

Tuesday, September 27, 2022

11:30 AM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/84839774014>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 848 3977 4014

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Personnel Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the September 15, 2022 meeting.
4. BUSINESS.
 - a. Discussion and recommendation on amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.
 - b. Discussion and recommendation on amendment of Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion, and Reductions of the Personnel Policy Manual.
 - c. Discussion and recommendation on amendment of Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual.
 - d. Discussion and recommendation on amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy.

- e. Discussion and recommendation on amendment of Chapter 36, previously Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, October 18, 2022 at 11:30 am.
- b. Tuesday, November 15, 2022 at 11:30 am.
- c. Tuesday, November 29, 2022 at 11:30 am.

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Thursday, September 15, 2022 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Trustee Edward Wreh called the regular meeting of the Personnel Committee to order at 11:47 AM in Community Room.

Members present: Trustees:TJ Jerke, Edward Wreh, Village President Clow participated in an ex-officio capacity.

Members not present: Carrie Nelson

Staff Present: Matt Schuenke, Village Administrator, Cassandra Suettinger Deputy Administrator/Clerk, Andrea Anderson, Human Resource Generalist

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Personnel Committee. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the Committee for their consideration. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to village.clerk@mcfarland.wi.us to be included as part of the meeting.*

No public present.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the August 16, 2022 meeting.*

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to approve the minutes of the August 16, 2022 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

- a. Discussion and recommendation of the creation and addition of Chapter 37, Remote Work, to the Personnel Policy Manual.*

The Personnel Committee reviewed the draft Chapter 37 personnel policy regarding remote work and provided feedback.

Motion by Village Trustee TJ Jerke, second by Village Trustee Edward Wreh, to recommend the creation and addition of Chapter 37, Remote Work, to the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- b. Discussion and recommendation on amendment of Chapter 4, Transactions and Records*

Management, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendment to Chapter 4 of the Personnel Policy manual regarding Transactions and Records Management.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 4, Transactions and Records Management, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

c. Discussion and recommendation on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendment to Chapter 22, Military Leave.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

d. Discussion and recommendation on amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

The Personnel Committee reviewed the proposed amendment to Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, September 27, 2022 at 11:30 am.

b. Tuesday, October 18, 2022 at 11:30 am.

c. Tuesday, November 15, 2022 at 11:30 am.

6. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee TJ Jerke, to adjourn at 12:52 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Deputy Administrator/Clerk

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 5, Position Classification and Administration, of the Personnel Policy Manual. It is of note that sections of the manual such as Chapter 5 have not been updated for some time. Over the years, how and why positions are classified or reclassified has changed, and the Village personnel structure continues to evolve. Proposed revisions target these areas and propose to streamline the Chapter to be more concise and aligned with current laws and ordinances.

The proposed modified version of Chapter 5 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of the Deputy Village Administrator and the HR Generalist positions.
- Revisions from the attorney to address areas that were not needed or required, and proposed straight deletions.
- Refined definitions of general position classifications (Full-Time, Part-Time, Limited Term Employee or Seasonal Positions).
- Recognition that reclassifications and new classification opportunities may present themselves throughout the year and not according to pre-determined timelines.
- Revisions to the processes for requesting a new classification or reclassification.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Presented for discussion.

Motion to recommend approval of amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.

ATTACHMENTS:

1. PPM Chapter 5 - Position Classification and Administration - Redlined 09.2022

CHAPTER 5 - POSITION CLASSIFICATION AND ADMINISTRATION

5.01 Purpose

This chapter sets forth the policies governing the creation, abolition, classification, and funding of positions within the Village organization and delineates related administrative responsibilities.

The purpose of the classification plan is to provide a standard system of titles and position descriptions for the effective administration of personnel activities such as workforce planning and budgeting, standards of job performance, fair and equitable pay, impartial recruitment and selection programs, training programs, and career development opportunities.

5.02 Authority

- (1) The Village Board will be responsible for approving the overall classification plan.
- (2) The Village Administrator and Deputy Administrator will be responsible for developing, maintaining, and administering the classification plan.

5.03 Tables of Organization

The Tables of Organization, ~~as set forth in and duly adopted as part of the annual Village budget, will as approved by the Village Board shall~~ serve as official documentation of the authorized number and classification of all positions within the Village organization. The Tables of Organization will identify the title and status of each classified position as well as the number of approved employees per position. The Tables of -and will Organization will be maintained ~~and updated~~ by the ~~Village~~ Deputy Administrator. It will also set forth the functional relationship of positions within the organizational structure.

5.04 Creating/Abolishing Positions

- (2) ~~(1)~~ The Village Board will, by formal action, add, reduce or ~~to or~~ delete from the authorized position count as set forth in the Tables of Organization.
- (2) Any proposed action to create a position will contain the position title, its proposed classification, pay grade and position description, the rationale for its creation, and all anticipated salary, fringe benefit and other related costs. The Village Board will consider the recommendation of the Village Administrator and the requesting Department Head prior to taking action on the proposal.
- (3) The Village Board may abolish positions at any time but will consider the recommendation of the Village Administrator and the affected Department Head prior to abolishing any position.

