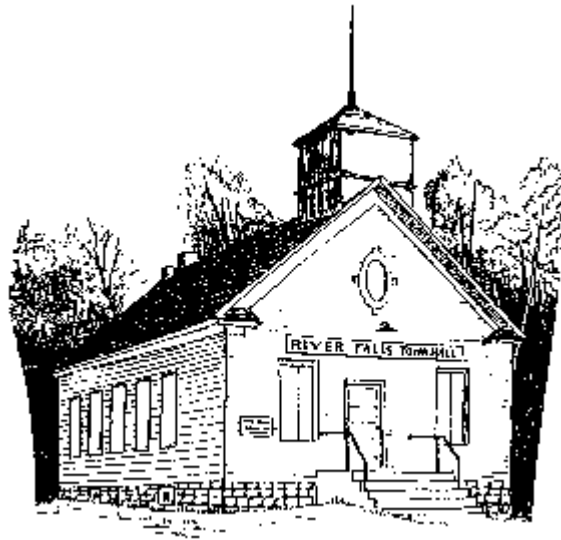


Town of River Falls Town Board

10/5/2026 Meeting Materials



TOWN OF RIVER FALLS

The following River Falls Town Meetings will meet on Monday, October 5, 2026, beginning at 6:00 P.M. at the River Falls Town Hall, W9015 770th Ave.

6:00 P.M. – Plan Commission Agenda: Minutes from 9/21/26 Plan Commission Meeting; Zoning Administrator Report; Review And Discuss Conditional Use Permits; Review Proposed Changes to Town Code Chapter 1 – General Government; Updates from Plan Commission Sub-Committees; Comments & Requests; Future Agenda Items; A quorum of Town Board members may be present.

7:00 P.M. – Town Board

Call to order

Consider for approval or other action:

1. Approve Agenda
2. Minutes from September 21, 2026, Regular Board Meeting
3. Minutes from September 30, 2026, Special Board Meeting
4. Financial/Fire Call Report
5. Public Comments and Requests
6. Zoning Administrator Report
7. Plan Commission Report
8. Set Date for Budget Hearing and Town Elector Meeting
9. Resolution 2026 – G: Resolution of Town Board Proposing to Set Total 2027 Town Levy
10. Resolution 2026 – H: Resolution of Town Board Proposing to Exceed Levy Limit via Town
11. Review and Update Employee Handbook
12. Discuss and Take Action on Town Hall Building Repairs
13. Review Burn Permit Form and Process
14. Consider Clerk/Treasurer Appointed or Elected Transition
15. Discuss Moratorium on Hyperscale Projects in the Town
16. Board and Staff Communications
17. Audit and Pay Bills
18. Future Agenda Items
19. Adjourn

Action may be taken on any agenda item. This agenda is subject to change. Some agenda items may be taken up earlier in the meeting, or in a different order than listed. The posted notice at the Town Hall is the primary notice. Meeting notice posted on the Town's website www.riverfallstown.com, and at the River Falls Town Hall, W9015 770th Avenue, River Falls, WI. Anyone wishing to attend the meeting who requires special accommodation because of a disability should contact the Clerk's office, at 715-629-8240 or email clerk@riverfallstown.com, at least 72 hours before the meeting begins so that appropriate accommodations can be made.

Sarah Meyer, Clerk

TOWN OF RIVER FALLS – REGULAR BOARD MEETING
Monday, September 21, 2026, River Falls Town Hall

The meeting was called to order by Chair Terry Kusilek at 7:00pm. Elected officials and staff present: Terry Kusilek, Chair; Mary Foster, Siri Smith, Jerome Rodewald, Joe Mahoney; Supervisors; Rita Kozak, Treasurer; Sarah Meyer, Clerk; Don Rodewald, Zoning Administrator; Guests present: Maureen Ash, Peter Stern, Mary Merta

Joe made a motion to approve the agenda as posted. Siri seconded. M.C.

Joe moved to approve the minutes of the September 8, 2026, Regular Board meeting with amendments as discussed. Jerome seconded. M.C.

Financial Report/Fire Call Report: Treasurer Rita provided the Treasurer's Report. The current available balance is \$661,150.06. Siri moved, and Joe seconded to approve the financial and fire call reports. M.C.

Public Comments & Requests: Mary presented communication from Cynthia Kovelli, about concern about intersection at Bobwhite and 879th and the speed of the traffic.

Zoning Administrator Report: Zoning Administrator Don Rodewald provided the zoning report (attached). Joe made a motion to accept the Zoning Administrator's report. Mary seconded. M.C.

Plan Commission Report: No action to report.

Short Presentation on Annexation Basics: Mary shared the results of her research regarding annexation and boundary agreements and encouraged the Board to become familiar with the information.

Select Quote for Shop Insulation: Jerome stated that the Facilities Committee went over the four proposals received to insulate the shop roof. The committee is requesting permission to clarify the information in the proposals and have the authority to move forward. Siri moved to allow Terry and Jerome to clarify the information in the proposals and have the authority to move forward with a bid up to \$19,500. Joe seconded. M.C.

Schedule Employee Review Sessions: Mary moved and Siri seconded to hold the employee review sessions on October 12 starting at 3pm.

Approve Recycling Grant: Mary moved to accept the application for the Recycling grant and to have Rita submit the application. Joe seconded. M.C.

Discuss Plans for Town Hall 125th Celebration: The celebration is this Thursday, 9/24 from 5pm – 7pm. Root beer floats will be served in commemorative cups and buttons will be given away as well.

Review Burn Permit Form and Process: Rita will review and bring possible form updates to the Board.

Consider Clerk/Treasurer Appointed or Elected Transition: The Committee will meet again on Monday, September 28. They are asking the Recycling Committee to review Recycling Center administrator position.

Discuss and Take Action on Plans for Improvements at the Town Hall: The Board walked out and looked at the wooden ramp in the front of the town hall. Eventually, this will be removed, and a new sidewalk will be poured to make access to the new ramp easier. Ramp work on the side of the building is nearly done. It has been discovered that the floor joists in the town hall are in very poor shape. Terry is working to get a structural engineer to visit and give advice.

Discuss Moratorium on Hyperscale Projects in the Town: Sarah asked town attorney Bob Loberg for language to add to Chapter 17. Bob needs more information about what the Board wants to allow or disallow before he can proceed with providing guidance.

Board and Staff Communications: Jerome shared that he attended the benefit for Louie Campbell's grandson on Saturday. Joe invited the Board to assist with e-waste recycling packing on October 1. Sarah gave reminders about upcoming events such as the budget workshop, Town Law Workshop and Wisconsin Towns Association Fall Workshops. Sarah has received a public records request related to the Cedar Hill Greenhouse and an issue with a building in the floodplain. Terry shared that Dalton's baby was born last week, a boy named Charlie. Terry also reported that the shop roof is being torn off this week. Chip seal is happening this week in 3 locations in the town. He also attended an economic development meeting. Terry and Sarah will be attending a meeting with City regarding the City's purchase of St. Croix Valley Natural Gas Company.

Audit and Pay Bills Siri moved to audit and pay bills, Joe seconded. M.C.

Future Agenda items:

- Approve Agenda
- Minutes from September 21, 2026, Regular Board Meeting
- Financial/Fire Call Report
- Public Comments and Requests
- Zoning Administrator Report
- Plan Commission Report
- Budget Resolutions
- Discuss Clerk/Treasurer Appointed or Elected Transition
- Discuss and Take Action on Plans for Improvements at the Town Hall
- Discuss Moratorium on Hyperscale Projects in the Town
- Review and Discuss Burn Permit Forms and Process
- Board and Staff Communications
- Future Agenda Items
- Audit and Pay Bills
- Adjourn

Joe moved to adjourn. Mary seconded. M.C. Meeting adjourned at 8:39pm.

**Town of River Falls
Special Board Meeting
9/30/26; 9:00am**

The meeting was called to order by Chair Terry Kusilek at 9:04am. Elected officials and staff present: Terry Kusilek, Chair; Mary Foster, Siri Smith, Jerome Rodewald, Joe Mahoney; Supervisors; Rita Kozak, Treasurer; Sarah Meyer, Clerk.

