

Tuesday, February 28, 2023

11:30 AM

McFarland Municipal Center  
Conference Room A

## AGENDA

You are invited to this meeting through a Zoom webinar. The public may attend in-person or remotely through 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 for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the January 31, 2023 meeting.

4. BUSINESS.

- a. Discussion and recommendation on creation of an Equal Employment Opportunity Policy.
- b. Discussion and recommendation on creation of a Benefits policy within the Personnel Policy Manual.
- c. Discussion and recommendation on amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.
- d. Discussion and recommendation on creation of a Catastrophic Leave Policy within the Personnel Policy Manual.
- e. Discussion and recommendation on amendment of Chapter 11, Safety, of the Personnel Policy Manual.

- f. Discussion and recommendation on amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.
  - g. Discussion and recommendation on amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.
5. SCHEDULE NEXT MEETING DATE.
- a. March 14, 2023, 11:30 am-1:00 pm
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](mailto: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**  
*Tuesday, January 31, 2023 - 11:30 AM*

**1. CALL TO ORDER, ROLL CALL.**

Village Trustee Carrie Nelson called the regular meeting of the Personnel Committee to order at 11:35 AM in Conference Room A of the McFarland Municipal Center.

Members present: Carrie Nelson, TJ Jerke

Members not present: Edward Wreh

Staff Present: Andrea Anderson, Lee Igl, Matt Schuenke

**2. PUBLIC APPEARANCES.**

*a. This is an opportunity for members of the public to address the Personnel Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. 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. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [village.clerk@mcfarland.wi.us](mailto:village.clerk@mcfarland.wi.us) to be included as part of the meeting.*

*Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.*

No public present.

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the January 10, 2023 meeting.*

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to approve the minutes of the January 10, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion and recommendation regarding the job description and classification to create the Full-Time and Part-Time Custodian positions within the Public Works Department.*

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of Full-Time and Part-Time Custodian positions within the Public Works Department. Motion carries 2 - 0 - 0 by acclamation.

*b. Discussion and recommendation on creation of a Vehicle Use policy within the Personnel Policy Manual*

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend the creation of a Vehicle Use policy within the Personnel Policy Manual

Motion carries 2 - 0 - 0 by acclamation.

- c. Discussion and recommendation on amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual.

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to recommend amendment of Chapter 13, Grievance Policy and Procedure, of the Personnel Policy Manual. Motion carries 2 - 0 - 0 by acclamation.

- d. Discussion and recommendation on amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

No action taken, item postponed to next Personnel Committee meeting.

- e. Discussion and recommendation on creation of an Equal Employment Opportunity Policy.

No action taken, item postponed to next Personnel Committee meeting.

- f. Discussion and recommendation on creation of a Benefits policy within the Personnel Policy Manual.

No action taken, item postponed to next Personnel Committee meeting.

**5. SCHEDULE NEXT MEETING DATE.**

- a. February 21, 2023, 11:30 am

This meeting will be rescheduled to a different date due to conflict with the Spring Primary Election.

- b. March 14, 2023, 11:30 am

**6. ADJOURNMENT.**

Motion by Village Trustee Carrie Nelson, second by Village Trustee TJ Jerke, to adjourn at 12:46 pm

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

Respectfully submitted,  
Andrea Anderson  
Human Resource Generalist

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on creation of an Equal Employment Opportunity Policy.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In moving through the updates to the Personnel Policy Manual, staff asked the Village Labor attorney to review the extent of our policies as a whole, and to provide us with recommendations as to policies that may be missing from our current manual. It was identified that the manual was missing a policy on equal employment opportunity. As a result, the Village desires to bring a formal policy forward regarding Equal Employment Opportunity. Overall, the policy provides for:

- The Village's commitment to a policy of equal employment opportunity (EEO) and non-discrimination for all employees.
- The Village's policy to seek and employ the most appropriately qualified personnel in all positions; to provide equal opportunity for employment and advancement to all employees and applicants in hire, transfer, promotion, compensation, benefits, training and development; and all other terms and conditions of employment.
- The proper dissemination and implementation of the policy by each supervisor and Department Head, and the duty of every employee to help create a job environment which is conducive to the EEO policy.
- The procedures for administering this EEO policy fairly and consistently.
- The remedies for violations of this policy.

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.



*Motion to recommend approval of the creation of an Equal Employment Opportunity Policy to the Personnel Policy Manual.*

**ATTACHMENTS:**

1. Chapter XX - EEO Policy - Final Draft 1-20-2023

## **Chapter XX - Equal Employment Opportunity Policy**

### **XX.01 Purpose**

The Village is committed to a policy of equal employment opportunity (EEO) and non-discrimination for all employees. The personal development and success of individuals results from enhancing and utilizing the abilities of all individuals to the fullest extent that is practical within the working environment.

It is Village policy to seek and employ the most appropriately qualified personnel in all positions; to provide equal opportunity for employment and advancement to all employees and applicants, in hire, transfer, promotion, compensation, benefits, training and development; and all other terms and conditions of employment. It is the policy of the Village to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, sex, national origin, disability or handicap, gender preference or orientation, pregnancy, genetic information, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law.

The Village is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the Village will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, color, religion, age, sex, national origin, gender orientation or preference, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected

### **XX.02 Scope**

The policy of equal employment opportunity (EEO) and anti-discrimination applies to all aspects of the relationship between the Village and its employees, including:

- Recruitment.
- Employment.
- Promotion.
- Transfer.
- Training.
- Working conditions.
- Wages and salary administration.
- Employee benefits and application of policies.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Village.

### **XX.03 Dissemination and Implementation of Policy**

Each supervisor is responsible to give this policy full support through leadership and personal example. It is also the duty of every employee to help create a job environment which is conducive to this Equal Employment Opportunity Policy.

Department Heads and supervisors will be responsible for the dissemination of this policy as well as implementing equal employment practices within each department. The Deputy Village Administrator is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

### **XX.04 Procedures**

The Village administers our EEO policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement "*We are an equal employment opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*"
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
- Encouraging employees to bring any concerns or complaints in this regard to the attention of management, by contacting their supervisor, a member of Village management or the Human Resources Designee.
- All complaints of harassment of any kind will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct. Employees with EEO-related questions or concerns are encouraged to bring those issues to the attention of management or by speaking directly with the Human Resources designee. Refer to the Village Unlawful Harassment, Discrimination and Retaliation Policy for more information.