5.05 Position ~~Categories~~ Classifications

Each position within the organization will be assigned to one of the following general categories classifications based on the status, duties and responsibilities of the position and not that of the incumbent.

(1) Full-Time Positions

These positions are authorized and funded to exist for an indefinite time period. Employees filling full-time positions are scheduled to work 2,080 hours per year based on a five day work week. Full-time; police employees ~~who~~ are those scheduled to work 1,950 hours per year based on a six-day work week. Full-time; or Firefighter/ EMTs Fire & Rescue employees ~~who~~ are those scheduled to work 2,080,756 hours plus 156840 overtime hours per year based on a 24/48 work schedule.

(2) Part-Time Positions

These positions are authorized and funded to exist for an indefinite period of time. Employees filling part-time positions are scheduled to work less than the average hours required to qualify as full-time. average of less than 2,080 hours or 1,950 hours for police or 2,080,756 hours plus 840,156 overtime hours for 24/48 hour Firefighter/EMTs Fire & Rescue employees.

~~**(3) Seasonal Positions**~~

~~These positions are hired to work for a specified period, less than eleven (11) months annually on either a full time or part time basis. The services of seasonal employees can be anticipated and may recur on a seasonal basis.~~

(34) Temporary Limited Term Employee or Seasonal Positions

These positions are authorized and funded to exist for a limited period of time for a specific reason or purpose which does not exceed a maximum of six (6) months. Such purposes might include: to work on a specific project, to meet a peak workload demand, to fill a seasonal need, to need, to fill a vacated position while a hiring process is underway, or to take the place of another employee who is on extended leave. ~~Employees filling temporary positions have a regular work schedule which may equal or average less than the normal full time work schedule of the employing department.~~

5.06 Position Descriptions

(1) The Village Deputy Administrator will oversee the development and modification of position descriptions for all classified positions and will maintain current position descriptions for all positions within the Village organization. A copy of the position description will be provided to ~~every the~~ employee holding the position.

(2) In the event the permanent duties of a position change sufficiently to justify a reclassification, the Village Deputy Administrator will prepare a position description for the new class and present a recommendation to the Village Board for action.

5.07 Reorganization of Department

When a department or division is proposed to be reorganized, a new Table of Organization and position descriptions for all affected employees will be submitted to the Personnel Committee and the Village Board for review and approval as a part of such reorganization.

5.08 Review of Position Classification Plan

(1) As often as may be appropriate, the Village Administrator and Deputy Administrator will review the classification plan to ensure that the plan accurately reflects existing position responsibilities. The Village Administrator and/or Deputy Administrator may require departments or employees to submit or update position descriptions when vacancies occur or any time there is reason to believe that there has been a significant change in the duties and responsibilities of one or more positions.

(2) The Village Administrator will recommend to the Village Board all amendments and updates to the classification plan. The Village Board may recommend review by other committees having an interest in the proposed changes before taking action.

~~(3)~~ ~~(3)~~—Department Heads are encouraged to offer suggestions or proposals regarding personnel issues for consideration by the Village Administrator and Village Board. Because of their potential fiscal impact, proposed changes in staffing or classification ~~must~~ should be submitted to the Village Administrator by ~~July~~ September 1st for consideration in the upcoming Village budget. Proposals for reclassification of a position should always be supported by appropriate documentation, such as an up-to-date job description or workload data, which will help the Board in its review.

~~(4)~~ The Village recognizes opportunities that may arise throughout the year through the departingure or changinge of Personnel throughout the year. Changes to tables of organization or employee classifications can be brought forward for Village Board consideration throughout the year -by Department Heads with the requirement that proposed changes be funded by within the approved Village budget.

5.09 Classification or Reclassification ~~Re~~Consideration

~~(1)~~ (1) ~~Classification or Reclassification Consideration~~

The Village recognizes opportunities to reconsider classification of positions may present themselves when vacancies occur. ~~to reconsider positions.~~ Reclassifications and new classifications may be considered throughout the year when circumstances warrant and there is availability of current year funding within the budget

(A)Initiation of a request for classification ofr reclassification. A request for reclassification of a current position or classification of a new position ~~may~~ should be initiated by ~~either a staff member or a~~ the -Department Head by September 1 of the year.

~~—Employee Request for Reclassification. Employee requests for reclassification may be submitted to the Deputy Administrator or Village Administrator for consideration.~~

~~—Department Head requests for reclassification. Department Heads may request reclassification of an existing position within the department, or new classification of a position to the Village Administrator with annual personnel budget requests by September 1st of each year.~~

~~I. The Village recognizes opportunities may present themselves when vacancies occur to reconsider positions. Reclassifications and new classifications may be considered throughout the year when circumstances warrant and availability of current year funding within the budget~~

~~Requests for reclassification of a position must be submitted to the Administration office between August 1-31 in any budget year. Requests for classification of a new position may occur throughout the year.~~

(B) Requirements for Classification or Reclassification. Reclassification consideration for existing positions requires the employee and the Department Head to document ~~that there have been substantial~~ changes in existing duties since the most recent review. Changes in duties may result from substantial, immediate reassignment of duties from reorganization or from logical, incremental changes in responsibilities over a period of time. To be considered for reclassification, the greater responsibilities resulting from incremental changes must have been in effect since at least January 1 preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes.