The 2027 budget draft was reviewed.

Jerome moved and Mary seconded to increase the Clerk's mileage rate to \$.91/mile from September 21, 2026, until gas is consistently under \$4/gallon. M.C.

Rita and Sarah left the meeting at 9:30am.

Mary distributed position description and salary documents from the Clerk/Treasurer Transition Committee to the Board.

Mary moved and Siri seconded to set the salary and benefits for appointed clerk and treasurer positions:

- 1) Clerk: \$68,000/year plus Wisconsin Retirement and Social Security and to keep current paid time off offerings.
- 2) Treasurer: \$18,000/year plus Wisconsin Retirement and Social Security and to add 40 hours of paid time off per year.
- 3) Remove quarterly payments for home office expenses for both Clerk and Treasurer positions.

Motion Carried.

Sarah returned at 11:25am and was presented with position changes.

Joe moved to adjourn. Siri seconded. M.C. Meeting adjourned at 11:34am.

10/05/26

Town of River Falls
Profit and Loss Detail
September 22 through October 5, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
Impact Fee								
Deposit	09/30/26	Cash	RCU	Impact Fee Inter...		Royal Credit Union	41.25	41.25
Total Impact Fee							41.25	41.25
Interest Earned MM, CDs, Ck								
Public Entity Account								
Deposit	09/30/26	Cash	RCU	Public Entity Inte...		Royal Credit Union	2,034.15	2,034.15
Total Public Entity Account							2,034.15	2,034.15
Interest Earned Money Market								
Deposit	09/30/26	Cash	fnbrf	Sept MM Interest...		Money Market Acc...	806.17	806.17
Total Interest Earned Money Market							806.17	806.17
Total Interest Earned MM, CDs, Ck							2,840.32	2,840.32
Intergovernmental Revenue								
Highway Aid								
Deposit	10/05/26	Cash	WI DOR	Highway Aid 5892		Money Market Acc...	43,964.65	43,964.65
Total Highway Aid							43,964.65	43,964.65
Total Intergovernmental Revenue							43,964.65	43,964.65
Other Revenue								
Donations								
Deposit	09/24/26	12763	Terry Kusilek	125th Town Hall...		Money Market Acc...	145.34	145.34
Deposit	09/25/26	Cash	Don Rodewald	Donation 5883		Money Market Acc...	10.00	155.34
Total Donations							155.34	155.34
Refunds								
Deposit	09/24/26	01242...	Bauer Built	RC 5877		Money Market Acc...	140.00	140.00
Total Refunds							140.00	140.00
Total Other Revenue							295.34	295.34
Public Charges for Services								
Recycling Center								
Deposit	09/24/26	24208	Kelly Bopray	RC 5870		Money Market Acc...	57.00	57.00

10/05/26

Town of River Falls
Profit and Loss Detail
September 22 through October 5, 2026

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	09/24/26	1317	Eric Deaton	RC 5871		Money Market Acc...	45.00	102.00
Deposit	09/24/26	1062	Blue Line Lawn	RC 5872		Money Market Acc...	35.00	137.00
Deposit	09/24/26	5081	Patricia Lavoie	RC 5873		Money Market Acc...	30.00	167.00
Deposit	09/24/26	4471	Nancy Westbrook	RC 5874		Money Market Acc...	25.00	192.00
Deposit	09/24/26	8046	Homeworks Consulting	RC 5875		Money Market Acc...	20.00	212.00
Deposit	09/24/26	563	Lukas Nelson	RC 5876		Money Market Acc...	6.00	218.00
Deposit	09/24/26	Cash	Joe Mahoney	RC 5881		Money Market Acc...	862.65	1,080.65
Deposit	09/28/26	3915	Alex Theobold	RC 5884		Money Market Acc...	15.00	1,095.65
Deposit	09/28/26	2303	Rocky Branch Vet Services	RC 5885		Money Market Acc...	12.00	1,107.65
Deposit	09/28/26	2600	Kris Torkelson	RC 5886		Money Market Acc...	6.00	1,113.65
Deposit	09/28/26	564	Lukas Nelson	RC 5887		Money Market Acc...	6.00	1,119.65
Deposit	09/28/26	Cash	Garrett Gill	RC 5888		Money Market Acc...	1,430.35	2,550.00
Total Recycling Center							2,550.00	2,550.00
Zoning-Land Use								
Deposit	09/24/26	8212	Brad Jensen	Land Use Jensen ...		Money Market Acc...	120.00	120.00
Deposit	09/24/26	3413	Michael Krause	Land Use Frising...		Money Market Acc...	120.00	240.00
Deposit	09/24/26	54425	Lund Builders	Land Use Viastui...		Money Market Acc...	120.00	360.00
Total Zoning-Land Use							360.00	360.00
Total Public Charges for Services							2,910.00	2,910.00
Total Income							50,051.56	50,051.56
Net Ordinary Income							50,051.56	50,051.56
Net Income							50,051.56	50,051.56

TOWN OF RIVER FALLS

TREASURER'S REPORT

October 5, 2026

10/5/26

9/21/26

FNBRF MM TRANSFERS	\$ 50,000.00	10/01/26	
FNBRF BALANCE	\$ 782,025.86		\$ 784,049.70
ROYAL CREDIT UNION			
	\$ 25.35	Business Savings	\$ 25.34
	\$ 680,387.61	Entity Account	\$ 678,353.46
	\$ -30,688.44	Revaluation	
	\$ -40,000.00	2025 Transfer for Reval	
	\$ -44,937.00	Highway Equipment	
	\$ -40,000.00	Capital Outlay	
	\$ -200,000.00	Roads	
RCU AVAILABLE	\$ 324,787.52		\$ 322,753.36
TOTAL AT BOTH BANKS	\$ 1,106,813.38		\$ 1,106,803.06
RECOMMENDED RESERVE	\$ 445,653.00		\$ 445,653.00
AVAILABLE FUNDS	\$ 661,160.38		\$ 661,150.06
Impact Fee (RCU MM)	\$ 15,098.48	Impact Fee	opened 5/28/26

Request to offer payment plan for Daniel and Olivia Fossen for fire alarm call. \$840.00.

Property tax preparation agreement with County update and discussion/approval at 10/19/26 Town Board meeting.

