

Monday, April 10, 2023

7:00 PM

McFarland Municipal Center
Community Room

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/81924903354>

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

Webinar ID: 819 2490 3354

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
 - a. Results from the April 4, 2023 Spring Election.
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the March 14, 2023 Village Board meeting.
 - 2) Motion to approve checks in the amount of \$724,833.36.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board 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 Board 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 Board 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 Board for their consideration. 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.

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.
6. BUSINESS.
 - a. Update on progress on the construction of the Public Safety Center.

- b. Discussion and action on Resolution #2023-03: a resolution approving the inclusion of the McFarland Youth Center within the McFarland Municipal Center Campus Master Plan as a Village service to be provided.
- c. Public Safety Committee (Trustees Wreh & Brandt)
 - 1) Discussion and action on an expansion of premise for Class "B" Beer and "Class B" Intoxicating Liquors license for Byrnes McFarland Tavern LLC, D/B/A Byrnes McFarland Tavern, to add the approximately 768 square foot garage area.
- d. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion and action on adopting the revised Personnel Policy manual with an effective date of May 1, 2023.

7. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with the following:
 - 1) Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2022 performance evaluation data and applicable compensation for the Village Administrator position.

8. RECONVENE INTO OPEN SESSION.

9. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding the 2022 performance evaluation data and applicable compensation for the Village Administrator position.

10. SCHEDULE NEXT MEETING DATE.

- a. April 18, 2023 - Village Board - 5:30 pm (Annual Organizational Meeting)
- b. April 25, 2023 - Committee of the Whole - 5:30 pm
- c. April 25, 2023 - Village Board - 7:00 pm
- d. May 3, 2023 - Joint Meet with School District - Land Acknowledgement - 6:00 p.m.
- e. May 9, 2023 - Committee of the Whole - 5:30 pm
- f. May 9, 2023 - Village Board - 7:00 pm

11. 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.

Spring Election Results – FINAL

April 4, 2023

TOTAL BALLOTS CAST		4125
Village Voter Turnout (Percentage of Registered Voters)		64.66%
Ballots cast in-person		2483 (60.19%)
Ballots cast via absentee ballot		1642 (38.81%)
State Supreme Court		
Janet C. Protasiewicz		3219
Daniel Kelly		876
Court of Appeals		
Chris Taylor		2800
Village President		
Carolyn Clow		3003
Village Trustee		
Stephanie Brassington		2140
Lowell J. Prill		1076
Luke E. Fessler		1786
Hilary Brandt		2111
McFarland School Board		
Craig Howery		3015
State QUESTION 1: "Conditions of release before conviction. Shall section 8 (2) of article I of the constitution be amended to allow a court to impose on an accused person being released before conviction conditions that are designed to protect the community from serious harm?"		
Yes		2328
No		1525
State QUESTION 2: "Cash bail before conviction. Shall section 8 (2) of article I of the constitution be amended to allow a court to impose cash bail on a person accused of a violent crime based on the totality of the circumstances, including the accused's previous convictions for a violent crime, the probability that the accused will fail to appear, the need to protect the community from serious harm and prevent witness intimidation, and potential affirmative defenses?"		
Yes		2344
No		1515
State QUESTION 3: Shall able-bodied childless adults be required to look for work in order to receive taxpayer-funded welfare benefits?		
Yes		2790

No	1155
Dane County Question 1: Should the Wisconsin Constitution be amended to require a nonpartisan system for redistricting legislative and congressional districts in the state?	
Yes	3210
No	646
Dane County Question 2: Should the Wisconsin Legislature adopt an amendment to the Wisconsin Constitution creating a new right to privacy that would protect rights such as abortion, same-sex marriage, and interracial marriage?	
Yes	3335
No	654

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 10, 2023

SECTION: Consent Agenda

The Consent Agenda is for routine, procedural, and self-explanatory non-controversial items. Items will be approved by one motion unless a Board member requests that the item be removed. Board members who have a question on an item on the consent agenda or would like to have additional discussion, should request an item be removed from the consent agenda and discussed separately. Items requested to be dealt with separately, will be dealt with in the same order in which they were originally listed on the Consent Agenda under Business.

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, March 14, 2023 - 7:00 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ROLL CALL.

Village Board members present: Village President Carolyn Clow, Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Public Works Director Lee Igl, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

a. Board, Committee, Commission Vacancy announcement.

President Clow announced Board, Committee and Commission vacancies. Deadline for submissions is March 31, 2023.

b. April 4, 2023 - Spring Election Information

Deputy Administrator/Clerk Suettinger provided an overview of the upcoming April 4, 2023 Spring election.

4. CONSENT AGENDA.

a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.

1) Motion to approve the minutes of the February 28, 2023 meeting.

2) Motion to approve checks in the amount of \$267,907.35.

3) Motion to approve the MS4 Annual Report.

4) Motion to approve the purchase of a replacement vehicle for the Detective position within the Police Department.

5) Motion to approve Ordinance amendment 2023-04: An ordinance to update the sewer fees within Appendix A of the Village Code of Ordinances.

6) Motion to approve a proposal from Baker Tilly to conduct a water impact fee study as recommended by the Public Works & Utilities Committee.

7) Motion to approve an agreement for Road Maintenance Technology software.

- 8) Motion to approve an agreement with Dixon Engineering Inc. for various services associated with the Water Tower Painting project.

Trustee Flaherty requested the removal of consent agenda item 4 a.4).

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve the consent agenda as presented with item 4 a.4) removed. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board 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 Board 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 Board 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 Board for their consideration. 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.

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.

Doug Fendry, 5504 Chestnut Lane, spoke on the community center project project.

6. BUSINESS.

The Board discussed consent agenda item 4 a. 4) as regular business. Discussion on approval for the purchase of a replacement vehicle for the detective position within the Police Department.

Motion by President Clow, second by Trustee Wreh, to approve the purchase of a replacement vehicle for the detective position within the Police Department. Motion carries 6 - 1 - 0 by acclamation with Trustee Flaherty voting nay.

- a. Update on progress on the construction of the Public Safety Center.
Jordan Schulz, Owner rep with Huffman, presented an update on construction of the Public Safety Center.
- b. Discussion and action regarding proposed Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs.
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve proposed Change Order #12 for the Public Safety Center project regarding pathway connection and miscellaneous costs. Motion carries 7 - 0 - 0 by acclamation.
- c. Parks and Recreation Committee (Trustees Jerke & Nelson)
Sustainability and Natural Resources Committee (Trustees Wreh & President Clow)
- 1) Discussion and action regarding the award of contract for the 2023 McDaniel Park

beach improvements project.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to the award of contract to R & T Voegeli Excavating, LLC of Monroe in the amount of \$154,896 for the 2023 McDaniel Park beach improvements project including base bid with additional expenses for engineering and contingency for a total project cost in an amount of \$200,000. Motion carries 7 - 0 - 0 by acclamation.

d. Public Works & Utilities Committee (Trustee Brandt & President Clow)

1) Discussion and action regarding the award of contract for the 2023 Street and Utility Improvements project on Paulson Road.

Motion Trustee Hilary Brandt, second by President Clow, to award a contract to Speedway Sand and Gravel of Madison for an amount of \$2,017,538 for the reconstruction of Paulson Road including base bid and supplementals, but rejecting the contract alternate with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of \$2,370,000. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding the award of contract for the 2023 Water Main Improvements project along Taylor Road, and between Taylor Road and Spartan Drive.

Motion by Trustee Brandt, second by President Clow, to award contract to Speedway Sand and Gravel of Madison in an amount of \$433,907 for the reconstruction of water main along Taylor Road, including base bid with the rejection of all alternates and supplemental items with additional expenses for engineering, construction administration, inspection, and contingency for a total project cost in an amount of \$545,000. Motion carries 6 - 0 - 0.

Nelson left at 8:27 p.m.

3) Discussion and action regarding a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility.

Motion by Village Trustee Hilary Brandt, second by Village President Carolyn Clow, to approve a proposal from Baker Tilly to conduct a conventional rate case and a five-year financial forecast for the water utility. Motion carries 7 - 0 - 0 by acclamation.

e. Personnel Committee (Trustees Nelson, Jerke, & Wreh)

1) Discussion on updates to the Personnel Policy manual including:

Amendment of Chapter 11, Safety, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 11, Safety, of the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 34, Violence in the Workplace, of the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Amendment of Chapter 14, General Conditions of Employment, of the Personnel Policy Manual.

The Board discussed amendment of Chapter 14, General Conditions of Employment, of the

Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Creation of an Equal Employment Opportunity Policy.

The Board discussed creation of an Equal Opportunity Policy within the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Creation of a Benefits policy within the Personnel Policy Manual.

The Board discussed creation of a Benefits Policy within the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

Creation of a Catastrophic Leave Policy within the Personnel Policy Manual.

The Board discussed creation of a Catastrophic Leave Policy within the Personnel Policy Manual. The final Personnel Policy Manual will be submitted for approval at the April 10, 2023 Village Board meeting.

f. Discussion and introduction of land acknowledgement.

Trustee Nelson returned at 8:43 p.m. President Clow presented an overview of the plan to host a land acknowledgement ceremony.

7. REQUESTS FOR REFERRAL OF NEW ITEMS.

a. Discussion and action on a referral from Trustee Wreh to refer the issue of working with the Fire & Rescue Chief and Police Chief to plan a panel discussion for the Community.

Motion by President Carolyn Clow, second by Ed Wreh, to approve asking Chief Dennis and chief Chapin prepare a panel discussion for the community around working with policy and fire/ems and legal aspect and that they present those plans to the PSC and DEI for input. Motion carries 7 - 0 - 0 by acclamation.

8. CLOSED SESSION.

a. Discussion and action on entering into Closed Session in accordance with the following:

b. Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2022 performance evaluation data and applicable compensation for the Village Administrator position.

Motion by President Carolyn Clow, second by Trustee Stephanie Brassington, to enter into closed session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2022 performance evaluation data and applicable compensation for the Village Administrator position at 8:54 p.m.. Motion carries 7 - 0 - 0 on a roll call vote.

9. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to reconvene in open session at 10:29 p.m. Motion carries 7 - 0 - 0 by acclamation.

10. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding the 2022 performance evaluation data and applicable compensation for the Village Administrator position.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to accept the 2022 Performance Evaluation and approve compensation adjustment at 3% based on performance evaluation data from prior year. Motion carries 7 - 0 - 0 by acclamation.

11. SCHEDULE NEXT MEETING DATE.

- a. March 28, 2023 - Committee of the Whole - 5:30 p.m.
- b. March 28, 2023 - Village Board - 7:00 p.m.
- c. April 10, 2023 - Committee of the Whole - 5:30 p.m. (Monday, special day)
- d. April 10, 2023 - Village Board - 7:00 p.m. (Monday, special day) (Last meeting of current seated Board)

12. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Edward Wreh, to adjourn at 10:31 p.m.

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,
Cassandra Suettinger
Deputy Administrator/Clerk

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
10	ARAMARK	6140149147	MATS	1	03/24/2023	52.33	.00	52.33	04/06/2023
		6140152983	MAT RENTAL	1	03/31/2023	52.33	.00	52.33	04/06/2023
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	031023	MUNICIPAL CENTER	1	03/10/2023	4,060.97	.00	4,060.97	03/27/2023
		031023	PW FACILITY	2	03/10/2023	2,068.01	.00	2,068.01	03/27/2023
		031023	LIBRARY	3	03/10/2023	3,055.33	.00	3,055.33	03/27/2023
		031023	WELL #4	4	03/10/2023	1,773.70	.00	1,773.70	03/27/2023
		031023	SOCCER BUILDING 4820	5	03/10/2023	271.06	.00	271.06	03/27/2023
		032123	MCDANIEL	1	03/21/2023	81.51	.00	81.51	03/31/2023
		032123	FLOOD LIGHT	2	03/21/2023	30.20	.00	30.20	03/31/2023
		032123	6300 ELVEHJEM/DOG PA	3	03/21/2023	1,423.69	.00	1,423.69	03/31/2023
		032723	SIRENS	1	03/27/2023	31.53	.00	31.53	04/06/2023
		032723	5307 HOUGH ST	2	03/27/2023	18.41	.00	18.41	04/06/2023
		032723	WATER TOWER HOLSCH	3	03/27/2023	23.47	.00	23.47	04/06/2023
		032723	WATER TOWER BURMA	4	03/27/2023	78.33	.00	78.33	04/06/2023
		032723	LEWIS PARK	5	03/27/2023	275.88	.00	275.88	04/06/2023
		032723	BRANDT PARK	6	03/27/2023	51.56	.00	51.56	04/06/2023
		032723	WELL #3	7	03/27/2023	1,563.65	.00	1,563.65	04/06/2023
		032723	WELL #3	8	03/27/2023	99.70	.00	99.70	04/06/2023
		032723	WELL #4	9	03/27/2023	68.19	.00	68.19	04/06/2023
		032723	LIFT #1	10	03/27/2023	316.63	.00	316.63	04/06/2023
		032723	LIFT #2	11	03/27/2023	194.73	.00	194.73	04/06/2023
		032723	5802 MAIN ST (HOUSE/J	12	03/27/2023	298.76	.00	298.76	04/06/2023
		032723	LIFT #3	13	03/27/2023	73.55	.00	73.55	04/06/2023
		032723	FLOWER CORNER	14	03/27/2023	29.57	.00	29.57	04/06/2023
		032723	TRAFFIC FLASHERS - CR	15	03/27/2023	19.54	.00	19.54	04/06/2023
		032723	GAZEBO	16	03/27/2023	35.41	.00	35.41	04/06/2023
		032723	CEDAR GLADE AERATOR	17	03/27/2023	16.77	.00	16.77	04/06/2023
		032723	STREET LIGHTING (2)	18	03/27/2023	368.79	.00	368.79	04/06/2023
		032723	TRAFFIC FLASHERS - BA	19	03/27/2023	20.62	.00	20.62	04/06/2023
		032723	TRAFFIC FLASHERS - FA	20	03/27/2023	19.81	.00	19.81	04/06/2023
		032723	TRAFFIC FLASHERS - FA	21	03/27/2023	19.27	.00	19.27	04/06/2023
		032723	WELL #1	22	03/27/2023	99.70	.00	99.70	04/06/2023
		032723	WELL #1	23	03/27/2023	577.23	.00	577.23	04/06/2023
		032723	LIFT #5	24	03/27/2023	285.67	.00	285.67	04/06/2023
		032723	MCDANIEL	25	03/27/2023	81.51	.00	81.51	04/06/2023
			6922801707-	PSC ELECTRICITY/GAS	1	03/21/2023	7,325.69	.00	7,325.69
Total 30:						24,758.44	.00	24,758.44	
68	BADGER WELDING SUPP	3758841	BADGER WELDING - OXY	1	03/22/2023	46.30	.00	46.30	04/06/2023
		3760093	BADGER WELDING - OXY	1	03/28/2023	89.44	.00	89.44	04/06/2023
Total 68:						135.74	.00	135.74	
79	BAYCOM INC	EQUIPINV_0	PSC ITEMS	1	03/30/2023	35,576.96	.00	35,576.96	04/06/2023
Total 79:						35,576.96	.00	35,576.96	
104	BOBCAT OF MADISON IN	01-109952	TOOLCAT MAINTENANCE	1	03/27/2023	60.20	.00	60.20	04/06/2023
		01-109952	TOOLCAT MAINTENANCE	2	03/27/2023	16.42	.00	16.42	04/06/2023
		01-109952	TOOLCAT MAINTENANCE	3	03/27/2023	16.42	.00	16.42	04/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		01-109952	TOOLCAT MAINTENANCE	4	03/27/2023	16.41	.00	16.41	04/06/2023
		01-110107	T5 REPAIR	1	04/03/2023	319.91	.00	319.91	04/06/2023
		01-110107	T5 REPAIR	2	04/03/2023	87.25	.00	87.25	04/06/2023
		01-110107	T5 REPAIR	3	04/03/2023	87.25	.00	87.25	04/06/2023
		01-110107	T5 REPAIR	4	04/03/2023	87.25	.00	87.25	04/06/2023
	Total 104:					691.11	.00	691.11	
115	BRANDT, BRETT	BB031023	PLOW MEALS	1	03/10/2023	10.00	.00	10.00	04/06/2023
	Total 115:					10.00	.00	10.00	
161	CHASE LUMBER AND FU	0003/200276	LOCATES	1	03/29/2023	9.16	.00	9.16	04/06/2023
		0003/200276	LOCATES	2	03/29/2023	9.16	.00	9.16	04/06/2023
		0003/200276	LOCATES	3	03/29/2023	9.16	.00	9.16	04/06/2023
		0003/200276	LIBRARY PLANTER REPA	1	03/31/2023	7.54	.00	7.54	04/06/2023
	Total 161:					35.02	.00	35.02	
196	CONNEY SAFETY PROD	06167223	PW SAFETY SUPPLIES H	1	04/05/2023	114.53	.00	114.53	04/06/2023
		06167223	PW SAFETY SUPPLIES H	2	04/05/2023	31.24	.00	31.24	04/06/2023
		06167223	PW SAFETY SUPPLIES H	3	04/05/2023	31.24	.00	31.24	04/06/2023
		06167223	PW SAFETY SUPPLIES H	4	04/05/2023	31.24	.00	31.24	04/06/2023
	Total 196:					208.25	.00	208.25	
247	DANE CO TREASURER	154-033023	JAIL & SURCHARGES - M	1	03/30/2023	2,458.75	.00	2,458.75	04/06/2023
	Total 247:					2,458.75	.00	2,458.75	
261	DECKER SUPPLY CO INC	922957	SIGNS PARTS	1	03/28/2023	1,500.00	.00	1,500.00	04/06/2023
		922958	SIGNS	1	03/28/2023	83.45	.00	83.45	04/06/2023
	Total 261:					1,583.45	.00	1,583.45	
341	ENVIRONMENT CONTRO	26547-613	JANITORIAL SERVICES	1	04/01/2023	1,349.53	.00	1,349.53	04/06/2023
		26628-613	MC CLEANING	1	04/01/2023	959.52	.00	959.52	04/06/2023
		26838-613	PUBLIC WORKS CLEANI	1	04/01/2023	233.53	.00	233.53	04/06/2023
		26838-613	PUBLIC WORKS CLEANI	2	04/01/2023	63.69	.00	63.69	04/06/2023
		26838-613	PUBLIC WORKS CLEANI	3	04/01/2023	63.69	.00	63.69	04/06/2023
		26838-613	PUBLIC WORKS CLEANI	4	04/01/2023	63.69	.00	63.69	04/06/2023
		26897-613	JANITORIAL SERVICES	1	04/05/2023	1,349.47	.00	1,349.47	04/06/2023
		26898-613	MC CLEANING	1	04/05/2023	559.74	.00	559.74	04/06/2023
		26899-613	PUBLIC WORKS CLEANI	1	04/05/2023	37.16	.00	37.16	04/06/2023
		26899-613	PUBLIC WORKS CLEANI	2	04/05/2023	37.16	.00	37.16	04/06/2023
		26899-613	PUBLIC WORKS CLEANI	3	04/05/2023	37.16	.00	37.16	04/06/2023
		26899-613	PUBLIC WORKS CLEANI	4	04/05/2023	136.22	.00	136.22	04/06/2023
	Total 341:					4,890.56	.00	4,890.56	
353	FERGUSON ENTERPRIS	7148029	MUNICIPAL CENTER RES	1	03/22/2023	669.00	.00	669.00	04/06/2023
		7148224	MUNICIPAL CENTER RES	1	03/22/2023	9.59	.00	9.59	04/06/2023
	Total 353:					678.59	.00	678.59	
361	FIRST SUPPLY LLC MADI	13626415-00	MUNICIPAL CENTER BOI	1	03/28/2023	498.76	.00	498.76	04/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 361:						498.76	.00	498.76	
390	GBR CORPORATION	DF2820	LIBRARY ROOF REPAIR	1	03/20/2023	462.50	.00	462.50	04/06/2023
Total 390:						462.50	.00	462.50	
408	GRAINGER INC	8654621771	SEALS	1	03/28/2023	10.68	.00	10.68	04/06/2023
		9654621755	BATTERIES	1	03/28/2023	45.48	.00	45.48	04/06/2023
Total 408:						56.16	.00	56.16	
476	JEFFERSON FIRE & SAF	IN301025	FLIPUP STEP & POLISHE	1	03/20/2023	248.68	.00	248.68	04/06/2023
		IN301136	BAUER CYL TEST GAS	1	03/16/2023	293.47	.00	293.47	04/06/2023
Total 476:						542.15	.00	542.15	
492	KAYSER AUTOMOTIVE G	173632P	VEHICLE MAINT TRUCK 3	1	03/01/2023	1.84	.00	1.84	04/06/2023
		173632P	VEHICLE MAINT TRUCK 3	2	03/01/2023	1.84	.00	1.84	04/06/2023
		173632P	VEHICLE MAINT TRUCK 3	3	03/01/2023	1.84	.00	1.84	04/06/2023
		173632P	VEHICLE MAINT TRUCK 3	4	03/01/2023	6.72	.00	6.72	04/06/2023
		173709P	VEHICLE MAINT CAR 27	1	03/02/2023	25.79	.00	25.79	04/06/2023
		173709P	VEHICLE MAINT CAR 27	2	03/02/2023	25.79	.00	25.79	04/06/2023
		173709P	VEHICLE MAINT CAR 27	3	03/02/2023	25.79	.00	25.79	04/06/2023
		173709P	VEHICLE MAINT CAR 27	4	03/02/2023	94.53	.00	94.53	04/06/2023
		173717P	VEHICLE MAINT CAR 26	1	03/03/2023	25.79	.00	25.79	04/06/2023
		173717P	VEHICLE MAINT CAR 26	2	03/03/2023	25.79	.00	25.79	04/06/2023
		173717P	VEHICLE MAINT CAR 26	3	03/03/2023	25.79	.00	25.79	04/06/2023
		173717P	VEHICLE MAINT CAR 26	4	03/03/2023	94.53	.00	94.53	04/06/2023
		173776P	VEHICLE MAINT CAR 26	1	03/03/2023	25.79	.00	25.79	04/06/2023
		173776P	VEHICLE MAINT CAR 26	2	03/03/2023	25.79	.00	25.79	04/06/2023
		173776P	VEHICLE MAINT CAR 26	3	03/03/2023	25.79	.00	25.79	04/06/2023
		173776P	VEHICLE MAINT CAR 26	4	03/03/2023	94.53	.00	94.53	04/06/2023
		174850P	M4 MAINTENANCE	1	03/24/2023	36.04	.00	36.04	04/06/2023
		174873P	VEHICLE MAINT CAR 27	1	03/28/2023	34.45	.00	34.45	04/06/2023
		174873P	VEHICLE MAINT CAR 27	2	03/28/2023	9.39	.00	9.39	04/06/2023
		174873P	VEHICLE MAINT CAR 27	3	03/28/2023	9.39	.00	9.39	04/06/2023
		174873P	VEHICLE MAINT CAR 27	4	03/28/2023	9.39	.00	9.39	04/06/2023
		735233	M3 MAINTENANCE	1	03/22/2023	365.29	.00	365.29	04/06/2023
		CM172963P	CORE RETURN	1	02/28/2023	330.00-	.00	330.00-	04/06/2023
		CM172963P	CORE RETURN	2	02/28/2023	90.00-	.00	90.00-	04/06/2023
		CM172963P	CORE RETURN	3	02/28/2023	90.00-	.00	90.00-	04/06/2023
		CM172963P	CORE RETURN	4	02/28/2023	90.00-	.00	90.00-	04/06/2023
		CM173776P	VEHICLE MAINT CAR 26	1	03/03/2023	25.79-	.00	25.79-	04/06/2023
		CM173776P	VEHICLE MAINT CAR 26	2	03/03/2023	25.79-	.00	25.79-	04/06/2023
		CM173776P	VEHICLE MAINT CAR 26	3	03/03/2023	25.79-	.00	25.79-	04/06/2023
		CM173776P	VEHICLE MAINT CAR 26	4	03/03/2023	94.53-	.00	94.53-	04/06/2023
		PC7158	F250 TRUCK PURCHASE	1	03/24/2023	54,537.50	.00	54,537.50	03/30/2023
Total 492:						54,757.49	.00	54,757.49	
508	KNOX COMPANY	INV-KA-1736	KNOX - KEYSECURES	1	03/27/2023	2,336.00	.00	2,336.00	04/06/2023
Total 508:						2,336.00	.00	2,336.00	
575	MADISON MET SEWERA	IN000018458	PAULSON ROAD - MC197	1	03/30/2023	15,613.92	.00	15,613.92	04/06/2023
		IN000018459	PAULSON ROAD - MC197	1	03/30/2023	1,500.00	.00	1,500.00	04/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 575:						17,113.92	.00	17,113.92	
581	MADISON TRUCK EQUIP	20497	PLOW FOR NEW TRUCK	1	04/04/2023	8,140.00	.00	8,140.00	04/06/2023
Total 581:						8,140.00	.00	8,140.00	
595	MATC	CORP - 0000	FIRE TRAINING CONROY	1	03/23/2023	147.95	.00	147.95	04/06/2023
Total 595:						147.95	.00	147.95	
606	MCFARLAND FIREFIGHT	033123	QUARTERLY PAYROLL P	1	03/31/2023	285.00	.00	285.00	04/06/2023
Total 606:						285.00	.00	285.00	
634	MENARDS - MONONA	44734	PW SHOP SUPPLIES	1	02/22/2023	2.98	.00	2.98	04/06/2023
		44734	PW SHOP SUPPLIES	2	02/22/2023	2.98	.00	2.98	04/06/2023
		44734	PW SHOP SUPPLIES	3	02/22/2023	2.98	.00	2.98	04/06/2023
		44734	PW SHOP SUPPLIES	4	02/22/2023	10.93	.00	10.93	04/06/2023
		46091	PUBLIC WORKS SHOP S	1	03/24/2023	99.83	.00	99.83	04/06/2023
		46091	PUBLIC WORKS SHOP S	2	03/24/2023	27.23	.00	27.23	04/06/2023
		46091	PUBLIC WORKS SHOP S	3	03/24/2023	27.22	.00	27.22	04/06/2023
		46091	PUBLIC WORKS SHOP S	4	03/24/2023	27.22	.00	27.22	04/06/2023
		46262	COMMUNITY PARK GATE	1	03/28/2023	59.16	.00	59.16	04/06/2023
		46327	PARKS SUPPLIES	1	03/29/2023	30.80	.00	30.80	04/06/2023
		46363	PUBLIC WORKS SHOP S	1	03/30/2023	11.98	.00	11.98	04/06/2023
		46363	PUBLIC WORKS SHOP S	2	03/30/2023	11.98	.00	11.98	04/06/2023
		46363	PUBLIC WORKS SHOP S	3	03/30/2023	11.98	.00	11.98	04/06/2023
		46363	PUBLIC WORKS SHOP S	4	03/30/2023	43.92	.00	43.92	04/06/2023
		46363	BACKUP POLLING SUPP	5	03/30/2023	76.95	.00	76.95	04/06/2023
		46425	WELL HOUSE FACILITY	1	03/31/2023	106.27	.00	106.27	04/06/2023
Total 634:						554.41	.00	554.41	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	03/29/2023	175.12	.00	175.12	04/06/2023
		3800120935-	STREET LIGHTS	1	03/29/2023	40.94	.00	40.94	04/06/2023
		4900117592-	STREET LIGHTS	1	03/29/2023	28.41	.00	28.41	04/06/2023
		7400232719-	LIFT #5 GAS	1	03/29/2023	104.11	.00	104.11	04/06/2023
		8600157181-	LIFT #4 ELECT	1	03/30/2023	54.03	.00	54.03	04/06/2023
Total 640:						402.61	.00	402.61	
759	POSTMASTER	032023	FIRST CLASS PRESORT	1	03/20/2023	96.66	.00	96.66	04/06/2023
		032023	FIRST CLASS PRESORT	2	03/20/2023	96.67	.00	96.67	04/06/2023
		032023	FIRST CLASS PRESORT	3	03/20/2023	96.67	.00	96.67	04/06/2023
Total 759:						290.00	.00	290.00	
800	RELIANT FIRE APPARAT	C1005898	FD VEHICLE MAINT	1	03/22/2023	362.86	.00	362.86	04/06/2023
		CI005898	FD VEHICLE MAINT	1	03/22/2023	362.86	.00	362.86	04/06/2023
Total 800:						725.72	.00	725.72	
818	ROTO ROOTER SEWER	213621	PSC ROTO ROOTER	1	03/22/2023	562.50	.00	562.50	04/06/2023
Total 818:						562.50	.00	562.50	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
911	STREICHER'S	11625262	POLICE AWARDS-GENER	1	03/31/2023	537.00	.00	537.00	04/06/2023
Total 911:						537.00	.00	537.00	
992	US CELLULAR	0564280684	PARKS TABLETS	1	02/22/2023	721.00-	.00	721.00-	04/06/2023
		0564280684	SEWER TABLETS	2	02/22/2023	932.17-	.00	932.17-	04/06/2023
		0564280684	WATER TABLETS	3	02/22/2023	932.17-	.00	932.17-	04/06/2023
		0564280684	COMMDEV PHONE	4	02/22/2023	.62	.00	.62	04/06/2023
		0564280684	SEWER PHONE	5	02/22/2023	112.24	.00	112.24	04/06/2023
		0564280684	WATER PHONE	6	02/22/2023	112.24	.00	112.24	04/06/2023
		0564280684	PW PHONE	7	02/22/2023	112.23	.00	112.23	04/06/2023
		0564280684	CABLE/COMMTECH PHO	8	02/22/2023	42.50	.00	42.50	04/06/2023
		0564280684	OUTREACH PHONE	9	02/22/2023	115.00	.00	115.00	04/06/2023
		0564280684	FD/EMS PHONE	10	02/22/2023	349.58	.00	349.58	04/06/2023
		0564280684	PW TABLETS	11	02/22/2023	932.17-	.00	932.17-	04/06/2023
		0564280684	PD PHONE	12	02/22/2023	882.41	.00	882.41	04/06/2023
		0570145307	PARKS TABLETS	1	03/22/2023	79.00	.00	79.00	04/06/2023
		0570145307	SEWER TABLETS	2	03/22/2023	134.50	.00	134.50	04/06/2023
		0570145307	WATER TABLETS	3	03/22/2023	134.50	.00	134.50	04/06/2023
		0570145307	COMMDEV PHONE	4	03/22/2023	1.54	.00	1.54	04/06/2023
		0570145307	SEWER PHONE	5	03/22/2023	100.77	.00	100.77	04/06/2023
		0570145307	WATER PHONE	6	03/22/2023	100.77	.00	100.77	04/06/2023
		0570145307	PW PHONE	7	03/22/2023	100.76	.00	100.76	04/06/2023
		0570145307	CABLE/COMMTECH PHO	8	03/22/2023	42.50	.00	42.50	04/06/2023
		0570145307	OUTREACH PHONE	9	03/22/2023	115.00	.00	115.00	04/06/2023
		0570145307	FD/EMS PHONE	10	03/22/2023	349.07	.00	349.07	04/06/2023
		0570145307	PW TABLETS	11	03/22/2023	134.50	.00	134.50	04/06/2023
		0570145307	PD PHONE	12	03/22/2023	978.89	.00	978.89	04/06/2023
Total 992:						481.11	.00	481.11	
1015	VILLAGE OF MCFARLAN	033123	DOG PARK 6300 ELVEHJ	1	03/31/2023	193.24	.00	193.24	04/06/2023
		033123	3234 CTY HWY AB	2	03/31/2023	129.02	.00	129.02	04/06/2023
		033123	GAZEBO	3	03/31/2023	64.94	.00	64.94	04/06/2023
		033123	MCDANIEL PARK - BUBB	4	03/31/2023	49.00	.00	49.00	04/06/2023
		033123	MCDANIEL PARK	5	03/31/2023	212.11	.00	212.11	04/06/2023
		033123	LEWIS PARK	6	03/31/2023	200.66	.00	200.66	04/06/2023
		033123	FLOWER CORNER	7	03/31/2023	75.32	.00	75.32	04/06/2023
		033123	LEWIS PARK ICE RINK	8	03/31/2023	4,945.64	.00	4,945.64	04/06/2023
		033123	VOM 5541 HOLSCHE R	9	03/31/2023	116.58	.00	116.58	04/06/2023
		8664	PSC WATER USAGE	1	03/23/2023	37.76	.00	37.76	04/06/2023
Total 1015:						6,024.27	.00	6,024.27	
1019	BAKER TILLY VIRCHOW	BT2363154	TIF #3 AUDIT COSTS	1	03/31/2023	666.66	.00	666.66	04/06/2023
		BT2363154	TIF #4 AUDIT COSTS	2	03/31/2023	666.67	.00	666.67	04/06/2023
		BT2363154	TIF #5 AUDIT COSTS	3	03/31/2023	666.67	.00	666.67	04/06/2023
		BT2363154	VILLAGE AUDIT	4	03/31/2023	23,778.30	.00	23,778.30	04/06/2023
		BT2363154	UTILITY AUDIT SW	5	03/31/2023	609.70	.00	609.70	04/06/2023
		BT2365476	UTILITY AUDIT SW	1	03/31/2023	8,255.00	.00	8,255.00	04/06/2023
		BT2365476	UTILITY AUDIT H2O	2	03/31/2023	8,255.00	.00	8,255.00	04/06/2023
		BT2365476	UTILITY AUDIT - STW	3	03/31/2023	4,127.50	.00	4,127.50	04/06/2023
Total 1019:						47,025.50	.00	47,025.50	
1085	WI RURAL WATER ASSN	4539	SAFETY TRAINING ANNU	1	03/27/2023	53.73	.00	53.73	04/06/2023
		4539	SAFETY TRAINING ANNU	2	03/27/2023	79.31	.00	79.31	04/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		4539	SAFETY TRAINING ANNU	3	03/27/2023	53.73	.00	53.73	04/06/2023
		4539	SAFETY TRAINING ANNU	4	03/27/2023	69.07	.00	69.07	04/06/2023
	Total 1085:					255.84	.00	255.84	
1093	WI STATE LABORATORY	739323	FLUORIDE TEST	1	03/31/2023	28.00	.00	28.00	04/06/2023
	Total 1093:					28.00	.00	28.00	
1128	ZARNOTH BRUSH WORK	0192996-IN	SWEEPER BROOM	1	03/15/2023	454.00	.00	454.00	04/06/2023
	Total 1128:					454.00	.00	454.00	
1256	BOUND TREE MEDICAL,	84905251	EMS - SUPPLIES	1	03/28/2023	408.24	.00	408.24	04/06/2023
		84910110	EMS - SUPPLIES	1	03/31/2023	5.91	.00	5.91	04/06/2023
		84910111	EMS - SUPPLIES	1	03/31/2023	197.16	.00	197.16	04/06/2023
	Total 1256:					611.31	.00	611.31	
1358	EBI INC	216623	PSC STORAGE PODS PI	1	03/21/2023	820.35	.00	820.35	04/06/2023
		216624	PSC POD STORAGE (4TH	1	03/21/2023	2,581.53	.00	2,581.53	04/06/2023
	Total 1358:					3,401.88	.00	3,401.88	
1397	ALL COMFORT SERVICE	81236661	MC REPAIRS	1	03/29/2023	397.75	.00	397.75	04/06/2023
	Total 1397:					397.75	.00	397.75	
1462	TASC	IN2698064	FSA ADMIN FEE	1	03/17/2023	175.12	.00	175.12	04/06/2023
	Total 1462:					175.12	.00	175.12	
1738	STATE OF WI TREASURE	154-033023	MONTHLY COURT FEES -	1	03/30/2023	4,748.25	.00	4,748.25	04/06/2023
	Total 1738:					4,748.25	.00	4,748.25	
1896	NAPA AUTO PARTS	884173	VEHICLE MAINTENANCE	1	04/05/2023	12.77	.00	12.77	04/06/2023
		884173	VEHICLE MAINTENANCE	2	04/05/2023	12.77	.00	12.77	04/06/2023
		884173	VEHICLE MAINTENANCE	3	04/05/2023	12.77	.00	12.77	04/06/2023
		884173	VEHICLE MAINTENANCE	4	04/05/2023	46.83	.00	46.83	04/06/2023
	Total 1896:					85.14	.00	85.14	
1909	CATERPILLAR FINANCIA	33688344	LOADER LEASE	1	03/23/2023	759.66	.00	759.66	04/06/2023
		33688344	LOADER LEASE	2	03/23/2023	253.23	.00	253.23	04/06/2023
		33688344	LOADER LEASE	3	03/23/2023	253.23	.00	253.23	04/06/2023
		33688344	LOADER LEASE	4	03/23/2023	253.23	.00	253.23	04/06/2023
	Total 1909:					1,519.35	.00	1,519.35	
1917	ULINE SHIPPING SUPPLY	161702654	PW SUPPLIES	1	03/28/2023	188.83	.00	188.83	04/06/2023
		161702654	PW SUPPLIES	2	03/28/2023	51.50	.00	51.50	04/06/2023
		161702654	PW SUPPLIES	3	03/28/2023	51.50	.00	51.50	04/06/2023
		161702654	PW SUPPLIES	4	03/28/2023	51.49	.00	51.49	04/06/2023
	Total 1917:					343.32	.00	343.32	