#### **XX.05 Remedies**

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Village will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on creation of a Benefits policy within the Personnel Policy Manual.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In an effort to move to one comprehensive manual from two separate manuals (the Personnel Policy Manual and the Compensation and Benefits Manual), it is required that a new chapter is created to account for the benefits information that is currently contained in the Compensation and Benefits Manual. As a result, the Village desires to bring forward the creation of this Benefits Policy for inclusion in the Personnel Policy Manual. Overall, the policy provides for:

- The policy, eligibility and individual benefit components of the Wisconsin Retirement System (WRS) benefits, which include health insurance, payment in-lieu of health insurance, group life insurance, income continuation insurance, and Wisconsin Deferred Compensation.
- The policy, eligibility and benefits offered by the Village separate from the WRS benefits, which include dental insurance, flexible spending account plans, VEBA healthcare reimbursement account, and other supplemental coverages.
- The policy, eligibility, and information regarding the employee assistance program offered by the Village to all employees.

**FINANCIAL/BUDGET IMPACT:**

N/A.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.

*Motion to recommend approval of creation of a Benefits Policy within the Personnel Policy*



*Manual.*

**ATTACHMENTS:**

1. Chapter XX - Benefits Policy - Final Draft 01.26.2023

## Benefits Manual

### **Chapter 1 - WISCONSIN RETIREMENT SYSTEM BENEFITS**

#### **1.01 Policy**

(1) The Village participates in the Wisconsin Retirement System and applicable benefits offered by the plan. All eligible employees shall be enrolled.

#### **1.02 Eligibility**

(1) Eligibility for Wisconsin Retirement System benefits including but not limited health, life insurance, income continuation insurance shall be in accordance with State Law and applicable plan requirements.

A. Employees expected to work 1,200 hours or more a year, shall be eligible for WRS Benefits.

B. Employees employed prior to, or with creditable service prior to July 1, 2011, who are expected to work 600 hours or more a year shall be eligible for WRS Benefits.

#### **1.03 Health Insurance**

##### **a. Cost Share for Full-Time Employees**

(1) Full-time employees in classified positions may be eligible for health insurance coverage at the time determined by the Village and the plan provider.

(2) An employee who is budgeted to work 36 or more hours per week may be eligible to receive a health insurance premium contribution on the same basis as a full-time employee.

(3) The Village shall pay 88% of the monthly premium of the lowest cost option based on an average of the rates of the health care providers offered by the Village in the Dane County service area. Employees will be responsible for any remainder of the premium cost.

##### **b. Cost Share Part-Time Employees**

(1) For WRS eligible part-time employees who are budgeted to work 20-35 hours per week, the Village will pay 50% of the lowest qualified health plan in the Dane County service area. Employees will be responsible for the remainder of the premium cost.

(2) For WRS eligible part-time employees who are budgeted to work 14-19 hours per week, the Village will pay 25% of the lowest qualified health plan in the Dane County service area. Employees will be responsible for the remainder of the premium cost.

##### **c. Payment of Employee Share of Premiums**

1) Any health insurance premiums owed by the employee will be deducted through the employee's paycheck.

#### **12.05 Eligibility of Seasonal Employees**

~~Seasonal employees will be eligible for health insurance coverage only if required by the Village's Health Insurance Plan.~~

#### ~~12.06 — Eligibility of Temporary Employees~~

~~Temporary employees will not be eligible for health insurance coverage~~

#### 1.04 Payment In-Lieu of Health Insurance

- 1) Eligible full-time employees who are not enrolled in a health insurance plan offered by the Village will receive an amount equal to fifty percent (50%) of the employer's share of the cost of the lowest cost single plan offered for that month's premium.
- 2) Part-time employees, who are eligible for health insurance benefits as established by the plan provider, who are not enrolled in the health insurance plan offered by the Village will receive a prorated amount of fifty percent (50%) of the employer's share of the cost of the lowest single plan for that month's premium offered based on the amount of hours budgeted.
- 3) If an employee chooses not to participate in said health insurance plan, the Village will notify the employee of the potential risks of such a decision and the employee will be required to sign a waiver acknowledging the potential risks of the decision.
- 4) Employees who transition from WRS eligible full-time or part-time employment to paid on call status, are not eligible for payment in-lieu of health insurance.

#### 1.05. GROUP LIFE INSURANCE

##### a. Coverages

- 1) Eligible employees may receive basic life insurance and accidental death and dismemberment coverages in an amount equal to their annual wages as reported to the Wisconsin Retirement System.
- 2) Supplemental and additional life insurance coverage for employees, their spouses, and their dependents may also be available as an option to employees at employee expense.

##### b. Village Contribution

- (1) The Village may pay up to the full premium cost of basic life insurance coverage for eligible employees.
- (2) If an employee desires to purchase supplemental life insurance coverage for themselves under the plan, the Village may pay up to 20% of the additional premium cost of such supplemental insurance and the employee must pay the balance on a payroll deduction basis.
- (3) The employee must pay 100% of the additional premium cost of any coverage for spouse or dependents.
- (4) The employee must pay 100% of the additional premium for any additional units of coverage.

## **1.06 INCOME CONTINUATION INSURANCE**

- (1) The Village may pay up to the full premium cost of income continuation insurance coverage for eligible employees based on a 180-day waiting period.
- (2) If an employee wishes to purchase a plan which has a shorter waiting period, then the full amount of the additional premium cost above the base premium will be paid by the employee.
- (3) Employees electing a shorter waiting period must authorize the Village to deduct their portion of the premium from their paycheck.

## **1.07 WISCONSIN DEFERRED COMPENSATION**

(1) The Wisconsin Deferred Compensation Program (WDC) is a supplemental retirement savings program administered by the Wisconsin Department of Employee Trust Funds (ETF). Employees under the age of 50 may contribute up to \$17,500/year of their taxable income toward their retirement account. Employees over 50 may contribute an additional \$5,500/year. Costs for this program vary dependent on the amount of money the employee has being managed by the WDC.

## **Chapter 2 - OTHER BENEFITS OFFERED BY THE VILLAGE**

### **2.01 Policy**

The Village shall offer a variety of additional benefits to employees. The village retains the right to amend the benefits offered at any time. The Village retains the right to amend the terms and conditions of its benefit program at any time.

### **2.02 Eligibility**

(1) All eligible employees shall be entitled to the full benefit package offered by the Village as enumerated in this policy.

(2) Eligibility for participation in all other Village offered benefits shall be as enumerated below and in accordance with eligibility requirements of each benefit.

### **2.03 Dental Insurance**

The Village offers access to dental insurance for full-time and regular part-time employees. Current plans and employee contribution information can be obtained from the Human Resource Designee.

### **2.04 Flex System**

Regular full-time and regular part-time employees may elect to participate, through payroll deductions, in a flexible spending account plan for medical and daycare reimbursements. Employees shall be eligible to deduct for the medical reimbursements or daycare reimbursements based on IRS guidelines.