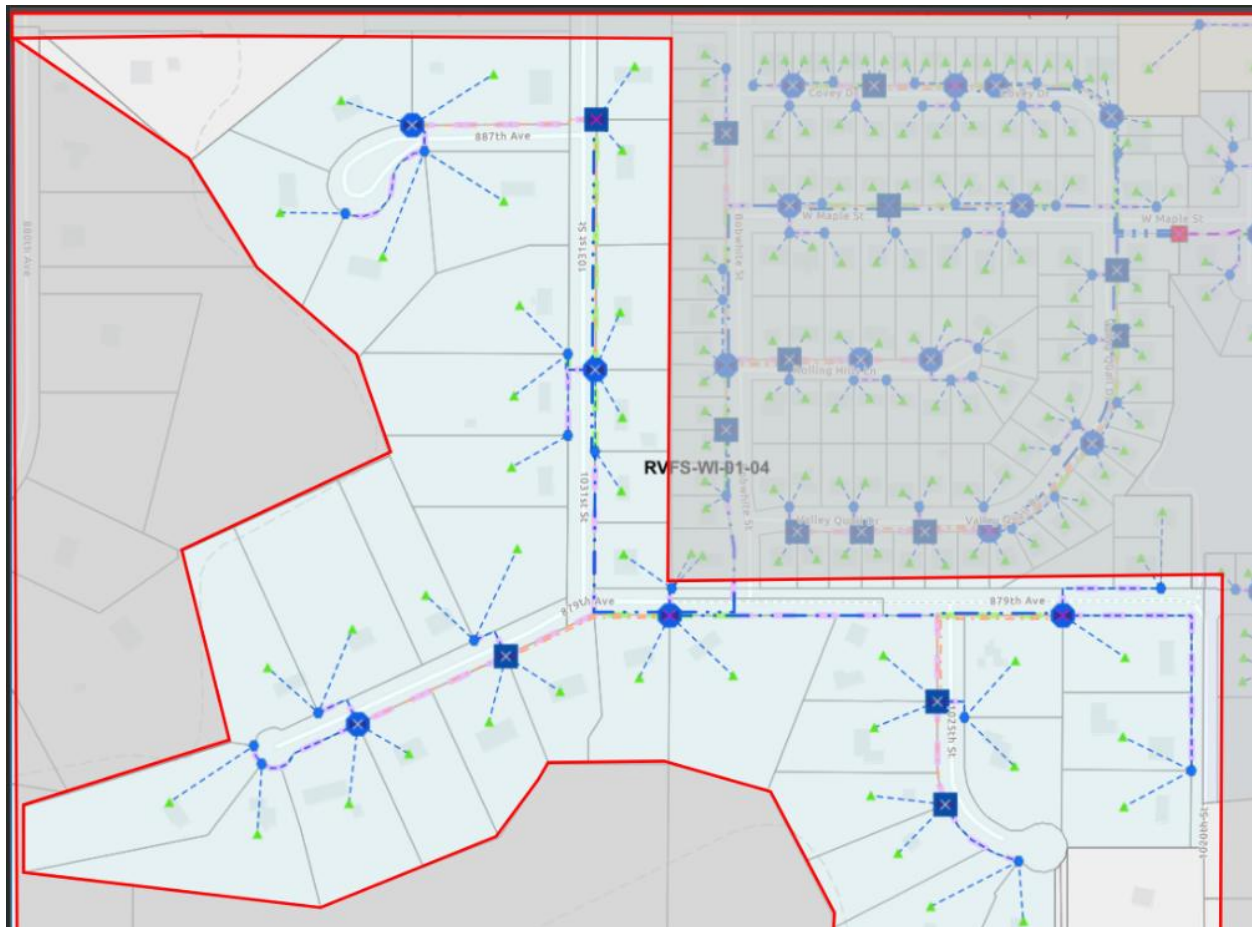
Zoning Report Sept 21 – Oct 5, 2026

- 9/25 N7775 920th St. – Issued zoning permit for a 36' x 60' agricultural storage shed to Robert Mrozek. Estimated cost - \$70,000.
- 10/1 N8821 790th St. – Issued a driveway/field access permit to Brian Bergseng.
- 10/1 N8821 790th St. – Reviewed dwelling site review application for Brian Bergseng. Brian is requesting a new farm dwelling on a parcel in the farmland preservation (A-1) zoning district under 17.06(3)(a). This new dwelling will be occupied by the farm owner and operator. The existing farm dwelling disposition has not been determined. Zoning recommends that this request be approved by the Planning Commission.

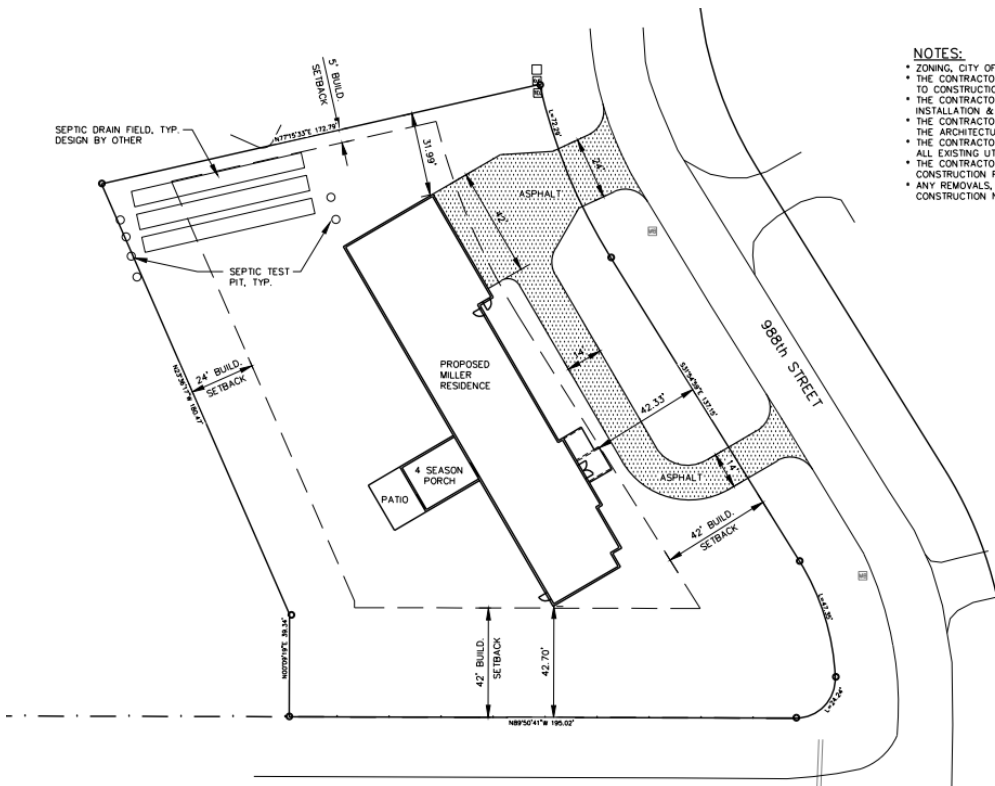
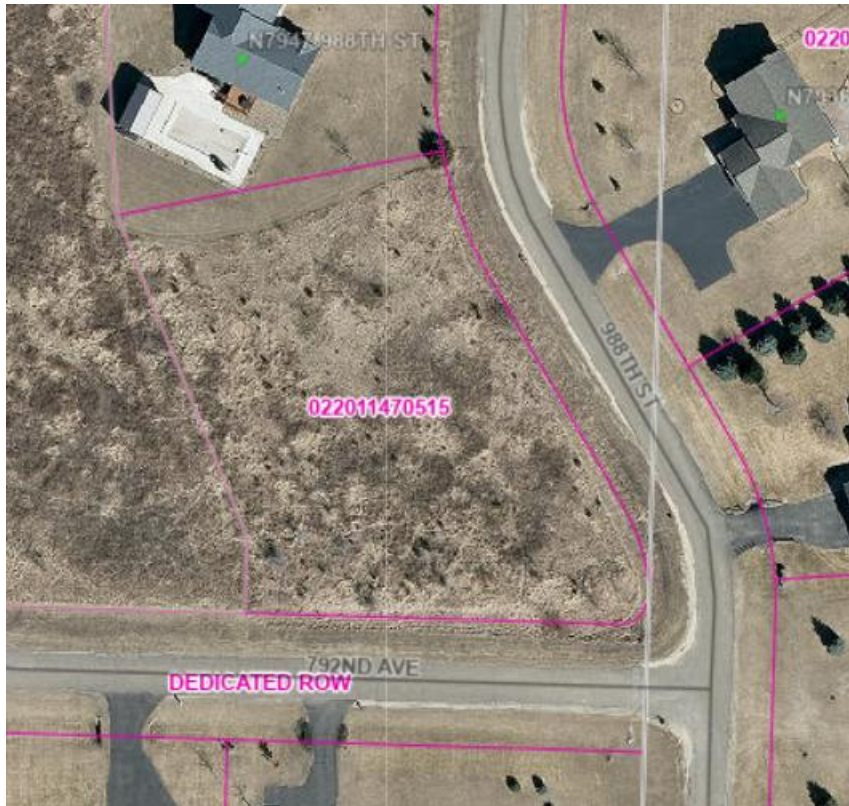


- 10/2 N8006 980th St. – Issued a zoning permit for a 24' x 24' detached garage to Neil Anderson. Estimated cost \$30,000.

10/2 Researched Utility in ROW request for Gateway Fiber. This proposal includes 11 roadway ROW crossings and 6 ROW routes. Zoning is proposing a land use permit fee of \$2975, with a \$2975 bond.