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1921	FRONTIER	032223	LIBRARY PHONE	1	03/22/2023	113.82	.00	113.82	03/31/2023
Total 1921:						113.82	.00	113.82	
1948	MCFARLAND KWIK TRIP	033123	RESTITUTION - CHAUSS	1	03/31/2023	30.02	.00	30.02	04/06/2023
Total 1948:						30.02	.00	30.02	
1989	CORPORATE BUSINESS	33707548	COPIER LEASE	1	03/24/2023	72.55	.00	72.55	04/06/2023
		33707548	COPIER LEASE	2	03/24/2023	19.77	.00	19.77	04/06/2023
		33707548	COPIER LEASE	3	03/24/2023	19.77	.00	19.77	04/06/2023
		33707548	COPIER LEASE	4	03/24/2023	19.77	.00	19.77	04/06/2023
		33717538	COPIER LEASE	1	03/27/2023	247.98	.00	247.98	04/06/2023
Total 1989:						379.84	.00	379.84	
2042	THOMSON REUTERS	848100719	WEST INFORMATION CH	1	04/01/2023	208.93	.00	208.93	04/06/2023
Total 2042:						208.93	.00	208.93	
2064	COMPASS MINERALS AM	1158582	ROAD SALT	1	03/22/2023	5,086.95	.00	5,086.95	04/06/2023
		1159246	ROAD SALT	1	03/23/2023	3,565.65	.00	3,565.65	04/06/2023
		1161150	ROAD SALT	1	03/28/2023	8,841.53	.00	8,841.53	04/06/2023
		1161765	ROAD SALT	1	03/29/2023	8,969.40	.00	8,969.40	04/06/2023
Total 2064:						26,463.53	.00	26,463.53	
2066	PELLITTERI WASTE SYS	3591226	TRASH SERVICE	1	03/31/2023	23,296.80	.00	23,296.80	04/06/2023
		3591226	RECYCLING SERVICE	2	03/31/2023	15,350.00	.00	15,350.00	04/06/2023
Total 2066:						38,646.80	.00	38,646.80	
2070	KKS PROPERTY	2023-4	COMMON AREA MAINT. F	1	04/03/2023	400.00	.00	400.00	04/06/2023
Total 2070:						400.00	.00	400.00	
2082	NASSCO INC	6274656	CLEANING SUPPLIES	1	03/22/2023	196.48	.00	196.48	04/06/2023
		6275375	CLEANING SUPPLIES	1	03/23/2023	137.48	.00	137.48	04/06/2023
Total 2082:						333.96	.00	333.96	
2089	MIDWEST METER INC	0154211-IN	METERS FOR CELLULAR	1	03/31/2023	226,560.00	.00	226,560.00	04/06/2023
		0154260-IN	METERS FOR CELLULAR	1	04/04/2023	46,905.00	.00	46,905.00	04/06/2023
Total 2089:						273,465.00	.00	273,465.00	
2100	WAUKESHA COUNTY TE	S0796504	TUITION AND FEES- BAR	1	03/28/2023	33.19	.00	33.19	04/06/2023
Total 2100:						33.19	.00	33.19	
2121	LAKESIDE INTERNATION	8265267P	VEHICLE MAINTENANCE	1	03/23/2023	238.62	.00	238.62	04/06/2023
		8265267P	VEHICLE MAINTENANCE	2	03/23/2023	65.07	.00	65.07	04/06/2023
		8265267P	VEHICLE MAINTENANCE	3	03/23/2023	65.07	.00	65.07	04/06/2023
		8265267P	VEHICLE MAINTENANCE	4	03/23/2023	65.07	.00	65.07	04/06/2023
Total 2121:						433.83	.00	433.83	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
2185	MSA PROFESSIONAL SE	R09361025.0	EAST SIDE NEIGHBORH	1	03/23/2023	1,170.50	.00	1,170.50	04/06/2023
Total 2185:						1,170.50	.00	1,170.50	
2237	MADISON COLLEGE	CORP-00000	HADEN - TRAINING	1	03/23/2023	135.00	.00	135.00	04/06/2023
		CORP-00000	MADISON COLLEGE FIR	1	03/22/2023	147.95	.00	147.95	04/06/2023
		CORP-00000	MADISON COLLEGE - TUI	1	03/29/2023	2,474.98	.00	2,474.98	04/06/2023
Total 2237:						2,757.93	.00	2,757.93	
2276	DELTA DENTAL	1922412	DENTAL PREMIUM	1	03/22/2023	3,932.69	.00	.00	Multiple
		1922412	DENTAL PREMIUM	2	03/22/2023	3,932.69-			
Total 2276:						.00	.00	.00	
2291	WI DEPT OF SAFETY & P	033023	WI LICENSE FOR FIRE IN	1	03/30/2023	47.53	.00	47.53	04/06/2023
Total 2291:						47.53	.00	47.53	
2298	VIKING ELECTRIC SUPPL	S006756646	MUNICIPAL BUILDING BA	1	03/22/2023	122.28	.00	122.28	04/06/2023
Total 2298:						122.28	.00	122.28	
14058	STEINIG TAL KENNEL LL	1904	K9 CERTIFICATION	1	01/27/2023	950.00	.00	950.00	04/06/2023
Total 14058:						950.00	.00	950.00	
16174	DNR ACCOUNTS RECEIV	370-0000288	DNR UNIFORM	1	03/27/2023	7,073.20	.00	7,073.20	04/06/2023
Total 16174:						7,073.20	.00	7,073.20	
16236	WEBER, MARK	MW032523	PLOW MEALS	1	03/25/2023	19.57	.00	19.57	04/06/2023
		MW032523	TRAINING LUNCH	2	03/25/2023	4.65	.00	4.65	04/06/2023
		MW032523	TRAINING LUNCH	3	03/25/2023	4.05	.00	4.05	04/06/2023
		MW032523	TRAINING LUNCH	4	03/25/2023	3.15	.00	3.15	04/06/2023
		MW032523	TRAINING LUNCH	5	03/25/2023	3.15	.00	3.15	04/06/2023
Total 16236:						34.57	.00	34.57	
16241	WI DEPT OF JUSTICE	L1373T-0331	BACKGROUND CHECKS	1	03/31/2023	77.00	.00	77.00	04/06/2023
		L1373T-0331	HIRING BACKGROUND C	2	03/31/2023	7.00	.00	7.00	04/06/2023
Total 16241:						84.00	.00	84.00	
16257	CORPORATE BUSINESS	336891	COPIER LEASE	1	03/14/2023	51.11	.00	51.11	03/31/2023
Total 16257:						51.11	.00	51.11	
16289	ALLIANT ENERGY	03232023	MUNICIPAL CENTER	1	03/23/2023	4,060.97	.00	.00	Multiple
		03232023	PW FACILITY	2	03/23/2023	2,068.01	.00	.00	Multiple
		03232023	LIBRARY	3	03/23/2023	3,055.33	.00	.00	Multiple
		03232023	WELL #4	4	03/23/2023	1,773.70	.00	.00	Multiple
		03232023	WM MCFARLAND SHEL	5	03/23/2023	271.06	.00	.00	Multiple
		03232023	MUNICIPAL CENTER	6	03/23/2023	4,060.97-			
		03232023	PW FACILITY	7	03/23/2023	2,068.01-			
		03232023	LIBRARY	8	03/23/2023	3,055.33-			
		03232023	WELL #4	9	03/23/2023	1,773.70-			

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		03232023	WM MCFARLAND SHEL	10	03/23/2023	271.06-			
	Total 16289:					.00	.00	.00	
16296	DANE CO DEPT OF HUM	MARCH2023	MEALSITE DONATION - M	1	03/31/2023	1,830.50	.00	1,830.50	04/06/2023
		MARCH2023	MEALSITE DONATION - C	2	03/31/2023	399.50	.00	399.50	04/06/2023
	Total 16296:					2,230.00	.00	2,230.00	
16322	STRYKER SALES CORP	3982809M	STRYKER COT TRADE IN	1	12/09/2022	4,614.40-	.00	4,614.40-	04/06/2023
		3988399M	STRYKER AED BATTERIE	1	12/14/2022	658.66	.00	658.66	04/06/2023
		4005367M	STRYKER ANNUAL	1	01/04/2023	3,060.00	.00	3,060.00	04/06/2023
		4095525M	LIFEPAK 1000 AEDS	1	03/20/2023	5,350.18	.00	5,350.18	04/06/2023
	Total 16322:					4,454.44	.00	4,454.44	
16398	POSPYHALLA, DAVID	DP032323	LUNCH AT TRAINING	1	03/23/2023	3.65	.00	3.65	04/06/2023
		DP032323	LUNCH AT TRAINING	2	03/23/2023	2.83	.00	2.83	04/06/2023
		DP032323	LUNCH AT TRAINING	3	03/23/2023	4.19	.00	4.19	04/06/2023
		DP032323	LUNCH AT TRAINING	4	03/23/2023	2.83	.00	2.83	04/06/2023
	Total 16398:					13.50	.00	13.50	
16439	MCFARLAND FOOD PANT	040123	ANNUAL DONATION	1	04/01/2023	4,500.00	.00	4,500.00	04/06/2023
	Total 16439:					4,500.00	.00	4,500.00	
16545	DEPT OF SAFETY AND P	033123	FIRE ALARM FEE	1	03/31/2023	75.00	.00	75.00	04/06/2023
	Total 16545:					75.00	.00	75.00	
16723	MADISON OVERHEAD G	032323	REFUND DUP PAYMENT	1	03/28/2023	38.96	.00	38.96	04/06/2023
		032323-2	REFUND DUP PMT ON FI	1	03/23/2023	32.02	.00	32.02	04/06/2023
	Total 16723:					70.98	.00	70.98	
16747	WISCONSIN PRINTING	22640	NEWSLETTER-(APRIL) 20	1	03/24/2023	767.25	.00	767.25	04/06/2023
		22640	NEWSLETTER POSTAGE	2	03/24/2023	117.25	.00	117.25	04/06/2023
	Total 16747:					884.50	.00	884.50	
16782	MADISON EMERGENCY	INV1352	MADISON EMERGENCY	1	03/28/2023	49.50	.00	49.50	04/06/2023
	Total 16782:					49.50	.00	49.50	
16829	REUTER, WHITISH & EVA	71667	GENERAL LEGAL - ELVE	1	03/14/2023	331.50	.00	331.50	04/06/2023
	Total 16829:					331.50	.00	331.50	
16980	BOLDTRONICS, INC.	20230007	CAMERA REPAIR	1	03/22/2023	255.00	.00	255.00	04/06/2023
		20230018	MUNICIPAL CENTER ACC	1	03/22/2023	2,258.00	.00	2,258.00	04/06/2023
	Total 16980:					2,513.00	.00	2,513.00	
17084	AMAZON CAPITAL SERVI	13XG-QPX3-	PARKS SUPPLIES	1	03/29/2023	76.99	.00	76.99	04/06/2023
		1467-74XN-7	PW SUPPLIES	1	03/31/2023	37.33	.00	37.33	04/06/2023
		1467-74XN-7	PW SUPPLIES	2	03/31/2023	10.18	.00	10.18	04/06/2023

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		1467-74XN-7	PW SUPPLIES	3	03/31/2023	10.18	.00	10.18	04/06/2023
		1467-74XN-7	PW SUPPLIES	4	03/31/2023	10.18	.00	10.18	04/06/2023
		1DH1-JQYC-	DVDS & CDS	1	03/23/2023	16.99	.00	16.99	04/06/2023
		1DJT-RH6N-	DVDS & CDS	1	03/28/2023	106.63	.00	106.63	04/06/2023
		1F9H-WCN1-	PW EQUIPMENT MAINTENANCE	1	03/27/2023	15.34	.00	15.34	04/06/2023
		1F9H-WCN1-	PW EQUIPMENT MAINTENANCE	2	03/27/2023	4.18	.00	4.18	04/06/2023
		1F9H-WCN1-	PW EQUIPMENT MAINTENANCE	3	03/27/2023	4.18	.00	4.18	04/06/2023
		1F9H-WCN1-	PW EQUIPMENT MAINTENANCE	4	03/27/2023	4.18	.00	4.18	04/06/2023
		1KV6-G44Q-	CLEANING SUPPLIES	1	03/27/2023	80.97	.00	80.97	04/06/2023
		1L6H-3XJ7-1	PW SHOP SUPPLIES	1	04/03/2023	476.12	.00	476.12	04/06/2023
		1L6H-3XJ7-1	PW SHOP SUPPLIES	2	04/03/2023	129.85	.00	129.85	04/06/2023
		1L6H-3XJ7-1	PW SHOP SUPPLIES	3	04/03/2023	129.85	.00	129.85	04/06/2023
		1L6H-3XJ7-1	PW SHOP SUPPLIES	4	04/03/2023	129.85	.00	129.85	04/06/2023
		1P39-PXRG-	OFFICE SUPPLIES	1	03/23/2023	37.17	.00	37.17	04/06/2023
		1Q1M-G773-	PAPER FOR PENALTY N	1	03/23/2023	32.99	.00	32.99	04/06/2023
		1Q1M-G773-	PAPER FOR PENALTY N	2	03/23/2023	33.00	.00	33.00	04/06/2023
		1QF1-YRL3-	PROGRAM SUPPLIES	1	03/27/2023	38.66	.00	38.66	04/06/2023
		1TCN-3DHD-	DVDS & CDS	1	03/28/2023	11.98	.00	11.98	04/06/2023
		1VYP-NYHM	PROGRAM SUPPLIES	1	04/03/2023	44.96	.00	44.96	04/06/2023
Total 17084:						1,441.76	.00	1,441.76	
17134	CORE & MAIN	S604987	BURMA SANITARY REPAIR	1	04/05/2023	228.98	.00	228.98	04/06/2023
Total 17134:						228.98	.00	228.98	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	04/01/2023	2,502.65	.00	2,502.65	04/06/2023
		8694160992	PW FUEL	2	04/01/2023	445.18	.00	445.18	04/06/2023
		8694160992	PW FUEL	3	04/01/2023	148.39	.00	148.39	04/06/2023
		8694160992	PW FUEL	4	04/01/2023	296.78	.00	296.78	04/06/2023
		8694160992	PW FUEL	5	04/01/2023	296.78	.00	296.78	04/06/2023
		8694160992	PW FUEL	6	04/01/2023	148.39	.00	148.39	04/06/2023
		8694160992	PW FUEL	7	04/01/2023	1,632.30	.00	1,632.30	04/06/2023
		8694160992	PARKS FUEL	8	04/01/2023	779.36	.00	779.36	04/06/2023
		8694160992	FIRE/EMS FUEL	9	04/01/2023	1,933.72	.00	1,933.72	04/06/2023
Total 17140:						8,183.55	.00	8,183.55	
17184	TELEFLEX LLC	9506739689	ARROW POWER DRIVER	1	03/20/2023	308.50	.00	308.50	04/06/2023
Total 17184:						308.50	.00	308.50	
17197	FRIENDS OF THE MCFAR	033123	QUARTERLY REIMBURSE	1	03/31/2023	77.00	.00	77.00	04/06/2023
Total 17197:						77.00	.00	77.00	
17232	APG OF SOUTHERN WIS	24777-0323	POSITION ADVERTISEMENT	1	03/31/2023	170.46	.00	170.46	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	2	03/31/2023	210.56	.00	210.56	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	3	03/31/2023	71.34	.00	71.34	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	4	03/31/2023	5.80	.00	5.80	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	5	03/31/2023	3.43	.00	3.43	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	6	03/31/2023	2.47	.00	2.47	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	7	03/31/2023	72.43	.00	72.43	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	8	03/31/2023	97.43	.00	97.43	04/06/2023
		24777-0323	POSITION ADVERTISEMENT	9	03/31/2023	89.28	.00	89.28	04/06/2023

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Total 17232:						723.20	.00	723.20	
17318	TDS	032223-VOM	FACILITIES PHONE	1	03/22/2023	103.24	.00	103.24	03/31/2023
		032223-VOM	FIRE/EMS TV/INTERNET/	2	03/22/2023	500.47	.00	500.47	03/31/2023
		032223-VOM	COMM&TECH PHONE/TV	3	03/22/2023	168.64	.00	168.64	03/31/2023
		032223-VOM	COMMDEV PHONE/INTE	4	03/22/2023	167.16	.00	167.16	03/31/2023
		032223-VOM	COURT PHONE/INTERNE	5	03/22/2023	86.12	.00	86.12	03/31/2023
		032223-VOM	LIBRARY INTERNET/PHO	6	03/22/2023	283.26	.00	283.26	03/31/2023
		032223-VOM	OUTREACH INTERNET	7	03/22/2023	41.00	.00	41.00	03/31/2023
		032223-VOM	OUTREACH PHONE	8	03/22/2023	116.13	.00	116.13	03/31/2023
		032223-VOM	PD TV/INTERNET/PHONE	9	03/22/2023	599.07	.00	599.07	03/31/2023
		032223-VOM	ADMIN PHONE/INTERNE	10	03/22/2023	298.12	.00	298.12	03/31/2023
Total 17318:						2,363.21	.00	2,363.21	
17352	BRAY ASSOCIATES ARC	3488-33	PUBLIC SAFETY CENTER	1	02/13/2023	2,428.00	.00	2,428.00	04/06/2023
Total 17352:						2,428.00	.00	2,428.00	
17428	IGL, LEE	LI032523	PLOW MEALS	1	03/25/2023	9.04	.00	9.04	04/06/2023
		LI032523	FUEL FOR VEHICLE	2	03/25/2023	30.00	.00	30.00	04/06/2023
Total 17428:						39.04	.00	39.04	
17484	FEARING'S AUDIO-VIDEO	70834	HEARING LOOP - PSC	1	03/24/2023	14,701.79	.00	14,701.79	04/06/2023
Total 17484:						14,701.79	.00	14,701.79	
17518	WITMER PUBLIC SAFETY	INV225914	WILDLAND GLOVES	1	03/22/2023	38.95	.00	38.95	04/06/2023
Total 17518:						38.95	.00	38.95	
17528	HGA	237502	PUBLIC SAFETY CENTER	1	03/02/2023	3,842.50	.00	3,842.50	04/06/2023
Total 17528:						3,842.50	.00	3,842.50	
17569	MCFARLAND ACE HARD	008162/1	EQUIPMENT MAINTENAN	1	03/25/2023	61.94	.00	61.94	04/06/2023
		008172/1	PW SHOP SUPPLIES	1	03/27/2023	3.20	.00	3.20	04/06/2023
		008172/1	PW SHOP SUPPLIES	2	03/27/2023	.88	.00	.88	04/06/2023
		008172/1	PW SHOP SUPPLIES	3	03/27/2023	.88	.00	.88	04/06/2023
		008172/1	PW SHOP SUPPLIES	4	03/27/2023	.88	.00	.88	04/06/2023
		008176/1	WELL 3 MAINTENANCE	1	03/27/2023	4.82	.00	4.82	04/06/2023
		008188/1	NUTS BOLTS & FASTENE	1	03/29/2023	.70	.00	.70	04/06/2023
		008204/1	PARK SUPPLIES	1	04/03/2023	17.99	.00	17.99	04/06/2023
		008219/1	WELL 1 MAINTENANCE	1	04/04/2023	8.99	.00	8.99	04/06/2023
		008226/1	PW SHOP SUPPLIES	1	04/05/2023	4.99	.00	4.99	04/06/2023
		008226/1	PW SHOP SUPPLIES	2	04/05/2023	4.99	.00	4.99	04/06/2023
		008226/1	PW SHOP SUPPLIES	3	04/05/2023	4.99	.00	4.99	04/06/2023
		008226/1	PW SHOP SUPPLIES	4	04/05/2023	18.30	.00	18.30	04/06/2023
Total 17569:						133.55	.00	133.55	
17595	TDS METROCOM	08250MCF-Y	ANNUAL GRANT PAYMEN	1	03/19/2023	1,159.31	.00	1,159.31	04/06/2023
Total 17595:						1,159.31	.00	1,159.31	

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17600	QUADIENT FINANCE USA	032423	POSTAGE	1	03/24/2023	2,000.00	.00	2,000.00	03/31/2023
Total 17600:						2,000.00	.00	2,000.00	
17671	UW HEALTH	1322082	BLS CARDS STAFF	1	03/22/2023	35.00	.00	35.00	04/06/2023
Total 17671:						35.00	.00	35.00	
17677	CHAPIN, AARON	AC032923	TRAINING MEALS	1	03/29/2023	26.89	.00	26.89	04/06/2023
Total 17677:						26.89	.00	26.89	
17685	INGRAM LIBRARY SERVI	62905907	BOOKS	1	03/22/2023	65.73	.00	65.73	04/06/2023
		62906753	BOOKS	1	03/23/2023	377.39	.00	377.39	04/06/2023
		62907505	BOOKS	1	03/24/2023	172.10	.00	172.10	04/06/2023
		62908488	BOOKS	1	03/28/2023	508.39	.00	508.39	04/06/2023
		62910194	BOOKS	1	03/30/2023	698.52	.00	698.52	04/06/2023
		62911132	BOOKS	1	04/03/2023	173.94	.00	173.94	04/06/2023
		67588835	BOOKS	1	03/29/2023	321.31	.00	321.31	04/06/2023
		74952832	BOOKS CREDIT	1	03/10/2023	11.62-	.00	11.62-	04/06/2023
		75139785	BOOKS CREDIT	1	03/22/2023	415.58-	.00	415.58-	04/06/2023
Total 17685:						1,890.18	.00	1,890.18	
17692	MONONA FIRE AND EMS	032223-BRIN	MONONA INTERCEPT FE	1	03/22/2023	394.44	.00	394.44	04/06/2023
		032223-TEM	MONONA INTERCEPT FE	1	03/22/2023	394.44	.00	394.44	04/06/2023
		032223-TES	MADISON INTERCEPT FE	1	03/22/2023	394.44	.00	394.44	04/06/2023
Total 17692:						1,183.32	.00	1,183.32	
17759	WESTBURY, BRYAN	BW032323	LUNCH AT TRAINING	1	03/23/2023	4.05	.00	4.05	04/06/2023
		BW032323	LUNCH AT TRAINING	2	03/23/2023	3.15	.00	3.15	04/06/2023
		BW032323	LUNCH AT TRAINING	3	03/23/2023	4.65	.00	4.65	04/06/2023
		BW032323	LUNCH AT TRAINING	4	03/23/2023	3.15	.00	3.15	04/06/2023
Total 17759:						15.00	.00	15.00	
17770	SJE	CD99475234	LIFT STATION PART	1	03/23/2023	37.02	.00	37.02	04/06/2023
		CD99475234	WELL PART	2	03/23/2023	37.02	.00	37.02	04/06/2023
		CD99476300	LIFT STATION REPAIR	1	03/31/2023	259.56	.00	259.56	04/06/2023
Total 17770:						333.60	.00	333.60	
17782	GFC LEASING - WI	I00812839	COPIER LEASE	1	03/31/2023	181.93	.00	181.93	04/06/2023
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	04/01/2023	150.00	.00	150.00	04/06/2023
Total 17789:						150.00	.00	150.00	
17845	DANE COUNTY TREASU	43408	MEDICAL SUPPLIES	1	03/27/2023	593.15	.00	593.15	04/06/2023
Total 17845:						593.15	.00	593.15	
17855	THOMPSON, JORDAN	JT032323	PLOW MEALS	1	03/23/2023	10.00	.00	10.00	04/06/2023
		JT032323	LUNCH AT TRAINING	2	03/23/2023	4.05	.00	4.05	04/06/2023