## **2.05 VEBA Healthcare Reimbursement Account**

The Village may participate on behalf of employees in a healthcare reimbursement account program (HRA) established as a VEBA trust under Section 501(c)(a) of the Internal Revenue Code. For qualifying employees, the Village may make tax-free contributions to employees' individual VEBA accounts.

## **2.06 Supplemental Coverages**

The Village offers supplemental insurance through Aflac and Global Life additional providers for those employees interested in the various options provided. The Village does not contribute to the premium costs for the insurance options provided but will allow for individual employees to deduct the amount of their premium from their individual paychecks. For more information about supplemental Insurance options, please contact Human Resources.

## **Chapter 3 - Employee Assistance Program**

### **3.01 Policy**

The Village offers confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital, relationship, and family difficulties, financial or legal troubles, and emotional distress. The EAP offers problem assessment, short-term counseling and referrals to appropriate community and private services. This service is provided by HealthyMinds LLC an external third-party provider.

### **3.02 Eligibility**

All full-time, part-time, paid on call volunteer, active employees are eligible.

### **3.03 Procedures**

(1) The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Information given to the EAP counselor may be released to the Village only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. HealthyMinds LLC. The third-party provider does not release to the Village who participates in the program or services.

(2) There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will assist the employee in providing a referral based on the employee's healthcare coverage. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 34, Violence in the Workplace, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. Proposed revisions within this chapter provide updates to the following areas:

- Expansion of language in the Policy section to include non-tolerance for threatening, violent or intimidating behavior.
- Removal of a majority of the Weapons Prohibition section as most of that is covered in the new policy, Concealed Weapons and Firearms in the Workplace.
- Expansion of language in the Responsibility section to more clearly state the responsibilities of all employees, contractors and volunteers in regards to refraining from violence in the workplace, and notifying supervisors or management of any intimidating, threatening, or violent behavior they are aware of. In addition, these revisions lay out the Village's responsibility to promptly and thoroughly investigate all reports of threats or actual violence, and the associated process for the investigation.

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.

*Motion to recommend amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.*



**ATTACHMENTS:**

1. PPM Chapter 34 - Violence in the Workplace.docx - Final Draft 02.22.2023

## CHAPTER 34 - VIOLENCE IN THE WORKPLACE

### 34.01 Purpose

The Village of McFarland is committed to ~~providing, in so far as it reasonably can, a providing policies that support a~~ safe environment for working and conducting business ~~free from all forms of violence. The safety and security of our employees, customers, vendors, contractors, and the general public is of essential importance.~~ The goals and objectives of this policy are to achieve the following: reduce the potential for violence in and around the workplace; encourage and foster a work environment that is characterized by respect and healthy conflict resolution; and mitigate the negative consequences for employees and volunteers who experience or encounter violence in their work lives.

### 34.02 Policy

The Village will not tolerate or ignore acts of violence committed by ~~either~~ employees, contractors, ~~or~~ volunteers, or any individuals while on Village property or while performing Village business at other locations. This includes any actions that threaten employees, nonemployees, vendors, or others in the workplace. The Village reserves the right to determine if particular actions are considered threatening, violent, or intimidating behavior. The Village intends to use reasonable legal, managerial, administrative, and disciplinary procedures to secure the workplace from violence and to reasonably protect employees, volunteers and members of the public.

Threats or acts of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Any act of intimidation, threat of violence, or act of violence committed against any person on Village property is prohibited.

### 34.03 Definition of Violence

The word violence in this policy will mean an act or behavior that:

- (1) Is physically assaultive;
- (2) Consists of a communicated or reasonably perceived threat to harm another individual or in any way endanger the safety of an employee, volunteer or member of the public.
- (3) Would be interpreted by a reasonable person as carrying potential for physical harm to the individual;
- (4) Is a behavior or action that reasonable person would perceive as menacing;
- (5) Involves but, is not limited to, carrying or displaying weapons, destroying property, or throwing objects in a manner reasonably perceived to be threatening; or,
- (6) Consists of a communicated or reasonably perceived threat to destroy property.

#### 34.04 ~~Exception to~~ Weapons Prohibitions

All employees and volunteers are responsible for:

~~Refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace; and~~

The Village's policy on weapons and firearms in the workplace is set forth in Chapter XX, Concealed Weapons and Firearms in the Workplace. ~~prohibits employees from possessing, carrying (whether openly or concealed), using, or threatening the use of a weapon on Village property, in the course of working on Village business, in a Village provided vehicle, or when offsite at a Village sponsored or supported event — unless required to carry a firearm or other weapon as a condition of and in the course of employment subject to Department Orders (i.e. Police Officer). "Village property" is defined as all Village leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Village's control. Moreover, this prohibition against carrying of a weapon and other aspects of this policy applies to all vehicles leased for or used on Village business. If an employee has a concealed weapon in their personal vehicle on Village property, or while performing any work or attending any function on behalf of the Village, said weapon must be locked in the trunk or glovebox of the vehicle and the key secured by the employee. "Concealed weapons" include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. A "weapon" is defined as anything that is designed to injure or harm another person. This includes visible or concealed weapons, even if licensed to carry the weapon. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.~~

The Village reserves the right at any time and at its discretion to search all Village-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination. Employees having concealed weapons in their vehicles on Village property may also be required to produce a concealed weapon license.

The weapons prohibition policy does not apply to employees who are armed in the line of duty, such as Police Officers, except in designated restricted areas unless otherwise directed by the Police Chief. Also, employees required to utilize knives or jackknives on the job within the normal scope of their employment as authorized by their department head are not considered to be in violation of this policy.

#### 34.05 Responsibilities

All employees, contractors and volunteers are responsible for refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace.

Employees, contractors and volunteers have a responsibility to notify supervisors or any member of Village management of any intimidating, threatening, or violent behavior that they witness, receive, or have been told that another person has witnessed or received. Supervisors have a responsibility to report any act of violence or threatening behavior to the Human Resources Designee immediately. All suspicious individuals or activities should also be reported as soon as possible. Employees and volunteers are also encouraged to report to their department head/supervisor situations that occur outside of the workplace which may affect workplace safety, i.e., instances where protection orders have been issued, etc.

The Village will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as is practical. Anyone determined to be responsible for conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment. Failure to report an incident, refusal to participate in a related investigation, or violations of this policy will result in action, up to and including termination.