10/4 988th St. – Reviewed dwelling site application for Alex Miller. This parcel is located in the ETZ single family zoning district. Zoning recommends that this request be approved by the Planning Commission



NOTES:

- ZONING, CITY OF RIVER FALLS EXTRATERRITORIAL ZONING.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION & NOTIFY THE ENGINEER OF ANY DIFFERENCES.
- THE CONTRACTOR SHALL VERIFY ALL PLAN DIMENSIONS BEFORE INSTALLATION & NOTIFY THE ENGINEER OF ANY DISCREPANCIES.
- THE CONTRACTOR SHALL VERIFY ALL BUILDING DIMENSIONS WITH THE ARCHITECTURAL PLANS.
- THE CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS & SIZES OF ALL EXISTING UTILITIES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL NECESSARY CONSTRUCTION PERMITS.
- ANY REMOVALS, RELOCATIONS OR ABANDONMENTS REQUIRED FOR CONSTRUCTION NOT SHOWN, SHALL BE CONSIDERED INCIDENTAL TO

**TOWN OF RIVER
FALLS
Employee Handbook**

**Adopted May 14, 2018
Reviewed May 6, 2024**

PURPOSE OF HANDBOOK

This Employee Handbook sets forth the personnel policies of the Town of River Falls. Its purpose is to familiarize employees with the personnel policies of the Town.

Unless covered by a separate employment contract, ***all employees, except elected and appointed officials, are considered "at-will" employees.*** Therefore, nothing contained in this document is to be construed by any employee as establishing, creating, or constituting a written, oral, or implied contract of employment. Furthermore, nothing herein shall be construed as a guarantee of continued employment or as a guarantee of any benefits or conditions of employment.

The provisions set forth in this Handbook supersede all prior personnel policies and procedures, whether written or established by past practice. Because this Employee Handbook is based on the Town's operational policies and procedures, federal and state mandated policies and procedures, and present employee fringe benefit programs, which are all to some degree subject to change, this manual is also subject to change. The Town of River Falls reserves the right to revise, add, subtract, correct, delete, or update any part or all the materials in this Handbook.

This Employee Handbook shall be reviewed on a regular basis by two (2) members of the Town Board and two (2) Employees, of which may be full-time and/or part-time employees. Any changes to the Employee Handbook must be approved by the Town Board prior to the recommended changes taking effect.

Any changes made to this Handbook will be brought to the attention of all employees through distributed corrections of the Handbook itself.

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INTRODUCTION

The Town of River Falls hires people because we believe that they want a job and want to work. All employees should be mature, reasonable and behave in a business-like manner appropriate to the workplace. Town Employees are expected to reflect the values of the Town of River Falls. Employees are expected to show up to work when scheduled and to be on time. Employees are expected to perform their duties in a safe, competent, and business-like manner. Employees must be courteous and respectful towards supervisors, co-workers, citizens, and other individuals they come in contact with. We expect employees to be honest and to be respectful of equipment and property; and to provide their best effort in carrying out their responsibilities. All employees report to and serve at the pleasure of the Town of River Falls Board.

EMPLOYMENT PRACTICES

I. EQUAL EMPLOYMENT OPPORTUNITY

Our policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated skills and abilities, education, training, overall ability, and other relevant considerations.

Town of River Falls provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Positive action is required from all employees to help ensure that the Town complies with its obligations under state and federal law. Equal consideration to all qualified persons includes, but is not limited to, the following functions:

- A. Hiring, placement, promotion, transfer, or demotion;
- B. Recruitment;
- C. Compensation for employment;
- D. Conditions of employment;
- E. Training; and,
- F. Involuntary layoff or separation from employment.

Our policy objective is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated skills and abilities, education, training, overall ability and other relevant considerations.

II. DISABILITY ACCOMMODATION

The Town of River Falls is committed to complying with all state and federal laws regarding the employment of individuals with disabilities. Consistent with this policy, the Town will provide reasonable accommodations to otherwise qualified individuals with a disability so that the individual can perform the essential functions of their job, provided that such accommodations do not constitute an undue hardship to the Town. An individual who can be accommodated for a job without undue hardship will be given the same consideration for a position as any other applicant.

Safety standards apply to all applicants and employees. Applicants/employees who pose a direct

threat to the health/safety of other individuals in the workplace, when such threat cannot be eliminated by a reasonable accommodation, shall have their employment status reviewed.

Any employee with questions or concerns about reasonable accommodation or equal employment opportunities in the workplace should bring the issue to the attention of the Town Chair or their designee. The Town prohibits any form of retaliation for making a report in good faith about issues associated with reasonable accommodation or equal employment opportunity.

III. MANAGEMENT RIGHTS

Certain rights and responsibilities are imposed on the Town of River Falls by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, subject to any applicable employment contract, the Town reserves any and all management rights regarding employees' employment status. These rights and responsibilities include, but are not limited to, the right to:

- A. Manage and direct employees;
- B. Hire, promote, schedule, transfer and assign employees;
- C. Lay off employees;
- D. Discharge employees or take disciplinary action;
- E. Schedule overtime as required;
- F. Develop job descriptions;
- G. Assign work duties and on-call time;
- H. Introduce new or improved methods or facilities or change existing methods or facilities;
- I. Contract out for goods and services;
- J. Discontinue certain operations;
- K. Enforce the Town's safety standards; and
- L. Direct all operations of the Town of River Falls.

IV. **EMPLOYMENT CATEGORIES**

Each employee belongs to one of the following employment categories:

Full-time employees are those employees who are regularly scheduled to work an average of 40 or more hours per week. Full-time employees are eligible for fringe benefits as described herein.

Part-time employees are those employees who are regularly scheduled to work an average of less than 40 hours per week. Part-time employees may be eligible for certain fringe benefits as described herein.

Limited Term or Seasonal/Temporary employees are those employees who are hired for a specific period of time (such as during a particularly busy period or for the summer season) or to perform a specific project. Limited term or seasonal/temporary employees are separated from the payroll at the end of such period or project and are generally not eligible for fringe benefits except as required by law.

Elected Officials are individuals serving as an elected official or as an official filling a vacancy on the Town Board. Elected officials receive monetary compensation but no fringe benefits. Exceptions may be made for the Town Clerk and/or Town Treasurer positions based on the number of hours worked each year.

In addition to the categories above, each position is designated as either non-exempt or exempt from the federal Fair Labor Standards Act and federal and state wage and hour laws.

Non-exempt employees are entitled to overtime pay pursuant to federal and state wage and hour laws.

Exempt employees are excluded from certain provisions of federal and state wage and hour laws and are not eligible for overtime pay.

Employees should contact the Town Clerk/Treasurer if they are unsure of their position's designation.

V. **BACKGROUND CHECKS**

The Town may conduct varying levels of background screening on applicants for employment to determine whether candidates for employment are qualified for the position they desire to obtain. Information that may be obtained or requested includes, but is not limited to, information relating to references, past employment, work habits, education, criminal background, and status offenses if substantially related to the job applied for and driving records. All background information obtained will be applied or used in the employment/hiring process as allowed by law.

All applicants will be required to sign a document that constitutes a full waiver, release and indemnification of any liability related to the Town's background investigation. Applicants who refuse to sign the waiver, release, and indemnification form will not be considered for employment.

All information received in connection with any of the background checks mentioned herein will be treated as confidential and only disclosed as allowed or required by law.

VI. INTRODUCTORY PERIOD

The first 90 days of employment generally will be considered an introductory period. This period gives you an opportunity to determine if you enjoy working at the Town of River Falls. At any point during the introductory period, should your conduct or performance not be in accordance with the Town's standards, rules, regulations and principles, your introductory period may be extended, or you may be released without notice or further obligation. Satisfactory completion of your introductory period is not a guarantee of continued employment.

VII. OUTSIDE EMPLOYMENT

Employees may hold outside jobs if they meet the performance standards of their job. All employees will be judged by the same performance standards and will be subject to the Town's performance requirements, regardless of any existing outside work requirements.

If the Town of River Falls determines that an employee's outside work interferes with performance or the ability to meet job requirements, as they may be modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain employed with the Town. Employees may not perform any work or duties associated with outside employment during Town of River Falls work hours or on Town of River Falls property.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Town of River Falls for materials produced or services rendered while performing their jobs.