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		JT032323	LUNCH AT TRAINING	3	03/23/2023	3.15	.00	3.15	04/06/2023
		JT032323	LUNCH AT TRAINING	4	03/23/2023	4.65	.00	4.65	04/06/2023
		JT032323	LUNCH AT TRAINING	5	03/23/2023	3.15	.00	3.15	04/06/2023
	Total 17855:					25.00	.00	25.00	
17908	BADGER METER	80124269	CELLULAR SERVICE UNI	1	03/29/2023	803.98	.00	803.98	04/06/2023
		80124269	CELLULAR SERVICE UNI	2	03/29/2023	803.99	.00	803.99	04/06/2023
	Total 17908:					1,607.97	.00	1,607.97	
17921	DINGES FIRE COMPANY	38428	FIRE HELMET	1	03/25/2023	2,670.00	.00	2,670.00	04/06/2023
	Total 17921:					2,670.00	.00	2,670.00	
17933	RACE DAY EVENTS	032423	5K SOFTWARE	1	03/24/2023	437.50	.00	437.50	03/31/2023
	Total 17933:					437.50	.00	437.50	
17962	DESIGNCRAFT LLC	8960	LOGO RE-CREATION	1	03/22/2023	500.00	.00	500.00	04/06/2023
	Total 17962:					500.00	.00	500.00	
17976	GAFFNEY, AUSTIN	AG031023	PLOW MEALS	1	03/10/2023	9.71	.00	9.71	04/06/2023
	Total 17976:					9.71	.00	9.71	
17982	SVENSSON, FRED	031423	INTERPRETER SERVICE	1	03/14/2023	50.00	.00	50.00	04/06/2023
		032823	INTERPRETER SERVICE	1	03/28/2023	50.00	.00	50.00	04/06/2023
	Total 17982:					100.00	.00	100.00	
18003	ALLAIN, SCOTT	SA030823	FIRE INSPECTOR TRAINI	1	03/08/2023	61.87	.00	61.87	04/06/2023
	Total 18003:					61.87	.00	61.87	
18014	SCHUELLER, JOSH	JS031023	CDL ENDORSEMENTS	1	03/10/2023	51.25	.00	51.25	04/06/2023
		JS031023	PLOW MEALS	2	03/10/2023	8.80	.00	8.80	04/06/2023
	Total 18014:					60.05	.00	60.05	
18019	NEWTON, DAVE	031523	PLOW MEALS	1	03/15/2023	10.00	.00	10.00	04/06/2023
		031523	CLASS AND EXAM FEES	2	03/15/2023	471.20	.00	471.20	04/06/2023
		031523	CLASS AND EXAM FEES	3	03/15/2023	50.00	.00	50.00	04/06/2023
		031523	CLASS AND EXAM FEES	4	03/15/2023	50.00	.00	50.00	04/06/2023
		031523	CLASS AND EXAM FEES	5	03/15/2023	50.00	.00	50.00	04/06/2023
	Total 18019:					631.20	.00	631.20	
18034	HAWKINS, INC	6430879	WATER SYSTEM CHEMIC	1	03/23/2023	1,082.15	.00	1,082.15	04/06/2023
	Total 18034:					1,082.15	.00	1,082.15	
18052	ORLOFF, DANIEL	DO031523	PLOW MEALS	1	03/15/2023	10.00	.00	10.00	04/06/2023
		DO031523	MEALS AT TRAINING	2	03/15/2023	34.15	.00	34.15	04/06/2023
		DO031523	MEALS AT TRAINING	3	03/15/2023	9.22	.00	9.22	04/06/2023
		DO031523	MEALS AT TRAINING	4	03/15/2023	7.17	.00	7.17	04/06/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		DO031523	MEALS AT TRAINING	5	03/15/2023	10.58	.00	10.58	04/06/2023
		DO031523	MEALS AT TRAINING	6	03/15/2023	7.17	.00	7.17	04/06/2023
Total 18052:						78.29	.00	78.29	
18103	VISA	OCB-032723	SCHUENKE	1	03/27/2023	973.00	.00	973.00	04/06/2023
		OCB-032723	SEYMOUR	2	03/27/2023	14.49	.00	14.49	04/06/2023
		OCB-032723	MARKHAM	3	03/27/2023	278.00	.00	278.00	04/06/2023
		OCB-032723	ORLOFF	4	03/27/2023	103.00	.00	103.00	04/06/2023
		OCB-032723	HENDRICKSON	5	03/27/2023	79.00	.00	79.00	04/06/2023
		OCB-032723	LAWRENCE	6	03/27/2023	72.56	.00	72.56	04/06/2023
		OCB-032723	ANDERSON	7	03/27/2023	380.26	.00	380.26	04/06/2023
		OCB-032723	T REITER	8	03/27/2023	270.00	.00	270.00	04/06/2023
		OCB-032723	COX	9	03/27/2023	357.76	.00	357.76	04/06/2023
		OCB-032723	JACOBSEN	10	03/27/2023	55.94	.00	55.94	04/06/2023
		OCB-032723	ANDERSEN	11	03/27/2023	4,551.69	.00	4,551.69	04/06/2023
		OCB-032723	JOB	12	03/27/2023	1,865.27	.00	1,865.27	04/06/2023
		OCB-032723	JOHNSON	13	03/27/2023	228.31	.00	228.31	04/06/2023
		OCB-032723	REIMER	14	03/27/2023	101.55	.00	101.55	04/06/2023
		OCB-032723	SUETTINGER	15	03/27/2023	158.55	.00	158.55	04/06/2023
		OCB-032723	MAURER	16	03/27/2023	1,390.00	.00	1,390.00	04/06/2023
		OCB-032723	IRWIN	17	03/27/2023	95.35	.00	95.35	04/06/2023
		OCB-032723	BREMER	18	03/27/2023	1,109.43	.00	1,109.43	04/06/2023
		OCB-032723	MILLER	19	03/27/2023	345.66	.00	345.66	04/06/2023
		OCB-032723	IGL	20	03/27/2023	149.94	.00	149.94	04/06/2023
		OCB-032723	HEASTY	21	03/27/2023	195.20	.00	195.20	04/06/2023
		OCB-032723	DENNIS	22	03/27/2023	629.68	.00	629.68	04/06/2023
		OCB-032723	D WALLACE	23	03/27/2023	616.56	.00	616.56	04/06/2023
		OCB-032723	LARSON	24	03/27/2023	2,161.80	.00	2,161.80	04/06/2023
		OCB-032723	B WALLACE	25	03/27/2023	115.13	.00	115.13	04/06/2023
		OCB-032723	ZIETSMA	26	03/27/2023	180.00	.00	180.00	04/06/2023
Total 18103:						16,478.13	.00	16,478.13	
18112	BADGERLAND COMPLIA	2500036	ANNUAL CONSORTIUM -	1	03/28/2023	370.00	.00	370.00	04/06/2023
Total 18112:						370.00	.00	370.00	
18123	PORTER LEE CORPORAT	28318	PROPERTY MANAGEME	1	03/16/2023	8,790.00	.00	8,790.00	04/06/2023
Total 18123:						8,790.00	.00	8,790.00	
18133	PETTERSEN, RYAN	03242023	EXCHANGE ST. EASEME	1	03/24/2023	90.00	.00	90.00	03/24/2023
Total 18133:						90.00	.00	90.00	
18138	MADISON TOP COMPANY	23396	VEHICLE DECALS	1	03/21/2023	65.05	.00	65.05	04/06/2023
Total 18138:						65.05	.00	65.05	
18141	PLAYAWAY PRODUCTS	423974	AUDIOBOOKS	1	03/24/2023	494.91	.00	494.91	04/06/2023
		424520	AUDIOBOOKS	1	03/31/2023	69.99	.00	69.99	04/06/2023
Total 18141:						564.90	.00	564.90	
18144	ELAN FINANCIAL SERVIC	MSB031723	SCHUENKE	1	03/17/2023	27.99	.00	27.99	03/31/2023
		MSB031723	D WALLACE	2	03/17/2023	251.70	.00	251.70	03/31/2023

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		MSB031723	ENGLER	3	03/17/2023	29.85	.00	29.85	03/31/2023
		MSB031723	MILLER	4	03/17/2023	375.87	.00	375.87	03/31/2023
		MSB031723	J REITER	5	03/17/2023	264.00	.00	264.00	03/31/2023
		MSB031723	SUETTINGER	6	03/17/2023	119.96	.00	119.96	03/31/2023
		MSB031723	REIMER	7	03/17/2023	21.42	.00	21.42	03/31/2023
		MSB031723	ANDERSEN	8	03/17/2023	19.99	.00	19.99	03/31/2023
		MSB031723	COX	9	03/17/2023	230.27	.00	230.27	03/31/2023
Total 18144:						1,341.05	.00	1,341.05	
18149	AMERICAN GREETING C	032923	REFUND DUPLICATE PP	1	03/29/2023	8.80	.00	8.80	04/06/2023
Total 18149:						8.80	.00	8.80	
18154	CESAR LEDEZMA GARCI	030823	OVERPAYMENT	1	03/08/2023	35.00	.00	35.00	04/06/2023
Total 18154:						35.00	.00	35.00	
18157	ROADWAY MANAGEMEN	03242023	ROADWAY MANAGEMEN	1	03/24/2023	8,700.00	.00	8,700.00	03/24/2023
		03242023	ROADWAY MANAGEMEN	2	03/24/2023	8,700.00	.00	8,700.00	03/24/2023
		03242023	ROADWAY MANAGEMEN	3	03/24/2023	8,700.00	.00	8,700.00	03/24/2023
		03242023	ROADWAY MANAGEMEN	4	03/24/2023	8,700.00	.00	8,700.00	03/24/2023
Total 18157:						34,800.00	.00	34,800.00	
18158	CHERAMY, JOHN	03242023	EXCHANGE ST. EASEME	1	03/24/2023	840.00	.00	840.00	03/24/2023
Total 18158:						840.00	.00	840.00	
18159	ZELLER, ALAN	03242023	EXCHANGE ST. EASEME	1	03/24/2023	840.00	.00	.00	Multiple
		03242023	EXCHANGE ST. EASEME	2	03/24/2023	840.00-			
Total 18159:						.00	.00	.00	
18160	FIOCCHI, TIMOTHY	03242023	EXCHANGE ST. EASEME	1	03/24/2023	840.00	.00	840.00	03/24/2023
Total 18160:						840.00	.00	840.00	
18161	ZELLER, NANCY	032423	EXCHANGE ST EASEME	1	03/24/2023	840.00	.00	840.00	03/31/2023
Total 18161:						840.00	.00	840.00	
18162	WOOD, BLARE	BW032523	PLOW MEAL	1	03/25/2023	8.84	.00	8.84	04/06/2023
Total 18162:						8.84	.00	8.84	
18163	PRESIDENT AND FELLO	HKSEE0410	HARVARD LOCAL PROG	1	04/04/2023	2,900.00	.00	2,900.00	04/06/2023
		HKSEE0410	HARVARD LOCAL PROG	2	04/04/2023	4,000.00	.00	4,000.00	04/06/2023
		HKSEE0410	HARVARD LOCAL PROG	3	04/04/2023	750.00	.00	750.00	04/06/2023
		HKSEE0410	HARVARD LOCAL PROG	4	04/04/2023	750.00	.00	750.00	04/06/2023
		HKSEE0410	HARVARD LOCAL PROG	5	04/04/2023	3,000.00	.00	3,000.00	04/06/2023
		HKSEE0410	HARVARD LOCAL PROG	6	04/04/2023	3,000.00	.00	3,000.00	04/06/2023
		HKSEE0410	HARVARD LOCAL PROG	7	04/04/2023	3,000.00	.00	3,000.00	04/06/2023
Total 18163:						17,400.00	.00	17,400.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Grand Totals:						<u>723,830.92</u>	<u>.00</u>	<u>723,830.92</u>	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
03/25/2023	CDPT	03/31/2023		FIRE FIGHTERS LOCAL 31	8	162.44

PAYROLL RELATED

\$162.44

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 10, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Chris Dennis, Fire/Rescue Chief, Aaron Chapin, Police Chief

AGENDA ITEM: Update on progress on the construction of the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

At the time of the packet, the report was not available. The report will be added to the packet and re-distributed once available. The Owner's Representative (Huffman Facility Development) will be present to provide a brief overview of the work completed to date. This information will be presented and discussed as part of the meeting. We will be able to take questions on the project as needed as well.

FINANCIAL/BUDGET IMPACT:

Financial progress is included in the report. Thus far costs are tracking as they should be.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item. Provided as an update.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 10, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on Resolution #2023-03: a resolution approving the inclusion of the McFarland Youth Center within the McFarland Municipal Center Campus Master Plan as a Village service to be provided.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Please find enclosed Resolution #2023-03, a resolution that formally approves the inclusion of the McFarland Youth Center into the process for the Master Planning on the McFarland Municipal Center Campus. Background is provided within the resolution and something already contemplated within the planning process when the RFP was originally distributed. This is also responsive to the request the Youth Center made of the Village at its presentation last Fall during their annual report.

FINANCIAL/BUDGET IMPACT:

Funding of the McFarland Youth Center can [be found by clicking this link to review](#) their annual report (page 16).

The Village presently contributes \$40,250 towards their annual operations of which \$15,000 is passed through as rent they pay to the Village.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended motion:

Motion, second to approve Resolution #2023-03, a resolution approving the inclusion of the McFarland Youth Center within the McFarland Municipal Center Campus Master Plan as a Village service to be provided.

ATTACHMENTS:



1. 2023-03 Youth Center Inclusion within the Master Plan Resolution

RESOLUTION 2023-03

RESOLUTION APPROVING THE INCLUSION OF THE MCFARLAND YOUTH CENTER WITHIN THE MCFARLAND MUNICIPAL CENTER CAMPUS MASTER PLAN AS A VILLAGE SERVICE TO BE PROVIDED

WHEREAS, the McFarland Youth Center is a free, non-profit enrichment program for middle school youth (6th through 8th grades) serving the McFarland area since 1998. They offer a free space for youth recreational activities, daily hands-on programming, clubs, and volunteer opportunities at their location of 5114 Farwell Street leased to them at no cost by the Village of McFarland;

WHEREAS, the Village Board for the Village of McFarland authorized the issuance of a Request for Proposals on December 15, 2021 to complete the McFarland Municipal Center Campus Master Plan. The purpose of this work is to help guide future public improvements to the existing McFarland Municipal Center, E.D. Locke Public Library, and adjoining public open spaces to comprehensively study the development of a new multi-generational Community Center. Plan objectives identified the inclusion of space within the Community Center concept to support youth as well as the development of the Community Center as a multi-generational project including the space needs of the McFarland Youth Center within the planning;

WHEREAS, the McFarland Youth Center presented to the Village Board on October 11, 2022 in which they provided their Annual Report outlining their service delivery for the prior year. Within this report, the McFarland Youth Center made an Operational Request to both the "Village of McFarland Board and McFarland School Board to consider assuming ownership of the youth-center operations by approximately 2025" which remains consistent with the master planning work already underway;

WHEREAS, having received the same request from the McFarland Youth Center, Staffs from the McFarland School District and Village of McFarland discussed the feasibility of assuming ownership of the services provided. The McFarland School District Staff were supportive of the planning effort underway by the Village and the McFarland Youth Center transitioning operations within the Community Center concept. Additionally they remained committed to providing support to the ongoing programming currently provided as it would transition to a new model for service delivery;

WHEREAS, Village Staff through its Consultants to prepare McFarland Municipal Center Campus Master Plan have been studying the inclusion of the McFarland Youth Center both from a space needs consideration as well as an operational model. This work remains consistent with the original intent of the Request for Proposals authorized for issuance on the project and also the request made by the McFarland Youth Center.

NOW, THEREFORE, BE IT RESOLVED by the Village Board for the Village of McFarland that the McFarland Youth Center is approved for inclusion within the McFarland Municipal Center Campus Master Plan to be developed as a municipal service administered by the Village within the facility project currently being planned.

BE IT FURTHER RESOLVED the Village Board shall continue to plan the conceptual addition of the McFarland Youth Center to the services offered by the Village of McFarland and further recognizes additional work is required through the design process on any facility improvement and/or other formal agreements that may be needed to complete this action for final implementation.

Adopted at a regular meeting of the Village Board this 14th day of March, 2023.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Deputy Village Administrator/Clerk

RESOLUTION # 2023-03	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL	
VOTING RECORD	
Brandt –	Jerke –
Brassington –	Nelson –
Clow –	Wreh –
Flaherty –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 10, 2023

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Aaron Chapin, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on an expansion of premise for Class "B" Beer and "Class B" Intoxicating Liquors license for Byrnes McFarland Tavern LLC, D/B/A Byrnes McFarland Tavern, to add the approximately 768 square foot garage area.

PREVIOUS ACTION:

ISSUE SUMMARY:

Attached is Staff's memo outlining the request from the McFarland Tavern to expand their liquor license premise to include the garage adjacent to the tavern.

FINANCIAL/BUDGET IMPACT:

No financial impact.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

[Chapter 11 - Article II - Alcohol Beverage License](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee recommended for approval with following conditions.
Recommended motion:

Motion to approve an expansion of licensed premise for Byrnes McFarland Tavern, 5915 Exchange St., to include the 768-foot garage area which shall be utilized for indoor and outdoor consumption with the following variances and conditions:

- 1. A variance from the requirement that outdoor consumption be no greater than 50% of the license premises indoor capacity; and*
- 2. A variance be granted from the requirement that no bar/counter service occur in the outside consumption area;*

Finding neither condition is necessary to protect the public health, safety, or welfare, and



3. That the applicant meet all IBC requirements outlined in the letter from Chief Dennis dated March 30, 2023, including the requirement that both exists be required to swing outward, and emergency lighting be installed accordingly.

4. Security cameras be installed in the new outdoor consumption area.

ATTACHMENTS:

1. Byrnes Application - FINAL 03.24.2023_Redacted
2. Proposed Indoor Licensed Area
3. Fence Example - 03.24.2023
4. outdoor #1 (1)
5. Review and Recommendation - Byrnes Tavern - 03.24.2023
6. 20230330 MFR - 5915 Exchange St - McFarland Tavern - Garage Exapnsion



Application for an Expansion of Licensed Premise
Pursuant to Village Ordinance Chapter 11

***Any physical change to a licensed premise requires Village board approval.**

No Fee

1. Applicant Information

Name of Individual, Partnership, LLC, or Corporation that holds the current Alcohol Beverage License:
Byrne's McFarland Tavern LLC.

DBA:
McFarland Tavern

Address of establishment:
5915 Exchange St.

City, State and Zip Code:
McFarland, Wisconsin 53558

Contact Name:
Ashley

Contact Telephone Number:
[REDACTED]

2. Premise information

Current Licensed Premise: First floor and basement of main building for indoor consumption and storage. Back deck and side yard for outdoor consumption. Current square footage of outdoor consumption areas 1,100 square feet.

Proposed Licensed Premise: Looking to add the garage area to the indoor consumption permit. This would be an additional 768 square feet. Part will be for serving and storage and part will be used for consumption.

Gross floor area of the indoor licensed premise within a permanent building:
3264 sq. feet.

Proposed Square Footage of Outdoor Area: *
768 Square Feet

**Outdoor area may not be larger than 50% of the gross floor area of the licensed premise within a permanent building without a variance granted by the Village Board. To request a variance, please see section 8 of the application.*

3. Outdoor Consumption Section

Will the proposed expansion involve an outdoor consumption area:?

☒ - Yes ☐ - No, skip the remainder of section 3 of the application. *Proposed area will be an indoor consumption area in colder months, and in warmer months, the garage door will be open to provide an open air concept for the area.*

Is the proposed outdoor consumption area within 50 feet of the lot line of a parcel zoned, or used for residential purposes? *

☒ - No ☐ - Yes, see section 8 of application to request a variance

**This prohibition shall not apply to an outdoor area where an accessory apartment exists on the same parcel as the licensed premise.*

Will the outdoor area have amplified sound including but not limited to live music, loud speakers, call systems, etc.?

☐ - No ☒ - Yes.

Hours of operation for an outdoor consumption area shall be limited to Sunday through Thursday 11:00 a.m. to 10:00 p.m., and Friday and Saturday 11:00 a.m. to 11:00 p.m. Will the proposed outdoor consumption area meet this standard?

☒ - Yes ☐ - No, see section 8 of application to request a variance

Is the proposed outdoor area directly connected to the indoor licensed premise?

☐ - Yes ☒ - No

If no, please attach a security plan that explains how alcohol will be served, and how alcohol consumption will be monitored. Provide specific details on how you intend to prevent consumption outside of the licensed premise and how you will prevent underage alcohol consumption.

4. Outdoor Sporting Activity Section

Will the proposed expansion involve an outdoor sporting activity area:?

☐ - Yes ☒ - No

If yes, you will need an outdoor sporting activity application in addition to this application.

5. Attachments/Requirements

The following must be submitted with your application:

☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing(if required) (not less than 4 ft in height)..

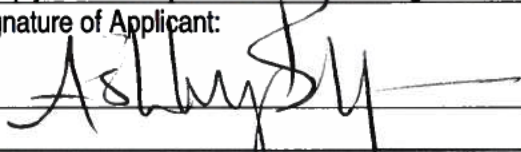
☐ - Picture of proposed fencing/fencing material. **Only required for expansion of premise with an outdoor consumption area.**

6. Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature of Applicant:

Date:



3/24/23

7. Standards for Outdoor Consumption Area

a. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic or metal and erected and maintained in accordance with all applicable Village Ordinance. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

b. Hours of outdoor consumption are restricted to 11:00 a.m. to 10 p.m. Sunday through Thursday, and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

c. Amplified music, speakers, microphones, televisions and other audio video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and section 11-69(f) if applicable. Commercial zoned shall be limited to 70 db at all times. Noise is measured at the property line. Outdoor amplification of noise is not allowed after 10 p.m.

d. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

e. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

f. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

g. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

h. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

i. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

j. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

8. Variance – ONLY COMPLETE SECTION IF YOU ARE REQUESTING A VARIANCE FROM THE MINIMUM STANDARDS IN SECTION 7.

- The above noted standards in section 7 shall be the minimum conditions of all outdoor licensed areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare.

Please identify any variances requested from the minimum standards that you would like considered by the Village Board.
I am requesting a variance from the following standard(s):

1. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes.

Proposed distance from residential lot line: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

2. The hours during which consumption may be permitted are 11:00 a.m. to 10:00 p.m. Sunday through Thursday, and Saturday and Sunday from 11:00 a.m. to 11:00 p.m.

Proposed Hours of Outdoor consumption area: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

3. The perimeter of any outdoor portion of a licensed premise shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in

accordance with all Village Ordinances.

Proposed fence height and materials: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

4. Amplified music, speakers, microphones, televisions, and other audio/video devices shall be subject to Chapter 20 regarding noise, which shall limit noise on all commercial properties to 70db, and no noise allowed between the hours of 10 p.m. and 7:00 a.m.

Variance requested: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

5. The size of the outdoor area shall be not larger than 50 percent of the gross floor area of the licensed premise within a permanent building.

Proposed size of outdoor area: 768 *Percentage of gross floor area:* 57.23%

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

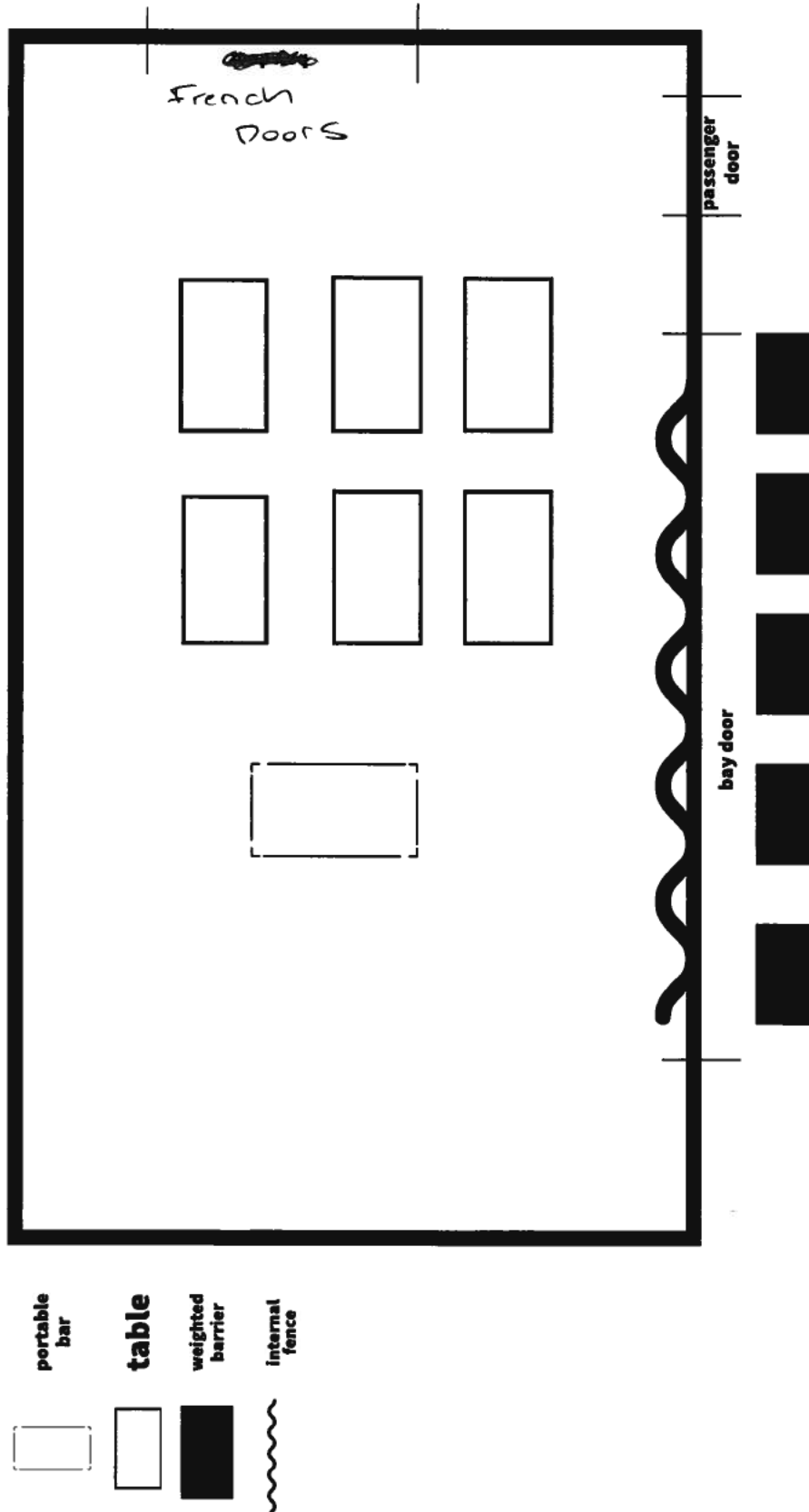
Current garage areas slightly larger than the 50% calculation. Need the additional square footage to be able to license the entire area.

6. Any other variances requested?

11-64(n)g. Provides that no bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in outdoor areas.

A variance is requested from this provision. Given the proximity of the garage from the bar areas in the tavern, a bar is proposed to be in the garage area. This will allow for ease for service for patrons, but also provide for better supervision of the area. The area would not be utilized without a licensed operator in the area serving alcohol and supervising the area.

Garage Conversion Area



Proposed Indoor Licensed Area:

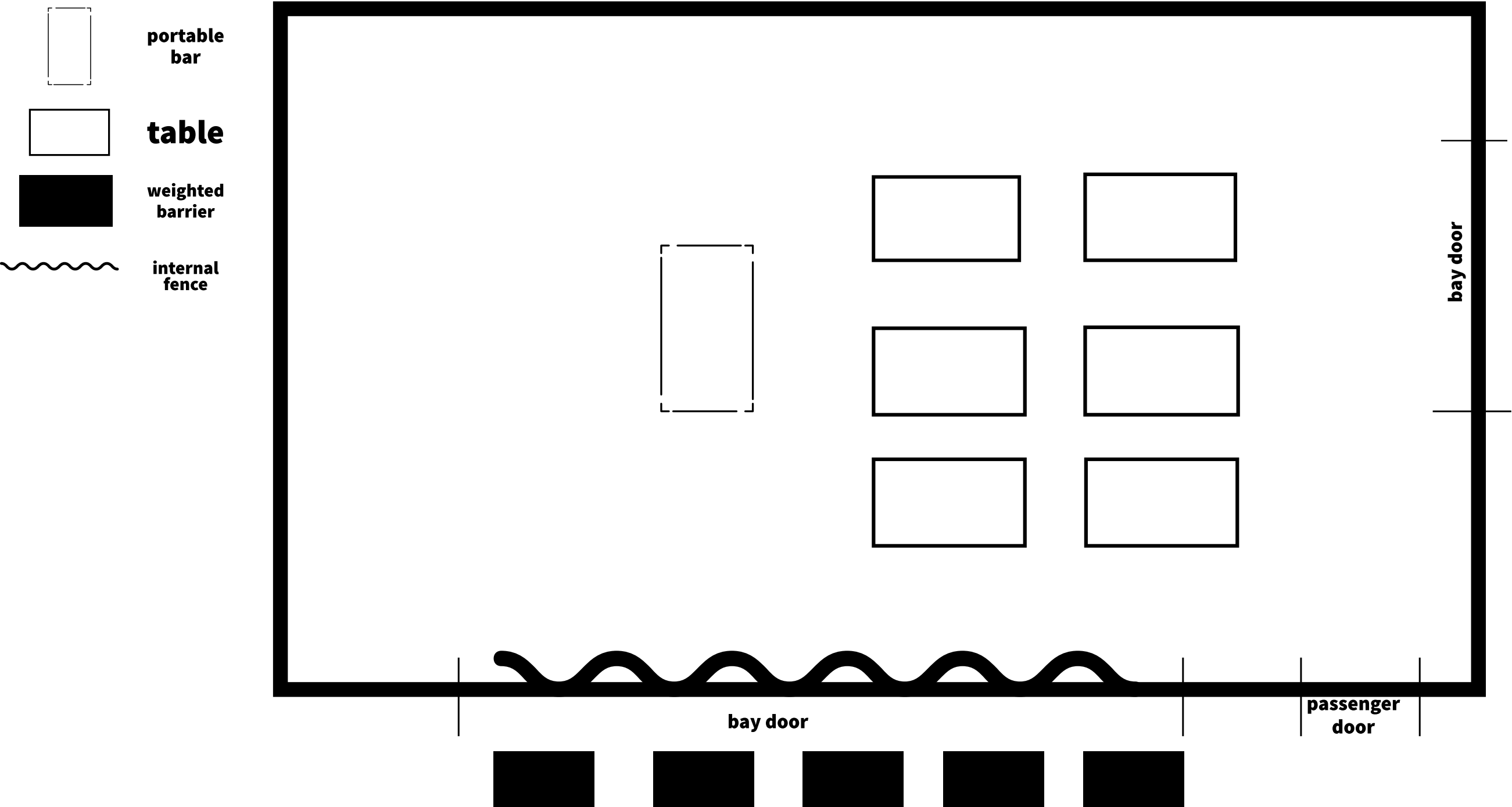
1. The McFarland Tavern is asking to add the garage space located at 5915 Exchange Street to the licensed consumption permit.
2. The total square footage being added is 704.
3. It would have a small portable bar and additional tables for food service.
4. The garage space would act like a pavilion. Open air and semi-outdoor seating.
5. The capacity would remain under 50 people.
6. The pavilion would only be open while staffed.
7. This area will adhere to all the regulations previously agreed to regarding the outdoor consumption space as well as the safety . The hours of operation would also align with the hours of the outdoor consumption ordinance.
8. Temporary weighted barriers will be added between the parking stalls and the garage.
9. Removable fencing will be used to added to the inside of the bay door facing the parking lot.
10. GFI's have been installed.