(C) Process for Classifications or requests for reclassification. A request for classification ~~of a new position~~ or reclassification ~~of an existing~~ consideration ~~must be submitted shall be~~ will be in writing and include:

~~(1) New Position Classification Review Form, or an Existing Position Classification Review Form (see attached);~~ An updated Job description and additional supporting documentation showing the increase or change in duties that have changed since the last review. and

~~(2) a new Job Description Questionnaire with notes indicating duties that have changed since the last review~~ An Employee Job Analysis Questionnaire completed and signed by the Department Head/Supervisor and employee (if applicable).

~~(3) A report of pay grade information of comparable positions amongst the Village's identified comparable communities from the compensation plan. The Questionnaire must be completed and signed by the employee and reviewed and signed by the Department Head and the Village Administrator. At each level of review, the~~

~~department head and the Village Administrator will verify or comment on the accuracy of responses.~~

(2) Review of Requests

~~The job description and JAQ will be reviewed by the Human Resource designee for accuracy, scored with the Village's approved job evaluation scoring sheet, and placed in the corresponding pay grade of the Village's compensation plan. Additionally, the proposed grade and salary range shall be verified for validation and recommendation using the Village's approved comparable communities identified in its approved Compensation and Classification Plan. The Village Administrator will submit the Questionnaire and any supporting documentation to the Village's compensation consultant for objective evaluation.~~

~~The ~~consultant~~ Deputy Administrator will recommend a grade assignment appropriate for the position based on the JAQ scoring and comparable survey data and, if requested, a new or revised position description. – The consultant may request further information from the Village Administrator and may request that other positions affected by the reclassification changes be reviewed as well. The re-classification or classification of the proposed new position will be forwarded on to the Village Board for final approval.~~

(3) — The Village's Response to Consultant Recommendations

~~The Village will take final action on the matter within 30 days of the consultant's recommendations. The employee and the department head will be informed of the decision in writing. Reclassification decisions for existing positions will normally take place on January 1st of the upcoming year or later when the position is filled. The Village may consider immediate action at the discretion of the Village Administrator.~~

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrea Anderson, HR Generalist, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion, and Reductions of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 7, Changes in Employee Status, of the Personnel Policy Manual. It is of note that sections of the manual such as Chapter 7 have not been updated for some time. Proposed revisions target bringing this chapter into alignment with current employment practices, including the removal of language pertaining to union-specific employment practices. Overall, the intent is to streamline the Chapter to be more concise and aligned with current laws and ordinances.

The proposed modified version of Chapter 7 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Chapter title changed to "Transfer, Demotion and Reductions." This title is more aligned with what the chapter is about.
- Addition of the Deputy Village Administrator position.
- Revisions from the attorney to address areas that were not needed or required, and proposed straight deletions.
- Removal of the probationary period in its entirety. It will be replaced with a three-month orientation period, but that will be addressed in another chapter where it is more suitable.
- Removal of workweek deductions and furloughs.
- Revisions to the provisions and procedures for layoffs, including the removal of language previously related to union-specific employment practices.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and recommendation.

Motion to recommend amendment of Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion and Reductions.

ATTACHMENTS:

1. PPM Chapter 7 - Changes in Employment Status - Redlined 09.2022

CHAPTER 7 - ~~CHANGES IN EMPLOYEE STATUS~~

TRANSFER, DEMOTION AND REDUCTIONS

7.01 Purpose

The purpose of this chapter is to set forth those policies and practices that apply to various changes in employee status.

~~7.02 Probationary Period~~

~~(1) Purpose~~

~~The purpose of the probationary period is to evaluate the employee's ability to perform the assigned work in a satisfactory manner. A Department Head, in offering the prospective employee appointment to a position, is expected to make it very clear that a probationary period must be completed, the length of the period, and how the employee's performance on the job will be evaluated. The Department Head will make the decision that the probationary employee will or will not be retained as a Village employee.~~

~~(2) Duration~~

- ~~(a) Unless specified differently by collective bargaining agreements, the Police and Fire Commission, the Library Board, or the Village Board, all full time and part-time hourly employees will serve a probationary period of six (6) months and all full time and part-time salaried employees will serve a probationary period of one (1) year. A probationary period may be extended for up to six (6) months at the discretion of the Department Head by giving written notice to the employee.~~
- ~~(b) Time worked in a volunteer, temporary, or seasonal position will not be credited towards the required probationary period.~~

~~(3) Discharge During Probationary Period~~

- ~~(a) Probationary employees may be discharged at any time prior to the completion of a probationary period. The employee will be notified in writing of the decision and the effective date of termination. The Village is an at-will employer and is not required to show cause for discharging a probationary employee.~~
- ~~(b) Employees who do not complete their probationary period will receive compensation for unused vacation credits earned during the probationary period but not for unused floating holiday credits.~~

~~(4) Department Head Review~~

The performance of a new Department Head will be reviewed by the appointing authority prior to the end of the probationary period.

(5) — Eligibility for Salary Increases

Those employees who are still on probationary status as of January 1 of the calendar year, will receive the Village salary review and any appropriate increase for the new year upon successful completion of their probation.

(6) — Effect of Promotion

An employee who accepts promotion to a different position will be required to serve a partial or full probationary period in the new position to be determined at the discretion of the Department Head.