If outside employment adversely affects work with the Town or is considered not to be in the Town's best interests, the employee will be requested to decide which job he/she prefers to keep.

PAYROLL AND BENEFITS

VIII. HOURS OF WORK AND OVERTIME

The Town of River Falls reserves the right to schedule and/or change all hours and schedules of work. When additional work is required beyond your normal work schedule, you are expected to perform this work when requested. Non-exempt employees will receive 1½ times the regular wage rate for all work more than 40 hours per week, unless otherwise specified in the document “Benefits for Full Time Road Maintenance Department Employees.” Any paid leave time shall not be counted as hours worked for overtime purposes.

Employees must obtain prior authorization from the Town Chair or their designee before working overtime.

Non-exempt employees may not work outside of their scheduled hours without the express prior approval of the Town Chair or their designee. This includes starting work early, finishing work late, working over the lunch period, and working from home.

IX. ATTENDANCE

The Town places great emphasis on good attendance. Frequent absence or tardiness places an extra burden on your co-workers and can cause a disruption in Town services. Your individual contribution is important to the functioning of the Town. Regular attendance is required. Excessive absenteeism or excessive tardiness may lead to discipline, including discharge.

X. SEVERE WEATHER

The Town is always open for business, regardless of weather conditions. However, weather conditions may prevent employees from getting to work or cause them to arrive late. When this occurs, it will be the responsibility of each employee to contact their supervisor as soon as possible. Employees may use paid leave time, as applicable, to make up the time, or they may take unpaid leave for the time missed. Employees are expected to make every reasonable effort to report to work during inclement weather.

XI. PAYROLL AND DEDUCTIONS FROM PAYROLL

Time Cards: It is important that accurate records of your hours of work and paid time off are kept so your paycheck will be accurate. For this reason, all employees are required to accurately record their time and description of daily activities each workday using the system established by the Town Board for individual job positions.

Each employee should record their own time and daily activities only. Employees who fail to

accurately record their time and daily activities may be subject to discipline up to and including discharge.

If any employee is found to have recorded time for another employee, both employees will be subject to discipline, up to and including termination.

Pay Periods: (Subject to Change)

Bi-Weekly Payroll: Full-time Road Maintenance employees and part-time Recycling Center employees are paid bi-weekly. The pay period lasts two weeks and runs Saturday – Friday. Paychecks are normally distributed by the Town Clerk by the Thursday following the two-week pay period. Complete and accurate employee time sheets must be turned into the Town Clerk to be paid at the end of the pay period. The current payroll calendar can be obtained from the Town Clerk.

Monthly Payroll: The Town Board, Town Clerk, Town Treasurer, Deputy Clerk, Deputy Treasurer, Zoning Administrator, and Deputy Zoning Administrator are paid monthly for hours worked for the preceding month on the 1st Monday following the end of each month. Election Inspectors are paid after each time that they work an election.

Annual Compensation: Appointed Committee Members and Recording Secretaries are compensated annually. Appointed Committee members are compensated for the number of meetings attended during the year. Meeting minutes are used as the official document for recording meeting attendance. Checks are distributed normally after the last December Town Board meeting.

All payroll must be approved in advance before payroll checks can be processed.

Deductions from Pay for Salaried Employees: If you have any questions or concerns about your salaried status or believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Town Chair or his her/designee submitting your concern in writing. The Town of River Falls is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed, and the Town will take whatever action it deems necessary to ensure compliance with the salary basis test in the future.

XII. PERSONAL DATA CHANGES

Employees should notify the Town as soon as possible if any changes occur in your name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may affect compensation and other important matters.

XIII. PERFORMANCE REVIEWS

Periodic evaluations are an important part of the employment relationship. This is an opportunity to let each employee know how he or she is performing, how performance may be improved and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring. On a periodic basis, a performance review may be scheduled. Your input into this process and your cooperation are highly valued.

XIV. GENERAL BENEFITS

Social Security: In addition to the amount you contribute to social security (FICA) through payroll tax deductions, the Town contributes an equal amount on each pay period. A full description of your eligibility for social security benefits is available through the Social Security Administration

Worker's Compensation: Worker's compensation is a form of accident and disability insurance to protect you in the event of a job-related injury or illness. Income continuation and medical benefits are provided to the extent allowed by state law and regulation. Premiums for this insurance are fully paid for by the Town.

Unemployment Compensation: The Town will provide Unemployment Compensation Benefits to employees of the Town who meet the eligibility requirements established by applicable state law. The extent of benefits allowed is governed by state and federal law.

TIME OFF AND LEAVES

XV. PAID TIME OFF

Paid Time Off (PTO) will provide flexibility to employees, support work-life balance and income protection for “no fault” time away from work. PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, physician appointments, family time, and personal voluntary community service.

Eligibility: The policy is for “Regular, Benefit Eligible” full-time working 40 hours or more.

PTO Schedule

- PTO hours will be loaded at the start of the pay period closest to June 1. New hires will have hours added upon hire date.
- For employees hired during the year, the hours will be pro-rated based on hire date.

YEARS OF SERVICE	PTO ELIGIBILITY	MAXIMUM TERMINATION PAYOUT
0-1 years	15 DAYS/120 HOURS **	40 HOURS **
1-5 years	25 days/200 HOURS	60 HOURS
5+ years	30 DAYS/240 HOURS	80 HOURS

** pro-rated for new hires based on hire date

Usage Of PTO: The scheduling of time off is dependent upon the judgment and discretion of the employee's supervisor. Supervisors will consider factors such as minimum staffing and customer service levels when considering requests while attempting to accommodate most requests.

Advance requests for PTO are desirable for Town planning and coverage. However, if you must request PTO on short notice, it would be advisable to share a reasonable amount of information with your supervisor to help explain the short notice since they can deny your request and/or require a physicians' note if the reason is due to an illness.

PTO can be requested to be taken in hourly increments as deemed necessary and desirable by the employee with supervisor's approval. All PTO will be paid at the employee's regular rate of pay. The Town appreciates employees with service to the United States military. In consideration for your service, veterans seeking to use PTO for Veterans' Day will not be denied such a request if made in accordance with department practice for notice in advance.

PTO will not count as hours worked for calculating overtime (excluding emergency call out or other designated supplemental pay categories such as snow removal).

PTO will not result more than 40 hours worked in a week (excluding emergency call out or other designated supplemental pay categories such as snow removal).

If an employee exhausts their PTO balance during the year and has an unforeseen medical illness and does not qualify or have sufficient carryover hours, the Town Board may allow unpaid leave. Any unpaid leave requests will require Town Board approval, so it is important employees plan accordingly. Employees should be planning out their PTO usage to cover unexpected circumstances that may come up throughout the year such as illness, death of friend, school snow days, etc.

Reimbursement of Accumulated PTO Leave: Employees separating from service (retirement, voluntary and involuntary resignation) will be paid a portion of their remaining PTO balance. Employees with 0 to 1 years of service will be paid for up to 40 hours of their remaining PTO balance. Employees with 1 to 5 years of service will be paid for up to 60 hours of their remaining PTO balance. Employees with 5 years or more of service will be paid for up to 80 hours of their remaining PTO balance.

PTO balance/hours/days cannot be used to extend termination date. Employees are expected to be present on their last day of employment.

Carryover Leave: Any remaining PTO days on the PTO reload date will automatically roll over into the carryover leave bank up to 120 hours each year (pro-rated for part-time). Employees may have a maximum of 120 hours in their carryover leave bank.

Hours in the carryover leave bank are not eligible for payout upon termination.

Flex Leave: At the discretion of the Town Chair, and if requested by the employee, flex time off

may be granted in lieu of overtime pay. An hourly employee may accumulate a maximum of 48 hours at a rate of one hour worked equals one hour earned. Compensatory time must be used within year in which it is earned and if not, shall be paid out with the employee's final paycheck of the year as overtime.

XVI. MILITARY LEAVE

Employees who are called to active military duty or to Reserve or National Guard training should submit copies of their military orders to the Town Chair or their designee as soon as received. Employees will be granted a military leave of absence without pay for the period of military service outlined on the orders, in accordance with applicable laws. Eligibility for reinstatement after the completion of military duty is also determined in accordance with applicable laws.