Proposed Indoor Licensed Area:

1. The McFarland Tavern is asking to add the garage space located at 5915 Exchange Street to the licensed consumption permit.
2. The total square footage being added is 704.
3. It would have a small portable bar and additional tables for food service.
4. The garage space would act like a pavilion. Open air and semi-outdoor seating.
5. The capacity would remain under 50 people.
6. The pavilion would only be open while staffed.
7. This area will adhere to all the regulations previously agreed to regarding the outdoor consumption space as well as the safety . The hours of operation would also align with the hours of the outdoor consumption ordinance.
8. Temporary weighted barriers will be added between the parking stalls and the garage.
9. Removable fencing will be used to added to the inside of the bay door facing the parking lot.
10. GFI's have been installed.



Garage Conversion Area



MEMORANDUM

To: Public Safety Committee and Village Board

From: Cassandra Suettinger, Deputy Administrator/Clerk, Andrew Bremer, Community Development Director, Aaron Chapin, Police Chief, and Chris Dennis Fire & Rescue Chief.

Date: March 30, 2023

RE: Expansion of Premise for Byrnes Tavern, 5915 Exchange St.

Background: The current licensed premise for Byrnes McFarland Tavern is the first-floor tavern area and basement and an approximately 1,100 square foot outdoor consumption area including the back patio and back yard.

Proposal: Byrnes McFarland Tavern is proposing to expand their licensed premise to include the approximately 768 square foot garage. The area would include a small portable bar and additional tables for food service. In winter months it would be an indoor consumption area, in warm months the garage doors would be rolled up and provide an open-air concept.

Review: Village Ordinance 11-64n outlines the conditions and requirements for outdoor consumption areas within the Village. Below is a review of the proposal and its compliance with the required conditions.

Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.

On Tuesday March 21st, a notice was sent to all property owners within 500 feet of the proposed licensed premise expansion notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

2) The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.

Attached are the detailed plans outlining all the required items for the review and recommendation of the Public Safety Committee.

3) The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:

a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;

Staff Comments: No restrictions identified by Staff

b. Requiring additional parking beyond the minimum required by the Zoning Code;

Staff Comments: The property is zoned C-C Commercial Central. Sec. 62-172(j) states that the minimum off-street parking requirements in the Zoning Code are advisory only in the C-C District. The applicant is not proposing to removing any existing off-street parking stalls as part of the request. No restrictions identified by Staff.

c. Regulation of lighting and screening;

Staff Comments: The applicant is not proposing any changes to exterior lighting or screening. No restrictions identified by Staff.

d. Any conditions recommended by the Public Safety Committee;

To be determined by the Committee as applicable.

In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

- Staff Comments: **Compliant.** There is a residence within 50 feet on the McFarland Tavern property; however, it is located on the McFarland House Café property which is currently zoned C-C Central Commercial and not zoned residential.

b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

- Staff Comments: Compliant. Applicant is aware of requirement and intends operate within hours.

c. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

- Applicant response: When the garage door is open during warm months, the Tavern intends to install the same style fencing and temporarily bollards utilized by Spartan Bowl. (Pictured in the attached)
- Staff Comments: **Compliant.** The site plan in the application identifies the fencing as “internal”, located along the edge of the garage door. Staff notes that the fencing should not be extended beyond the edge of the garage so as to increase the outdoor license area onto the existing off-street parking lot in front of the garage without prior Village approval. The applicant will need to obtain a fence permit from the Building Inspector. The site plan also shows five “weighted barriers” in front of the garage door. Staff notes that the total number of temporary weight barriers only needs to be sufficient to cover the area in front of the garage door, interlocked, or spaced at intervals no wider than 4 feet apart to prevent the passage of a vehicle between barriers. Barriers should be located near the front of the garage so as to allow continued use of the off-street parking stalls in front of the garage. Applicant is responsible for ensuring the barriers are adequately placed and weighted.

d. Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.

- Applicant Response: The Tavern intends to play music in the area when in operation but is aware of the ordinance limitations.

- Staff Comments: **Compliant.** None.

e. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

- Staff Comments: **Compliant.** Barriers should be located near the front of the garage so as to allow continued use of the off-street parking stalls in front of the garage.

f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.

- Staff Comments: **Variance requested.** The applicant's current interior premises include the basement and 1st floor storage and first floor sales. This is approximately 3,264 square feet. This would provide the applicant with up to 1,632 square feet for an outdoor consumption area. Currently the applicant has utilized 1,100 square feet in the backyard and back patio. The additional 768 square feet proposed, takes the proposed outdoor area to 1868 sq. feet or 57% of the indoor area. This is slightly over the proposed 50% threshold.
- In reviewing the proposal, staff recommended approval of the variance noting the condition was not necessary to protect the public health, safety or welfare.

g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

- Staff Comments: **Compliant.** Applicant is aware of the requirement and understands compliance requirement.

h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

- Applicant Comments. Because the garage area is detached from the main bar, the applicant intends to have a small portable bar and offer service in the area. She also noted, the area will not be in use unless a licensed operator is supervising and serving drinks from the portable bar in the

garage.

- Staff Comments: **Variance Requested.** Staff noted the proposed variance requested is safer than the alternative. Historically, the Village has required the installation of security cameras in outdoor areas where directly supervision is not possible. With the proposal to utilize a portable bar, staff recommends approval of the requested variance with the condition that security cameras be required in the event the area any time the area will not be directly supervised by a licensed operator. As proposed, security cameras would not be necessary, but a condition that should be put in place to be clear.

i Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

Compliant. Applicant is aware of requirement.

- Staff Comments: Not applicable, no outdoor sports planned.

j. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

- Staff Comments: Both the Fire Inspector and Building Inspector reviewed the proposed plan and found it to be in compliance. Attached are conditions provided from the Fire & Rescue Chief.

k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

- Staff Comments: None. Applicant is aware of the requirement and understands compliance requirement.

l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

- Staff Comments: Not applicable, no outdoor sports planned.
- Response: Not applicable

Recommendation: Staff recommends approval of the expansion of licensed premise for Byrnes McFarland Tavern, 5915 Exchange St., to include the 768-foot garage area which shall be utilized for indoor and outdoor consumption with the following variances:

1. A variance from the requirement that outdoor consumption be no greater than 50% of the license premises indoor capacity; and
2. A variance be granted from the requirement that no bar/counter service occur in the outside consumption area;

Finding neither condition is necessary to protect the public health, safety, or welfare, *and*

3. That the applicant meet all IBC requirements outlined in the letter from Chief Dennis dated March 30, 2023, including the requirement that both exists be required to swing outward, and emergency lighting be installed accordingly.

March 30, 2023

Re: McFarland Tavern Alcohol Licensed Propose Changes

We have reviewed the application for the expansion of licensed premises for McFarland Tavern LLC. The application requested an additional 704 square feet to convert a storage garage into a serving area. Based on the assessor records, the building is 768 square feet. The following information was reviewed to determine our recommendation.

International Building Code (IBC) 2015 Edition 303.3 defines taverns and bars as Assembly Group A-2 occupancy. The license space would be determined to be an A-2.

IBC 2015 Table 1006.2.1 permits one exit for spaces in an Assembly group where the occupant load is 49 or less and a maximum travel distance of 75.

IBC 2015 Table 1004.1.2 indicates an occupant load factor of 15 square feet per occupant for an Assembly group with unconcentrated (tables and chairs).

Based on the square footage of 768 square feet, the occupant load would be 51 people.

The building is equipped with two overhead doors and one swinging door.

IBC 2015 1010.1.2 states egress doors shall be of the pivoted or side-hinged swinging type.

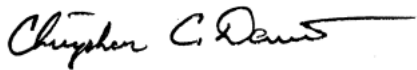
IBC 2015 1010.1.2.1 swinging doors shall swing in the direction of egress travel, serving a room or area containing an occupant load of 50 or more.

IBC 2015 1008.3.1 requires in the event of a power supply failure in rooms and spaces that require two or more means of egress, an emergency electrical system shall automatically illuminate aisles and corridors.

Based on the information provided above, if the premise license is increased to include the garage with 768 square feet, an additional exit, both exits will be required to swing outward, exit lighting and emergency lighting will be required.

During an on-site meeting with the applicant, they stated they intend to replace the overhead door on the west wall with a double swinging set of doors (French door), modify the swing of the north door to swing outward, and install exiting lights with emergency lighting above the swinging doors. Completing these items would meet the requirements of the IBC that were mentioned above.

Sincerely,

A handwritten signature in black ink, reading "Christopher C. Dennis". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Christopher C. Dennis
Fire & Rescue Chief

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 10, 2023

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on adopting the revised Personnel Policy manual with an effective date of May 1, 2023.

PREVIOUS ACTION:

The Compensation, Classification and Future staffing plan was accepted by the Village Board on November of 2021.

In May of 2022, the Village Board referred the updating and combining the Personnel Policy Manual and the Compensation and Benefits manual. Through this process, staff created the Employee Engagement Committee recommended in the study and used both the Committee and Department Heads to work through updates and recommendations from the study.

ISSUE SUMMARY:

From June of 2022, to April of 2023, the Personnel Committee and Village Board reviewed and discussed updates to existing policies within the Personnel Policy manual and creation of new policies to the manual.

Attached is the fully updated and revised Personnel Policy Manual. Highlights include:

- Vacation Schedule updates - All vacations levels were increased by one level, effectively providing more vacation for existing employees.
- Holidays - Addition of celebrating Juneteenth and Indigenous People's Day.
- Flex Time & Remote Work Policies - These policies are included to allow for better work life balance for employees.
- Infusion of new Roles of the Deputy Village Administrator as Personnel Policy officer and Human Resource Generalist. as key human resource contact.
- Elimination of the probationary period and creation of an orientation period.
- Updating definitions within the manual to be more inclusive of non-traditional family structures.

Creation of brand new policies including:

- EEOC Policy
- Request for Information Policy



- Concealed Carry Policy
- Vehicle Use Policy
- Accommodation Policy.

Revisions reflected the Village's desire to take feedback received from employees both through the 2021 Compensation and Classification study and the employee engagement committee and make meaningful changes. The Village seeks to be a destination employer that values its employees and provides policies that support its workforce.

FINANCIAL/BUDGET IMPACT:

Various financial implications have been discussed through the manual updating process.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to adopt the revised Personnel Policy manual with an effective date of May 1, 2023.

ATTACHMENTS:

1. Village of McFarland_Personnel Manual - FINAL DRAFT 04.06.2023



Village of McFarland

Dane County, Wisconsin

Personnel Manual

Compiled: Thursday, April 6, 2023

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INTRODUCTION

CHAPTER 1 - PURPOSE AND SCOPE

CHAPTER 1 - PURPOSE AND SCOPE

1.01 Authority

The following plans, policies, and procedures have been adopted by the Village Board.

1.02 Purpose

- (a) This manual documents an orderly system of personnel, compensation, and benefits administration that has been developed to meet the organizational needs of the Village and the employment needs of its personnel. As an employer, the Village is committed to equitable personnel management policies. The purposes of this personnel policy manual are to:

- (1) Define expectations. Employees should know what they can expect of their employer and what their employer expects of them.
- (2) Describe the rules and procedures that apply to employer and employee behavior.
- (3) State policies of the employer which affect a broad spectrum of activities within its relationship to employees.
- (4) Provide useful information about Village government.

- (b) The policies incorporated herein are designed to achieve the following objectives:

- (1) To recruit, select, and advance employees on the basis of their relative knowledge, skills, and abilities.
- (2) To provide equitable compensation for all employees, which includes a total compensation plan that enables the Village to attract and retain highly skilled and talented employees for all positions.
- (3) To recognize good job performance, reward exceptional performance, and address inadequate performance in a fair and timely manner.
- (4) To assure fair treatment of all applicants and employees in all aspects of personnel administration without regard to race, color, national origin, age, religion, sex, disability, or political affiliation, and with proper regard to their rights as citizens.
- (5) To create a work environment free of all forms of harassment.

- (6) To create policies that promote work life balance for employees.

1.03 Scope

As an employer, the Village must abide by applicable federal and state regulations and collective bargaining agreements negotiated with employee unions. In the event that any policy or procedure should conflict with provisions found in federal law or state statutes or with administrative rules adopted by federal or state agencies governing municipal operations, the portion or portions found to be in conflict will be considered rescinded. In the event that any policy or procedure should conflict with applicable provisions of a collective bargaining agreement, the language of that agreement will prevail.

If there are any discrepancies between the benefit information contained in this manual and any legal benefit plan documents which describe the plans in detail, the plan documents will prevail. Changes in benefit plans and/or policies will be communicated to employees.

1.04 Employees Covered

All employees of the Village, both represented and non-represented will be governed by the provisions contained herein, unless it is noted that a particular provision applies only to certain employees. For public safety employees covered by a collective bargaining agreement, this manual applies to only those topics not addressed by those contracts or by the Police and Fire Commission jurisdiction. Persons serving in the following capacities are not considered employees and hence are excluded from these provisions.

- (a) Elected officials.
- (b) Citizen appointees to authorities, committees, boards, or commissions.
- (c) Volunteers who perform tasks or provide services to Village Emergency Government departments.
- (d) Independent contractors providing services for the Village.
- (e) Employees of another unit of government providing services for the Village.
- (f) Persons providing services on a per diem basis and election inspectors who are compensated on an hourly basis.
- (g) Consultants.
- (h) Work relief or juvenile work program participants.
- (i) Students engaged in field training.
- (j) General community volunteers, defined as those who donate their services for the public benefit without contemplation of pay.

1.05 Employees-At-Will

Unless covered by a collective bargaining agreement or by just cause standards set forth in Wisconsin Statutes or Village ordinance, employees of the Village of McFarland are employees-at-will.

1.06 Exceptions

The Village Board may make exceptions to any of these standards in emergency or unusual situations if it is assured that granting such exceptions will not compromise the stated objectives of the personnel system.

1.07 Revisions

Any collection of rules, policies and procedures is part of a continuous improvement process. It can be affected by changes in State and Federal laws or a Village Ordinance. A policy that may have been effective and appropriate in one set of conditions may not be appropriate when conditions change. The Village Board and Personnel Committee are always open to new and better ways to improve the operation of Village government. All Village employees are encouraged to provide comments and ideas to strengthen existing policies, rules and procedures. The Village herein acknowledges an Employee Engagement Committee shall be created to provide a forum for these ideas and feedback. This Committee shall be comprised of a non-management/supervisor employee from each department.

SECTION 1 - EMPLOYMENT POLICIES

CHAPTER 2 - EQUAL EMPLOYMENT OPPORTUNITY POLICY

CHAPTER 3 - ACCOMMODATION POLICY

CHAPTER 4 - UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

CHAPTER 5 - PERSONNEL RECORDS MANAGEMENT

CHAPTER 6 - REQUESTS FOR INFORMATION REGARDING CURRENT OR FORMER EMPLOYEES

CHAPTER 2 - EQUAL EMPLOYMENT OPPORTUNITY POLICY

2.01 Purpose

- (a) 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.
- (b) 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.
- (c) 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.

2.02 Scope

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

- (3) Promotion.
 - (4) Transfer.
 - (5) Training.
 - (6) Working conditions.
 - (7) Wages and salary administration.
 - (8) Employee benefits and application of policies.
- (b) 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.

2.03 Dissemination and Implementation of Policy

- (a) 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.
- (b) 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.

2.04 Procedures

- (a) The Village administers our EEO policy fairly and consistently by:
 - (1) Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
 - (2) 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."
 - (3) 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.
 - (4) 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.

- (5) 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.

2.05 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.

CHAPTER 3 - ACCOMMODATION POLICY

3.01 Purpose

The Village is committed to the fair and equal employment and providing accommodations for both qualified individuals with known disabilities and an applicant or employee's sincerely held religious beliefs or practices accordingly.

3.02 Policy

It is the Village's policy to provide reasonable accommodation to qualified individuals with known disabilities unless the accommodation would impose an undue hardship on the Village. All accommodation decisions are made on a case-by-case basis, taking into account the qualifications and the particular circumstances of the employee in relation to job-related criteria, as well as Village resources.

An employee with a disability who requires an accommodation should request it from the employee's supervisor and the Deputy Administrator or Human Resources designee. The Village and the employee can then engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

The Village prohibits harassment or discrimination based on disability or because an

employee has requested a reasonable accommodation. The Village prohibits retaliation against employees for exercising their rights under the ADA or other applicable federal, state or local civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

3.03 Religious Accommodation

The Village complies with Title VII of the Civil Rights Act of 1964, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, the Village will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for the Village.

Employees who believe they need an accommodation because of their religious beliefs or practices or lack thereof, should request an accommodation from their supervisor and the Deputy Administrator or Human Resources designee. The employee may make the request orally or in writing. However, the Village encourages employees to make their request in writing and to include relevant information, such as:

- (a) A description of the accommodation requested.
- (b) The reason the employee is seeking the accommodation.
- (c) How the accommodation will help resolve the conflict between the employee's religious beliefs or practices or lack thereof and specific work requirements.

After receiving the oral or written request, the Village will engage in a dialogue with the employee to explore potential accommodations that could resolve the conflict between their religious beliefs and practices and specific work requirements. The Village encourages employees to suggest specific reasonable accommodations that they believe would resolve any such conflicts. However, The Village is not required to make the specific accommodation requested and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on The Village. The Village may ask employees requesting accommodation to provide additional information about the employee's religious practices or beliefs and the accommodation requested. If the employee fails to provide the requested information, the request for an accommodation may be denied.

The Village makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Individuals will not be retaliated against for requesting an accommodation in good faith.

CHAPTER 4 - UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

4.01 Purpose

The Village is committed to providing a professional work environment. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy directed at an employee or applicant for employment because of his or her sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, age, ancestry, disability/handicap, religion, creed, ancestry, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating and resolving complaints of unlawful harassment, discrimination and retaliation. The Village will not tolerate unlawful harassment, discrimination or retaliation by any employee, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other remedial response designed to end the prohibited behavior. Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected officeholders, contractors or visitors) will be investigated in accordance with this policy under the authority of the Village Board.

4.02 Discrimination

Discrimination may include, but is not limited to, any negative conduct or action: (1) directed toward or about any employee; or (2) taken with respect to any employee because of that employee's race, color, religion, age, sex, national origin, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law.

4.03 Sexual Harassment

Sexual harassment may include, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other acts of a sexual or sex-based nature between members of the same or opposite sex where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment is not limited to sexual advances or expressions of sexual desire. It

may also include expressions of hostility or dislike or other inappropriate conduct toward another based on that individual's sex or gender. The offender or victim of sexual harassment may be of any gender and sexual harassment can occur between persons of the same or opposite gender.

4.04 Discriminatory Harassment

Discriminatory harassment may include, but is not limited to, any conduct relating to an individual's race, color, religion, age, national origin, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law, where the conduct: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Examples of inappropriate or offensive conduct, prohibited harassment or discrimination include, but are not limited to:

- (a) Unwanted sexual advances, flirtations, innuendo, explicit sexual propositions or demands for sexual favors in exchange for favorable treatment or continued employment.
- (b) Threats or insinuations that the individual's employment, wages, promotional opportunities, job or shift assignments or other conditions of employment may be adversely affected by not submitting to sexual advances.
- (c) Sexually oriented kidding, teasing, practical jokes or horseplay, jokes about gender specific traits, sexually suggestive or obscene body language or gestures.
- (d) Display of sexually suggestive, obscene or offensive printed or visual material including viewing or displaying such material on a computer via the Internet, e-mail or other electronic means.
- (e) Physical contact, such as touching, patting, pinching or brushing against another's body.
- (f) Teasing or jokes referring to race, national origin, ethnicity, age, or any other protected characteristic.
- (g) Vulgar, obscene or other inappropriate language.
- (h) Referring to an individual's race, age, physical or mental condition, particularly when making decisions affecting the individual in the workplace or which affect the individual's ability to perform his or her job.

This list describing discrimination, harassment and inappropriate conduct is not exhaustive. Because inappropriate conduct is not on this list does not mean the conduct

is not harassing, discriminatory or inappropriate. The Village retains the right in all situations to discipline an employee that has been found to have engaged in harassing, discriminatory, retaliatory or other inappropriate conduct regardless of whether the conduct is specifically described above.

4.05 Retaliation

Retaliation against any employee for filing a harassment, discrimination or retaliation complaint, or for assisting, testifying or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law. Retaliation is a form of misconduct. Employees who are found to have retaliated against a complainant or witness will be subject to discipline separate from, and in addition to, any discipline determined to be appropriate as a result of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees should expect that consequences for retaliation will likely result in discipline up to and including discharge.

4.06 Reporting Procedures

- (a) Whenever an employee perceives conduct to be harassing or discriminatory, several options are available to address the problem.
 - (1) Any employee experiencing or observing harassment, discrimination, or retaliation is encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive, and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents in order to provide the fullest basis for investigation if needed.
 - (2) Any employee who believes that he or she is being harassed, discriminated, or retaliated against, or who witnesses such conduct is expected to report the incident as soon as possible to the Human Resources Generalist. This is so that necessary preventive steps can be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigation and correction may be started according to Section 29.08.
 - (3) Any employee who believes that he or she is being harassed, discriminated, or retaliated against or who witnesses such conduct, and has reported this conduct to and the Human Resources Generalist, may also report the incident as soon as possible to the following individuals if no, or unsatisfactory, action has been taken by the Village to address the harassment alleged:
 - a. Deputy Village Administrator;
 - b. Village Board President or Village Administrator, if the allegations

regard conduct engaged in by an elected or appointed office holder of the Village; and/or,

- c. Village Board President, if the allegations regard conduct engaged in by the Village Administrator.

(4) 4. An employee who believes he or she is being harassed, discriminated, or retaliated against by an immediate Supervisor, may report the matter to any of the individuals identified in subsection (c).

- (b) An employee who becomes aware that another employee is being harassed, shall promptly report those concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violation of this policy to the attention of the Village by informing one of the individuals described above.
- (c) Any unwelcome conduct that originates from a non-employee (e.g., elected officeholders, contractors or visitors) should also be reported. The Village will determine the appropriate course of action to promptly and thoroughly address the complaint, including any immediate remediation of the behavior. The Village may initiate an investigation or have the victim and the accused engage in conciliatory efforts to resolve the matter if acceptable to the victim.

4.07 The Conciliation Process

- (a) The conciliation process is a means to address potential complaints and concerns under this policy quickly and in an informal manner. This process is not appropriate for all situations and will not resolve all issues. It may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary and may be used only when agreed upon by the parties directly concerned: the complainant(s), management, and the accused.
- (b) Conciliation seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.

29.08 Harassment Complaint and Investigation Process

- (a) A Village employee may report a complaint either verbally or in writing. Employees are encouraged to follow the process of first reporting their complaints to the Human Resources Generalist.
- (b) If it is determined that an investigation is required, the investigation will be conducted promptly, thoroughly and impartially. The investigation of harassment

complaints will normally be conducted by the Deputy Village Administrator or Human Resources Generalist.

- (c) The confidentiality of the investigation, the identity of the individual who submits a report, witnesses and the target of the complaint will be maintained throughout the investigatory process to the extent consistent with a thorough and impartial investigation.
- (d) Private interviews will be conducted with the person filing the complaint, the alleged victim of the behavior (if different), the accused employee(s), and any witnesses.
- (e) Findings will be documented and maintained in a secure location. Such records will not become part of a personnel file unless discipline is administered, or an employee's status is changed as a result of the complaint being filed.
- (f) When the investigation is complete, to the extent appropriate, the person filing the report, the alleged victim (if different), and the person alleged to have committed the harassment will be informed of the findings.
- (g) The Village will take immediate and proportional corrective action designed to end any prohibited behavior occurring, which may include appropriate disciplinary action, up to and including termination.

29.09 External Complaint Procedures

The internal complaint process is not meant to be a substitute for an employee's right to file a formal complaint with either the Equal Rights Division or the Equal Employment Opportunity Commission. However, the filing of a complaint with an external agency does not relieve the employee of the responsibility to also file an internal complaint pursuant to the Village's anti-harassment policy. The Village has a responsibility under the law to investigate claims of harassment and to take appropriate remedial measures and is unable to do so unless the matter is brought to its attention through the internal complaint procedure.

Additional procedures for reporting complaints of harassment are available to employees through: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860. File within 300 days of the last violation.

The U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111. File within 300 days of the last violation.

CHAPTER 5 - PERSONNEL RECORDS MANAGEMENT

5.01 Policy

It is the policy of the Village to maintain original personnel records in a centralized location in the Administration Office for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with Government record keeping and reporting requirements. Wisconsin law governing management of personnel records for police and/or fire department employees shall take precedence over this policy.

All appointments, separations, and other personnel transactions will be implemented using forms designated by the Deputy Administrator or Human Resource Designee.

5.02 Responsibility and Authority

(a) **Deputy Administrator.** The Deputy Administrator and Human Resource Designee will:

- (1) Establish, maintain and coordinate personnel transactions and records management for all Village employees and positions.
- (2) Establish and maintain a personnel file for each Village employee.
- (3) Advise and assist Department Heads and supervisory personnel in all Village personnel transactions and records management systems and procedures.
- (4) Notify payroll personnel of all relevant changes.

(b) **Employee.** Employees are responsible for notifying the Deputy Administrator or Human Resource Designee in writing of any changes that affect their personal status including but not limited to the following changes:

- (1) Name
- (2) Address
- (3) Marital status (for benefits and tax withholding purposes only)
- (4) Number of dependents (for benefits and tax withholding purposes only)
- (5) Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)
- (6) Beneficiary designations for any of the Village's insurance, disability or pension
- (7) Persons to be notified in case of emergency

5.03 Personnel Files

(a) A personnel file will be maintained for each person employed by the Village.

These files will be maintained by the Deputy Administrator and/or Human Resource Designee unless otherwise required by a Federal or State agency such as the Department of Justice.

- (b) At a minimum, the personnel files of all current employees will contain the following information:
 - (1) The full name, date of birth, current address, telephone number and Social Security number of the employee.
 - (2) The title of all past and present Village positions held.
 - (3) The employee's initial starting date.
 - (4) The current salary and salary history of the employee.
 - (5) Changes in status.
 - (6) The person's original application/resume for employment.
 - (7) Any required payroll deduction or withholding authorization forms.
 - (8) All appropriate fringe benefit enrollment and waiver forms.
 - (9) All personnel action forms and official correspondence relative to the person's employment with the Village.
 - (10) Any other pertinent information as may be necessary for effective personnel administration and for compliance with Federal law and state statutes.
- (c) The Chief of Police shall be responsible for maintaining an additional personnel file containing all items required by the Wisconsin Department of Justice and applicable state and federal laws.
- (d) Individual records relating to employee grievances, records of training, and job performance will be maintained for all employees. Any such records, including individual files, will be considered confidential in order to prevent the invasion of privacy and will be made available to:
 - (1) The employee;
 - (2) An authorized representative of the employee as provided for in 4.05 below;
 - (3) The Village President;
 - (4) The Village Administrator;
 - (5) The Deputy Administrator;
 - (6) The Human Resource Designee;
 - (7) The Department Head and immediate supervisor(s) of the employee; and,

- (8) Any other representatives or agencies who have cause and legal authority to review such records.

5.04 Employee Personnel File Access

- (a) Employees throughout Wisconsin are governed by State laws guaranteeing their right to inspect and have copies of personnel records held by their employer. Records open to employees for inspection include any personnel documents which are used, or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary actions and medical records, except when the employer believes that disclosure of an employee's medical records would have a detrimental effect on the employee. In that instance, the Village may choose to release the records through the employee's physician.

As exceptions to this general rule, employees are not entitled to inspect records relating to:

- (1) Investigations of possible criminal offenses committed by that employee;
 - (2) Letters of reference;
 - (3) Test documents (except cumulative score);
 - (4) Information used by the employer for staff management planning purposes;
 - (5) Information of a personal nature about another person; or,
 - (6) Records relating to any pending claim between the employee and employer.
- (b) Employees have a right to inspect and photocopy their personnel records twice during a calendar year. Inspection must be requested in writing to the Deputy Administrator or Human Resource Designee. An employee may also designate a personal representative to inspect personnel records on their behalf. The Village will respond within seven (7) working days of receipt of the request and schedule the inspection at a location within the McFarland Municipal Center that is mutually convenient. Such inspection of personnel records will be done in the presence of a designated representative of the Village. The Village reserves the right to assess a reasonable fee for the cost of reproducing any such documents requested.
- (c) If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the Village and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position.

The Village will attach the employee's statement to the disputed portion of the personnel record. The employee's statement will be included whenever that disputed portion of the personnel record is released to a 3rd party as long as the disputed record is a part of the file.