7.03 — Conversion to Part-time Status

Employees in classified full-time positions who convert to part-time status will retain sick leave and vacation benefits earned previously, but will accumulate said benefits in the future in accordance with the fringe benefit policy for part-time employees.

7.XX Conversion to Full-Time Status

Employees classified as part-time positions, who convert to full-time status, will retain sick leave earned previously, but will accumulate said benefits in the future in accordance with the fringe benefits outlined in the manual. Leave time accruals will be updated at the time of the status change.

Years of service, for the purpose of determining the employees vacation leave level

7.0402 Transfers

An employee in good standing may request to be considered for transfer to another comparable vacant Village position for which the employee is qualified when such vacancies are posted internally. Such request should be made to the Village Deputy Administrator. If the work performance of the employee in the new position to which the employee was transferred is unsatisfactory, transferred employee is not regarded as satisfactory, the Village Deputy Board Administrator, at its discretion, may agree to the return of the employee to their former department if a vacant position is available for which the employee is qualified.

7.0503 Voluntary or Involuntary Demotions

(1) Demotions may be voluntary, may be used as a disciplinary measure, or may be made by the Village in lieu of layoff. Demotions must be approved in advance by the Village Board Administrator

(Note: The Police and Fire Commission is responsible for demotions of the Police Chief and Police Officers and the Fire Chief and Fire Department employees. The Library Board is responsible for demotions of the Library Director and Library employees.)

(2) An employee who is promoted to a different position may ask to be returned in their previous position at the previous rate of pay if the employee fails to or chooses not to complete the probationary period required of the new position. Reinstatement will be at the discretion of the Village Board Deputy Administrator in consultation with the Department Head and may depend, in part, on whether or not the employee's original position has been filled.

~~7.06 — Work Week Reductions~~

~~The Village Board may elect to utilize work week reductions in lieu of layoffs. Persons assigned to reduced work week in lieu of layoff will have their salaries and eligibility for benefits administered on a prorated basis effective from the date of work week reduction.~~

~~7.07 — Furloughs~~

~~The Village Board may elect to utilize unpaid furloughs in lieu of layoffs. Furlough times will generally be structured in a manner that does not trigger adverse impacts under the Fair Labor Standards Act or make the employee eligible for unemployment benefits. The benefits of employees furloughed will not be prorated.~~

~~7.08~~04 Layoffs

(1) Layoffs involving Village employees could become necessary when there is a lack of work, a significant change in work unit or department responsibilities, a lack of available operating funds, or other business reasons. ~~To the extent possible, layoffs will be avoided through the transfer of the employee affected to a vacant position they might be qualified to fill.~~

(2) ~~No layoffs will be initiated by Department Heads without a directive from, or the approval of, the Village Board. The Village Board will make a determination of the need for a layoff and notify the Department Head.~~ When final determination has been made by the Village Board that a layoff is necessary, the Department Head will provide the employee or employees affected with a letter notice of the date of ~~eiting the reason for~~ the layoff and the general criteria used in selecting individuals for layoff, a minimum of ten (10) working days in advance of the layoff. ~~This letter will explain the employee's opportunities, if any, to seek transfer or to "bump" another employee having less seniority and currently filling a position that is in a lower but closely related classification. Upon receipt of the notice, each employee designated for layoff will be personally counseled by the Department Head. The Department Head will explain the options open to the employee in seeking to fill another position or the benefits to which the employee is entitled if employment must be terminated.~~

(3) ~~Probationary, temporary~~Temporary and, seasonal employees in the same classification will be laid off before any part-time employee or full-time employee. Part-time employees in the same classification will be laid-off before any full-time employee.

~~(4) — Based on seniority and a capacity to perform the tasks required, a full-time employee selected for lay off may be eligible to bump another full time or part time employee having less seniority and currently filling a position that is lower but has a closely related classification. A part-time employee will only be eligible to bump another part-time employee having less seniority and currently filling a position that is lower but has a closely related classification. Seasonal, temporary, and probationary employees are not eligible to bump other employees.~~

(5) Employees laid off will continue on the payroll beyond the date of layoff until all earned and accrued vacation and floating holidays benefits are exhausted. Laid off employees will not be eligible to use accumulated sick leave during the period of layoff.

~~(6) — Employees laid off will be eligible to continue their participation in the group health insurance programs in accordance with State and Federal laws provided that they submit a written request and pay in advance to the Village the full premium for such coverage starting the first month following the month in which the layoff occurs. Employee premium payments will be made on a monthly basis. Failure to pay a premium within fifteen (15) calendar days of the due date will result in cancellation of group health insurance program coverage.~~

(7) Employees laid off will not accrue sick leave or vacation credits during any full month of layoff, but will retain all past sick leave accumulations for possible use following recall from layoff, and will retain seniority years of service for vacation accumulation purposes following recall.

(8) Employees laid off may continue their participation in ~~other insurance~~ Village benefit programs at their expense, in accordance with COBRA requirements or the terms established under the various insurance programs.