XVII. JURY DUTY

Employees who receive a summons to serve on jury duty will be granted up to 14 days of jury duty leave per year. Employees must give reasonable advance notice of their intended absence for jury duty. If an employee is dismissed from jury duty on any given day prior to the end of the employee's regularly scheduled working hours, the employee shall report to work for the balance of the working day unless alternative arrangements are authorized by the supervisor.

Employees will be compensated their regular wages for each day of jury duty served, if scheduled to work, up to a maximum of 14 days per year, provided that the employee remits all compensation received for such duty (exclusive of travel pay or actual expenses) to the Town within three days of receipt thereof.

XVIII. OTHER LEAVES OF ABSENCE

Other employee leaves of absence will be granted as required by law and as provided by Town policy. For additional details regarding your rights in this regard, please refer to posted employment notices or see the Town Chair or their designee.

TECHNOLOGY AND COMMUNICATION

XIX. SOLICITATION

No one may solicit or distribute written materials on behalf of any organization, fund, activity, or cause on Town premises.

XX. CONFIDENTIALITY

It is the policy of the Town of River Falls to ensure that, where appropriate, the operations,

activities, and business affairs of the Town and our citizens are kept confidential to the greatest possible extent. If, during the course of employment, employees acquire confidential or proprietary information about the Town and/or its citizens, such information is to be handled in strict confidence and not to be discussed with others. Employees are also responsible for the internal security of such information.

Nothing in this policy is intended to prohibit employees from discussing with each other their wages, hours, or terms and conditions of employment.

Employees found to be violating this policy are subject to disciplinary action, up to and including termination.

XXI. CELL PHONE USAGE

The Town may provide cell phones to some employees for business use. Employees with cell phones may be allowed to use them for short personal calls within reasonable limits. At any time, the Town may check cell phone bills to make sure this policy is being followed. When conducting business on a cell phone away from their job, employees should keep conversations private and quiet. Texting and emailing are strictly prohibited while operating a Town vehicle.

The use of an employee's personal cell phone for personal calls during working hours should be kept to a strict minimum. Such calls should be kept quiet so as not to disturb or interfere with the activities of other employees.

Employees are expected to protect Town-issued cell phones and other equipment from loss, damage, or theft. Upon termination of employment, or at any time upon request, the employee may be asked to produce Town-issued cell phones and other equipment for return or inspection.

In the event of separation from employment, any employee who has been provided with a cell phone, computer or other Town-issued equipment for use while traveling or at home must return any and all such items to the Town prior to the employee's last day of work. Employees are expected to return Town property in good working order or bear the cost of replacing it.

XXII. ELECTRONIC AND SOCIAL MEDIA

It is the policy of the Town of River Falls that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the Town of River Falls that employee may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status.

General Guidelines - Electronic Media

- A. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent, or received on these systems are and remain the property of the employer. They are not the private property of any employee.
- B. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during breaks, lunch periods, or before and after regular working hours, they may do so, but employees are specifically prohibited from using these services for any illegal, illicit, immoral, or offensive purposes. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public, co-workers or suppliers.
- C. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
- D. The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.
- E. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.
- F. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
- G. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management, or they are invalid and cannot be used.
- H. Employees may not modify, delete, or destroy any employer document created

by any electronic media unless specifically authorized to do so.

General Guidelines - Social Media

- A. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during break times and pre/post work time on your own personal electronic devices.)
- B. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer. If you do post anything online that is related to the work you do at the Town of River Falls, or to subjects associated with the Town of River Falls, be clear that you are not speaking on behalf of the Town by including a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Employer.”
- C. **Be Respectful.** Do not post communications or material that is obscene, profane, vulgar, bullying, threatening, or maliciously false. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
- D. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications.
- E. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
- F. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
- G. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask the Town Chair or their designee.
- H. **Comply with Harassment and Other Policies.** Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, Workplace Safety, Discrimination, Harassment or Retaliation policies. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.

- I. **Keep Secrets.** You must not disclose "confidential information." This does not include discussions with third parties about your wages, hours and/or conditions of employment.

All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace. The Town of River Falls prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

WORKPLACE POLICIES

XXIII. DISCIPLINE

Disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, or for unsatisfactory work performance. At the Town of River Falls Board's sole discretion, various types of employee discipline or corrective action may be imposed which include, but are not limited to, the following: verbal warning, written warning, suspension or termination. None of these disciplinary measures are required to be used before termination from employment occurs nor are the listed disciplinary actions required to be used in any specific order. Employees who violate the Town's policies and procedures or who have unsatisfactory work performance are subject to disciplinary action, up to and including discharge from employment.

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the Town. Instances may occur when an employee has exhibited questionable behavior and corrective action is necessary. The following is a list of examples of behavior which would normally justify corrective action:

- A. Fraud in securing employment
- B. Incompetency
- C. Inefficiency
- D. Unauthorized absences
- E. Repeated absence or tardiness or improper use of leave
- F. Neglect of duty
- G. Insubordination or willful misconduct
- H. Dishonesty including failure to provide accurate and complete information when requested by an authorized person.
- I. Assuming duties while under the influence of controlled substances or intoxicants; or possession of use of intoxicants or controlled substances during working hours.
- J. Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed.

- K. Negligence or willful damage to property
- L. Discourteous treatment of the public or fellow employees
- M. Failure to obtain and maintain a current license or certification as required by law or employer.
- N. Failure to maintain effective working relationships with other employees or the public.
- O. Sexual or other unlawful harassment, discrimination, or retaliation.
- P. Workplace violence includes using threatening or abusive language towards others.
- Q. Unlawful possession of weapons.
- R. Failure to comply with health and safety rules and regulations.
- S. Unauthorized entry or use of facilities and property.
- T. Violation of any lawful order, directive, policy, or work rule.

The offenses listed above are not intended to be all-inclusive, and discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions.

XXIV. 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:

"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.

"Hearing Officer" means the impartial hearing officer required pursuant to s. 66.0509(1m)(d)2, Wis. Stat. The hearing officer shall be selected by the Town Board and may be a lawyer, a professional mediator/arbitrator, a retired judge, or other qualified individual. The hearing officer shall not be an employee of the Town of River Falls.

"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, 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 town clerk 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 their 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 clerk. The town clerk shall inform the employee's immediate supervisor and the town chair or their designee about receipt of the written grievance as soon as practicable.
2. The employee's immediate supervisor 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 in the clerk's office. If no one has been designated the employee's immediate supervisor, the employee will meet with the town chair or their designee who shall then provide the written response.
3. The employee may request an appeal to the hearing officer by filing a written request with the town clerk within 10 days of receiving the written response. The town clerk shall notify the town chair or their designee and employee's supervisor about the filing of the request for a hearing as soon as practicable. The town will work with the hearing officer and grievant to schedule a mutually agreeable hearing date.
4. The hearing officer shall provide the employee and employee's supervisor with a written

decision no later than 30 days after the hearing date. The hearing officer shall also provide the town clerk with a copy of the decision for filing in the clerk's office.

5. The non-prevailing party may file a written request with the town clerk for an appeal to the town board within 10 days of receipt of the hearing officer's decision. The clerk shall notify the town chair or their designee about the request as soon as possible. The town board shall decide the matter and issue a written decision within 45 days of the filing of the appeal. The town board may sustain, deny, or modify the recommendation of the impartial hearing officer. The decision of the town board shall be final and binding. A copy of the board's decision shall be provided to the employee and filed in the town clerk's office.
6. All timelines may be extended by mutual written agreement of the town board and employee. Without such an agreement, the 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 town clerk 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 town 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 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 Hearing Officer: The hearing officer shall define the issues, identifying areas of agreement and identifying the issues in dispute and hear evidence and arguments. The hearing officer will determine whether the town 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 town. 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 hearing officer may require the employee and town to submit materials related to the grievance and witness lists in advance of the hearing in order to expedite the hearing. The hearing officer shall sustain or deny the decision of the employee's supervisor. The hearing officer is not given authority to modify the decision made by the employee's supervisor. The 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 hearing officer will issue a decision in writing indicating the findings and reasons for the decision.