5.05 Law Enforcement Agency Access

The Village Police Department complies with the procedural requirements of Wisconsin law regarding record sharing of law enforcement candidate personnel files between interviewing and employing agencies.

5.06 Other Records

- (a) The Deputy Administrator will be responsible for the generation and maintenance of all Village payroll and leave records including records indicating the total number of hours worked per day and per week by all employees.
- (b) All required employer records such as those relating to group occupational safety and equal employment opportunity will be maintained by the Deputy Administrator and/or Human Resource Designee.
- (c) The Deputy Administrator and/or Human Resource Designee will be responsible for the maintenance of all records and documents obtained through the background check process.

5.07 Public Inspection

The public inspection of personnel records will be governed by Wisconsin Statutes and Village Ordinances.

5.08 Destruction of Records

Retention of all Village records shall be in accordance with [Village Ordinance Chapter 2, Article IX – Public Records](#).

5.09 Medical Records

The Village will maintain all employee medical records, including FMLA, disability accommodation and short-term disability records, in locked file cabinets, separate from personnel records. Medical records will be maintained by the Deputy Village Administrator and/or Human Resource Designee, and kept confidential as dictated by law.

5.10 Reports

The Village Administrator and Deputy Village Administrator will provide the Village Board with appropriate reports and information relating to personnel actions.

CHAPTER 6 - REQUESTS FOR INFORMATION REGARDING CURRENT OR FORMER EMPLOYEES

6.01 Policy

During the course of business, it is common to receive inquiries from third parties requesting various information regarding current or former employees. In the event of such an inquiry, it is generally the Village's policy to limit its response to confirm position title, final salary, and dates of employment. However, there may be circumstances when additional information is released under the following circumstances:

- (a) When the employee has specifically authorized in writing the release of information;
- (b) When the Village is legally obligated to provide the information; and,
- (c) When information is needed by vendors which are or may be providing health benefits to employees and disclosure is in compliance with HIPAA privacy laws.

It is also common for current or former employees to identify current and former supervisors and co-workers as references on applications for employment or to request letters of recommendations. The Village supports current and former employees in their efforts to achieve their career goals and will generally respond to such requests. If the employee being asked to serve as a reference is uncomfortable responding to the request or the feedback regarding the employee is sensitive in nature, please contact the Deputy Village Administrator or Human Resources Designee for additional guidance.

There is certain employment information under the Freedom of Information Act (FOIA) and the Open Records Act that the Village is obligated to release. In the event discipline is released to a third party, the employee will be notified in accordance with the requirements outlined in the relevant statutes.

SECTION 2 - ROLES, RESPONSIBILITIES, AND ADMINISTRATION

CHAPTER 7 - ORGANIZATION AND ADMINISTRATION

CHAPTER 8 - POSITION CLASSIFICATION AND ADMINISTRATION

CHAPTER 9 - RECRUITMENT AND SELECTION

CHAPTER 10 - TRANSFER, DEMOTION, AND REDUCTIONS

CHAPTER 11 - TERMINATION OF EMPLOYMENT

CHAPTER 12 - EMPLOYEE PERFORMANCE EVALUATIONS

CHAPTER 7 - ORGANIZATION AND ADMINISTRATION

7.01 Purpose

This chapter sets forth the delineation of authority and responsibilities in the administration of the Village personnel system.

7.02 Delineation of Authority and Responsibilities

(a) **Village Board.** The Village Board will be responsible for:

- (1) Approving the Departmental Tables of Organization as set forth in the adopted version of the annual Village Budget.
- (2) Authorizing the creation of any and all new classified positions.
- (3) Approving the compensation policies and pay plans for all Village employees.
- (4) Hiring and removing Department Heads consistent with applicable provisions of the Municipal Code. (Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and the Fire Chief and Fire Department employees. The Library Board is responsible for the hiring and firing of the Library Director.)
- (5) Conducting fourth step grievance hearings.
- (6) Approving Village personnel policies.
- (7) Delegating such duties and responsibilities as necessary to the Village Administrator.

(b) **Village Administrator.** The Village Administrator will be responsible for:

- (1) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (2) Reviewing and approving appointments and removal of non-Department

Head personnel from Village positions.

- (3) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (4) Coordinating collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.
- (5) Making reports and recommendations to the Village Board as required.
- (6) Overseeing the classification plan.
- (7) Conducting second step grievance hearings.
- (8) Overseeing safety programs that serve the general needs of all Village departments to ensure proper working conditions.
- (9) Delegating appropriate authority to Department Heads and administrative personnel.
- (10) Conducting performance evaluations of Department Heads.
- (11) Approving the filling of vacancies for approved and budgeted positions.

(c) **Deputy Administrator.** The Deputy Administrator shall be responsible for:

- (1) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees.
- (2) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (3) Reviewing and approving appointments and removal of non-Department Head personnel from Village positions.
- (4) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (5) Assists in collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.
- (6) Maintains complete employment and performance records of all Village employees.
- (7) Maintaining and recommending modifications to Village's Classification plan.
- (8) Establishing and maintaining a roster of all employees in the Village service which will include the class title, pay status, and other pertinent data.

- (9) Making reports and recommendations to the Village Board as required or directed.
- (10) Administering the recruitment and selection program.
- (11) Monitoring temporary and emergency appointments and overtime assignments.
- (12) Coordinating training programs to provide employees with adequate opportunities to maintain and improve their job related knowledge and skills.
- (13) Establishing standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.
- (14) Preparing and implementing such forms, reports, and procedures necessary to carry out the Village personnel program.
- (15) Disseminating information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (16) Investigating unemployment compensation claims and participating in unemployment compensation hearings.
- (17) Overseeing safety programs that serve the general needs of all Village departments.
- (18) Assists in conducting probationary and annual performance evaluations of Department Heads.
- (19) Overseeing the employee engagement and employee benefit workgroups.
- (20) Serve as Affirmative Action Officer for the Village and regularly review and administer the program.

(d) **Department Heads.** Department Heads will be responsible for:

- (1) Enforcing the personnel policies, rules and regulations in their respective departments.
- (2) Keeping employees informed of current personnel policies.
- (3) Conducting performance evaluations of employees.
- (4) Conducting first step informal resolutions.
- (5) Notifying the Village Administrator and Deputy Administrator of any proposed changes in personnel and, as appropriate, participating in the screening and selection process.
- (6) Developing appropriate employee orientation programs.

- (7) Assessing employee training needs and developing, conducting, or arranging for in-service training programs to ensure department employees improve their job related knowledge and skills.
 - (8) Administering discipline and delegating such authority to supervisory personnel as appropriate.
 - (9) Recommending the appointment or removal of employees subject to the approval of the Village Administrator.
 - (10) Delegating appropriate authority to subordinate supervisory personnel.
- (e) **Supervisory Personnel.** To the extent that Department Heads delegate authority to them, supervisors will be responsible for:
- (1) Implementing the personnel policies, rules and regulations in their unit.
 - (2) Participating in the selection of new employees.
 - (3) Participating in performance reviews of employees.
 - (4) Administering discipline to employees.
 - (5) Make work assignments for section employees and monitor work status and completion
 - (6) Conducting performance evaluations of employees.

CHAPTER 8 - POSITION CLASSIFICATION AND ADMINISTRATION

8.01 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.

8.02 Authority

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

8.03 Tables of Organization

The Tables of Organization, 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 Organization will be maintained by the Deputy Administrator. It will also set forth the functional relationship of positions within the organizational structure.

8.04 Creating/Abolishing Positions

- (a) The Village Board will, by formal action, add, reduce or delete from the authorized position count as set forth in the Tables of Organization.
- (b) 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, essential job responsibilities, FLSA status, and all anticipated salary, fringe benefit and other related costs. The Village Board will consider the recommendation of the Village Administrator or Deputy Administrator and the requesting Department Head prior to taking action on the proposal.
- (c) The Village Board may abolish positions at any time but will consider the recommendation of the Village Administrator or Deputy Administrator and the affected Department Head prior to abolishing any position.

8.05 Position Classifications

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

- (a) 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 are scheduled to work 1,950 hours per year based on a six-day work week. Full-time or Fire & Rescue employees are those scheduled to work 2,756 hours plus 156 overtime hours per year based on a 24/48 work schedule.
- (b) 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.
- (c) 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 eleven (11) months. Such purposes might include: to work on a specific project, to meet a peak workload demand, to fill a seasonal 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.

8.06 Position Descriptions

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

8.07 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.

8.08 Review of Position Classification Plan

- (a) 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.
- (b) 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.
- (c) 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 should be submitted to the Village Administrator by 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.
- (d) The Village recognizes opportunities that may arise throughout the year through the departure or change of Personnel. Changes to tables of organization or

employee classifications/reclassifications can be brought forward for Village Board consideration throughout the year by Department Heads with the requirement that proposed changes be funded within the approved Village budget.

8.09 Classification or Reclassification Reconsideration

- (a) Classification or Reclassification Consideration. The Village recognizes opportunities to reconsider classification of position may present themselves when vacancies occur. Reclassifications and new classifications may be considered throughout the year when circumstances warrant and there is availability of current year funding within the budget.
 - (1) Initiation of a request for classification or reclassification. A request for reclassification of a current position or classification of a new position should be initiated by the Department Head by September 1 of the year.
 - (2) Requirements for Classification or Reclassification. Reclassification consideration for existing positions requires the employee and the Department Head to document that 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 for at least three months 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.
 - (3) Process for Classifications or requests for reclassification. A request for classification of a new position or reclassification of an existing consideration must be submitted in writing and include:
 - a. An updated Job description and additional supporting documentation showing the change in duties since the last review.
 - b. An Employee Job Analysis Questionnaire completed and signed by the Department Head/Supervisor and employee (if applicable).
 - c. A report of pay grade information of comparable positions amongst the Village's identified comparable communities from the compensation plan.
- (b) 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 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 re-classification or classification of the proposed new position will be forwarded on to the Village Board for final approval.

CHAPTER 9 - RECRUITMENT AND SELECTION

9.01 Purpose

This chapter sets forth the policies and practices governing the recruitment and selection of persons for employment in Village positions.

9.02 Policy

It will be the policy of the Village to recruit and select qualified persons for positions with the Village. The Deputy Administrator will develop and oversee the conducting of active recruitments and the selection program designed to meet current and projected Village employment needs. (Note: The Police and Fire Commission is responsible for recruiting and selecting a qualified Police Chief and Police Officers and Fire Chief and Fire Department non-clerical employees. The Library Board is responsible for recruiting and selecting a qualified Library Director and library employees.)

9.03 Equal Employment Opportunity

The Village of McFarland is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. We strive to build a diverse workforce that is reflective of our community and committed to upholding the mission and vision of the Village.

As permitted by law in making hiring decisions, the Village may consider prior arrest or conviction record if the nature of the prior offense is substantially related to the requirements of the job.

9.04 Methods

There are several methods by which a newly created or existing position can be filled. Methods of selection will usually be decided by the Department Head in consultation with the Human Resources designee, subject to review and approval by the Deputy Administrator and/or Board or committee that has jurisdiction in the matter. The methods by which a job may be filled include:

- (a) **The Recruitment or Selection Process.** Candidates can be recruited both internally and externally through the process outlined in section 6.06 below.
- (b) **Transfer.** A present Village employee may transfer from a current position to a vacant position in either that department or a different department.
- (c) **Promotion.** A present Village employee may be promoted from a current position to a vacant position in either that department or a different department.
- (d) **Permissive Reinstatement.** A former Village employee, without examination, may be reinstated to a position that has the same or a comparable classification previously held by the individual.
- (e) All of the above methods may utilize any of the selection devices outlined in 6.06(1) to identify a final candidate.

9.05 Recruitment Procedures

The Deputy Administrator and/or Human Resource designee will coordinate and supervise the recruitment of eligible candidates for all Village positions for which no immediate internal promotion or transfer is authorized. The overall recruitment program will be designed to meet the current and projected personnel needs of the Village and will be directed to sources likely to yield qualified and diverse applicants. The nature of the recruitment process for an individual position will be tailored to the specific requirements of that position and focus on unbiased hiring practices to ensure the most qualified candidate is selected. (Note: The Police and Fire Commission coordinates and supervises the recruitment of candidates for sworn members of the Police Department and Fire & Rescue Chief and Fire and Rescue non-clerical employees. The Library Board coordinates and supervises the recruitment of the Library Director and library employees.)

- (a) **Recruitment and Posting.** It is the general policy that vacancies will be posted and open to current employees. These postings will typically appear on the Village's website and other applicable recruitment sources. The recruitment process, including the public posting of vacancies, may be altered with the approval of the Deputy Administrator.

All job announcements shall be distributed to a wide number of locations to ensure recruitment yields a diverse pool of applicants. The selection of such posting locations will vary based on the position and the applicable outlets that will best attract qualified and diverse candidates.

- (b) **Application for Employment.** All applicants for Village employment shall follow the instructions as outlined in the job posting. The application/resume shall include complete information relating to the applicant's experience, training, and other relevant qualifications for the position. Unless otherwise authorized by the Village Administrator or designee, the Village does not reimburse an applicant

for travel, lodging, lost wages or related expenses resulting from the application process. Applicants providing false information may be removed from the selection process, have a conditional offer of employment revoked, or be terminated if already employed.

9.06 Selection

The Deputy Administrator and/or Human Resource designee will be responsible for determining consistent methods to be used in screening applicants for job vacancies. In developing the selection devices, the Deputy Administrator and/or Human Resource designee may consult the position description, confer with Department Heads, consultants, and others familiar with the knowledge, skills and abilities required and devices to best measure these factors. The selection process will assess those attributes necessary for successful job performance and align with best practices regarding unbiased hiring practices. The process will be designed to maximize the reliability, objectivity, and validity of the results. The level of involvement by Department Heads and other staff will be determined by the Village Administrator for Department Head selections and determined by the Department Head in consultation with the Deputy Administrator and/or Human Resource designee for all other positions in the departments. All staff selected to participate in the selection process will receive training in advance regarding awareness of unconscious bias and best practice tips to create a process that is objective and equitable.

- (a) **Examination and Testing.** During the selection process for a position, examinations, assessment centers, validated tests and examples of work are some selection tools that may be used in determining an applicant's qualifications. Such tools may be written, oral, physical, a demonstration of a skill, or a combination thereof.
- (b) **Candidate Interviews.** Selected candidates for a position may participate in an interview process, which shall cover any relevant subject matter related to a candidate's qualification for the position being sought.
- (c) **Background Investigation.** Candidates selected to continue in the evaluation process will be required to submit to a background investigation by either the Village or a third-party vendor. The investigation may include verification of employment history including job title, salary, and employment dates, and criminal history, driver's license status, driving history, educational degree, or certification verification. When the position being applied for requires a satisfactory credit history, final candidates may also be subject to a credit history report. In all circumstances the Village will comply with the rights and notification requirements outlined in the federal "Fair Credit Reporting Act." The nature and extent of the background investigation will be driven by the position for which the candidate is applying. The background investigation for certain positions may require a polygraph examination, and/or fingerprinting, which is used as a tool to

verify background information provided by the candidate.

- (d) **Drug Screening and Physical Examinations.** Final candidates for certain positions within the Village are required to submit to a drug screen as part of their condition of employment. If the Medical Review Officer reports a negative or inconclusive test finding that qualifies the specimen as dilute or suspicious (e.g. unusual temperature) the Village shall require the candidate to submit to a re-test. A refusal to resubmit to additional drug testing, shall be treated as a failed result.

Final candidates for certain positions are also required to pass a physical examination conducted by a Village designated occupational medical health provider as part of their condition of employment. In some cases, certain positions may be exempt from the physical examination portion due to special circumstances such as the shortness in length or term of employment or nature of the physical demands of the position. All such exemptions require the approval of the Village Administrator. As prescribed under privacy provisions of the American with Disabilities Act (ADA), all employees medical records are kept strictly confidential and are maintained in a centralized and secure location. Individual employee medical records are only available on a need-to-know basis, and access shall be allowed only in compliance with federal and state privacy laws.

- (e) **Confidentiality.** All persons participating in the development and maintenance of selection materials will exercise every precaution to ensure the highest level of integrity and security. Only the Deputy Administrator, Human Resource designee, and other designated individuals will handle confidential selection materials, except as such records may be subject to the Open Records Law.

(Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and Fire Chief and Fire and Rescue non-clerical employees. The Library Board is responsible for the hiring and firing of the Library Director and library personnel.)

9.07 Temporary Appointments

The Village Administrator or Deputy Administrator may authorize the appointment of a qualified individual on a temporary basis when the need exists based on availability of funding. Such appointments will generally not exceed 6 months in a calendar year unless authorized by the Village Board. All departments will coordinate their temporary employment needs through the Village Administrator so the Administrator can review the feasibility of temporary job sharing between departments.

9.08 Promotion or Employment of Relatives

- (a) **Application.** This policy applies to all Village employees and elected officials. It governs the proposed hiring of individuals who are relatives, for full-time or part-time work, as Village employees. For the purpose of this policy, a “relative”

includes anyone related by blood, marriage, adoption, or legal guardianship including the following:.

- (1) Spouse
- (2) Parent
- (3) Step-Parent
- (4) Child
- (5) Step-Child
- (6) Sibling
- (7) Step-Sibling
- (8) Half Sibling
- (9) Grandparent
- (10) Grandchild
- (11) Parent's Siblings
- (12) Parent's Sibling's Children
- (13) Legal Guardian
- (14) In-Laws

(b) Policy.

- (1) Relatives of elected or appointed Village officials are disqualified from employment with the Village. This policy does not apply to non-elected officials who are asked to accept appointment as members of a village authority, board, commission or committee. Non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration which may affect the hiring, promotion, retention, classification or compensation of their relatives if currently employed or being considered for employment by the Village.
- (2) Neither Department Heads, supervisors, or elected officials will participate in the hiring or supervision of any relative as defined above.
- (3) Relatives of Village employees will only be considered for employment, transfer or promotion if the employment is consistent with the guidelines below. The Village will not consider or accept such applications of relatives if the employment of an employee's relative would result in the types of prohibited employment relationships identified below:
 - a. The employee is part of the hiring, promotion or transfer process.
 - b. A supervisor/subordinate relationship would or could reasonably

exist between a relative and an employee. If a direct supervisory or managerial relationship would or could reasonably be established, relatives of the current employee cannot be considered as applicants for an open position. This provision may be waived by the Village Administrator, following the recommendations of the Department Director, if it is determined that the best interests of the Village would be served.

- c. The employment of a relative would create an actual conflict of interest or the appearance of a conflict of interest based on the nature and responsibilities of the open position.
- d. One relative could influence the status, compensation, progress or supervision of another relative.
- e. Lobbying or attempting to influence other employees to hire a relative is prohibited.

- (4) Where situations currently exist violating the conditions set forth above, every reasonable effort should be made to change the status as transfer opportunities occur.

9.09 Employees Serving in Citizen Capacity

Employees shall not be allowed to serve on any Village Board, Committee, Commission or Authority in their citizen capacity while employed as a Village employee.

CHAPTER 10 - TRANSFER, DEMOTION, AND REDUCTIONS

10.01 Purpose

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

10.02 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 Deputy Administrator. If the work performance of the employee in the new position to which the employee was transferred is unsatisfactory, the Deputy Administrator, may agree to the return of the employee to their former department if a vacant position is available for which the employee is qualified.

10.03 Voluntary or Involuntary Demotions

- (a) 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 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.)

- (b) 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 orientation period, or probationary (if applicable), required of the new position. Reinstatement will be at the discretion of the 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.

10.04 Work Week Reductions

Based on the Village Board's assessment of fiscal and operational needs for cost-saving measures, it may use unpaid work week reductions or furloughs in lieu of layoffs. Salaries, benefits and eligibility for benefits will be determined in accordance with federal and state law.

10.05 Layoffs

- (a) 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.
- (b) 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 notice of the date of the layoff and the general criteria used in selecting individuals for layoff, a minimum of ten (10) working days in advance of the layoff.
- (c) Probationary, temporary, 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.
- (d) 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.

- (e) 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 years of service for vacation accumulation purposes following recall.
- (f) Employees laid off may continue their participation in Village benefit programs at their expense, in accordance with COBRA requirements or the terms established under the various insurance programs.

10.06 Layoff Recall

- (a) It is the responsibility of laid off employees to keep the 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.
- (b) Any employee recalled from layoff must report for work as soon as possible following the date of recall notice. 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 Deputy Administrator for medical or other compelling circumstances.
- (c) 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.
- (d) Laid off employees who have not been recalled to their former positions or placed in another appropriate position within 12 months from their date of layoff, will be considered to be terminated from Village employment.
- (e) 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.

CHAPTER 11 - TERMINATION OF EMPLOYMENT

11.01 Purpose

The purpose of this chapter is to set forth policies that govern all types of employment termination.

11.02 Resignation

- (a) Department heads and other employees holding management or supervisory

positions, who are planning to voluntarily terminate their employment with the Village, are expected to provide the Deputy Village Administrator with an advance notice of a minimum of four (4) weeks to ensure continuity of Village operations.

- (b) Non-department head employees planning to voluntarily terminate their employment are expected to notify their Department Head as far in advance as possible, but not less than ten (10) working days prior to their last day on the job.
- (c) Vacation time may not be taken during the required minimum notification period except as may be approved by the Deputy Village Administrator or Human Resources designee.
- (d) Once a resignation has been submitted, it cannot be withdrawn except upon mutual agreement of the employee, the Department Head, and the Deputy Village Administrator.

11.03 Job Abandonment

- (a) If an employee does not report to work as scheduled for three (3) full consecutive business days without any notification to the Department Head, Human Resources Designee, Deputy Village Administrator, or Village Administrator, this will be considered job abandonment and their employment with the Village will be terminated effective the last day worked by the employee.
- (b) The Village will provide the employee with notification of the termination of employment via a letter sent either by electronic or physical mail. The letter will indicate the termination date and will include any additional information needed or required by law regarding benefits, final paycheck, etc.
- (c) The Village recognizes that there are limited instances where an employee may be unable to communicate with the Village regarding an unauthorized absence from work, such as in an emergency medical situation. In these events, the Village will give due consideration to those particular circumstances.

11.04 Eligibility for Fringe Benefit Payouts

- (a) Voluntary Termination/Retirement/Termination. Persons retiring and other employees who terminate their employment, will be eligible for full payment for any earned vacation hours and earned floating holiday hours. Such payments will be made at the rate of pay in effect as of the employee's last day of work on the job.
- (b) Upon Layoff. While laid off, employees may take full payment for any earned vacation hours and earned floating holiday hours at any time during the remainder of the calendar year in which the layoff occurs. Any remaining earned vacation or floating holiday hours will then be automatically paid out to the

employee on December 31st of the year of layoff.

11.05 Return of Village Property

Employees and volunteers leaving Village service must return all keys, tools, equipment and all other Village property in their possession to their supervisor or other designated personnel. Uniform articles will also be returned if required by department policy.

11.06 Health Insurance Continuation

Continuation of health insurance coverage or conversion from a group to an individual plan under the various kinds of insurance plans available to Village employees will be determined by Federal and State law and the provisions of each insurance contract in effect at the time of termination. The Village will provide notice to the terminating employee of the specific insurance continuation options available.

11.07 Retirement System Contributions

Treatment of an employee's contributions to the Wisconsin Retirement System will be determined by options open to municipal employees under applicable State statutes and administrative rules in effect at the time of termination.

11.08 Exit Interview

The Village conducts exit interviews to gain insight into the effectiveness of Village personnel and managerial practices, to determine where personnel policies and procedures are in possible need of review or revision, and to determine where supervisory or managerial practices need modification or improvement. All employees who voluntarily terminate their employment with the Village will be provided the opportunity to participate in a confidential exit interview with the Human Resources designee.

If, during the exit interview, serious incidents, repeated performance issues, or potential policy violations come to light that have the possibility of continuing without intervention, the HR Designee will investigate according to Village policy and escalate as needed to relevant leadership.

CHAPTER 12 - EMPLOYEE PERFORMANCE EVALUATIONS

12.01 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:

- (a) To determine how well the employee is meeting the job performance expectations of the Village.
- (b) 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.
- (c) To provide employees and their supervisors with an opportunity to periodically discuss work-related issues and to work out solutions to problems.
- (d) To provide the Village an objective basis for deciding matters concerning retention, promotion, or wage increases.
- (e) To provide documentation of an employee's past performance to support decisions concerning promotion, discipline, or discharge.

12.02 Administration

The Village Administrator and Deputy Village Administrator will be responsible for the overall administration of the employee performance evaluation program and will advise and assist employees, evaluators, and Department Heads to ensure that performance evaluation procedures are handled according to the provisions of this chapter. All performance evaluations will be performed on a form prescribed by the Village Administrator and/or Deputy Administrator. In general, all Village employees must use the same performance evaluation tool, unless special circumstances of a position exist.

Each employee will be evaluated at the following periods.

- (a) Orientation Period. 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 provide a performance evaluation at the conclusion of the employee's orientation period.
- (b) 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.
- (c) Department Head Evaluations. 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.

12.03 Evaluator

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

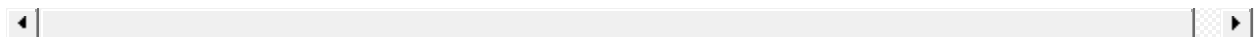
12.04 Approval of Performance Evaluation

All performance evaluations must be approved by the Department Head and Human Resources before the performance evaluation is conducted and the written evaluation is presented to the employee.

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

Once the performance evaluation meeting is concluded, each 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 and the original signed evaluation will 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.



SECTION 3 - COMPENSATION, BENEFITS, AND LEAVE POLICIES

CHAPTER 13 - ADMINISTRATION OF COMPENSATION PLANS FOR NON-REPRESENTED EMPLOYEES

CHAPTER 14 - COMPENSATION ADMINISTRATION

CHAPTER 15 - BENEFITS

CHAPTER 16 - HOLIDAYS

CHAPTER 17 - VACATION POLICY

CHAPTER 18 - SICK LEAVE

CHAPTER 19 - CATASTROPHIC LEAVE

CHAPTER 20 - BEREAVEMENT LEAVE

CHAPTER 21 - JURY DUTY / CIVIL LEAVE

CHAPTER 22 - MILITARY LEAVE

CHAPTER 23 - FAMILY AND MEDICAL LEAVE LAWS

CHAPTER 24 - UNPAID LEAVES OF ABSENCE

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

CHAPTER 26 - ALTERNATIVE DUTY POLICY FOR NON-WORKER'S COMPENSATION RELATED ILLNESS/INJURY

CHAPTER 27 - TRAINING AND DEVELOPMENT

CHAPTER 28 - MEALS

CHAPTER 29 - TRAVEL

CHAPTER 13 - ADMINISTRATION OF COMPENSATION PLANS FOR NON-REPRESENTED EMPLOYEES

13.01 Purpose

This chapter sets forth the policies and practices followed in establishing and administering the compensation plan for non-represented positions. The compensation plans for represented positions are set forth in the respective collective bargaining agreements.

13.02 Compensation Philosophy

- (a) The Village believes that its effectiveness as a service provider is linked to pay levels. How the Village compensates its employees influences the quality of individuals that can be attracted to work within the organization and can affect the quality of employee performance, which in turn determines how well the Village's monetary resources are spent.
- (b) In recognition of the importance of compensation levels to organizational effectiveness, the Village Board has adopted the following compensation philosophy:

- (1) The Village of McFarland considers employees our most valuable asset. As such, the Village recognizes the importance of the compensation program to developing this asset.
- (2) The salary and benefits program provided to the employees of the Village is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the Village in providing quality services to the public—the Village's top priority objective. This objective is attained by providing compensation based on internal equity and external competitiveness within its fiscal capabilities and in full compliance with all State and Federal laws and regulations governing pay.
- (3) The Village's compensation philosophy supports our desire to provide salary advancement opportunities that recognize continued contribution through additional experience, changes in the economy, and changes in the Village's financial conditions.

13.03 Compensation Objectives

(a) The Village's compensation program is guided by the following objectives:

- (1) To attract and retain highly qualified, enthusiastic, productive, and committed employees;
- (2) To maintain and motivate employee performance to help the Village achieve its short-term and long-term goals;
- (3) To communicate our expectations regarding different rates of pay;
- (4) To maintain the appropriate level of payroll costs fairly;
- (5) To recognize the internal worth of jobs and pay accordingly;
- (6) To meet competitive pay levels within our chosen market and within our available resources; and
- (7) To ensure consistent administration and application of pay policies and ensure that plan administration decisions are not based upon or influenced by an employee's sex, race, color, age, religion, or any other legally protected bases governed by law.

(b) Accomplishment of these objectives requires a systematic salary management program that ensures the goals of the compensation system are reached in practice and in spirit. The system must provide for internally and externally fair pay and opportunities to be rewarded for performance, contributions, innovation, and creativity. Pay policies and procedures must exist for the fair and consistent application of the tenets of the system.

13.04 Pay Plan

- (a) **Pay Structure.** To facilitate effective administration, a pay structure has been established for all non-represented regular positions.
- (b) **Pay Ranges.** The pay ranges for each position under the compensation plan are designed to reflect the levels of responsibility, training and experience necessary, levels of complexity, working conditions, fiscal and budgeting duties, the impact of end results, and the consequences of error. Each pay range has a 6% differential between levels and a 30% difference between the minimum and maximum of the range. The midpoint of the pay range is intended to be a competitive market rate for similar jobs in similarly sized comparable communities, and it represents 100% proficiency in all the duties required of the position. New hires will be placed within the pay range of the position at a rate equivalent to their current level of proficiency in the required duties, or on other factors including but not limited to level of previous experience, competitive hiring situations, and additional education and knowledge in the field. Please refer to the Pay Ranges matrix for the current approved hourly wage ranges, found in Appendix A of the Compensation and Benefits Manual.
- (c) **Across the Board Wage Adjustment.** Employees who are rated at or above a Level 2 “Meets Expectations” during the annual Performance Appraisal process are eligible for an Across the Board Wage Adjustment as determined by the Village Board in the Annual Budget. The pay ranges for each grade will also be adjusted by the same amount. Employees rated below “Meets Expectations” will be placed on performance improvement plans and are not eligible for an Across the Board Wage Adjustment.
- (d) **Advancing Through the Pay Ranges.**
 - (1) *Compensation advances for employees below market rate (midpoint).*
 - a. Employees are expected to advance towards the market rate of the pay range by demonstrating increased proficiency in the performance of the duties of the position, primarily based upon the successful achievement of reasonable and attainable goals and objectives established by the Department supervisor and/or Department Head and identified in the annual Performance Appraisal process.
 - b. Employees who successfully achieve these goals and objectives, or who have performed at an acceptable level but did not achieve some or all of these goals and objectives due to documented and justifiable circumstances, may be eligible to receive, subject to budget parameters or other factors, the Level 2 “Meets Expectations” Across the Board Wage Adjustment. Employees who show exemplary performance and achieve a rating at or

above a Level 2 “Meets Expectations” may be eligible to receive, subject to budget parameters or other factors, the Across the Board Wage Adjustment plus a proficiency-based Grid Point Adjustment as a wage base-builder based upon documented increased proficiency in the performance of the duties and responsibilities of their position.