7.0905 Layoff Recall ~~From Layoff~~

~~(1) — Employees laid off during the first twelve (12) months of employment are not eligible for recall. Employees laid off who have been employed by the Village for more than twelve (12) months may at the discretion of the Village be given preferential treatment for a period of up to twenty four (24) months in recall and/or placement in their previous position or in other appropriate vacancies. Decisions regarding preferential treatment will be based upon an employee's qualifications relative to others, their demonstrated skills and abilities, and their past performance.~~

(21) It is the responsibility of laid off employees to keep the Village Deputy Administrator apprised of their current address and telephone number so that recall or other placement activities may be effectively handled. Any employee failing to do so may be considered to have forfeited the employee's recall or other placement rights.

(32) Any employee recalled from layoff ~~will~~ must report for work as soon as possible following the date of recall notice, but no later than seven (7) calendar days therefrom. An employee who fails to report for work within the recall period will be considered to have voluntarily terminated

their employment. Exceptions to the work return requirement may be made at the discretion of the ~~Village Deputy~~ Administrator for medical or other compelling circumstances.

(4) If an employee is not able to be restored to the employee's original position but offered and accepts another position, the new position will be placed within the salary range established for another position. ~~The salary assigned to an employee appointed to fill a vacancy other than the employee's former position will be within the salary range established for the vacant position.~~

(5) Laid off ~~E~~ employees ~~laid off~~ who have not been recalled to their former positions or placed in another appropriate position within ~~a period equal to their length of service but not longer than in a period of 24~~ 12 months from their date of layoff, will be considered to be terminated from Village employment.

(6) In the event that other appropriate employment is offered by the Village to a laid off employee, the employee is obligated to accept such employment in order to retain their employment status with the Village. Refusal of such employment will be considered to constitute a voluntary termination of employment.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson,
HR Generalist

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 9,
Employee Performance Evaluations, of the Personnel Policy Manual.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual. Employee performance evaluations are an important process for employee retention and satisfaction, as well as for continual growth and improvement in the Village. Proposed revisions seek to streamline the process, remove outdated language, as well as to ensure alignment with current laws and ordinances.

The proposed modified version of Chapter 9 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of the Deputy Village Administrator and the HR Generalist positions.
- Revisions from the attorney to address areas that were not needed or required, and proposed straight deletions.
- Removal of language regarding evaluations for temporary employees and special evaluations.
- Removal of language regarding probationary periods, and addition of evaluations after the orientation period.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

Motion to recommend approval of amendment of Chapter 9, Employee Performance



Evaluations, of the Personnel Policy Manual.

ATTACHMENTS:

1. PPM Chapter 9 - Employee Performance Evaluations - Redlined 09.2022

CHAPTER 9 - EMPLOYEE PERFORMANCE EVALUATIONS

9.01 Purpose

Performance evaluation reports will be considered in decisions affecting placement, salary adjustments, overtime assignments, promotions, demotions, discharge, order of layoff, re-employment, training, and other personnel related actions.

The objectives of performance evaluations include:

- (1) To determine how well the employee is meeting the job performance expectations of the Village.
- (2) To stimulate improved performance on the part of each employee, as well as better performance on the part of work units by identifying performance development needs and plans.
- (3) To provide employees and their supervisors with an opportunity to periodically discuss work-related issues and to work out solutions to problems.
- (4) To provide the Village an objective basis for deciding matters concerning retention, promotion, or wage increases.
- (5) To provide documentation of an employee's past performance to support decisions concerning promotion, discipline, or discharge.

9.02 Administration

The Village Administrator ~~or and Deputy Village Administrator~~^{designee} will be responsible for the overall administration of the employee performance evaluation program and will advise and assist employees, evaluators, and Department Heads to ~~insure~~^{ensure} that performance evaluation procedures are handled according to the provisions of this chapter. ~~The evaluation formats and procedures to be utilized by each department will be based upon the needs of the department and the requirements of the job. All performance evaluations will be performed on a form prescribed by the Village Administrator and/or Deputy Administrator. In general, all Village employees shall must utilize~~use the same performance evaluation tool, unless special circumstances of a position exist.

Each employee will be evaluated at the following periods.

(1) Probationary Orientation Period

- (a) ~~All probationary employees serving a six (6) month probationary period will, at a minimum, have their job performance evaluated in writing by their immediate supervisor or Department Head every ninety (90) days until the probationary period is completed. Although an employee will receive feedback, guidance and informal~~

evaluation during the employee's three (3) month orientation period, the employee's immediate supervisor or Department Head will evaluate the employee's performance and will work with the employee to create goals for the remaining calendar year. provide a performance evaluation at the conclusion of the employee's orientation period. -

~~(b) All probationary employees serving a twelve (12) month or longer probationary period will, at a minimum, have their job performance evaluated in writing by their immediate supervisor or Department Head every one hundred twenty (120) days until the probationary period is completed.~~

~~(c) If circumstances warrant, a probationary period may be extended at the discretion of the Department Head for a period of time not exceeding one half of the duration of the original probationary period up to 6 months. The extension of the probationary period may also, however, be ended earlier at the discretion of the Department Head.~~

~~If a probationary period is extended by the Department Head, the reason(s) for the extension will be documented in writing. The employee will have their job performance evaluated in writing by the immediate supervisor or Department Head every thirty (30) days until the probationary period is completed or employment terminated.~~

(2) Annual Performance Evaluation

All post-probationary full-time, part-time, and seasonal Village employees will have their job performance evaluated in writing by their immediate supervisor or Department Head at least once each calendar year, said evaluation to cover the preceding twelve (12) month period. More frequent evaluations may be conducted as appropriate if performance problems should exist, if a change in job responsibilities should occur, or if the employee and the Village would benefit from more frequent evaluations.