If the 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.

Hearing Officer's Decision:

The 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 Town may be assisted at the hearing 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 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 hearing officer shall be divided equally between the parties with the employee(s) paying half and the employer paying the other half.

XXV. PERSONNEL RECORDS

The Town maintains a personnel file for each employee. Information retained in file will include personal information such as W-4 forms for federal and state taxes, address changes and phone number. Personnel files may also include work-related information such as your application for employment, performance reviews, salary adjustments, job changes, and other information regarding your job.

An employee may request an opportunity to review the records in your personnel file by submitting a written request to the Town Clerk. Requests for inspection will be scheduled at a mutually convenient time.

Employee files are maintained by the Town Clerk in a secure area at the Town Clerk's office. Personnel files may not be taken outside of the Town Clerk's Office. Employee may make copies at their own expense.

Employee medical information will be maintained in separate medical files and will be treated confidentially as required by law.

XXVI. PROPERTY SEARCHES

To safeguard your property and the property of the Town, and to help prevent the possession, sale, and use of illegal drugs on the premises of the Town of River Falls, the Town reserves the right to question employees and all other persons entering and leaving our premises, and to search and inspect any packages, parcels, purses, handbags, lunchboxes, or any other possessions or articles carried to and from the Town's premises or vehicles while on Town of River Falls business.

To that end, all offices, desks, workstations, computers, files, lockers, storage areas, Town vehicles, and the like are the property of the Town of River Falls and are issued for the use of employees in employment activities. Searches and inspections may be conducted at any time, either with or without notice, at the discretion of the Town, for any legitimate business purpose.

XXVII. **PERSONAL APPEARANCE**

Employees are expected to dress in a manner consistent with the expectations of their job and in a manner that does not adversely affect the employee's or co-workers' performance of job duties or create a health or safety hazard. Clothing that is imprinted with illustrations or messages that may be insulting, demeaning, harassing or offensive to co-workers or the public are prohibited. Employees are expected to practice good personal hygiene and to avoid the use of fragrances that may interfere with the ability of co-workers to perform their jobs. If a concern arises regarding a co-worker's personal appearance or use of jewelry, accessories or fragrances, the employee is encouraged to discuss the matter with their supervisor.

XXVIII. **SAFETY AND ACCIDENT PREVENTION**

Employees have a personal responsibility to keep themselves, co-workers and equipment free from accidents. Doing the job safely is as much a part of job performance as technical knowledge, skill, or ability. Therefore, employees are required to report any unsafe practices or conditions to their supervisor at once. Delay may result in serious injury.

All injuries (no matter how small) must be reported to the Town Chair or their designee immediately! If you are injured on the job (or if you are a witness to a job-related injury), you must report the incident as soon as possible after taking necessary action to prevent further injury or death. You are also required to make a written report about the incident to the Town Chair or their designee within 72 hours.

Only authorized riders, operators, and drivers are allowed in Town vehicles and equipment. Authorization must be given by the Town Chair or their designee.

The Town of River Falls welcomes and encourages suggestions from all employees regarding safety. A Safety Committee made up of two (2) members of the Town Board and two (2) employees shall normally meet on a periodic basis to review safety procedure compliance and to discuss any new procedures. Town Employees who knowingly violate safety procedures and put either themselves or other parties in danger are subject to immediate termination. Road Crew Employees will be required to attend one County or WTA sponsored safety seminar on an annual basis.

XXIX. **NO SMOKING POLICY**

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in Town buildings and in Town vehicles is strictly prohibited. Employees violating this policy may be subject to disciplinary action, up to and including discharge.

XXX. **SEPARATION FROM EMPLOYMENT**

Separation from employment includes but is not limited to resignation, retirement, reduction in work force, failure to return from approved leave, discharge from employment, or disability. Such employment separations may be voluntary or involuntary. If you decide to voluntarily terminate your employment, the Town requests that you give at least two weeks' advance notice so that any necessary replacement employees can be recruited or otherwise assigned. Upon any separation from employment, compensation, and benefits which you have earned and accrued will be credited to you pursuant to law. Your last day worked will in most cases be considered your last day of employment. The Town reserves the right to determine the last day of employment.

WORKPLACE ENVIRONMENT

XXXI. PROHIBITION OF ILLEGAL DRUG AND ALCOHOL USE

The Town recognizes that the use and/or abuse of legal or illegal drugs and/or alcohol can have a significant impact on the workplace in terms of safety, worker's compensation claims, absenteeism, and productivity. The Town is concerned about employees who use and/or abuse illegal drugs and/or alcohol. Therefore, the Town has established a drug and alcohol testing policy. The Town has a vital interest in maintaining safe, healthy, and productive working conditions for employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks not only to the user, but also to all those who work with the user. Possession, use or sale of an illegal drug or alcohol in the workplace may also pose unacceptable risks for safe and efficient operations. Accordingly, it is the right, obligation, and intent of the Town to maintain a safe and efficient working environment for all of its employees and to protect Town property, equipment and operations. With these objectives in mind, the Town has established the following policy with regard to the use, possession or sale of alcohol or drugs.

On the Job Use, Possession or Sale of Drugs or Alcohol. Being under the influence of an illegal drug or alcohol while performing Town business or while in a Town facility or using Town property is strictly prohibited.

The use, sale, purchase, transfer or possession of any illegal drug by any employee while at a Town facility or while performing Town business is prohibited. The presence of any detectable amount of any illegal drug in an employee while performing Town business or while at a Town facility is strictly prohibited.

Consumption of alcohol or illegal drugs by an employee on duty is not allowed. This policy includes any paid or unpaid lunch periods in the normal workday, normal working hours of training sessions or conferences, and at all Town-sponsored events, unless the Town has expressly authorized an exception such as at a designated social event.

Use of lawful prescription or over-the-counter medication is permitted as long as it does not interfere with the employee's ability to do his or her job.

Employees will be subject to disciplinary action, up to and including termination, for violations of this policy. Violations include, but are not limited to, use or possession of illegal or non-prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of those substances while working; or dispensing, distributing, or illegally manufacturing, or selling them on Town premises and work sites.

Employee Drug and Alcohol Testing. The Town of River Falls is a member of the Pierce County Drug Consortium which holds random alcohol and drug tests quarterly. Regular full time and part time employees and any employee who drives town owned vehicles may be asked to take a test

at any time to determine the presence of drugs, narcotics, or alcohol when the Town has reasonable suspicion to believe an employee is under the influence of drugs or alcohol. Regular full time and part time employee and any employee who drives town owned vehicles may be required to take a test when involved in an accident while operating any Town-owned vehicle or equipment if the circumstances of the accident provide reasonable suspicion to believe intoxication could have been a factor. Employees will be required to sign a consent form authorizing the test and the Town's use of the test results for purposes of administering its disciplinary policy. It is a violation of this policy to refuse consent for these purposes or to test positive for alcohol or illegal drugs. Policy violations will result in discipline and may result in termination. Tests are paid for by and are the property of the Town. The examination records will be held in separate medical files.

Records of specific examinations, if required by law and regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.

An employee has the right to have at his or her own expense, a second sample taken for drug testing as long as the sample is sent to a certified testing facility.

Employee Counseling. Employees who are experiencing work related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participation and counseling is confidential and will not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis of all performance appraisals.

Leaves and Rehabilitation. An employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the employee's supervisor that the employee is capable of performing his or her job. Failure to cooperate with the agreed upon treatment plan may result in discipline up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other Town policies.

Non-Discrimination. The Town strives to provide a drug-free, alcohol free and safe environment for all of its employees. However, in doing so, it will not discriminate against any employee or applicant for employment as prohibited under Federal, State, or local laws. The Town will not discriminate against any employee or applicant for employment because of his or her condition as an alcoholic; because of his or her use of lawful products off duty and off the premises; because the individual was arrested for a drug or alcohol charge prior to becoming an employee at the Town (which arrest did not lead to a conviction); or because the individual was convicted of a drug or alcohol-related crime that is not substantially related to their job duties at the Town.

