Committee's actions, s/he may request within ten days to meet with the Town Board to review the Personnel Committee's findings.
5. The Town Board shall render its decision within two weeks from hearing the request to review the Personnel Committee findings. This decision will be final.

Article XXII. SEVERABILITY

The provisions of this handbook are deemed to be severable to the extent that if and when a court or Governmental Agency of competent jurisdiction judges any provision of this handbook to be in conflict with any law, rule, or regulation issued thereunder, such decision shall not affect the validity of the remaining portions of this handbook, but such remaining provisions shall all continue in full force and effect.

It is further provided that in the event any provision or provisions so declared to be conflicting with such law, rule or regulation, the parties shall meet, within thirty (30) days, for the purpose of discussing said provision or provisions so invalidated.

Article XXIII. DURATION

This handbook shall become effective immediately upon its execution and will remain in force and effect until such time as it is officially amended by the Town.

Article XXIV. USE OF PERSONAL VEHICLES

Personal vehicle use is discouraged for Town business. Employees should use a Town vehicle when one is available. The intent is to limit the Town's potential liability, enhance the presence of the Town when an employee is doing Town work by using a recognized Town vehicle, and to better account for reimbursement of employee mileage.

I, Anastasia Bell, Clerk/Treasurer for the Town of Liberty Grove, Door County Wisconsin, hereby certify that the above is a true and correct copy of a policy which was adopted at a properly noticed meeting of the Liberty Grove Town Board on the 4th day of September, 2019.

Anastasia P. Bell
Clerk/Treasurer