(2) *Compensation advances for employees at or above market rate (midpoint).*

- a. Employees who successfully achieve the goals and objectives as established by the annual Performance Appraisal process, or who have performed at an acceptable level but did not achieve some or all of these goals and objectives due to documented and justifiable circumstances, may be eligible to receive, subject to budget parameters or other factors, the Level 2 “Meets Expectations” Across the Board Wage Adjustment. Employees who show exemplary performance and achieve a rating in excess of Level 2 “Meets Expectations” may be eligible to receive, subject to budget parameters or other factors, the Across the Board Wage Adjustment plus a Merit Pay Adjustment as a wage base-builder up to the maximum wage appraisal level allowed for the pay range of the position. Employees that have reached their maximum wage appraisal level may be eligible for an Exemplary Performance Award as defined in Section 3.04(6).

(e) Rating Level Definitions.

- (1) *Level 1 – Does Not Meet Expectations.* Overall performance is generally below the minimum requirements and expectations for the position. The output and quality of work is inconsistent and below acceptable levels. Job specific knowledge, skills, and abilities do not consistently meet expectations. Close direction and supervision is required, even in routine situations. Frequent coaching is needed to avoid problems and improve performance. Decision making and judgement is inconsistent and questionable.
- (2) *Level 2 – Meets Expectations.* Overall performance meets expectations and is at a level of a well-qualified, experienced, and motivated employee for the performance dimensions of the position. The output and quality of work is acceptable. Responsibilities of the job are understood and accepted in a positive manner. Job specific knowledge, skills, and abilities are demonstrated at a high level. Employee demonstrates some creativity and initiative to complete their tasks. Some direction or supervision is needed in unexpected situations.

(3) *Level 3 – Above Average.*

Performance at this level meets the criteria in all respects for Level 2 by Meeting Expectations in the performance dimensions for the position. Performance, at times, may exceed expectations for some essential job functions but not all. The output and quality of work is consistently very good meeting the most critical goals/objectives established within their Action Plan. Is self-motivated and able to identify opportunities/challenges and has the vision to pursue them demonstrating creativity and initiative to complete these tasks with minimal supervision.

(4) *Level 4 – Exceeds Expectations.* The following guidelines are to be used to determine the rating of “Exceeds Expectations. Department Heads are responsible for providing written documentation for the justification of an “Exceeds Expectations” rating for any employee and a copy of the completed annual performance evaluation to the Administrator.

- a. Employees who have generally and consistently performed at an above average to high level for sustained periods of time;
- b. Employees who have had a considerable level of positive impact upon the overall operations of the Village or department;
- c. Employees who routinely plan, participate in, or conduct programs or services to the community that are beyond those required of the position; or
- d. Employees who are innovative in the development of new programs, services, procedures, or concepts that create efficiencies or increase effectiveness in the delivery of service to the community and their department.

(f) Exemplary Performance Award.

(1) Department Heads will have the ability to recognize employees who have performed at an exemplary level by nominating them for a one-time, non-base builder award. The Village Administrator will have the ability to recognize Department Heads that have performed at an exemplary level by nominating them for a one-time, non-base builder award. Typically, these awards would be used for the following but not exclusively limited to reasons:

- a. To recognize completion of special projects or assignments;
- b. Significant additional duties for a temporary period;
- c. Employees earning a Level 3 “Above Average” rating but who are ineligible for a base building merit pay award due to being at the maximum pay for their position’s range; or,

- d. Employees earning an “Exceeds Expectations” rating but who are ineligible for a base-building merit pay award due to being at the maximum pay for their position’s range.

(g) Budget Considerations for Wage Adjustment.

- (1) The Village Board, as part of approving the annual budget sets Across the Board Wage Adjustment, if any.
- (2) The Village Board may allocate a separate amount to be used for Merit Pay Adjustments.
- (3) The Village Board may allocate funds for Exemplary Performance Awards. There will be a separate allocation for Department Heads and for non-represented non-department head positions.
- (4) The Village Board, based upon budget considerations and on the recommendation of the Village Administrator, will approve a schedule for Across the Board Wage Adjustments, Merit Pay Adjustments, and Exemplary Performance Awards for the next calendar year. This schedule may vary from year to year and may be modified or rescinded by the Board at any time.

13.05 Compensation Plan for Management, Supervisory, and Confidential Positions

(a) Compensation Policies

- (1) *Compensation Upon Promotion.* An employee promoted from one pay range to another, higher pay range is placed at the new range that provides at least a five percent (5%) increase.
- (2) *Compensation Upon Transfer.* Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.
- (3) *Compensation Upon Acting Assignment.*
 - a. Employees who are given an acting assignment to a position in a higher pay range or are assigned on a temporary basis significant duties and responsibilities typically performed by a higher classification, for a planned period of at least 60 days but less than six months, and may receive an adjustment to their base compensation. The amount of the base compensation adjustment will be determined by the Village Administrator and the Village Board.

- b. In the event an acting assignment lasts more than six months the circumstances will be reviewed by the Department Head and Village Administrator to determine if changes in classification and compensation are appropriate.
- c. Upon return to the employee's original classification, the employee's pay will revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

(4) *Compensation Upon Involuntary Demotion.* An employee who is demoted for involuntary reasons unrelated to performance or disciplinary action retains his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range closest to their current pay.

(5) *Compensation Upon Voluntary Demotion.* An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstance.

(6) *Compensation for Retention.* In infrequent circumstances, the Village Administrator may recommend to the Village Board a special wage adjustment for the purpose of retaining an employee deemed to have significant value to the organization.

(7) *Pay Range Assignment for New and Reclassified Positions.*

- a. When new positions are created or existing positions undergo substantial change, the Village has established a process to review and assign the new/changed position to the pay structure.
- b. In these situations, the Village will utilize the New Classification/Reclassification Review process to add the new/changed position to the compensation plan and assign it to a pay range contained in the plan. Considerations for range placement will include internal consistency and market considerations.
- c. The new salary for an employee whose pay range is adjusted as a result of a job reclassification will follow the guidelines established in this policy for promotions.

(8) *Positions Requiring a 'Market Adjustment'.*

- a. The Village's compensation program has provided a methodology for determining pay rates for employees that recognize not only the worth of positions in the market, but also the worth of jobs internally within the organization.
- b. A circumstance could develop where a position in the Village's compensation plan should be considered for temporary placement at a higher range of pay than that which is established from our methodology. These are positions that may command higher pay due to unusual market demands which may fluctuate over time.
- c. Market adjustments should generally be considered in the future under only one or more of the following circumstances:
 1. The Village has documented problems recruiting or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants who the Village determines could effectively serve in the position).
 2. The Village has an unacceptable rate of turnover in the position, and exit interview information indicates rate of pay as a significant issue.
 3. Periodic market surveys conducted by the Village show that the midpoint of the pay range is more than 10% less than the average rate of pay shown for the position in the market analysis.
- d. In situations where the market demands higher pay rates, at the Village's discretion, one of two actions will be available:
 1. Adjust the employee's base compensation upward into the existing pay range.
 2. Move the position into a higher pay range and adjust the base compensation according to the Compensation Upon Promotion guidelines established in this policy. However, this is to be done temporarily, only while market conditions are still causing the problem.
- e. The Village will utilize the first option whenever possible. However, when the Village utilizes the second option, the appropriate pay range will be determined by the Village (with consultation from a compensation expert in the discretion of the Board), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the

temporary assignment of the position to a higher pay range. The market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

- f. The Village recognizes that the allowance of market adjustments does disrupt some of the internal equity in its compensation plan because there are jobs that are of higher internal value that may be paid less than a job of lower internal value. This is why the Village intends to utilize market adjustments sparingly.
- g. All market adjustments must be recommended by the Village Administrator and receive approval by the Village Board. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion will apply in regard to compensation for the affected employee.

(9) *Positions Requiring a 'Compression Adjustment.'*

- a. Salary compression exists when there is an unacceptable difference in overall compensation between a supervisor and a direct subordinate. Compression could exist under a base salary comparison, under a total gross earnings comparison, or both. In determining whether compression is an issue that should be resolved through a pay increase, the Village will also look at the differences in total compensation (i.e., direct pay and benefits) between the supervisor and subordinate positions.
- b. Unless the benefit package of the supervisor is determined to compensate for the wage compression, the Village will provide an acceptable base pay differential between an exempt supervisory position and the average gross earnings of the top paid position directly supervised. This differential would generally be a minimum of 7.5% when the supervisor has been in their position for at least one year.
- c. In determining the average gross earnings of the top paid position directly supervised, the Village recognizes that overtime earnings often fluctuate and can skew an accurate comparison. It may be appropriate, therefore, to factor overtime earnings over a multi-year period or to compensate the supervisor for that overtime earnings component of their subordinate on a periodic lump sum basis rather than through a base compensation adjustment.
- d. In the event a more highly compensated professional or technical position simply reports to a supervisor for administrative reasons, a compression adjustment may not be warranted.

- e. The compression adjustment should not, in most cases require a pay grade change in order to use a salary within the assigned grade that provides the recommended differential. In situations where the compression analysis requires a higher base salary than would normally be utilized under the compensation plan, at the Village's discretion, one of two actions will be available:
 - 1. Adjust the employee's pay upward in the range, or,
 - 2. Adjust the position up one pay grade temporarily and only while compression conditions are still causing the problem.
- f. The Village will utilize the first option whenever possible, as long as the current pay grade range allows for sufficient earnings growth consistent with the intent and spirit of the compensation plan. However, when the Village utilizes the second option, all documents and communications are retained to reflect the temporary assignment of the position. The earnings differential situation should be analyzed every year, and if conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will move back to their correct grade.
- g. The Village recognizes that the allowance of compression adjustments does disrupt some of the internal equity in the compensation plan. This is why the Village intends to use compression adjustments sparingly.
- h. All compression adjustments must be recommended by the Village Administrator and receive approval by the Village Board. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion would apply to the affected employee.

(10) *Determining Pay for New Hires.*

Unless unusual conditions exist, employees should normally be hired between the minimum and midpoint of the pay range for the position with actual wage placement to be based on individual qualifications.

(b) Maintenance of Pay Plan Integrity Over Time

- (1) Maintaining the validity and integrity of the pay plan over time is of critical importance. Although it is anticipated that the pay plan will require periodic updating by thorough and systematic reevaluation, the validity of the plan and its usefulness can be extended by:

- a. Maintaining internal equity; and,
 - b. Maintaining market competitiveness
 - c. Maintaining Market Competitiveness
- (2) In order to maintain the Village's desired pay philosophy of paying at a level competitive with its chosen market, the Village should complete a comprehensive update of its market analysis every three to four years, and more often with market sensitive positions.
 - a. The Village Administrator, or his/her designee, under the direction of the Village Board, should complete the market analysis.
 - b. Market information from similar jobs and comparable positions should be used to determine if the compensation plan needs a general adjustment or if the pay ranges should be re-calculated using the regression analysis model used to develop the original plan.
 - c. A full report of findings and recommendations of the market study should be presented by the Village Administrator or his/her designee to the Village Board for consideration.

(c) Policy Exceptions

- (1) Compensation decisions that do not meet the above guidelines require the recommendation of the Village Administrator and the approval of the Village Board.

13.06 Compensation Plan for Part-Time Support Positions

The hourly or daily rate of pay for part-time support positions will be determined by the Village Board on an annual basis.

CHAPTER 14 - COMPENSATION ADMINISTRATION

14.01 Hours of Work

(a) Standard Work Schedules

The work schedule of Village employees will be determined by the Department Head and is subject to review by the Village Administrator or Deputy Administrator based upon the operational responsibilities and needs of the department. To the extent reasonably possible the Village will provide employees advance written notice prior to any change in the workday and/or workweek. Any variations from a standard workweek must also comply with the requirements of

Federal and State law. The employee's work schedule may be adjusted to meet the needs and demands of the department.

(b) Flexible Work Schedule

The Village recognizes employees face demands and obligations outside of work, and is committed, when it is feasible, to help employees balance work, family, and personal obligations by allowing for flexible or alternative work schedule arrangements. Flexible schedules may be allowed at the discretion of the Department Head and the Deputy Administrator. To qualify for a flexible work schedule, such as those described below, an employee must complete and submit a Schedule Change Request Form to the Department Head and the Human Resources Designee.

Department Heads and Supervisors are encouraged to approve employee's requests for flexible schedules whenever it is possible to do so without comprising the Department and Village's goals and operational needs. Flexible schedules do not diminish the ability of the Department Head or Supervisor to assign responsibility and accountability to individual employees for the provision of services and performance of their duties, including the assignment of overtime when needed.

Department Heads are responsible for identifying if any of the flexible work schedule options above are feasible within their departments. Departments and employees are still required to: (1) Meet individual work hour requirements; (2) Maintain customer service and operational requirements of the department; and, (3) Provide coverage for the department during the required hours of operation.

- (1) Management reserves the right to suspend or cancel a flexible work schedule at any time if the arrangement is found to be ineffective or disruptive to operational, staffing, or performance requirements. In addition, management may need to adjust schedules on a temporary or one-time basis to accommodate for planned or unexpected absences to ensure adequate staffing during required hours of operation.
- (2) If an employee is approved for and working a flexible schedule, and a paid holiday falls on an employee's regularly scheduled day off, the employee will be given another day off during that pay period.
- (3) Flexible schedule arrangements are not appropriate for all employees or positions and are not a universal employee benefit. For a flexible work schedule to be approved, the employee must, at minimum: (1) have a satisfactory attendance record, (2) have a record of consistently meeting performance expectations in their current role, and (3) demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.
- (4) Department Heads and salaried persons in executive, administrative and

professional positions are generally expected to work at least 40 hours each week, and possibly additional hours as necessary to meet the expectations and requirements of their position. Due to the fluctuations in their work loads and the heightened expectations of their positions, these individuals may be allowed to work a flexible schedule of hours. Such scheduling will be subject to the approval of the Village Administrator in the case of Department Heads and by the Department Head in the case of subordinate positions. Exempt employees flexing time should do so in the same workweek, when possible, but at minimum, must flex time in the same pay period.

(5) Flexible work schedule options that may be available to employees, only upon Village advance approval, include:

- a. **Flextime** – An employee works the regularly scheduled number of hours in a workday (i.e. 8 hours, 9 hours, 10 hours, etc.), but there is flexibility in an employee's set scheduled start and end times, or there is occasional variation to the employee's start and end times to allow for the employee to attend to personal or non-work related matters.

The Village's standard hours of operation are 8 am-4:30 pm but may allow employees to flex their work schedule (with advance approval from their Department Head or Supervisor) within the hours of 7 am-5:30 pm. For departments with different hours of operation, the flex schedule shall be 1 hour prior to and after the standard hours of operation for the department.

For occasional use of flextime, the employee must also seek approval from their supervisor for these variations prior to the event. Example: An employee is normally scheduled to work 8 am-4:30 pm but has a 2-hour medical appointment and needs to be gone from 12 pm-2 pm that day. The Supervisor could instead approve a 7 am start time, allow a two-hour absence for the medical appointment from 12 pm-2 pm, and then allow return to work at 2 pm to work until 5 pm. This would allow the employee to meet the 8 -hour workday requirement.

- b. **Compressed Work Week** –an employee may be allowed to compress the workweek into fewer days by working longer hours each workday. The employee would still need to work a set number of hours per week, but the employee would be afforded flexibility in how many days per week are required to meet the hourly obligation. A compressed work week schedule would be a set schedule for the employee and would not change regularly. An employee desiring a compressed work week schedule would need to discuss this with their supervisor before submitting the Schedule Change Request form.

Examples: A 40-hour workweek employee works 10 hours per workday, reducing their workweek to four days per week, or alternatively, works four 9-hour and one 4-hour workdays per week.

(c) Overtime

Department Heads or supervisors should assign overtime work only when emergencies or other compelling circumstances prevent the reasonable accommodation of additional work through the reassignment of work priorities or through the rescheduling of hours within the same work week. Overtime will be scheduled as fairly and equally as practical among the employees based on their qualifications to perform the job.

14.02 Meal and Break Periods

(a) Meal Periods

Meal periods are scheduled by mutual agreement of the employee and the Department Head and may vary between no less than thirty (30) minutes, to sixty (60) minutes in length. Meal periods are unpaid for all non-exempt employees, except public safety employees who are required to remain available for call during that portion of their shift. No work may be performed during the lunch period. Employees may choose to not take a lunch period and adjust their work hours accordingly only with the prior approval of their Department Head or Supervisor.

(b) Breaks

Non-exempt employees who work a full eight (8) hour shift are allowed a total of 30 minutes of paid break time during that shift. Break time will normally be taken in two (2) separate 15-minute periods, the scheduling of which will be subject to approval by the supervisor. Employees are required to stay on-site during their paid break periods.

Employees who work at least three (3) hours but less than a full eight (8) hour shift on a day are allowed a total of 15 minutes of paid break time during that shift.

Break time that is not taken during a work shift is forfeited.

(c) Scheduling

Employees may be required to take their breaks at varying times, as departmental operations may dictate. The scheduling of lunch periods and breaks must be arranged between the employee and the supervisor or Department Head. Since Village offices remain open continuously on normal workdays between 8:00 a.m. and 4:30 p.m. (and longer in the case of the Police Department), it is the responsibility of the Department Head to assure that lunch periods and breaks are scheduled in a manner that provides adequate staff coverage at all times. Meal periods shall not be regularly scheduled at the

beginning or end of a work shift. An exception, as determined by the supervisor, may be when an employee is directed to work during the normal meal period. Lunch periods and breaks may generally not be accumulated or lumped together for the purpose of extending lunch periods, shortening a workday or accrual of compensatory time.

On occasion, at the express direction of or approval by the supervisor or Department Head, an employee may be required to work during a scheduled lunch period or break period due to peak workloads, staffing shortages, or emergencies.

14.03 Time and Attendance Reporting

- (a) The Village must keep accurate records of employees' working hours to meet requirements under federal and state law, to ensure paychecks are written for the correct amounts, to adjust employees' accrued leave balances and other benefit accounts dependent on employees' earnings or hours worked and to allocate costs to appropriate Village accounts. Accordingly, all employees must keep accurate records of their working hours and report those hours in accordance with this policy.
- (b) The electronic timekeeping system for hourly employees is the primary record for reporting the hours that each employee works or is absent and for computing the amount of compensation due. It is the joint responsibility of the employee and the employee's supervisor or Department Head to ensure that regular hours worked, overtime hours worked, compensatory time used and the number of hours to be charged to various kinds of absences (sick leave, vacation, holiday, etc.) for which an employee is entitled to compensation are accurately and truthfully reported in the electronic timekeeping system.
- (c) A non-exempt employee must maintain a record of the total hours worked each day. Each employee must verify that the reported hours worked are complete and accurate. Unless authorized by a supervisor, an employee should not work any hours that are not authorized.
- (d) Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means hours worked but not reported including but not limited to starting early, finishing late, working during meal periods, or answering emails and working hours that are not de minimis in nature. . Any employee who fails to report or inaccurately reports any hours worked may be subject to disciplinary action, up to and including termination.
- (e) The accurate recording of working hours is a serious matter. Employees who falsify information relating to their working hours or who assist other employees in the falsification of time are subject to discipline, up to and including termination of employment.
- (f) At the end of each payroll period, each employee and the supervisor, must

electronically verify the employee's time record is an accurate reflection of hours worked. All overtime hours, vacation, paid time off or personal time taken will be reflected on the paystub. It is the joint responsibility of the employee and the employee's supervisor or Department Head to ensure that regular hours worked, overtime hours worked, and the number of hours to be charged to various kinds of absences (sick leave, vacation, holiday, etc.) for which an employee is entitled to compensation are accurately and truthfully reported.

- (g) An employee will not be expected to submit when absent from work during the entire pay period or is unable to submit the sheet because of an unexpected absence such as illness or injury. The completed and approved time sheet is to be submitted via the electronic time keeping system by 10:00 a.m. on the Monday before the payday, unless otherwise specified due to holidays.

14.04 Payroll and Direct Deposit

- (a) The payroll week runs from 12:01 a.m. Sunday until midnight the following Saturday. Each payroll period then ends at midnight the Saturday preceding payday.
- (b) Automatic payroll deposit is required for all employees.
- (c) Employees are paid biweekly every other Friday. If payday falls on a paid holiday, then employees are paid on the workday immediately preceding holiday. No early paychecks will be issued, and no advances on paychecks will be given.
- (d) Employees can access a statement of earnings each payday, listing their pay and itemized payroll deductions, through the online payroll self-service system. Paper copies will be distributed only as required by state law.

14.05 Overtime Pay

(a) Definition of Overtime

Overtime for non-exempt employees is defined as hours worked in excess of forty (40) hours per workweek, except for employees engaging in the performance of fire protection or law enforcement activities, wherein the Village may designate a longer work period of up to 28 calendar days, and overtime due under the law is based on time worked during that designated work period. An established work period may be changed at any time based on the needs of the Village and as permitted by law.

The Village also provides certain premium rates of pay for certain hours worked when overtime is not required by law. These premium rates of pay are classified as extra compensation and are not included in the employee's regular rate of pay when determining overtime due under state and federal law. Such premium rates of pay may serve as a credit against any overtime pay requirements.

(b) Overtime Eligibility

- (1) Non- Exempt Employees: State and federal law considers employees to be non-exempt unless they meet legal criteria to be exempt. Non-exempt employees must be paid overtime or may alternatively accrue compensatory time in accordance with Village rules and the law, at the rate of time and one half (i.e., 1½ times) their regular rate of pay for all overtime hours worked in a workweek, in accordance with applicable laws. Employees must have prior supervisor approval before working overtime.
- (2) Exempt Employees: Department Heads and salaried persons in exempt executive, administrative, or professional positions are ineligible for overtime or compensatory time for additional hours worked but may be allowed to vary their work schedules to accommodate fluctuations in their workload. Exceptions to this general rule may be made by the Village Board, such as when the Village is reimbursed on a pre-arranged basis from outside sources for the overtime worked by the exempt employee.
- (3) Employees will be classified as exempt or non-exempt at the beginning of employment. Employees whose position changes as a result of a promotion, transfer, or otherwise will be notified of any change in their classification status and of any resulting change in benefits as a result of that change in status. Employees with questions regarding their employment classifications or exemption status should contact the Human Resource designee or the Deputy Village Administrator.

(c) Compensation

An hourly non-exempt employee who is not employed in a protective services position will generally be paid overtime hours in pay status, except for compensatory time used, which are in excess of their regularly scheduled workday, or in excess of forty (40) hours per workweek in accordance with Wisconsin and Federal law. As stated above, non-exempt protective services employees will be paid overtime for hours in pay status in excess of the Village's designated work period of up to twenty-eight days. Additionally, some non-exempt employees may be eligible for additional overtime defined by their respective collective bargaining agreements or Village policy that allows employees to be paid overtime for hours in pay status in excess of their regularly scheduled workday. Within the limits set by Section 16.04 below, employees may request that rather than being paid out, overtime be accumulated as compensatory time at the rate of one and one-half hours of compensation, for each hour of overtime worked.

- (1) Minimum Call-in Pay: Any non-exempt employee who is required to report to work at any time when the employee is not regularly scheduled to work, and such time is not directly before or after their regularly scheduled work hours, will be compensated for a minimum of two (2) hours, at the rate of time and one half (1 ½) of their regular hourly rate of

pay, or for all hours worked at time-and-one-half (1 ½) their regular hourly rate of pay, whichever is greater. On specified holidays, Minimum Call-In Pay will be paid at two (2) times the non-exempt employee's regular hourly rate of pay.

(2) Court time:

- a. Any non-exempt employee who is required to report to testify outside of their regularly scheduled hours will be paid time and one-half (1 ½) at their regular hourly rate or accrue compensatory time at time and one-half (1 ½). A minimum of three (3) hours will be paid at a rate of time and one-half (1 ½) if Circuit Court is cancelled less than twenty-four (24) hours before the scheduled court time.
- b. Any non-exempt Employee who is required to report for Municipal Court duty outside of their regularly scheduled hours will be paid time and one-half (1 ½) at their regular hourly rate or accrue compensatory time at time and one-half (1 ½). A minimum of two (2) hours will be paid at the rate of time and one-half (1 ½) if Municipal Court is cancelled less than twenty-four (24) hours before the scheduled court time.
- c. Between twenty-four (24) hours and thirty-five (35) hours before the scheduled court duty, employees must confirm with their immediate Supervisor their need to appear in court.

(3) On-Call Pay

- a. Employees may be assigned to serve in an on-call capacity to respond to an unforeseen circumstance and/or emergency situation and, if such circumstance/emergency situation arises, to report to work outside of their regularly scheduled shift(s).
- b. Employees are expected to remain within a reasonable distance of the Village while assigned to on-call duty. An employee who is on call is to respond as quickly as possible to the unforeseen circumstance and/or emergency situation. Unless extraordinary circumstances such as weather prevent otherwise, Employees are expected to respond within 30 minutes upon receiving notification of the unforeseen circumstance and/or emergency situation that requires them to report for work.
- c. Employees assigned to on-call duty by their supervisor are required to comply with all Village policies including the Village's drug and alcohol policy.
- d. Any non-exempt Employee who is assigned to be on call shall be paid one (1) additional hour of compensation at time and one-half

(1 ½) the Employee's regular rate of pay per 24-hour period they are assigned to be on call. This payment shall occur regardless of whether the non-exempt Employee is actually required to report to work while assigned in an on-call capacity.

- e. Compensation shall be provided at two (2) times the non-exempt Employee regular hourly rate of pay for the one (1) additional hour of compensation paid when assigned on call if the 24-hour period falls on a holiday.
- f. Employees who are unable to report for the regularly scheduled workday due to illness or injury shall have their on-call duties reassigned by their supervisor until they are well enough to return to work.

14.06 Compensatory Time

Eligible employees who choose to receive compensatory time in lieu of cash payment for overtime worked may accumulate and use compensatory time subject to the following restrictions:

- (a) The maximum allowable accumulation of compensatory time will be forty (40) hours. Any overtime hours accumulated in excess of the maximum must be taken in the form of overtime pay unless authorized by the Administrator due to special circumstances. Compensatory time used or paid will not generate additional overtime payment to the employee and will not count as hours worked or hours paid for overtime calculation purposes.
- (b) Any accumulated compensatory time within the allowable forty (40) hours that remains unused at the end of the calendar year will automatically be rolled over to the following year. The Village reserves its right to payout compensatory time at any time.
- (c) An employee must obtain prior approval of the supervisor or Department Head in order to use compensatory time off. A supervisor or Department Head may deny a request as permitted under the law, if the employee's absence will clearly impair the department's ability to meet its responsibilities or requires other employees to work overtime.
- (d) As noted above, employees must record compensatory time used during each payroll period. Employees must also specify which overtime hours the employee would like to accrue as comp time in any week that overtime is earned. The Administration Department will maintain records of the running compensatory time balances of each employee.

14.07 Night Shift Differential

Any non-exempt employee may be paid night shift differential at the following rates, for the following regularly scheduled shifts:

- (a) 2 pm to 10 pm - \$0.50 per hour
- (b) 10 pm to 6 am - \$0.50 per hour

14.08 Payroll Deductions

- (a) It is Village policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. In order to ensure employees are paid properly for all time worked and that no improper deductions are made, employees must record all work time and review their paychecks promptly to identify and to report all errors. Employees should not engage in off-the-clock or unrecorded work.
- (b) The Village makes every effort to pay employees correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the Village's attention, the Village will promptly make any correction necessary. Employees should review their pay report to make sure it is correct. If it appears a mistake has occurred or if there are questions, the reporting procedure described below should be used.
- (c) It is a violation of Village policy for any employee to falsify time entry or to alter another employee's time records. It is also a serious violation of policy for any employee to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time records to under- or over- report hours worked.

Exempt salaried employees will receive a salary which is intended to compensate for all hours that worked for the Village. While salaries may be subject to review and modification from time to time, such as during salary review times, a salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed. However, under state and federal law, a salary is subject to certain deductions. For example, absent contrary state law requirements, a salary can be reduced for the following reasons:

- (1) Full-day absences for which approved leave time is not used.
- (2) Full-day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- (3) To offset amounts received as payment for jury and witness fees or military pay.
- (4) Unpaid disciplinary suspensions of >1 full days for significant infractions of major workplace conduct rules.

- (5) The first or last week of employment in the event the employees works less than a full week.
- (d) If an employee has questions or concerns about deductions from their pay, the employee should contact Payroll. If they believe their wages have been subject to any improper deductions or their pay does not accurately reflect all hours worked, the employee should report their concerns to a supervisor immediately. If a supervisor is not available or if it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should contact the Human Resources designee or the Deputy Village Administrator.
- (e) Every report will be fully investigated, and corrective action will be taken where appropriate. In addition, the Village prohibits any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

CHAPTER 15 - BENEFITS

15.01 WISCONSIN RETIREMENT SYSTEM BENEFITS

- (a) **Policy:** The Village participates in the Wisconsin Retirement System and applicable benefits offered by the plan. All eligible employees shall be enrolled.
- (b) **Eligibility:** 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.
 - (1) Employees expected to work 1,200 hours or more a year, shall be eligible for WRS Benefits.
 - (2) 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.
- (c) **Health Insurance:**
 - (1) Cost Share for Full-Time Employees
 - a. Full-time employees in classified positions may be eligible for health insurance coverage at the time determined by the Village and the plan provider.
 - b. 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.

- c. 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.