XXXII. **WORKPLACE VIOLENCE POLICY**

The safety and security of our employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the Town of River Falls or which occur on Town property are considered misconduct and will not be tolerated.

The prohibition against threats and acts of violence as described above applies to all persons involved in the operation of the Town of River Falls including (but not limited to) our own personnel, contract and temporary workers, and non-employees on Town property. Any confirmed act or threat will be grounds for disciplinary action, up to and including termination of employment.

No provision of this policy statement or any other provision in this plan alters the at-will nature of employment with the Town of River Falls. The River Falls Town Board makes the sole determination of whether, and to what extent, threats or acts of violence are acted upon by the Town. In making this determination we may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred.

Any employee who has been a recipient of a threat of violence or a victim of an act of violence is to make a report to the Town Chair or their designee. Such reports will be kept confidential to the maximum extent possible and may be used in the Town's investigation. Because the threat may come from a source external to the Town, we will assess the need for special safeguards and cooperate with local authorities.

XXXIII. DISCRIMINATION, HARASSMENT AND RETALIATION-FREE WORKPLACE

It is the policy of the Town of River Falls to maintain a safe workplace environment that is free from discrimination, harassment, and retaliation. Every employee has a personal responsibility to help maintain a safe and healthy workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination, whether engaged in by employees, supervisors, or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

It is the responsibility of each and every employee to immediately report to management any and all discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward members of the public, and by members of the public toward employees which relates to their work.

State and federal law prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing,

membership in the national guard, state defense force or any other reserve component of the military forces, use or non-use of lawful products off the employer's premises during non-working hours, or any other legally protected class status. Harassment and acts of discrimination can include:

- A. Unsolicited and repeated derogatory epithets, derogatory statements or gestures made to a person because of their protected status.
- B. Any attempt to penalize or punish a person because of their protected status.
- C. Creating an offensive and hostile working environment for a person because of their protected status, including sexual harassment.

Acts of sexual harassment at the workplace by employees against other employees, vendors or members of the public will not be tolerated and are strictly prohibited. Accordingly, the Town of River Falls adopts and establishes the following work rules:

- A. It is unlawful and against policy for any employee, male or female, to harass another by: making unwelcome sexual advances or making favors or other verbal or physical conduct of a sexual nature a condition of any employee's work; using an employee's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile or offensive working environment by such conduct.
- B. The creation of an intimidating, hostile or offensive working environment may include such actions as persistent comments on an employee's sexual preference or the display of obscene or sexually oriented photographs or drawings. Conduct or actions that arise out of a personal or social relationship that are not intended to have a discriminatory employment affect may not be viewed as harassment. The Town will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.
- C. The Town of River Falls will not condone any form of sexual harassment toward others. All employees who violate this policy will be subject to disciplinary action or discharge from employment.

Reports and allegations of workplace harassment and/or discrimination will be subject to investigation by the Town of River Falls Board as soon as reasonably possible. If an employee is found to be responsible for harassment or other discriminatory conduct, then appropriate disciplinary action may be taken, up to and including a termination from employment. However, such action cannot be taken if the Town of River Falls Board is not first made aware of the complaint.

An employee who has a harassment, discrimination or retaliation complaint should immediately

report it to their immediate Supervisor or the Town Board Chair. The report must be made in writing. The allegations should provide sufficient information and detail so that the Town can thoroughly investigate the complaint. If the Immediate Supervisor is the object of the complaint, then the employee should report directly to the Town Chair or their designee or the Town Board.

Upon receiving an employee report of harassment, discrimination or retaliation, the person receiving the complaint will take appropriate steps to investigate the complainant's allegations. Such reports shall be kept confidential to the maximum extent possible. An investigation may include interviewing other employees, speaking with the complainant, interviewing members of the public and reviewing documents such as e-mails, letters, or memos. Based upon the investigation's outcome, the Town or River Falls Board will take appropriate action to resolve the complaint. A resolution may or may not result in disciplinary action being taken by the Town.

EMPLOYEE ACKNOWLEDGMENT

I have been provided with a copy of the Town of River Falls Employee Handbook. I acknowledge that I have familiarized myself, at least generally, with the contents of the Handbook. I understand, accept, and agree to comply with the provisions contained therein.

I understand the Handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the policies and expectations of the Town of River Falls. I also understand the Town of River Falls Handbook is not a contract for employment and should not be deemed as such. I acknowledge that I am an at-will employee.

Employee Signature: _____

Date: _____

Town of River Falls

10/5/2026 11:57 AM

Register: 1st Nat. BK of RF:Clerk's Checking Account

From 09/21/2026 through 10/05/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/24/2026	1408	EFTPS	-split-	39-6006086	1,450.10			21,669.97
09/24/2026	29842	Flick, Dalton	-split-		2,101.53			19,568.44
09/24/2026	29844	Johnson, Kaleb LG	-split-		142.82			19,425.62
09/24/2026	29845	Schaar Jr., Robert A	-split-		2,249.08			17,176.54
09/24/2026	29848	Mark Anderson	Culture and Recreation...		50.00			17,126.54
09/24/2026	29849	Pierce County Treasu...	General Government:T...		147.00			16,979.54
09/24/2026	29850	St. Croix Septic Syst...	Public Works - Roads:...	VOID: Duplica...		X		16,979.54
09/24/2026	29851	US Bank	-split-		3,114.16			13,865.38
09/24/2026	29858	Fristad, Christopher	-split-		253.40			13,611.98
09/25/2026	1402	St. Croix Valley Nat...	General Government:T...		26.00			13,585.98
09/28/2026	29852	Steel Towne	General Government:T...		300.00			13,285.98
10/01/2026			1st Nat. BK of RF:Mo...	Deposit			50,000.00	63,285.98
10/02/2026	29853	Verizon Wireless	General Government:T...		47.61			63,238.37
10/02/2026	29854	Matzek-Miller Const...	Public Works - Roads:...		20,000.00			43,238.37
10/02/2026	29855	Companion Animal ...	Health and Human Ser...		40.00			43,198.37
10/02/2026	29856	Thunder Road, LLC	Public Works - Roads:...		1,250.00			41,948.37
10/02/2026	29857	Alcivia	Public Works - Roads:...	9805344	1,918.93			40,029.44
10/05/2026	1409	EFTPS	-split-	39-6006086	3,791.63			36,237.81
10/05/2026	1410	Wisconsin Retiremen...	-split-		2,347.74			33,890.07
10/05/2026	1411	Wisconsin Dept. of R...	Payroll Liabilities	036-00003408...	884.99			33,005.08
10/05/2026	29419	Foster, Mary J	-split-		523.33			32,481.75
10/05/2026	29420	Fristad, Christopher	-split-		239.99			32,241.76
10/05/2026	29421	Johnson, Kaleb LG	-split-		243.76			31,998.00
10/05/2026	29422	Kozak, Rita M	-split-		1,043.61			30,954.39
10/05/2026	29423	Kusilek (employee), ...	-split-		788.64			30,165.75
10/05/2026	29424	Mahoney, Joseph M	-split-		1,142.46			29,023.29
10/05/2026	29425	Merta (employee), M...	-split-		137.08			28,886.21
10/05/2026	29426	Meyer, Sarah K	-split-		3,045.95			25,840.26
10/05/2026	29427	Rodewald, Jerome C	-split-		523.33			25,316.93
10/05/2026	29428	Schaar Jr., Robert A	-split-		2,424.28			22,892.65
10/05/2026	29429	Smith (supervisor), Siri	-split-		454.56			22,438.09
10/05/2026	29430	Rita Kozak	-split-		261.59			22,176.50
10/05/2026	29431	Terry Kusilek	-split-		143.51			22,032.99
10/05/2026	29432	Meyer, Sarah K	-split-		689.96			21,343.03
10/05/2026	29433	Don Rodewald	Zoning Administrator ...		395.24			20,947.79
10/05/2026	29434	Rodewald, Donald T	-split-		879.56			20,068.23
10/05/2026	29435	Polk County Clerk of...	General Government:L...	25CT65	150.00			19,918.23
10/05/2026	29859	Flick, Dalton	-split-		1,875.06			18,043.17