(3) Department Head Evaluations

~~(a)~~ All Department Heads will have their job performance evaluated by the Village Administrator in writing at least once each calendar year, said evaluation to cover the preceding twelve (12) month period. More frequent evaluations may be conducted as appropriate if performance problems should exist, if a change in job responsibilities should occur, or if the employee and the Village would benefit from more frequent evaluations. The Administrator will report to the Village Board on an annual basis a summary of each Department Head's performance evaluation.

~~(4) Temporary Employees~~

~~For purposes of deciding eligibility for potential re-employment, a job performance evaluation is to be completed by the immediate supervisor for each temporary employee before leaving Village employment.~~

~~(5) — Special Evaluations~~

~~A special performance evaluation will be completed:~~

- ~~(a) — Unless the requirement is waived by the Department Head due to unusual circumstances, whenever a supervisor voluntarily terminates employment, that supervisor, prior to separation, will complete a job performance report on each employee supervised whose performance has not been evaluated within the previous six (6) month period. Such performance evaluations will meet the same standards that apply to regular employee evaluations;~~

9.03 Evaluator

(1) The evaluator will normally be the employee's immediate supervisor. Evaluators will be responsible for completing a performance evaluation ~~report~~ at the time prescribed for each employee under their supervision.

~~(2) — Any supervisor or Department Head who has not completed all required employee performance evaluations within the prescribed time frame will not be eligible for any wage adjustment. If performance evaluations are completed late, the supervisor or Department Head will not be eligible for a wage adjustment for the period during which the evaluation was overdue.~~

~~Extenuating circumstances may exist (e.g. leaves of absence) that would allow a supervisor or Department Head to receive a wage adjustment even though a performance evaluation was not completed within the required time frame.~~

9.04 Review-Approval of Performance Evaluation Reports

~~Supervisors serving as evaluators will review all performance reports with Department Heads~~All performance evaluations must be approved by the Department Head and Human Resources before discussing the performance evaluation is conducted and the report written evaluation is presented to with the employee, and subsequently filing the report in the employee's personnel file.

9.05 Evaluation Procedures

Evaluators will discuss performance evaluations with employees in private. Evaluators shall provide the completed performance evaluation to the employee no less than 48 hours in advance of the performance evaluation meeting. The primary purpose of evaluations is to assist employees in better understanding what is expected and how ~~the employees~~they are measuring up to those expectations. Supervisors will encourage free discussion and genuine two-way communication so that employees feel free to express their points of view. ~~After discussion, there should be a clear understanding regarding past performance and how any indicated improvement can be achieved.~~

Specific performance goals will be established and recorded, including any recommended training needs. After discussion, there should be a clear understanding regarding ~~of~~ expectations for performance and goals for the coming year.

Once the performance evaluation meeting is concluded, each employee must ~~Each employee will be shown the completed evaluation form after it has been signed by the evaluator and the employee must~~ acknowledge the evaluation by signing and dating the completed form. A copy of the signed evaluation form will be given to the employee. ~~A copy of the completed, and the original~~ signed evaluation will ~~also~~ be made part of the employee's personnel file. Employees who believe that their evaluation contains biased or unfair assessments of their performance will be allowed to add written comments on the evaluation form or have a separate statement attached to the form and retained as part of their personnel record.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 25, Worker's Compensation and Worker's Compensation Light Duty, of the Personnel Policy Manual. In October 2020, significant revisions were made to Chapter 25 to including memorializing a policy on alternative duty (formerly lightly duty) worker's compensation injuries. Due to the recent revisions, the proposed changes are relatively few and aim to ensure alignment with current laws and ordinances.

The proposed modified version of Chapter 25 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Revisions from the attorney to ensure compliance with Family Medical Leave laws.
- Change "light duty" to "alternative duty" to provide a more accurate portrayal of the work provided in these situations.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

Motion to recommend amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light, now proposed as Chapter 25 Worker's Compensation and Worker's Compensation Alternative duty.



ATTACHMENTS:

1. PPM Chapter 25 - Workers Compensation - Redlined 09.2022

CHAPTER 25 - WORKER'S COMPENSATION AND WORKER'S COMPENSATION ~~LIGHT~~ALTERNATIVE DUTY

25.01 Policy

Village employees may be covered by applicable provisions of the Wisconsin Worker's Compensation laws. These laws generally provide medical and financial benefits for employees who, while performing duties within the scope of their employment, become temporarily or permanently disabled or die as the result of a job-related injury or disease.

25.02 Requirements

(1) Any employee who is injured on the job, no matter how minor the injury, is required to report the incident as soon as possible to the immediate supervisor. The supervisor should then notify the Department Head and the Village Administrator or designee without delay so that the proper reports can be submitted in a timely manner to the insurance carrier and the State. An injured employee will be expected to fully participate in all post-injury activities including those related to the occurrence causing the injury or medical matters related to the injury.