(2) Cost Share Part-Time Employees

- a. 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.
- b. 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.

(3) Payment of Employee Share of Premiums

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

(d) 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.

(e) Group Life Insurance:

(1) Coverages

- a. 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.
- b. 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.

(2) Village Contribution

- a. The Village may pay up to the full premium cost of basic life insurance coverage for eligible employees.
- b. 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.
- c. The employee must pay 100% of the additional premium cost of any coverage for spouse or dependents.
- d. The employee must pay 100% of the additional premium for any additional units of coverage.

(f) 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.

- (g) Wisconsin Deferred Compensation:** 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 a set maximum deferral limit of their taxable income toward their retirement account. Employees over 50 may contribute up to an additional set amount. These maximum deferral limits are set by the federal government and can change year to year. Costs for this program vary dependent

on the amount of money the employee has being managed by the WDC.

15.02 OTHER BENEFITS OFFERED BY THE VILLAGE

- (a) **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.
- (b) **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.
- (c) **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.
- (d) **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.
- (e) **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.
- (f) **Supplemental Coverages:** The Village offers supplemental insurance through 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.

15.03 EMPLOYEE ASSISTANCE PROGRAM

- (a) **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 an external third-party provider.

(b) **Eligibility:** All full-time, part-time, paid on call volunteer, active employees are eligible.

(c) **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. 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.

CHAPTER 16 - HOLIDAYS

16.01 Eligibility

- (a) Full-time employees and part-time employees who are regularly scheduled to work at least twenty (20) hours per week will be eligible for holiday time.
- (b) No employee will be eligible for pay for a holiday which occurs after that employee's last day on the job, except that a terminating employee who is entitled to a holiday(s) may convert that holiday(s) to pay upon termination.
- (c) Eligible employees may be eligible for holiday pay for any designated paid holidays that occur after the first full day on the job.
- (d) In order for an employee to be eligible for holiday pay, the employee must work the employee's regularly scheduled workday immediately preceding and following the holiday. This provision will be waived if the employee is using approved leave time such as but not limited to vacation, sick, compensatory time, floating holiday and/or funeral leave. Employees on unpaid leave or using other leave are not eligible for holiday pay for that holiday.

16.02 Designated Paid Holidays

- (a) The following designated paid holidays will be observed by the Village:

- (1) New Year's Day
- (2) Martin Luther King Jr.
- (3) Memorial Day
- (4) Juneteenth
- (5) Independence Day
- (6) Labor Day
- (7) Indigenous People's Day
- (8) Thanksgiving Day
- (9) Day after Thanksgiving
- (10) Christmas Eve Day
- (11) Christmas Day

- (b) When a designated legal paid holiday falls on a Saturday, it will normally be celebrated on the preceding Friday. When a paid holiday falls on a Sunday, it will normally be celebrated on the following Monday.
- (c) Whenever a designated paid holiday falls on a full-time employee's scheduled day off, an additional floating holiday may be granted in lieu thereof.

16.03 Additional Floating Holidays

- (a) Recognizing that employees may have holidays that are not recognized as designated paid holidays, the Village will provide each eligible employee two (2) floating holidays per year.
- (b) An employee hired between January 1 - March 31 will receive two (2) floating holidays for that year; an employee hired between April 1 - September 30 will receive only one (1) floating holiday for that year; an employee hired after September 30 will not receive any floating holidays for that year.
- (c) Scheduling of floating holidays will be by mutual agreement between the supervisor or Department Head and the employee.
- (d) All unused floating holidays shall be paid out at the straight hourly rate with the second paycheck in January of the next year.

16.04 Pay

- (a) Full-time employees will be entitled to eight (8) hours of pay for each holiday and/or floating holiday.
- (b) Part-time employees may be entitled to pay for paid holidays based on a pro-

ration of their regular weekly work schedule compared to a full-time schedule. (Example: An employer who regularly works twenty-five (25) hours per week would receive five (5) hours of pay on a holiday). The Village's determination of the amount of paid time the part-time employee receives is final.

- (c) Employees scheduled to work on specified paid holidays when Village offices are closed may be paid at a time and one-half (1 ½) rate and allowed a floating holiday to be used at a time approved by the Village.
- (d) Employees who are called in to work or otherwise perform on call duties on a specified paid holiday may be paid at two (2) times their hourly rate of pay.

CHAPTER 17 - VACATION POLICY

17.01 Policy

The Village of McFarland recognizes the importance of time away from work for the overall well-being of the employee. The Village encourages employees to utilize their vacation time for the purposes of time off and to recognize any days of personal significance, celebration, or any purpose the employee deems to be away from work.

17.02 Eligibility

Full-time employees and part time employees who are regularly scheduled to work at least twenty hours (20) hours per week, or at least 1,040 hours per year, will be eligible for vacation time.

17.03 Vacation Credited in Advance

- (a) At the time of initial hire, an employee may be credited in advance with prorated vacation time for the balance of that calendar year, unless determined otherwise by the Village Board.
- (b) On January 1st of each preceding year, an employee may be credited in advance with vacation time in accordance with the schedule outlined in 18.04 based on the years of service that will be completed on the employee's anniversary date during that coming year.

17.04 Vacation Schedule for Full-Time Employees

- (a) **Standard Schedule.** This schedule is for full-time non-represented employees:

<u>YEARS OF COMPLETED SERVICE</u>	<u>VACATION ELIGIBILITY</u>
0 through 5 years	up to 120 Hours
6 through 10 years	up to 160 Hours
11 years through 20 years	up to 200 Hours

up to 240 Hours

- YEARS OF COMPLETED SERVICE VACATION ELIGIBILITY**

up to 160 Hours

up to 200 Hours

up to 240 Hours

- ## 17.05 Vacation Payout at Termination

- ### 17.06 Carryover Limit

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the total vacation balance of a Department Head exceeds 60 hours after this time, 50% of the equivalent monetary value of all remaining hours in excess of the allowable maximum will be paid into the Department Head's VEBA account.

- (b) The Deputy Administrator and/or Village Administrator shall have the discretion to consider requests from employees, upon recommendation of their Department Heads, to exceed the maximum hours for the carryover of unused vacation as identified above. These requests should generally be limited to instances where operational constraints didn't allow for adequate usage of time off for the employee.

17.07 – Vacation crediting when employees convert from Part-Time to Full-Time

Employees who convert from a part-time status to a full-time status shall be credited pro-rated years of service based on actual hours work.

17.08 Exceptions

- (a) No additional vacation hours will be earned for time worked by an employee in excess of the normal work schedule.
- (b) No vacation hours will be earned by an employee during the time that the employee is on a leave of absence without pay, a disciplinary suspension without pay, or is otherwise in a non-compensable status.

17.09 Vacation Scheduling

- (a) Vacations will be scheduled by mutual agreement between the employee and their immediate supervisor.
- (b) Unless unusual or extenuating circumstances exist, vacations in excess of two (2) days' duration shall be requested at least two (2) weeks in advance.
- (c) The Village reserves the right to adjust the vacation schedule of any Village employee.

17.10 Determining Vacation for New Hires

Unless unusual circumstances exist as determined by the Village Administrator or Deputy Administrator, new employees shall be provided at the time of hire the vacation allocation as approved by the Village Board and detailed within the Personnel Policy Manual.

CHAPTER 18 - SICK LEAVE

18.01 Eligibility

Full-time employees and part-time employees who are budgeted to work at least twenty (20) hours per week will be eligible for sick leave.

18.02 Accrual

- (a) Full-time employees may earn sick leave at a rate of eight (8) hours earned for each full month worked regardless of years of service.
- (b) Part-time employees may earn prorated sick leave time based on their percentage FTE status upon which the position is budgeted. Pro-ration amounts shall be rounded up to the nearest quarter. The Village's determination of the proration amount is final. Example: A 20 hour per week employee would earn 4 hours of sick leave per month.
- (c) The maximum sick leave accumulation shall be no more than 1,440 hours.

18.03 Authorized Uses

- (a) Sick leave is intended for the use of employees in the event of personal illness (including pregnancy related illness or disability), bodily injury, exposure to a contagious disease, or in the event of a serious illness or accident involving a member of the employee's immediate family. For the purpose of administering this policy, an employee's immediate family shall be the following relations of the employee: their spouse or Domestic Partner, children, step-children, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law and daughter-in-law. Also included are other relatives of the employee, spouse or Domestic Partner residing in the employee's household.
- (b) Out of respect and safety for co-workers and the community which is served on a daily basis, the Village encourages employees who are sick with illness and symptoms to stay home and utilize sick leave.
- (c) Sick leave may be used for medical or dental appointments which cannot be scheduled during an employee's regular time off.

18.04 Procedures

- (a) Employees who are absent from duty for reasons which entitle them to sick leave will notify their supervisor or Department Head no later than sixty (60) minutes prior to the scheduled start of their work shift, or in accordance with the policy of their department, if different. Employees on sick leave without prior approval, will keep their supervisor or Department Head informed of their condition on a daily basis. Exceptions will be reviewed on a case-by-case basis.

- (b) The Department Head or the Village Administrator may require a certificate from a qualified medical practitioner to justify use of sick leave. Such instances may include, but are not limited to, when the absence occurs before or after a scheduled day off; for sick leave in excess of three (3) consecutive days; or when an employee has a record of repetitious usage of sick leave over an extended period of time. For longer term absences, the employee may be required to provide ongoing medical documentation from the attending physician or may qualify for FMLA and be required to complete the associated documentation for the FMLA process.

A doctor's certificate will be considered acceptable when it spells out any and all job restrictions (if applicable), the duration of restrictions/absence, and job duties that cannot be performed.

- (c) The Department Head or Village Administrator may also require an employee to take a medical examination upon returning from sick leave or on such occasions that it is in the best interest of the Village, or the Village has reason to believe the employee is unable to safely perform essential functions of their job. The medical examination will be given by a qualified physician designated by the Village and the cost of the examination will be paid by the Village.
- (d) When sick leave is used, each employee will be responsible for requesting sick leave pay on the time sheet.
- (e) In the event a doctor's appointment is canceled, the employee should report to work or substitute an alternative leave time type for time away from work. Any employee who was previously scheduled to fill in for the applicable shift, shall have their shift cancelled.

18.05 Borrowing Sick Leave for New Employees

- (a) New employees will have the ability to borrow up to 40 hours of sick leave in their first year of employment for the use of sick leave as provided in section XX.03 regarding authorized sick leave.
- (b) If a terminating employee has not earned back borrowed sick leave, the employee will have an appropriate amount withheld from the final paycheck to reimburse the Village for any borrowed sick leave not earned before termination. The amount to be withheld will be calculated at the current rate of pay times the number of unearned borrowed sick leave days.

18.06 Sick Leave Conversion

- (a) Eligibility – Retiring employees shall be eligible to participate in the Village's Sick Leave conversion plan as long as they meet the following criteria:
 - (1) The employee is eligible for retirement and has reached at least the minimum retirement age as required by the Wisconsin Retirement

System; and,

- (2) The employee ends employment with the village and any participating Wisconsin Retirement System (WRS) employer.
- (b) The Village will determine the dollar value of a retiring employee's earned sick leave (up to a maximum of 1,440 hours) at the employee's salary or hourly rate of pay, whichever applies, on the last day of the employee's employment (Sick Leave Conversion Amount). The Village will contribute the employee's Sick Leave Conversion Amount to either:
- (1) A healthcare reimbursement account (HRA); or,
 - (2) An account for the employee under the Village 401(a) Plan (Retirement Plan), a retirement plan sponsored by the Village that satisfies the qualification requirements of section 401(a) of the Internal Revenue Code. The Village will determine, on a case-by-case basis, whether an employee's Sick Leave Conversion Amount will be contributed to an HRA under the VEBA or to the Retirement Plan. The Village's determination will be based on objective factors that may include, but are not be limited to, the retiring employee's access to other health insurance coverage, the dollar amount of the retiring employee's Sick Leave Conversion Amount, and the willingness of the Village's health insurance carrier to cover retired employees. At no time will the retiring employee have a choice between a contribution to an HRA under the VEBA or a contribution to the Retirement Plan.

CHAPTER 19 - CATASTROPHIC LEAVE

19.01 Purpose

- (a) 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.
- (b) 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 family member that requires the employee to take unpaid time off from work for an extended period of time.
- (c) For the purpose of administering this policy, an employee's family shall be the following relations of the employee: their spouse or Domestic Partner, children, stepchildren, foster children, siblings, step-siblings, parents, step-parents, foster parents, grandchildren, grandparents, siblings-in-law, children-in-law. Also included are other relatives of the employee, spouse or domestic partner residing in the employee's household.

19.02 Eligibility

- (a) 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;
 - (2) Must be on an approved unpaid leave of absence due to a catastrophic need of the employee or a 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.
- (b) 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 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 ten (10) days.

19.03 Procedure

- (a) A written request to receive donated time off should be completed by the employee or their 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 Administrator shall grant or deny the request based on the requirements set forth above in XX.01 Eligibility.
- (c) The Deputy Administrator shall notify the employee and Department Head of the decision. If approved, the Human Resource designee shall be responsible for disseminating the necessary information to the appropriate employees.

19.04 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) 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 donor's leave time.
- (e) In any biweekly pay period a recipient may only use the lesser of the following: 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.
- (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 scheduled workday immediately following the holiday.
- (g) Leave credits donated to recipients are not subject to limitations on end-of-year carryover of leave credits.
- (h) A recipient will not accrue leave time while receiving donated time unless required under FMLA.
- (i) Donated hours of leave are paid at the recipient's rate of pay.

CHAPTER 20 - BEREAVEMENT LEAVE

20.01 Immediate Family

In the event of the death in an employee's immediate family, the employee will be allowed to be absent from work without loss of pay for five (5) working days. Immediate family is defined to include spouse, domestic partner, significant other, child/stepchild, foster children, parent/stepparent, sponsored adult, foster parent, and parents-in-law. Such leave shall be prorated for part-time employees.

20.02 Intermediate Family

In the event of the death in an employee's intermediate family, the employee will be allowed to be absent from work without loss of pay for three (3) working days. Intermediate family is defined to include the employee's siblings, stepsiblings, siblings-in-law, children-in-law, grandchildren, step grandchildren, grandparents, step grandparents or a relative living in the employee's household.

20.03 Extended Family

In the event of the death in an employee's extended family, the employee will be allowed to be absent from work without loss of pay for one (1) working day, provided the employee was scheduled to work that day and attends the funeral. Extended family is defined to include any other relative related by blood or marriage.

20.04 Friend or Non-Family Member

Employees wishing to attend the funeral of a friend or non-family member will be allowed to do so but must use leave time if they wish to receive pay for the time taken off. If the employee desires to take leave without pay, they may do so with the permission of their supervisor but not to exceed three (3) days in duration.

20.05 Eligibility

No funeral leave will be paid to any employee while the employee is on a leave of absence. Leave time may be used on a non-consecutive basis within one year of the death of a qualifying relation.

CHAPTER 21 - JURY DUTY / CIVIL LEAVE

21.01 Eligibility

- (a) Employees who are selected for jury duty, or who are required to make an appearance before a court, public body, or commission in an official capacity in connection with Village business, or as an expert witness because of their professional knowledge, will be considered to be on duty and will be granted leave with pay. If work time remains after any day of jury selection or jury duty, or following testimony, or any day an employee is excused from jury duty, the employee must return to work if there are more than two (2) hours remaining in the employee's regular workday.
- (b) A leave of absence without pay, or use of paid vacation or personal holiday time, will be granted to an employee who has received a request to appear under subpoena or who is appearing on the employee's own behalf in litigation involving personal matters or official misconduct.

21.02 Procedures

- (a) In order to be eligible for paid time off for jury duty, an employee must notify the employee's Department Head as soon in advance as possible as to the dates and times the employee is to report for jury duty or to provide testimony. In addition, the employee will indicate on their timecard those normally scheduled work hours not worked as the result of jury duty.
- (b) An employee shall turn over to the Village any fees paid the employee for jury duty, or for an appearance in their official capacity or as an expert witness, exclusive of mileage, parking or other extraordinary expense. If the employee does not remit the witness or jury fee or make other arrangements for paid time off while appearing before a tribunal or on jury duty, the employee will be considered to be on leave of absence without pay.

CHAPTER 22 - MILITARY LEAVE

22.01 Regular Military Leave

- (a) The Village adheres to all requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), and consistent with that Act will grant military leave to all eligible full-time and part-time employees.
- (b) To be eligible for military leave, an employee must provide advance notice of service obligations to the Department Head and Human Resources designee, unless prevented from providing such notice by military necessity, or it is otherwise impossible or unreasonable for the employee to provide such notice. It is requested that the employee provide a copy of the military order requiring such duty when providing notice. However, it is required that, at some point even after providing notice, that the employee provide said copy of the military order.
- (c) During an employee's absence for military leave, length of service accumulates, and benefits continue as required by applicable law. Provided the employee's absence for military leave does not exceed applicable statutory limitations and the employee timely notifies the Village of intention to return, the employee will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

22.02 Reserve Military Annual Training Leave

- (a) An employee who is a reservist in a branch of the Armed Forces or member of the National Guard will be granted time off for required military training. Such training time will be paid time off, for up to ten (10) working days per calendar year, either by the Village adding compensation to bring the military training pay

up to the employee's rate of compensation with the Village, or by the Village providing full regular pay for the training time, whichever is less. To receive any pay for the period, the employee must provide the Department Head with a copy of the military pay voucher for the training.

- (b) The Village will pay for only that travel time authorized for travel in the military order issued to the employee or as reflected on the military pay voucher. Excess travel time away from work will be charged to vacation, compensatory time, or leave without pay.

CHAPTER 23 - FAMILY AND MEDICAL LEAVE LAWS

23.01 Policy

The Village will follow the requirements of the Federal Family and Medical Leave Act ("FMLA") and the Wisconsin FMLA. Leave is available for one or a combination of the following circumstances:

TYPE	ELIGIBILITY	MAXIMUM DURATION FOR WISCONSIN LEAVE	MAXIMUM DURATION FOR FEDERAL LEAVE
Personal serious health condition; inpatient hospitalization, chronic condition or continuing care by a physician	Unable to work because of serious health condition	Up to 2 workweeks per calendar year	Up to 12 workweeks per rolling 12-month period
Birth, adoption, foster care	Birth of a child, placement of child for adoption or as pre-condition to adoption, or foster care placement	Up to 6 workweeks per calendar year	Up to 12 workweeks per rolling 12-month period
Family serious health condition, inpatient hospitalization, chronic or continuing care by a physician	Necessary to care for spouse, child or parent with serious health condition	Up to 2 workweeks per calendar year Also covers care for qualifying domestic partners, parent-in-law and parent of qualifying domestic partner	Up to 12 workweeks per rolling 12-month period
	Spouse, son,		

Leave to care for a seriously ill or injured military service member or covered veteran within five years of discharge (other than dishonorable) who is a spouse, son or daughter, parent, or next of kin.	daughter, parent, or next of kin service member or covered veteran has been injured on active duty or aggravated an existing injury by service in the line of duty on active duty, and service member is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness	None	Up to 26 weeks per rolling 12-month period beginning on first date of leave, per service member, per injury.
“Qualifying exigency” leave due to employee’s spouse, son, daughter or parent being on or called up for covered active duty in the Armed Forces.	Short-notice deployment to a foreign country, military events and related activities, childcare and school activities, parental care financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities where the employer and employee agree to the leave.	None	Up to 12 weeks per rolling 12-month period, which includes up to 15 days used to spend time with a military member on Rest and Recuperation leave.

23.02 Procedure

- (a) **Eligibility.** An employee who has been on the Village payroll for 52 consecutive weeks and who has been paid for 1,000 hours during the calendar year immediately preceding the start of the FMLA leave is eligible for Wisconsin

FMLA. An employee who has been employed for 12 months and who has actually worked 1,250 hours during the 12 months before immediately preceding the start of the FMLA leave is eligible for Federal FMLA.

(b) **Method of Calculating Leave Entitlement.** The Village uses a rolling 12-month period, measured backward from the date an employee uses any FMLA leave when calculating federal FMLA entitlement. Pursuant to Wisconsin law, entitlement to State FMLA leave will be calculated based on the calendar year. Unless leave is taken on an intermittent or reduced schedule, as set forth below, leave will be taken on a continuous basis. Leave qualifying for both Wisconsin and Federal FMLA leave will count against the employee's entitlement under both laws and will run concurrently. When the reason(s) for qualified leave differ, it is possible that the leave might not run concurrently. This type of leave occurrence will be evaluated and reviewed with the employee at the time of the leave request or the leave. Qualified leave taken under workers compensation law will also run concurrently with Wisconsin and Federal FMLA.

(c) **Requesting FMLA Leave.** Except in situations where the employee is unable to provide a written request because of the need for emergency health care, the employee must provide the Human Resources Designee with a written application for FMLA leave prior to the requested commencement of the leave on the "Family and Medical Leave Request Form." The request must identify the start and end dates of the leave. In cases where the need for the leave is foreseeable, the request must be made at least 30 days prior to the anticipated leave. If the employee gives less than 30 days' notice of the need for leave, the Village may require the employee to explain why it was not practicable to give the 30 days' notice. The Village may delay the taking of a requested leave until at least 30 days after the date the employee provides notice when the employee fails to provide proper advance notice unless the employee was unable to comply because of the need for emergency health care or other reasonable excuse.

In cases of emergency, verbal notice of the need for leave should be given as soon as possible and in accordance with the Village's applicable absence policy, but in no case later than three working days after the need for FMLA leave has become apparent. Calling in sick, without providing additional information, is not sufficient notice of the need for Federal FMLA leave.

If an employee has been out for three or more days in a row, or if the Village has information that the employee is out for an FMLA-qualifying reason but has not requested FMLA leave, the Village may require the employee to complete an FMLA Request Form and Medical Certification so the leave may be properly designated. Alternatively, if the Village has reliable information indicating that the employee is out for an FMLA-qualifying reason, and has not requested leave, the Village may designate the leave as FMLA and will notify the employee of the same.

The Village may also retroactively designate FMLA leave when it later learns that certain leave was FMLA-qualifying. The employee is to advise the supervisor if

his or her return date changes. If an employee is unable to return to work on the date originally authorized, then the employee may submit a written request for an extension of the leave in advance of its expiration. If, after three (3) full consecutive workdays of the date following the expiration of the leave of absence, the employee has not requested an extension or returned to work, then this will be considered job abandonment by the employee and their employment with the Village will be terminated. The Village recognizes that there are limited instances where an employee may be unable to communicate with the Village regarding an unauthorized absence from work, such as in an emergency medical situation. In these events, the Village will give due consideration to those particular circumstances.

Leave may only be used for its intended purpose as permitted by law. Misuse of FMLA leave is disruptive, inefficient, detrimental to the interests of the Village and others, and may subject an employee to discipline up to and including discharge when the Village has reasonable suspicion that FMLA is not used for its intended purpose.

- (d) **Intermittent or Partial Leave.** If an employee requires intermittent leave, then the employee must discuss this request with the Human Resources Designee or the Deputy Village Administrator. Employees generally are permitted to take leave on an intermittent (blocks of time) or reduced work schedule:
- (1) When it is medically necessary to care for a family member with a serious health condition or because of the employee's serious health condition.
 - (2) When it is necessary to care for a family member or next of kin who suffered an injury or illness while on active duty.
 - (3) To care for a newborn, adopted or foster child. Federal FMLA leave for the birth or placement of a child for adoption or foster care may not be taken in non-continuous increments unless approved by the Village. Under the Wisconsin FMLA, the last increment of leave for the birth or placement of a child for adoption must begin within 16 weeks of that birth or placement. Medical or family caretaking leave should be planned so as not to unduly disrupt Village operations. Employees requesting non-continuous Federal FMLA leave that is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, or for the employee's own serious health condition, may be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than the regular employment position of the employee. An employee temporarily transferred will receive the same pay and benefits but may be assigned different duties. The Village generally allows for intermittent leave to be taken in no less than one-hour increments. The employee may not take, or be required to take, more leave than medically necessary to address the circumstances that caused the need for the leave.

- (e) **Medical Certification.** When an employee requests medical leave for his or her own health condition, or leave to care for a family member, the employee must provide medical certification from an appropriate health care provider on a form provided by the Village. This certification can be furnished at the time the leave is requested but must be provided to the Human Resources Designee no later than 15 days from the date such medical certification is requested. In the case of unforeseen leave, the certification should be furnished as soon as practical and possible. Failure to provide the requested medical certification may result in delay or denial of the leave. This means the absence may then be counted against the employee for purposes of discipline for attendance. Where medical leave is involved, the Village may, at its expense, require the employee or a family member to obtain the opinion of a second health care provider chosen by the Village. If a dispute exists, then a third opinion may be secured. The Village may also request re-certifications on a periodic basis as permitted by law.
- (f) **Return to Work and Fitness for Duty Certification.** Any employee returning from FMLA for their own serious health condition must provide a "Fitness for Duty" statement signed by their treating physician. Upon return from FMLA leave, an employee shall be restored to his or her original position or, if the position is not vacant, to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. An employee will not be restored to their original or equivalent position if they are unable to perform the functions of their job because of a mental or physical condition.
- (g) **Payments on FMLA Leave.** In general, both Wisconsin and Federal FMLA leaves are unpaid. The Village requires employees to substitute paid leave for which they are eligible (such as vacation days, personal leave, compensatory time, or sick leave) for unpaid leave available under the Federal FMLA law. The Village will require that any leave provided by a Village collective bargaining agreement be substituted for Federal FMLA leave. When an employee is using Wisconsin FMLA, the employee has the option to substitute any accrued paid leave or unpaid leave during the period of that leave.
- (h) **Health Insurance Benefits.** Group health insurance coverage will be maintained for employees while they are on FMLA leave, on the same terms as if the employee continued to work. If applicable, the employee will be required to pay his/her regular portion of health insurance premium payments on a schedule determined by the Village. The Village may recover its share of health insurance premiums paid during a period of unpaid FMLA leave from an employee if the employee fails to return to work (for a minimum of 30 calendar days) after the expiration of the leave. The Village may not collect the premiums if the reason the employee does not return is due to continuation, recurrence or onset of a serious health condition that would entitle the employee to leave under FMLA, or other circumstances beyond the employee's control.

Employees having questions regarding FMLA leave should contact the Deputy Administrator or Human Resources Designee. The Village may discontinue health insurance benefits if the employee fails to make a premium payment within 30 days of the due date after providing 30 days written notice to the employee of the cancellation of coverage for non-payment.

- (i) **Other Benefits.** Benefits that accumulate based upon hours worked shall not accumulate during the period of FMLA leave. Qualified FMLA leave will not be counted as an absence under the Village attendance policy. Other Village benefits (dental insurance, mutual funds, income continuation, etc.) may be continued during periods of unpaid FMLA leave, and arrangements should be made for employee's portion of the payments with the Human Resources Designee.
- (j) **Worker's Compensation and Light Duty.** Federal and Wisconsin FMLA will run concurrent with worker's compensation provided that the injury meets the criteria for a "serious health condition", as defined by law. Substitution of accrued paid leave is not allowed for Worker's Compensation absences unless an applicable labor agreement provides otherwise.
If an employee accepts a light duty assignment while on worker's compensation, that time may not count against the employee's family or medical leave entitlement. If the light duty position is declined and the employee elects to stay on FMLA leave, the employee may give up their worker's compensation benefits.

CHAPTER 24 - UNPAID LEAVES OF ABSENCE

24.01 Policy

- (a) It is the policy of the Village to grant unpaid leaves of absence when required by law.
- (b) Unpaid leaves of absence that do not qualify as legally mandated leave, such as FMLA or military leave, are discretionary with the Village and will be granted only when it is in the best interest of the Village to do so and if the employee's absence is not likely to impair the ability of the Village to meet its responsibilities.
- (c) Unless otherwise specified, the provisions that follow in this policy apply only to discretionary, non-legally mandated unpaid leaves of absence.

24.02 General Provisions for Discretionary Leaves of Absence Under this Policy

- (a) Need for and duration of leave is determined on a case-by-case basis. Except as required by law, unpaid leaves of absence will generally not exceed one year in duration.
- (b) The employee is expected to fully cooperate and thoroughly communicate with the Village during the leave request process, during the leave, and during the

transition at the end of the leave.

- (c) Any request for an unpaid leave of absence must be submitted in writing to the Deputy Village Administrator and HR Designee, as far in advance of the anticipated leave dates as possible. The written request must specify the reason(s) the leave is being requested and the anticipated dates of leave. Except in unavoidable situations, no unpaid leave of absence will be granted retroactively.
- (d) No unpaid leave of absence will be granted unless the employee has first used all available vacation, holiday, sick leave (if appropriate) and compensatory time.
- (e) No unpaid leave of absence will extend beyond the amount of time actually needed for the purpose requested.
- (f) If the leave is for medical reasons not qualifying for FMLA protection, then the employee may be required to periodically furnish medical reports from the physician to justify the need for continuing leave. An employee returning from an extended medical leave must furnish a physician's statement indicating that the employee is able to return to work and to fully resume all essential job duties, with or without reasonable accommodations.

24.03 Granting Authority

- (a) Unpaid leaves of absence that are not required by law require the approval of the Department Head and the Deputy Administrator or Village Administrator, and by the Board if the request for leave is from the Village Administrator.
- (b) Discretionary unpaid leaves of absences require the approval of the Village Board if the request is by the Administrator.

24.04 Return to Work from Unpaid Leave of Absence

- (a) An employee on an authorized leave of absence may return to the position held at the time the leave of absence begins if the employee remains qualified for the position, or to a similar or lesser position if the position previously held is no longer available.

The Department Head, working with the Human Resource Designee, is responsible for determining whether a position is available for the employee returning from leave. At the time the employee returns, the returning employee will be given first consideration in filling any other similar or lesser vacant position for which the employee is qualified. If no such position exists at the time the employee returns, then the layoff procedure will apply.

The position of an absent employee will generally not be filled on a permanent basis but can, at the Department Head's discretion, be filled on a temporary basis providing that the compensation paid to a temporary employee does not exceed the amount that would ordinarily be earned by the absent employee. Exceptions

to the compensation rule may be granted by the Village Board in extenuating circumstances.