~~All employees and volunteers are responsible for:~~

~~(a) Refraining from acts of violence and for seeking outside assistance to resolve personal issues that may lead to acts of violence in the workplace; and~~

~~(b)(a) Reporting to department head/supervisor any dangerous or threatening situations that occur in the workplace.~~

~~(1) Employees and volunteers are encouraged to report to their department head/supervisor situations that occur outside of the workplace which may affect workplace safety, i.e., instances where protection orders have been issues, etc.~~

### **34.06 Procedures and Guidelines**

When a violent act occurs:

**(1)** If the act or altercation constitutes an emergency, CALL 911. In instances that are not emergency situations, contact your department head or supervisor. ~~When Once 911 has beenis~~ contacted, contact your department head/supervisor ~~after contacting 911 to report the incident.~~

**(2)** If violence is occurring all employees and persons nearby should immediately move to safety.

**(3)** If possible and **safe**, separate the parties involved in the altercation. If the parties cannot be separated, or it would be too dangerous to you or the department head/supervisor to attempt to separate the parties, CALL 911.

~~**(1)** If violence is occurring all employees and persons nearby should immediately move to safety.~~

~~(2)~~(4) If possible and safe, you or the department head/supervisor should contact the Deputy or Village Administrator.

~~(3)~~(5) The Deputy or Village Administrator will take responsibility for coordinating response to the non-emergency incident.

~~(4)~~(6) In instances that involve **emergency** situations or **criminal** activity, the employee should contact the the Village Administrator will contact the Police Department will be contacted.

~~(5)~~(7) In instances when it is not appropriate to refer an incident to the Police Department, the Deputy or Village Administrator will evaluate the situation and determine if further action is required. If an internal investigation is recommended, the Village Administrator will coordinate the investigation process.

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on creation of a Catastrophic Leave Policy within the Personnel Policy Manual.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

The Village has had a Catastrophic Leave Policy that existed outside of the Personnel Policy Manual. The Village desires to bring a formal policy forward regarding Catastrophic Leave for inclusion in the Personnel Policy Manual. Overall, the policy provides for:

- A program that allows employees to donate earned paid leave credits to employees who have a catastrophic need, which would be defined as a significant financial hardship that is due to an illness, medical condition, or injury that incapacitates or is expected to incapacitate an employee or an employee's family member that requires the employee to take unpaid time off from work for an extended period of time.
- Eligibility requirements for both the recipient of the donated time and the donor of such time.
- A procedure for an employee to request the receipt of donated time.
- Conditions on the process for catastrophic leave time donations, including the type of time that can be donated, how donated time will be drawn on and applied to the recipient's time card, and that donated hours of leave are paid at the recipient's rate of pay.

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.

*Motion to recommend approval of creation of a Catastrophic Leave Policy within the Personnel Policy Manual.*



**ATTACHMENTS:**

1. Chapter XX - Catastrophic Leave Policy - Final Draft 02.22.2023

## Chapter XX – Catastrophic Leave

### XX.01 Purpose

The purpose of this policy is to establish a catastrophic leave program for Village employees. This program allows employees to donate earned paid leave credits, to employees who have a catastrophic need.

A catastrophic need for the purpose of this policy shall be defined as a significant financial hardship that is due to an illness, medical condition, or injury that incapacitates or is expected to incapacitate an employee or an employee's immediate-family member that requires the employee to take unpaid time off from work for an extended period of time.

For the purpose of administering this policy, an employee's immediate-family shall be the following relations of the employee:; their spouse or their-Domestic Partner:-spouse, children, step-children, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, brother-in-law, sister-in-law,siblings-in-law, son-in-law and daughterchildren-in-law. Also included are other relatives of the employee, spouse or domestic partner residing in the employee's household.

### XX.01 Eligibility

To be an eligible **recipient** an employee must meet all of the following conditions:

1. Must be an active Village employee who earns sick leave;-and
2. Must be on an approved unpaid leave of absence due to a catastrophic need of the employee or an-immediatea family member as described above;
3. Must have used all personal accrued leave time benefits;-
4. Must not be receiving other salary replacement income including but not limited to replacement income from other employment, income continuation insurance, worker's compensation, unemployment compensation, social security, or other private insurance; and,-
5. Employee must provide completed medical certification of the catastrophic need if required under FMLA or as requested by the Village under other laws.

To be an eligible **donor**, an employee must meet all of the following conditions:

1. To be an eligible donor, the employee must be actively employed by the Village and have accrued leave credits available for donation; and,;

2. Only employees with a sick leave balance of more than ~~fifteen (15)~~ten (10) days may donate time. After the donation is made to the Donation Program, the donating employee's sick leave balance may not fall below ~~fifteen (15)~~ten (10) days. Employees may donate up to ~~fifteen (15)~~ days of sick leave per recipient. There are no limits on the amount of vacation or personal leave time an employee may donate.

- ~~(a) The employee must have exhausted all personal accrued leave time benefits.~~
- ~~(b) The employee cannot be receiving temporary disability benefits under workers' compensation.~~
- ~~(c) The employee cannot be receiving income continuation or replacement benefits pursuant to any other Village programs or any program which the employee is eligible for as a result of his or her employment with the Village.~~
- ~~(d) Employee cannot be receiving unemployment compensation, social security, or private insurance compensation.~~
- ~~(e) Employee must provide completed medical certification of the catastrophic need if required under FMLA or as requested by the Village under other laws.~~
- ~~(f) Employee must be on approved unpaid leave due to a catastrophic need of the employee or an immediate family member~~

#### XX.02 Procedure

- a) A written request to receive donated time off ~~should~~**must** be completed by the employee or ~~their~~**his/her** designee within two weeks of the employee's accrued time off benefits expiring. A leave requesting employee must complete the authorization for requesting donation of leave form. By completing the form, the employee chooses to self-disclose and authorize the dissemination of that self-disclosed information by the Village for purposes of soliciting leave donations.
- b) The ~~Deputy Village~~ Administrator shall grant or deny the request based on the requirements set forth above in XX.01 Eligibility. ~~The final decision to approve or deny the donation of time will be determined by the Village Administrator. In making the decision, he/she will consider the following items:~~
  - ~~• Number of hours currently in the employee's leave time bank.~~
  - ~~• Employee's existing schedule and employment status.~~

- ~~Nature and duration of the event.~~
- ~~Whether absences will be intermittent.~~
- ~~Employee's ability to perform the essential functions of the job, with or without accommodation.~~

~~e.) Employee's ability to return to duty in a reasonable amount of time and foreseeable future.~~

~~d.)c.)~~ The ~~Deputy Village~~ Administrator shall notify the employee and Department Head of the decision. If approved, the ~~Human Resource designee Village Clerk~~ shall be responsible for disseminating the necessary information to the appropriate employees.