(2) The Village may require any employee who wishes to file a Worker's Compensation claim to be examined initially by a physician that it designates.

(3) Employees who are absent and receiving Worker's Compensation benefits will be required to furnish a physician's certificate before returning to duty if they are absent three (3) or more consecutive days. Unless directed differently, employees who are absent for an extended period will also be required to furnish a physician's certificate outlining the duration of the absence or work restrictions that may be applicable every fourteen (14) days or as recommended by the physician. The cost of any required physical examinations or doctor's visits not covered by the employee's health insurance will be paid by the Village.

(4) Employees who are eligible for worker's compensation benefits from a work-related injury or illness should expect the Village to consider ~~light~~alternative duty to return the employee to work. The Village reserves the right to determine the assignment of ~~light~~alternative-duty status based on existing work, which meets the employee's job restrictions and does not interfere with the Village's normal operations for employees with work related injuries. Employees who are on FMLA leave concurrently with workers compensation leave will be allowed to choose between an offered ~~light~~alternative duty assignment and remaining out on FMLA. However, if the employee chooses not to accept the ~~light~~alternative duty, workers compensation coverage may then be lost for the period of leave when they would otherwise have been returned to work on ~~light~~alternative duty.

- (a) The purpose of this policy is to help an employee return to the role of a productive work during a period of temporary disability. In no case, will a light duty assignment become a permanent position.

- (b) ~~Light~~Alternative duty assignments will generally not extend beyond thirty (30) days, as light duty work is generally episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of ~~light~~alternative duty based on the needs of the Village and the employee's work restrictions. The Village does not guarantee light duty work will provide continuity of schedule or number of hours worked per week. Employees working ~~light~~alternative duty must meet all performance expectations of the ~~light~~alternative duty assignment, and the assignment may be modified or withdrawn at any time. ~~Light~~Alternative duty may not be offered to an employee where the employee's temporary or permanent restrictions so impact the employee that non-disciplinary medical separation is considered.
- (c) Employees are expected to follow all restrictions as outlined by their physician and make the supervisor aware of any job duties that conflict with those restrictions.
- (d) ~~Employees seeking light~~alternative duty due to worker's compensation-related injuries will, unless prohibited by law, -receive preference in ~~light~~alternative duty assignments over individuals seeking ~~light~~alternative duty for non-work related injuries. ~~Employees working light duty due to worker's compensation-related injuries shall receive preference over light duty due to non-work related injuries.~~ The Village reserves the right to offer or deny ~~light~~alternative duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the ~~light~~alternative duty, and other legitimate nondiscriminatory reasons.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson,
HR Generalist

AGENDA ITEM: Discussion and recommendation on amendment of Chapter 36,
previously Light Duty Policy for Non-Worker's Compensation Related
Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy
for Non-Worker's Compensation Related Illness/Injury.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 36, Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, of the Personnel Policy Manual. Chapter 36 was created in October 2022 to address the need for a policy covering non-work-related injuries that requires the Village to accommodate light duty for those employees. The proposed revisions aim to ensure alignment with current laws and ordinances.

The proposed modified version of Chapter 36 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of the Deputy Village Administrator and the HR Generalist positions.
- Change "light duty" to "alternative duty" to provide a more accurate portrayal of the work provided in these situations.
- Revisions from the attorney to ensure compliance with current laws.
- Revisions to require the employee to provide the Village with the medical information necessary to validate the need for alternative duty.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion

Motion to recommend approval of amendment of Chapter 36, previously Light Duty Policy for



Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury.

ATTACHMENTS:

1. PPM Chapter 36 - Light Duty- Non WC Illness Injury - Redlined 09.2022

CHAPTER 36 – ~~LIGHT-ALTERNATIVE~~ DUTY POLICY FOR NON-WORKER'S COMPENSATION RELATED ILLNESS/INJURY

36.01 Policy/Purpose

It is in the best interest of the Village and its employees to have injured or ill employees return to work as soon as they are physically capable to temporarily perform meaningful beneficial assignments as they are available. ~~LightAlternative~~ duty assignments will generally not extend beyond thirty (30) days, as ~~lightalternative~~ duty work is generally episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of ~~lightalternative~~ duty based on the needs of the Village and the employee's work restrictions.

36.02 Applicability

This policy ~~applies in those situations where an employee incurs anis applicable to off-the-job duty injury/illness for an employee who is but is~~ deemed ~~to be~~ capable of working at some level and capacity ~~other than reduced from~~ his/her normal capacity. The employee may be assigned such work as may be beneficial to the Village. An employee who, because of a temporary medical restriction, is unable to perform his/her regular job duties may be assigned to temporary ~~lightalternative~~ duty status. ~~LightAlternative~~ duty may consist of a change in job assignment, modification of job duties, and/or a combination of these changes.