### XX.03 Conditions

- a.) A donating employee must complete the authorization for donation of leave form from the Village. An employee may only donate their available unused vacation, personal leave time or sick leave.
- b.) Compensatory time cannot be donated.
- c.) Leave credits must be donated in whole-hour increments and on an hour-for-hour basis irrespective of the base hourly rates of the donor and recipient. The donating employee's decision to donate the leave is irrevocable by that employee. Time offered for donation may not be used by the donating employee unless the donation is rejected or withdrawn by the Village.

~~d.)a.) Only employees with a sick leave balance of more than fifteen (15) days may donate time. After the donation is made to the Donation Program, the donating employee's sick leave balance may not fall below fifteen (15) days. Employees may donate up to fifteen (15) days of sick leave per recipient. There are no limits on the amount of vacation or personal leave time an employee may donate.~~

~~e.)d.)~~ The Village shall establish a donated leave time schedule for the employee receiving the donated time and the donated time will be drawn on as needed basis by the receiving employee. Offers to donate the hours will be organized in chronological order according to the time the donation is offered. If hours are unused or unneeded, then the donated hours will not be withdrawn from the donator's leave time.

~~f.)e.)~~ In any biweekly pay period a recipient may only use the lesser of the following: ~~up to 80 hours of leave~~; up to the number of hours needed to offset the number of hours worked that pay period from the hours regularly scheduled; or the number of hours consistent

with the recipient's regularly scheduled hours per pay period at the time the recipient's unpaid leave began, unless the employee is working a reduced schedule due solely to the catastrophic need. "Regularly scheduled hours" does not include overtime hours, call-in time, or hours worked in excess of the employee's budgeted FTE.

~~g.)f.)~~ A recipient is eligible to be paid for any legal holiday which falls during a pay period if donated leave is used for either the last scheduled workday immediately preceding or the first schedule work day immediately following the holiday.

~~h.)g.)~~ Leave credits donated to recipients are not subject to limitations on end-of-year carryover of leave credits.

~~i.)h.)~~ A recipient will not accrue leave time while receiving donated time unless required under FMLA.

~~j.)~~ Donated hours of leave are paid at the recipient's rate of pay.

~~k.)~~ Donated leave time shall not exceed 30 calendar days.

  
**VILLAGE OF**  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on amendment of Chapter 11, Safety, of the Personnel Policy Manual.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 11, Safety, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. Proposed revisions within this chapter provide updates to the following areas:

- Expansion of the language regarding the Village's commitment to safety.
- Revisions to the Department Head responsibilities section include language requiring the development of department policies outlining safety protocols, and to create an environment where employees feel free to discuss safety openly and bring forward concerns.
- Revisions to the Employee responsibilities section include language requiring employees to be aware of safety risks and standards, to report any safety risks to their supervisor or Department head, to read and understand all applicable safety manuals provided by the Village or equipment manufacturer, and to follow the safety practices of the Village and their department.
- Revisions to Workplace Injury Reporting Requirements to require employees to fully participate and cooperate in all post-injury/accident investigations and activities.
- Removal of 11.06, Access to Records, per our attorney's recommendation.

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.



*Motion to recommend amendment of Chapter 11, Safety, of the Personnel Policy Manual.*

**ATTACHMENTS:**

1. PPM Chapter 11 - Safety - Final Draft 02.01.2023

## CHAPTER 11 - SAFETY

### 11.01 Policy

The Village is committed to providing safe and healthful working conditions for its employees and a workplace that is free from recognized hazards. The Village is committed to protecting the health and safety of each employee and worker as a key priority of the organization. There is no job so important and no service so urgent that we cannot take the time to perform our work safely and correctly. We do not compromise an individual's health and safety in anything we do.

Through management leadership and employee participation, the Village pledges the following:

1. Safety is a shared responsibility of everyone in our organization every employee of the Village.

We never compromise - Safety is never compromised, and - This attitude is part of our everyday life. Safety is about caring for each other and everyone has an important role in creating an atmosphere where we consider safety as considered an overriding priority. It is important that we to react to small risks in our environment.

2. Executive management leads the safety improvement process.

Village management has the responsibility of setting the parameters for safety excellence. All employees are given the knowledge and skills necessary to safely perform their jobs.

3. We Safety performance is communicated safety performance openly to our Village employees, contractors and the public.

We encourage - Everyone is encouraged to develop safe working habits and to practice these rules. An employee is never required to do anything that he or she feels is unsafe.

### 11.02 Village Administrator

The Village Deputy Administrator or designee will be responsible for establishing and maintaining a Village-wide safety program that complies with all applicable state and federal occupational health and safety standards. This responsibility will include, but not be limited to: providing mechanical and physical safeguards; providing personal protective equipment; conducting safety inspections and accident investigations; developing and enforcing safety rules; providing safety training and offering a system of recognition and awards for outstanding safety performance.

### 11.03 Department Head

All Department Heads are responsible for the safety of employees under their direction. This responsibility will include, but not be limited to, the following areas: providing employees with a safe working environment; ensuring compliance with Federal, State and Village regulations and standards within their department; ensuring that their employees receive instruction and training in the safe performance of their jobs; supplying appropriate protective clothing and equipment; establishing department policies outlining safety protocols; creating a working environment where employees feel free and open to discuss safety honestly and bring forward any concerns; and seeing to it that employees perform their jobs with due regard for their own safety and for the safety of others.

#### **11.04 Employee**

All Village employees are responsible for performing their jobs with every possible regard for their own safety, for the rights and safety of others, and for compliance with all Federal, State and Village regulations and safety standards that apply to the performance of their job. This responsibility will include, but not be limited to: reading and following Village safety rules; wearing required personal protective and safety equipment; immediately reporting all accidents and injuries; and watching out for and reporting all unsafe conditions they may observe.

All Employees have an obligation to be aware of environmental, health and safety risks and standards and to advise senior management their supervisor and/or Department Head of any adverse situation which comes to their attention.

Each Employee is expected to have read and to understand all applicable additional safety manuals provided by the Village or equipment manufacturer. Precautions and safety devices are employed to keep you from being injured. All Employees must follow the safety practices of the Village and the job specific safety practices adopted by the Village that are revised and updated as appropriate and necessary from time to time. Employees shall immediately notify their immediate supervisor if they are assigned a task or provided instruction that they have safety concerns regarding or need further clarification of how to safely perform said task.

~~– The prevention of accidents and injuries to employees is of utmost importance, and is the first consideration in the operation of our business. A formal safety and health program will be maintained which conforms to the best practices of municipal governments, with an objective of reducing the number of injuries and illnesses to an absolute minimum.~~

#### **11.05 Workplace Injury Reporting Requirements**

Employees must immediately report a Any workplace accident, injury, or debilitating illness, no matter how minor, must be reported as soon as possible to the immediate supervisor or Department Head, who is responsible for will promptly securing any appropriatee medical aid for the employee. All employees will be provided care, first aid and emergency service, as required, for injuries or illnesses incurred in the course of work for the Village. while on the premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency Employees will be expected to fully participate and cooperate in all post-injury/post-accident investigations and activities. The eAn employee should be advised to seek immediate medical aid off-premises if the-an injury cannot be treated on the premises. The supervisor or Department Head will also

~~provide any necessary assistance to an employee who must complete an accident report to be forwarded to appropriate Village personnel and the Village's workers compensation administrator. insure that all pertinent accident reporting forms are completed and forwarded to the appropriate personnel in a timely manner.~~ AllThe incidents will be documented as required by state and federal safety regulations, and an investigation will be conducted as to the cause and possible preventability of the incident.

#### ~~11.06 Access to Records~~

~~Employees, former employees, and their authorized personal representatives are entitled to request access to Village records of work-related injuries and illnesses and exposures to toxic and harmful substances or conditions, subject to certain limitations imposed by 29 CFR 1904.35(b)(2).~~

  
VILLAGE OF  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 14, General Conditions of Employment, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time, with the exception of Section 14.04, Background Check, which was updated in August 2022. Proposed revisions within this chapter provide updates to the following areas:

- Addition of a section defining an orientation period for new employees.
- Revisions to the Employment of Minors section to reflect updated practices and to ensure compliance with laws and regulations.
- Removal of Section 14.07, Personal Status, per the attorney's recommendation.
- Revisions to provisions and requirements for secondary or outside employment or activities.
- Removal of Section 14.09, Liability and Representation, per the attorney's recommendation.

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.

*Motion to recommend amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.*

**ATTACHMENTS:**

1. PPM Chapter 14 - General Conditions of Employment - Final Draft 01.20.2023

## CHAPTER 14 - GENERAL CONDITIONS OF EMPLOYMENT

### **14.01—Purpose**

~~This chapter sets forth a definition of the relationship that exists between the Village and its employees. This chapter also defines other basic conditions of employment not set forth elsewhere in this manual.~~

### **14.02—Public Service Mission**

~~Each employee of the Village is expected to deal with the public at all times in a prompt, polite, and helpful manner. Fulfillment of this requirement may mean occasional personal inconvenience.~~

### **14.01 Introductory Orientation Period**

~~Unless specified differently by collective bargaining agreements, the Police and Fire Commission, the Library Board, or the Village Board, Aall employees will work on an introductory basis during their initial employment with the Village. The introductory orientation period is three (3) months for all employees employees.~~

~~The introductory orientation period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether they are able toir position meets their expectationsmeet expectations. The Village uses this period to evaluate an Employee's work habits and overall performance. It also allows an employee to gain an understanding of particular job duties, performance standards, expectations, and mutual responsibilities. The new employee should use this time to learn why this particular role is important, how errors or inefficiencies can affect internal and external customers, and exactly how the employee's role contributes to s-results.~~

~~During the introductoryorientation period, an employee is expected to discuss his or her progress with their supervisor and to ask questions about the duties he or shethey are-is performing. Either the employee or the Village may end the employment relationship at any time during the introductory period or at any time thereafter.~~

~~If the designated orientationintroductory period does not allow sufficient time to evaluate an Employee's performance or for any other reason, the introductory orientation period may be extended in the Village's sole discretion. Any significant absence will automatically extend an introductory period by the length of the absence.~~

~~Employees who are promoted or transferred within the Village may be required to complete additional introductory period(s).~~

### **14.03 Medical Examinations**

(1) Applicants for Village positions may be required to undergo a pre-employment medical examination, including a drug screen, and/or a psychological examination. In designated

positions, an annual medical examination may be required. Such exams will measure the individual's physical capabilities in terms of the job to be performed and will be consistent with the provisions of the Americans with Disabilities Act of 1990, as amended.

(2) The Village shall dictate the medical provider of such testing and will pay the cost of any medical examination that it requires of an applicant or employee.

(3) Any Village ordered examination should be conducted only to confirm the employee's ability to comply with the standards of physical fitness and general health that directly relates to the tasks they are required to perform as part of their job responsibilities. The purpose of these examinations is not to identify or penalize employees who can perform their assigned duties with or without reasonable accommodation.

— a. The standards of physical fitness and general health requirements for each position in the Village will be documented within the individual position description.

#### **14.04 Background Check**

The Village of McFarland requires applicants and employees to satisfactorily complete a background check. The Village will consider the job duties, among other factors, in determining what is necessary for and constitutes satisfactory completion of the background check. The background check will include a criminal background check. Depending upon the position sought, it may also include a driving record review, drug testing, psychological evaluation and credit check. All information obtained as a result of a background check will be used solely for employment purposes.

When the Village uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, it complies with relevant requirements under the Fair Credit and Reporting Act (FCRA).

When a background check is required, the candidate or employee must complete the Village's authorization form. Failure to timely complete an authorization may result in termination of consideration for employment. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Village employees who are moving to a position within the organization through transfer, promotion, or otherwise, will not be subject to a criminal background check unless the new position involves increased access to vulnerable populations, increased fiduciary responsibilities, or other factors in the sole discretion of the Village.

All background check information will be kept confidential. The Village of McFarland complies with all applicable federal, state, and local laws regarding background checks.

The Human Resources Generalist is responsible for the administration of this policy.

#### **14.05 ~~Verification of Employment Eligibility~~ Authorized Employment Status**

~~(1) As an employer, the Village will conform to the federal law that requires new employees with the Federal Immigration and Control Act in its hiring procedures.~~

~~(2) Federal law requires that,~~ within three (3) days following the start of employment, ~~new employees to~~ provide evidence of their identity and of their eligibility ~~proof of their authorization~~ to be employed in the United States. Such evidence may be established by providing one or more acceptable documents from the list prescribed by Federal law.

#### **14.06 ~~Work Permit – Hiring Employees Under Age 18~~ Employment of Minors**

~~As a general policy, the Village shall~~ may employ minors who are age 16 and older. Exceptions to this policy may be approved by the Deputy Village Administrator and/or Human Resources designee.