36.03 Procedures

Employees seeking ~~lightalternative~~ duty status shall submit the request for ~~lightalternative~~ duty to the employee's Department Head ~~and the Human Resources Designee~~ in writing as soon as the need for ~~lightalternative~~ duty is known and at least 24 hours before the ~~lightalternative duty would be expected to start of lightalternative duty. The Department Head shall forward the request to the Village Administrator.~~

~~(1) (4) To qualify for lightalternative duty under this policy, an employee must ensure that the Village has all appropriate medical information upon which it can base a determination as to the employee's ability to perform an lightalternative duty task. This may require the employee to provide his/her medical provider with the Village's job description in order that for the medical provider can, in return, to provide the Village with a clear outline –~~

~~A licensed physician shall be provided a copy of the Village's job description for the employee and provide a clear outlining of all job restrictions, the duration of restrictions, and job duties that cannot be performed by the employee as a result of the temporary medical condition. Failure by the employee to ensure this required information is provided to the Village to provide the required information to a satisfactory level may result in a delay of starting the lightalternative duty assignment or denial of assignment. The Village shall not be liable for lost wages during this delay.~~

~~(2) Any All medical information conveyed in this process should be provided initially only to the Deputy Village Administrator or the Human Resources Designee in order to ensure it is received that relates to medical history or disabilities must will be –be treated as a confidential medical records, and should be provided directly to the Village Administrator or the Administrator's designee. In defining the scope or duration of the lightalternative duty, The employee's Department Head or Supervisor may be~~

informed about the necessary restrictions or accommodations. Medical information may be shared as permitted by applicable law.

(3) After reviewing the information received from the physician, the Department Head and Deputy Administrator or Human Resources Designee shall make a decision ~~in consultation with the Village Administrator~~ as to whether to ~~classify the~~ allow the employee to work in ~~light~~alternative duty status. The determination of whether to put an employee on ~~light~~alternative duty status shall be made based on whether there is a meaningful assignments available that fits within the restrictions provided. Work assignments must adhere to the physical restrictions provided to avoid ~~the employee~~ reinjuring or aggravating the condition.

(4) Once an employee is authorized and assigned ~~light~~alternative duty status, they shall continue in their status as an employee of the Village with the same wages and fringe benefits as previously assigned based on the hours worked by the employee and paid time off used, if applicable. The Village may alter the ~~employees~~employee's work hours based on the ~~time~~ lightalternative duty job schedule. ~~is performed.~~ Failure to report for or to carry out the assignments of ~~light~~alternative duty status shall be grounds for termination of ~~light~~alternative duty status and discipline depending on the circumstances.

(5) An employee may ~~request~~ask to be removed from ~~light~~alternative duty status at any time as long as they provide at least 48-hours' notice.

(6) It is the employee's responsibility to provide timely medical information regarding their continued need for ~~light~~alternative duty or any changes to their condition and/or restrictions as applicable. Failure to provide documentation may result in the termination of ~~light~~alternative duty status.

(7) Employees are expected to follow all restrictions as outlined by their physician and make the supervisor aware of any job duties that conflict with those restrictions.

(8) Employees ~~seeking~~working ~~light~~alternative duty due to worker's compensation-related injuries will, unless prohibited by law, shall receive preference in ~~light~~alternative duty assignments over ~~light~~alternative duty due to ~~individuals seeking~~ lightalternative duty for non-work-related work-related injuries. The Village reserves the right to offer, ~~or deny, or withdraw~~ lightalternative duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the ~~light~~alternative duty, and other legitimate nondiscriminatory reasons.

36.04 Other Provisions and Limitations

(1) Nothing in this policy shall constitute continued employment for any duration, a guarantee of work or pay in lieu of work during the period of temporary disability, or any other rights.

(2) LightAlternative duty assignments ~~will~~ shall be based ~~upon~~ in existing work; ~~which that~~ meets the employee's job restrictions ~~and but~~ does not interfere with the Village's normal operations. Additionally, the Village does not guarantee that ~~light~~alternative duty work will be able to be performed on the employee's usual work schedule and for the same number of hours the employee normally works. ~~will provide continuity of schedule or number of hours worked per week.~~ An employee must use accrued sick leave, vacation or compensatory time to supplement a part-time schedule unless prohibited by state or Federal law, including family and medical leave laws.

(3) The purpose of this policy is to help an employee return to the role of a productive work during a period of temporary disability. In no case, will an ~~light~~alternative duty assignment become a permanent position. ~~Light~~Alternative duty assignments will generally not extend beyond thirty days. The employee must make a new request for ~~light~~alternative duty upon expiration of the authorized assignment.

(4) ~~Light~~Alternative duty assignments may span across different Village Departments. Employees should not expect ~~light~~alternative duty assignment within the Department worked by the employee.

~~(5) — Employees working ~~light~~alternative duty must meet all performance expectations of the light duty assignment.~~

~~(6) — Light duty assignments may be modified or withdrawn by the Village at any time.~~

~~(57)~~ ~~Light~~Alternative duty may not be offered to an employee where the employee's ~~temporary~~ restrictions — ~~temporary or permanent~~ - so impact the employee that non-disciplinary medical separation is considered. ~~Light duty may not be offered to an employee where the employee's permanent restrictions so impact the employee that non-disciplinary medical separation is considered.~~ A medical leave of absence under the Federal or state FMLA may also be requested in lieu of ~~light~~alternative duty or to supplement partial ~~light~~alternative duty as outlined in ~~the~~ this personnel manual. ~~Appropriate time limits under these documents will be applied.~~