~~An application must be approved and work permit issued before anyone more under 16 years of age may begin work as a Village employee.~~

~~The offer letter for the hiring of a minor shall include the position title and work schedule. ÷~~

Position Title

Schedule:

~~Minors are not permitted to work more than 6 consecutive hours without a 30-minute duty free meal break. Meal periods shall be near the usual times of 6 a.m., 12 p.m. 6 p.m. and 12 a.m.~~

~~Description of the duties that will be performed:~~

~~Wisconsin State Law prohibits the use of minors to in performing hazardous work. Supervisors/Department Heads shall review the complete list of hazardous work as defined by the State of Wisconsin and found in Wis. Admin. Code DWD 270.12-270.13 to ensure all proposed duties conform to applicable laws and regulations.~~

~~(1) Part-time or seasonal employees who have not reached their 18<sup>th</sup> birthday are required to have a work permit issued by the State of Wisconsin before any work is performed. The form used to apply for a work permit is available from any public high school. Each work permit covers only the position or specific kind of work for which it is issued.~~

~~(2) A Department Head intending to employ an individual less than 18 years of age, or another official acting on behalf of the Village, will need to provide the prospective employee with a letter stating the Village's intention to employ the minor, the title of the position in which the minor will be hired, and a description of the duties that will be performed in the position. An application must be approved and a work permit issued (if the minor is under 16 years old) before a minor may begin work as a Village employee.~~

#### **14.07 ~~Personal Status~~**

~~Employees are required to keep the Department Head and Village Clerk informed Human Resources Designee informed of their current residence address, home telephone number, and emergency contact information at all times. Any changes in status should be reported to the Village Clerk Human Resources Designee without delay so appropriate adjustments, if any, can be made in insurance benefits.~~

#### **14.08 Secondary Outside or Incompatible Employment or Activity**

~~(1) —The Village requires that employees not engage in work activities and conduct away from their Village job that competes, or conflict with, or compromises Village interests, or adversely affects the employee’s job performance and ability to fulfill all responsibilities to the Village. Accordingly, No employee may regularly engage in other paid remunerative employment or activity without prior approval of the Department Head and Village Administrator. Initial requests are to be made on an Outside Employment Approval Request form and must be renewed annually that creates any such impact on their work or the Village. Should outside employment or service prove to be incompatible with an employee’s proper discharge of their duties, the Village may require the employee to choose between continuing in their current position and the secondary employment or activity. Outside employment shall require the approval of the Village Administrator. The Department Head and Village Administrator may approve outside employment or activity if it is found to not interfere or conflict with the ability of the employee to perform their duties in an efficient and unbiased manner. Violations of this provision may be grounds for discharge.~~

~~(2) No employee will engage in or accept other employment or render service for any person or entity, when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair such employee’s independence of judgment or action in the performance of their official duties, unless otherwise permitted by law and unless disclosure is made and approval granted by the Village Administrator as provided above.~~

~~(3) No person will hold more than one full or part-time Village position at the same time without the consent of the Village Board. This prohibition will not apply to volunteer positions as long as the volunteer position is in a different department than that to which the regular employment position is assigned.~~

~~(4) —All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal Village working hours or while being paid by the Village will be turned over to the Village and any such activities for which such compensation is paid will be reported to the Village Administrator. This subsection will not be construed to apply to activities performed after regular work hours, while an employee is on a bona fide vacation or floating holiday, or to part-time employees except during those times when they are actually performing services for the Village, nor will it apply to the reimbursement of actual and necessary expenses occurring under such circumstances. Failure to comply with these conditions will subject the employee to disciplinary action.~~

#### **14.09 Liability and Representation**

~~(1) — Public employees may be held liable for acts they perform or fail to perform in their official capacity. The Village carries professional "errors and omissions" liability insurance on its employees and officers. Generally speaking, if an employee is found liable and required to pay damages, the costs will be paid by the insurer.~~

~~(2) — There are instances, however, in which a court may require a public employee to pay damages, fines or forfeitures for which the individual may not claim reimbursement from either the employer or the insurer. Violations of the Wisconsin Open Meetings Law and the Public Records Law are two such instances.~~

~~(3) — Most legal actions claiming liability on the part of a Village employee will usually be handled by the Village Attorney, although in some instances special counsel may be hired to represent the Village. Any Village employee has the right, however, to seek representation by legal counsel of the employee's choice if the employee is willing to bear the expense.~~

#### **14.10 Employee Assistance Program??**



**VILLAGE OF  
McFarland  
SUMMARY SHEET**

**MEETING DATE:** Tuesday, February 28, 2023

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

**AGENDA ITEM:** Discussion and recommendation on amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.

**PREVIOUS ACTION:**

**ISSUE SUMMARY:**

In moving through updates to the Personnel Policy Manual, staff and the Village's labor attorney reviewed Chapter 10, Training and Development, of the Personnel Policy Manual. It is of note that this section of the manual has not been updated in some time. Proposed revisions within this chapter provide updates to the following areas:

- Revisions to include the Deputy Village Administrator and Human Resources Designee positions.
- Addition of language to provide for the responsibility of the Department Head to create a training program for onboarding new employees in regards to department policies, procedures and safety protocols related to performing the job duties.
- Addition of language to encourage employees to actively participate in making suggestions regarding desired training opportunities.
- Revisions to the Continuing Education and Training section to allow for Village payment of education and training costs when appropriate versus the only option being for employee reimbursement of costs. In addition, language was included to provide for employee repayment to the Village for these costs if the employee leaves Village employment within 12 months or less of the completion of the education or training that was paid for by the Village.
- Revisions to the Conferences and Conventions section to remove the language regarding conferences in Wisconsin and the 4 adjoining states. We would propose the focus should be on the quality of the conference and convention and not the geographical location.

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

N/A



**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for discussion and approval.

*Motion to recommend amendment of Chapter 10, Training and Development, of the Personnel Policy Manual.*

**ATTACHMENTS:**

1. PPM Chapter 10 - Training - Final Draft 02.22.2023

## CHAPTER 10 - TRAINING AND DEVELOPMENT

### 10.01 Purpose

Employee training and development programs are important functions of the Village organization. The purpose of such programs is to increase and improve the knowledge, proficiencies and skills of Village employees in order to keep them abreast of current developments in their occupational fields, to provide for career growth and advancement opportunities within the Village organization in accordance with ~~affirmative action goals, the Village's mission, vision and goals to ensure and to improve the quality of services~~ is provided to the public.

### 10.02 ~~Village Administrator~~ Training and Development Programs

(1) The Deputy Village Administrator, in conjunction with the Human Resource Designee, will be responsible for the ~~overseeing of all development~~ and coordination of employee training and development programs. The Deputy Village Administrator and the HR Designee will:

(~~1a~~) Assist Department Heads in coordinating the design, ~~and~~ implementation, and proper administration of employee training and development programs to meet the current and future needs of their departments ~~and to increase employee efficiency ensuring employees are appropriately trained to perform their jobs safely and receive equal consideration for training opportunities that are available to them and encourage their participation in programs that may enhance their potential for career enhancement and professional growth.~~

(~~2b~~) Conduct or coordinate employee training and development programs to meet the common needs of all departments and align with the Village's missions, vision and goals.

~~(3e) — Ensure that, through their immediate supervisors or Department Heads, all employees are informed of and receive equal consideration for training opportunities that are available to them and encourage their participation in programs that may enhance their potential for career enhancement and professional growth.~~

(~~4d~~) Foster a program for the cross training of employees when such training assignments are in the best interest of the Village to ensure continuity of service.

(~~5e~~) Periodically analyze and evaluate the overall training and development needs of employees within the Village.

(~~6f~~) Maintain current information and materials on job requirements, training opportunities, employee development manuals, and other employee training and development literature.

(7g) Maintain a record of all training conducted and ~~insure~~ensure that all authorized employee training and development programs are properly administered.

(8h) ~~Maintain a record of training within~~ Ensure that the employee personnel files ~~are updated upon successful completion of any employee training and development activity to~~ ensure equitable consideration for placements, transfers, and promotions.

**(2) 10.03 Department Heads.**

Department Heads will provide active leadership in the development and advancement of employees under their supervision and will:

(4a) Be responsible for creation of a Department Training program that ensures new employees are properly trained and onboarded regarding proper department policies, procedures and safety protocols in performing their job duties.

(2) Cooperate with the Deputy Village Administrator and HR Designee to determine current and future employee training and development needs.

(2b) Suggest to the Deputy Village Administrator and HR Designee any particular training that would be helpful to employees in their departments.

(3c) Cooperate with the Deputy Village Administrator and HR Designee in organizing programs and encouraging employees to attend training sessions.

(4d) Assist in assessing the effectiveness of employee training programs and make recommendations for improvement and modifications.

(5e) Grant employees sufficient time to participate in training programs provided that such participation does not unduly interfere with the necessary operations of the department.

**(3) Employees**

(a) Employees are encouraged to actively participate in making suggestions regarding desired training opportunities both for the department and their professional development.

**10.043 Employee Orientation Program**

The Deputy Village Administrator, in conjunction with the HR Designee, will develop a program outline to orient new employees to the Village work force.

**(1) ~~Village Clerk~~ Human Resource Designee**

On the first day of employment, or as soon as possible during the first pay period, new employees will meet with the ~~Village Clerk~~HR Designee who will advise them of all general conditions of

employment, including standard hours of work, fringe benefits, pay and pay periods, Village work rules, privileges and responsibilities. All required forms such as tax withholding, insurance enrollments, I-9s, etc., will be completed and signed and relevant benefit information furnished.

## (2) Department Heads

The Department Head will orient each new employee to the specific conditions and requirements related to that employee's job, ~~and~~ work site, and department. Such orientation will include introductions to co-workers, work standards, safety regulations, break periods, supplies, time keeping, etc. ~~A checklist of all Village property issued to the new employee is to be completed and placed in the personnel file.~~

### 10.054 In-service Training

Some departments of the Village require special in-service training, and such training may be offered and/or coordinated by individuals assigned that responsibility within the departments. Department Heads will keep the Deputy Village Administrator and HR Designee informed of such programs in order to keep personnel files up to date.

### 10.065 Continuing Education and Training

(1) Changes in job requirements, individual responsibilities or technology, as well as continued growth and expertise in an employee's position and industry, may warrant the Village providing assistance to employees who need to ~~improve-grow~~ or develop new job-related knowledge and skills. To this end, the Village may pay the cost of tuition, required texts, laboratory materials and other fees associated with programs of instruction offered by ~~the University of Wisconsin System, Madison Area Technical College or other accredited universities and colleges~~ an institution of higher learning. A full-time or part-time employee may be eligible for reimbursement or Village payment of these costs if:

- (a) The course of instruction is directly related to the specific job functions performed by the employee and is approved by the Department Head (by the Village Administrator if the employee is a Department Head or by the Village President if the employee is the Village Administrator) before the first day of class. All approvals for tuition reimbursement shall be forwarded to the Deputy Village Administrator for record keeping purposes.
- (b) The employee provides evidence of successful completion of the course with a passing grade, ~~and of~~
- (c) If the Village is reimbursing the expenses, the employee will provide proof of having paid in full the course related expenses for which reimbursement is being requested.
- (de) The employee is not eligible for full reimbursement of costs from any other source. (In the event partial reimbursement is received from another source, the Village

may pay the difference between the amount received and the full cost of the program.)

- (ed) The total reimbursement or Village payment requested by the employee does not exceed the actual costs of the course or a maximum of \$3,000~~1,500~~ per calendar year.
- (fe) The employee agrees to repay the Village one hundred percent (100%) of the reimbursement/payment amount if the employee leaves Village employment for any reason (including a quit, resignation, retirement, or termination) within 6 months of the date of completion of the course and fifty percent (50%) of the reimbursement amount if the employee leaves Village employment within twelve (12) months of the date of completion of the course. To the extent possible, this amount will be deducted from the employee's final check. In the event the employee's final paychecks are insufficient to cover the remaining amount due and owing to the Village, the employee will be personally responsible for paying the remaining amount due. In the event the employee breaches their obligations to pay the Village back as outlined above within thirty (30) days from the employee's last date of employment, then the Village will be entitled to institute legal proceedings for the collection of the amount due.

~~Workshops, institutes or similar programs of instruction may also be attended if the purpose in attending them is to improve or develop new job-related knowledge and skills. For purposes of reimbursing payment of the costs involved, the policies governing attendance at conferences and conventions will apply.~~

### **10.076 Conferences and Conventions**

Village employees are encouraged to attend conferences and conventions if attendance is expected to ~~significantly~~ add to their job-related knowledge and skills.

Approval to attend conferences and conventions ~~in Wisconsin and the four adjoining states (Illinois, Iowa, Michigan and Minnesota)~~ is at the discretion of the Department Head for employees, at the discretion of the Village Administrator for Department Heads, and at the discretion of the Village President for the Village Administrator. ~~Attendance at conferences in any other states requires the approval of the Village Administrator or the Village President.~~

To the extent possible, Department Heads will be expected to anticipate and plan for attendance at conferences and conventions as part of their proposed operating budget. Reimbursable or allowed costs that should be reflected in projected costs include travel or mileage costs, conference or convention registration fees, meals, lodging expenses, parking and toll fees.

In considering individual requests to attend a conference or convention, first priority will be given to conferences and conventions sponsored by Wisconsin associations representing local government interests or similar programs for local government employees conducted by other organizations in Wisconsin or the adjoining states. Second priority will be given to conferences

and conventions that are national in character and conducted outside Wisconsin or the adjoining states.

### **10.087 Trade/Professional Associations**

The Village may pay membership dues for administrative and technical personnel to join job related trade/professional organizations when such membership is reasonably expected to advance their professional development or benefit the Village in regard to access to resources and knowledge.