- (b) With the approval of the Department Head and the Deputy Administrator or HR Designee, an employee may elect to return to work before the intended expiration of an unpaid leave of absence. Early return from an extended leave of absence for medical reasons will require supporting information from the employee's medical provider.
- (c) If an employee is unable to return to work on the date originally authorized, then the employee may submit a written request for an extension of the leave in advance of its expiration. If, within three (3) full consecutive workdays of the date following the expiration of the leave of absence, the employee has not requested an extension or returned to work, then this will be considered job abandonment by the employee and their employment with the Village will be terminated. The Village recognizes that there are limited instances where an employee may be unable to communicate with the Village regarding an unauthorized absence from work, such as in an emergency medical situation. In these events, the Village will give due consideration to those particular circumstances.
- (d) Employees who are on a leave of absence are expected to make reasonable efforts to maintain the level of skills, proficiency, certifications, licenses, and fitness necessary to do the assigned job. Employees must request authorization from their Department Head before incurring any costs for maintaining any certifications or licenses.

24.05 Benefit Status During Unpaid Leave of Absence

- (a) Except as noted below, all paid benefits will continue in full force for the first ten (10) workdays of an unpaid leave of absence.
- (b) After the first ten (10) working days of a discretionary unpaid leave of absence, the employee will cease to earn vacation and sick leave credits and all other benefits, unless required by law. Employees who want to retain health insurance benefits during an unpaid leave of absence that exceeds ten (10) workdays in duration may do so if the employee assumes the full cost of any premiums due during the leave. Premium payments must be made as required by the insurer.
- (c) Holidays and other non-workdays occurring during an unpaid leave of absence will be considered as days that are part of the approved period of absence. The absent employee will not be entitled to compensation for holidays that occur during the leave period.
- (d) An approved unpaid leave of absence of twelve (12) weeks or less will not be considered a break in service for purposes of determining the level of future vacation eligibility.

24.06 Unauthorized Absence

The effective operation of the Village necessitates that employees cooperate and communicate with the Village when the need for leave arises. An employee who fails to cooperate and communicate with the Village, or is absent from duty without authorization, may be subject to disciplinary action up to and including discharge and will receive no pay for the duration of the absence. The Village is cognizant that limited extenuating circumstances may prevent an employee from timely communicating with the employer, thereby causing an unauthorized absence. Due consideration may be given in such a case.

CHAPTER 25 - WORKER'S COMPENSATION AND WORKER'S COMPENSATION, 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

- (a) 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 investigation, reporting, and medical matters related to the injury.
- (b) 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.
- (c) 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. 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.
- (d) Employees who are eligible for worker's compensation benefits from a work-related injury or illness should expect the Village to consider alternative duty to return the employee to work. The Village reserves the right to determine the assignment of 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 alternative duty assignment and remaining out on FMLA. However, if the employee chooses not to accept the alternative duty, workers compensation coverage may then be lost for the period of leave when they would otherwise have been returned to work on alternative duty.

- (1) The purpose of this policy is to help an employee return to the role of productive work during a period of temporary disability. In no case, will a light duty assignment become a permanent position.
- (2) 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 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 alternative duty must meet all performance expectations of the alternative duty assignment, and the assignment may be modified or withdrawn at any time. 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.
- (3) 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.
- (4) Employees seeking alternative duty due to worker's compensation-related injuries will, unless prohibited by law, receive preference in alternative duty assignments over individuals seeking alternative duty for non-work-related injuries. The Village reserves the right to offer or deny alternative duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the alternative duty, and other legitimate nondiscriminatory reasons.

CHAPTER 26 - ALTERNATIVE DUTY POLICY FOR NON-WORKER'S COMPENSATION RELATED ILLNESS/INJURY

26.01 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. Alternative duty assignments will generally not extend beyond thirty (30) days, as alternative duty work is generally

episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of alternative duty based on the needs of the Village and the employee's work restrictions.

26.02 Applicability

This policy applies in those situations where an employee incurs an off-duty injury/illness but is deemed capable of working at some level and capacity 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 alternative duty status. Alternative duty may consist of a change in job assignment, modification of job duties, and/or a combination of these changes.

26.03 Procedures

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

- (a) To qualify for alternative 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 alternative duty task. This may require the employee to provide his/her medical provider with the Village's job description in order for the medical provider to provide the Village with a clear outline 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 may result in a delay of starting the alternative duty assignment or denial of assignment. The Village shall not be liable for lost wages during this delay.
- (b) 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 will be treated as a confidential medical record. In defining the scope or duration of the alternative 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.
- (c) After reviewing the information received from the physician, the Department Head and Deputy Administrator or Human Resources Designee shall make a decision as to whether to allow the employee to work in alternative duty status. The determination of whether to put an employee on alternative duty status shall be made based on whether there is a meaningful assignment 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.

- (d) Once an employee is authorized and assigned 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 employee's work hours based on the alternative duty job schedule. Failure to report for or to carry out the assignments of alternative duty status shall be grounds for termination of alternative duty status and discipline depending on the circumstances.
- (e) An employee may ask to be removed from alternative duty status at any time as long as they provide at least 48 hours' notice.
- (f) It is the employee's responsibility to provide timely medical information regarding their continued need for alternative duty or any changes to their condition and/or restrictions as applicable. Failure to provide documentation may result in the termination of alternative duty status.
- (g) 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.
- (h) Employees seeking alternative duty due to worker's compensation-related injuries will, unless prohibited by law, receive preference in alternative duty assignments over individuals seeking alternative duty for non-work-related injuries. The Village reserves the right to offer, deny, or withdraw alternative duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the alternative duty, and other legitimate nondiscriminatory reasons.

26.04 Other Provisions and Limitations

- (a) 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.
- (b) Alternative duty assignments will be based in existing work that meets the employee's job restrictions but does not interfere with the Village's normal operations. Additionally, the Village does not guarantee that 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. 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.

- (c) The purpose of this policy is to help an employee return to the role of productive work during a period of temporary disability. In no case, will an alternative duty assignment become a permanent position. Alternative duty assignments will generally not extend beyond thirty days. The employee must make a new request for alternative duty upon expiration of the authorized assignment.
- (d) Alternative duty assignments may span across different Village Departments. Employees should not expect alternative duty assignment within the Department worked by the employee.
- (e) Alternative duty may not be offered to an employee where the employee's restrictions – temporary or permanent - 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 alternative duty or to supplement partial alternative duty as outlined in this personnel manual.

CHAPTER 27 - TRAINING AND DEVELOPMENT

27.01 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 the Village's mission, vision and goals to ensure quality service is provided to the public.

27.02 Training and Development Programs

- (a) The Deputy Village Administrator, in conjunction with the Human Resource Designee, will be responsible for the overseeing of and coordination of employee training and development programs. The Deputy Village Administrator and the HR Designee will:
 - (1) Assist Department Heads in coordinating the design, implementation, and proper administration of employee training and development programs to meet the current and future needs of their departments 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.
 - (2) Conduct or coordinate employee training and development programs to meet the common needs of all departments and align with the Village's mission, vision and goals.
 - (3) 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.

- (4) Periodically analyze and evaluate the overall training and development needs of employees within the Village.
 - (5) Maintain current information and materials on job requirements, training opportunities, employee development manuals, and other employee training and development literature.
 - (6) Maintain a record of all training conducted and ensure that all authorized employee training and development programs are properly administered.
 - (7) Maintain a record of training within the employee personnel files to ensure equitable consideration for placements, transfers, and promotions.
- (b) Department Heads will provide active leadership in the development and advancement of employees under their supervision and will:
- (1) 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.
 - (3) Suggest to the Deputy Village Administrator and HR Designee any particular training that would be helpful to employees in their departments.
 - (4) Cooperate with the Deputy Village Administrator and HR Designee in organizing programs and encouraging employees to attend training sessions.
 - (5) Assist in assessing the effectiveness of employee training programs and make recommendations for improvement and modifications.
 - (6) Grant employees sufficient time to participate in training programs provided that such participation does not unduly interfere with the necessary operations of the department.
- (c) Employees are encouraged to actively participate in making suggestions regarding desired training opportunities both for the department and their professional development.

27.03 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.

- (a) **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 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.
- (b) **Department Heads** - The Department Head will orient each new employee to the specific conditions and requirements related to that employee's job, work site, and department. Such orientation will include introductions to co-workers, work standards, safety regulations, break periods, supplies, time keeping, etc.

27.04 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.

27.05 Continuing Education and Training

- (a) 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 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 an institution of higher learning. A full-time or part-time employee may be eligible for reimbursement or Village payment of these costs if:
 - (1) 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.
 - (2) The employee provides evidence of successful completion of the course with a passing grade.
 - (3) 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.
 - (4) 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.)

- (5) 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 per calendar year.
- (6) 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 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.

27.06 Conferences and Conventions

- (a) Village employees are encouraged to attend conferences and conventions if attendance is expected to add to their job-related knowledge and skills.
- (b) Approval to attend conferences and conventions 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.
- (c) 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.
- (d) 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.

27.07 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.

CHAPTER 28 - MEALS

28.01 Policy

The Village provides meal allowances in certain circumstances associated with travel and work outside of an employee's normal working schedule. The meal allowances provided in this policy are meant to be a benefit to employees and should be treated as such.

28.02 Meal Allowances

- (a) The Village will reimburse the employee subject to the Authorized Reimbursement Allowances in Subsection (b) for the actual cost of Meals Authorized for Reimbursement defined in Section (2). Claims for reimbursement of meal costs are expected to represent reasonable and necessary costs and may include a maximum gratuity of 20% as well as any state or local tax.
- (b) Authorized Reimbursement Allowances Per Day:
 - (1) Breakfast: \$10.00
 - (2) Lunch: \$15.00
 - (3) Dinner: \$25.00
- (c) Requests for reimbursement for amounts in excess of the above schedule must be accompanied by receipts for the entire day with a full explanation of the extraordinary reason for such expenses. Requests to exceed authorized daily reimbursement allowances shall be approved by the Department Head or Village Administrator.

28.03 Meals Authorized for Reimbursement

- (a) Employees who are working overtime at the normal time for breakfast, lunch or dinner will be reimbursed with actual receipts for meals. Employees will not be eligible for breakfast unless they start work two (2) hours prior to their normal work schedule and will not be eligible for dinner unless they work two (2) hours past their normal work schedule. Time spent eating a meal will be considered paid time, but such paid time will not exceed ½ hour.

- (b) The maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals per day is not greater than the combined maximum reimbursement rate for those meals in that day. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or other costs incurred.
- (c) If a meal is part of the conference, convention or instruction program being attended by the Village employee and a higher amount is charged each participant, the full amount will be reimbursed with proper documentation.
- (d) Meals that occur when employees are traveling on authorized functions away from the Village.
- (e) It shall be responsibility of the Department Head or Village Administrator to approve all requests for reimbursements in accordance with the policies outlined in this chapter.
- (f) All meal reimbursement requests shall be submitted on a form approved by the Deputy Village Administrator. Reimbursements should be made on a monthly basis.
- (g) Requests for meal reimbursements must include an itemized receipt identifying the meal requested for reimbursement.
- (h) Exempt employees called in outside of normal working hours for emergency operations shall be eligible for meals in accordance with the standards provided in this policy.

28.04 Limitations

- (a) If meals are included in registration fees for a conference, the employee will not be eligible for a per meal rate for that meal.
- (b) Reimbursements shall not be made for expenses incurred in purchasing alcoholic beverages.
- (c) Reimbursements must be claimed within 30 days or reimbursement will be forfeited.
- (d) The Emergency Management Director, Fire & Rescue Chief, Police Chief, and Director of Public Works may authorize reasonable meal expenses for employees and volunteers staffing the emergency operations center or responding to an emergency situation.
- (e) Meals not taken during the period of eligibility shall be forfeited.
- (f) Paid time to eat meals is not compensable if the employee does not take the allotted meal.

- (g) Consumption of alcohol during a paid break, including when a meal is taken at the end of a shift, is a violation of the Village's Drug & Alcohol policy and shall be subject to discipline.
- (h) The Village shall have the sole discretion to approve or deny requests for meal reimbursements.

CHAPTER 29 - TRAVEL

29.01 Policy

- (a) Village vehicles will be used for out-of-town travel or village business whenever practical and available.
- (b) The Village will reimburse an employee for necessary and reasonable travel expenses incurred while on authorized Village business. All such travel must be authorized in advance by the Department Head in order to be eligible for reimbursement.
- (c) The Department Head will administer travel expenses approved by the Village Board in the adopted Village Budget. An extraordinary expense beyond the amount budgeted will require the prior approval of the Village Administrator.
- (d) Reimbursement will always be based upon the least expensive and efficient form of transportation available.
- (e) Travel will be by direct route, weather conditions permitting, in a minimum number of vehicles, with mileage payable only to persons whose personal vehicles are used during the authorized travel. The travel mileage to be reimbursed will normally be based on either the distance from work to destination or home to destination, whichever is shortest.
- (f) In the event two or more employees of the Village are scheduled to attend the same out-of-town function, such employees are encouraged to travel together in order to reduce the cost to the Village.
- (g) The Village will pay for travel time to and from meetings or conferences when the travel occurs outside the employee's normal working hours.
- (h) Commuting expenses for travel between an employee's residence and regularly scheduled place of work at the beginning and end of the normal workday are not reimbursable. If an employee is required to report to a work site that is different than their regularly scheduled place of work and in a different municipality, the employee's commuting expenses for such travel (mileage and time) are reimbursable minus the employee's normal commute (mileage and time) to and from the employee's residence and regular work site. Travel distance and time shall be determined by the most direct route identified by Google Maps.
- (i) Approval for conferences and conventions shall be in accordance with Chapter

10 of the Personnel Policy Manual on training and development.

29.02 Mileage and Other Ground Travel

- (a) The rate of reimbursement for mileage when employees use their own vehicle for official travel will be the rate per mile established by the Internal Revenue Service (IRS).
- (b) The Village Board may authorize employees in designated positions who are required to use their personal vehicle on Village business to receive a local mileage allowance in lieu of itemizing actual mileage.
- (c) When car rental is necessary or authorized, only the reasonable cost of renting a compact or subcompact model will usually be reimbursed, unless the non-availability of such less expensive models can be documented. Discounts or other special rates are often available if proof of employment by a unit of government is presented to the rental agent.
- (d) Ground transportation to and from an airport should be by the least expensive and efficient method of transportation available.

29.03 Air Travel

- (a) Reimbursement for air travel expenses will be limited to the fare for the lowest coach class available or the fare actually paid, whichever is lower. Flight life insurance is not a reimbursable item.

29.04 Parking Fees, Tolls, and Violations

- (a) The actual documented cost of parking fees, tolls, and other incidental authorized expenses will be reimbursed.
- (b) The Village will pay the full amount of the fine plus court costs and penalty assessments if an employee is issued a citation due to any of the following circumstances: poor or unsafe conditions of a Village-owned vehicle, including improper or malfunctioning equipment, missing or non-functioning safety features, or an overloaded vehicle.
- (c) The cost of tickets or fines for moving violations where the driver is at fault in the operation of the vehicle will not be reimbursed.

29.05 Lodging

- (a) The Village will reimburse the employee for the actual single occupancy cost of lodging expenses incurred while traveling on authorized Village business.
- (b) Lodging should be at a hotel or motel reasonably close to the place at which an

employee is expected to conduct business or attend a conference during the day so that additional public transportation costs are not incurred. First consideration should always be given to hotels and motels offering government rates to public employees.

- (c) Requests for reimbursement for lodging expenses will not be granted for employees who are attending meetings or conferences within a 50-mile radius of McFarland or their residence. Exceptions may be granted by the Department Head when nighttime activities are an important part of the conference or for other unusual circumstances.
- (d) Request for reimbursement of Wisconsin sales taxes related to lodging will not be granted. Employees are required to provide vendors with a Wisconsin Sales and Use Tax Exemption Certificate in advance of their stay.
- (e) If a spouse or friend accompanies an employee on a trip, that employee must reimburse the Village for the difference between the cost of a single and a double room. No travel or meal expenses will be paid for the spouse or friend.

29.06 Travel, Lodging, and Meal Reimbursement

- (a) Reimbursement for travel, lodging, and meal expenses will be claimed on a form provided by the Village Administrator and will be fully supported by receipts documenting actual expenditures.

29.07 Travel Advances

- (a) Travel advances may be requested when prepayment by the employee of anticipated expenses will create a financial hardship. To minimize financial hardship, employees are encouraged to arrange for prepayment by or billing to the Village of major expenses that may require significant personal outlays. Such expenses may include air travel, lodging, and conference registration fees.
- (b) If travel expenses, which cannot be prepaid by or billed to the Village, are expected to exceed \$100, an advance may be requested. Travel advances will not normally be made prior to ten days before departure and will not exceed 75% of the estimated expenses.
- (c) Receipt of a travel advance does not exempt an employee from the requirement to keep and submit accurate records following completion of travel detailing expenses incurred, the travel advance received, and the additional amount claimed or to be repaid.

SECTION 4 - CONDITIONS OF EMPLOYMENT AND ADMINISTRATIVE POLICIES

CHAPTER 30 - GENERAL CONDITIONS OF EMPLOYMENT

CHAPTER 31 - ADMINISTRATIVE POLICIES

CHAPTER 32 - REMOTE WORK

CHAPTER 30 - GENERAL CONDITIONS OF EMPLOYMENT

30.01 Orientation Period

- (a) Unless specified differently by collective bargaining agreements, the Police and Fire Commission, the Library Board, or the Village Board, all employees will work on an introductory basis during their initial employment with the Village. The orientation period is three (3) months for all employees.
- (b) The 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 to meet 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 results.
- (c) During the orientation period, an employee is expected to discuss his or her progress with their supervisor and to ask questions about the duties they are performing. Either the employee or the Village may end the employment relationship at any time during the introductory period or at any time thereafter.
- (d) If the designated orientation period does not allow sufficient time to evaluate an employee's performance or for any other reason, the 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.
- (e) Employees who are promoted or transferred within the Village may be required to complete additional introductory period(s).

30.02 Medical Examinations

- (a) 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.

- (b) 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.
- (c) 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. The standards of physical fitness and general health requirements for each position in the Village are documented within the individual position description.

30.03 Background Check

- (a) 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.
- (b) 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).
- (c) 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.
- (d) 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.
- (e) All background check information will be kept confidential. The Village of McFarland complies with all applicable federal, state, and local laws regarding background checks.
- (f) The Human Resources Generalist is responsible for the administration of this policy.

30.04 Authorized Employment Status

- (a) The Village adheres to the federal law that requires new employees within three (3) days following the start of employment, to provide 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.

30.05 Employment of Minors

- (a) As a general policy, the Village 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.
- (b) An application must be approved, and work permit issued before anyone under 16 years of age may begin work as a Village employee.
- (c) The offer letter for the hiring of a minor shall include the position title and work 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.
- (d) Wisconsin State Law prohibits the use of minors 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.

30.06 Secondary Employment or Activity

- (a) The Village requires that employees not engage in work activities and conduct away from their Village job that competes, or conflicts 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 employment or activity that creates any such impact on their work or the Village.
- (b) 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.
- (c) Outside employment shall require the approval of the Village Administrator.

CHAPTER 31 - ADMINISTRATIVE POLICIES

31.01 Inclement Weather

In the event that inclement weather creates hazardous traveling conditions between an employee's home and the work site, an employee may be granted permission by a supervisor or Department Head to arrive at work late, to leave work early, or to not work at all that day. In such circumstances, the employee may elect to make up (within the same workweek) the time not worked, or to use vacation, holiday, or available compensatory time to compensate for the time not worked. Supervisors may also coordinate with employees to allow the use of remote work in these circumstances where applicable and in the best interest of the Village.

This policy will not apply to positions that are responsible for providing protective services or for improving driving conditions for the general public. Employees in such positions are expected to adjust their arrival and departure in accordance with predicted conditions and the requirements of their job.

31.02 Unscheduled Building Closures

In the event that a municipal facility is closed unexpectedly for all or a portion of a workday, employees may be directed not to report for work, or be sent home mid-shift if the reasons for the closure might affect the health or safety of the employees or make it unproductive for them to work. These situations will be addressed on a case-by-case basis dependent on the circumstances of the particular event. When feasible and appropriate, the Village will attempt to coordinate with employees to allow for the use of remote work or flexible scheduling. However, the Village reserves the right to evaluate each event and determine the best course of action, which could include (but is not limited to) remote work, flexible or alternative scheduling, substitution of leave time, or to compensate employees for their scheduled hours at their normal rate of pay.

31.03 Dress and Grooming

- (a) All employees are to dress and to be groomed appropriately for the requirements of their jobs and to comply with departmental health and safety standards. All employees whose job requires that they wear special clothing or a uniform are expected to comply with those rules. All employees are representatives of the Village and are expected to present themselves in a manner that projects a positive and professional image.
- (b) Supervisors should communicate any department-specific workplace attire, hygiene and grooming guidelines to staff members during new-hire orientation and evaluation periods. Department Heads may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas. Any questions about the department's guidelines for attire should be discussed with the employee's immediate supervisor.
- (c) Employee clothes or uniforms must be clean and in good condition free of tears, rips, etc., as well as free from words or images that are inappropriate for the workplace. In the event of any question regarding the appropriateness of a

particular style of clothing or grooming, the Department Head will make the final determination. Any employee who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

- (d) At the discretion of the Department Head, departments may adopt casual or dress-down days. During these casual or dress down days staff members may be permitted to dress in a more casual fashion than is normally required. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing. Likewise, revealing or otherwise workplace-inappropriate dress is not permitted. The Department Head will make the final determination as to appropriateness of attire.
- (e) The Village recognizes the importance of individually held religious beliefs to persons within its workforce. The Village will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation should contact the Human Resources Designee.

31.04 Use of Facilities and Equipment

The personal use of Village-owned facilities and equipment will be governed by the policies set forth in Chapter 37.

31.05 Use of Telephones

- (a) Users are often required to use Village telephones (including cell phones) in the course of performing their job duties. Such use should be limited to calls, texts, web browsing, and use of apps that are necessary for the performance of users' duties, and personal use should be kept to a minimum. While it is understandable that users may occasionally need to make brief calls and texts of a personal nature, it is expected that such calls, texts or any other usage will be kept to a minimum. The Village reserves the right to monitor its equipment to ensure telephones are used appropriately for business purposes.
- (b) Use of personal cell phones can be very disruptive in the workplace. Users are expected to devote working time to performance of job duties, and any use of communications devices during working time for functions, such as gaming, internet browsing, etc. is prohibited. As a general rule, cell phones and personal devices should be turned off or switched to silent mode during working hours and in work areas. Occasional, limited personal phone calls and messaging may be permitted for brief calls or texts to address personal matters requiring immediate attention, provided such use does not interfere with Village business or the work duties or environment of the individual or any other individual and does not

violate Village policies regarding conduct in the workplace. Otherwise, personal use should occur only during non-work time and must be made in a manner that does not disturb individuals who are working.

- (c) Users shall follow state guidelines and laws in using Village or personal cell phone while operating a vehicle (see Chapter 36, Vehicle Use Policy).

31.06 Tobacco and Vaping

- (a) The Village Board has determined that it is in the public interest to prohibit smoking and vaping in all municipally owned and operated buildings. This prohibition applies to the Municipal Center, the Public Works Facility, the Library, Public Safety Center, well houses, lift stations, enclosed park shelters or restroom facilities, and any leased or rented building and the entry and exit of each building.
- (b) Smoking is prohibited in all types of vehicles and equipment, whether enclosed or open that are owned, leased, or borrowed by the Village.
- (c) This policy extends to electronic cigarettes, chewing tobacco and tobacco substitutes.

CHAPTER 32 - REMOTE WORK

32.01 Purpose

This chapter sets forth the policies and practices governing remote work for the Village of McFarland. It is recognized that remote work is a benefit offered by the Village and not a right. The Village has created a policy regarding remote work to recognize the potential efficiency and desirability of a flexible work environment in cases where it makes sense, and the majority of essential job responsibilities and supervisory responsibilities can be performed remotely.

32.02 Policy

All employees who engage in remote work for the Village must follow these remote work guidelines. Please note that remote work arrangements may be temporary, intermittent, and subject to approval and change at the discretion of the Department Head(s) and Deputy Administrator. Remote work is a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Before entering into any remote work arrangement, the employee and Department Head(s), with the assistance of the Human Resources designee, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- (a) Job Responsibilities – assessing whether the job responsibilities are appropriate

for a remote work arrangement. In order to be eligible for remote work, the employee must be able to perform a majority of the essential job functions while working remotely.

- (b) Employee Suitability – individuals requesting remote work arrangements must have and maintain a satisfactory performance record. Satisfactory performance shall be determined by the Department Head(s) and Human Resource designee in their sole discretion.
- (c) Equipment Needs - work space design considerations, wi-fi speed and accessibility, and equipment/materials issues will be identified by Human Resources and IT.

Any remote work arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the remote worker or the Village. Every effort will be made to provide two (2) weeks' notice of such change to accommodate issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

Village Department Heads shall be responsible for ensuring this policy is administered equitably for employees within their respective departments for employees who are interested and suitable for remote work.

32.03 Village Policies Remain in Effect

Employees who work remotely must abide by the Village's employment policies, including its Anti-Harassment policy, timekeeping policy, Electronic Communication and Information Systems and all other Village policies and procedures. Failure to do so may result in discipline, up to and including termination.

32.04 Performance Expectations and Work Schedules

An employee who works remotely must meet the Village's standards of professionalism in terms of communication, job responsibilities, work output, and orientation in the public's interest. Engaging in remote work does not lower or change the amount of time an employee is expected to work, and performance expectations will not change due to remote work. Employees who are working remotely will work their approved normal work schedule during the period of the remote agreement unless an alternate schedule is agreed upon in advance. Once the Village has approved a remote work arrangement, the remote work employee is responsible for maintaining regular contact with his or her supervisor to keep the supervisor apprised of all necessary events or information. The supervisor will determine how often and on what schedule such contact will need to occur. Employees working remotely must respond as soon as possible and are expected to respond to communications within the same workday unless circumstances make it impossible. Employees should communicate with supervisors in advance of scheduling conflicts or daily work tasks that may prevent timely responses to communications from

their supervisor, Department Head or Human Resources.

A remote work arrangement is not a replacement for appropriate childcare or an opportunity to do activities other than Village work during regular working hours. Unless authorized by the Deputy Village Administrator or Human Resource Designee, employees may not perform remote work on a flex schedule. Village employees working remotely are expected to be working and available during the employee's agreed upon standard work hours. An employee who is working remotely must remain focused on job performance and meeting the needs of the Village and the community. An employee who is considering or seeking a remote work arrangement is encouraged to discuss expectations of remote work with family members prior to entering into a trial period.

32.05 Equipment Needs, Ownership and Maintenance

The Village will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for a remote work arrangement. The Village will maintain and repair equipment supplied by the Village. Employees will be expected to return equipment to Village Municipal Center for maintenance and repair when necessary. Such equipment remains the property of the Village. The employee must maintain any equipment the employee supplies. The Village accepts no responsibility for damage or repairs to employee-owned equipment. The Village reserves the right to make determinations as to appropriate equipment, subject to change at any time. The Village is not responsible for operating costs such as wi-fi service costs, home maintenance, or other costs incurred by employees in the use of their homes as remote work locations.

32.06 Equipment and Information Security

Consistent with the Village of McFarland's expectations of information security for employees working at the office, remote work employees must ensure the protection of confidential Village and personnel private information accessible from their home office. Remote employees are required to take steps to ensure such protection including, but not limited to the use of locked file cabinets and desks, regular password maintenance, the use of multi-factor authentication and any other measures appropriate for the job and the environment.

Equipment supplied by the Village must be used for Village of McFarland work-related purposes only. Only the Village employee to whom Village equipment is assigned, and who is performing the remote work may access and use such equipment. Employees are prohibited from allowing family members, or any other individuals, to access or use Village property that is being used for remote work. This includes but is not limited to the Village-supplied computer laptop and any related hardware or software, a Village cellular telephone, and Village records.

Employees' access and connection to the Village's electronic network(s) may be monitored and an employee should have no expectation of privacy in the use of any Village equipment or network(s).

32.07 Remote Work Location and Safety

An employee's remote work location shall be the location that the Village has on file as employee's home address. If an employee wishes to work at an alternate location other than his or her home address, the employee must make an advance request to do so to the employee's supervisor and Human Resources and secure their permission before using the alternate location. Employees are required to maintain their home, or any alternate, workspace free from safety hazards and to follow Village safety policies while working remotely. Injuries sustained by the employee while working in the employee's remote work location, and that are incurred while the employee is conducting regular work duties, are usually covered by the Village's workers' compensation policy. Remote employees are responsible for immediately notifying Human Resources of any injury incurred in the course of employment in accordance with Village worker's compensation procedures. In such an instance, the employee must provide full cooperation, including remote workplace access, to the Village or its insurer in its investigation of any such incident. The Village bears no responsibility or liability for any injuries or damages sustained by visitors to the remote work worksite. The Village also assumes no responsibility for any activity, damage, or injury that is not directly associated with, or resulting from, the remote worker's performance of standard job duties.

32.08 Time Worked

Non-exempt employees working remotely, will be required to accurately record all hours worked using the Village's time-keeping system. Non-exempt remote workers are prohibited from working hours in excess of those scheduled per day, and per workweek, without the advance written approval of the remote worker's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement or discipline. Exempt employees will be expected to adhere to the approved schedule from their supervisor for remote work. Failure to do so may result in discipline, up to and including termination.

32.09 Continuity of Village Operations

Village Departments shall be expected to have minimum staffing levels required to provide in-person customer service during all business hours. Unless otherwise approved by the Deputy Administrator or Village Administrator, all departments shall be staffed and able to respond to in-person inquiries Monday through Friday between 8:00 a.m. and 4:30 p.m. each day. Approval of remote work shall not be allowed if minimum staffing and continuity of operations cannot be maintained.

32.10 Use of Remote Work during Inclement Weather or Unscheduled Building Closures

In the event that inclement weather creates hazardous traveling conditions between an employee's home and the work site, or if a municipal facility is closed unexpectedly for all or a portion of a workday and employees are directed not to report for work or are sent

home mid-shift, the use of remote work may be used to allow for the continuity of business operations.

Supervisors may coordinate with employees to allow the use of remote work in these circumstances where applicable and in the best interest of the Village. Some positions are able to perform their work remotely, and some are not. Supervisors and Department Heads will have discretion and approval on when remote work in these situations is feasible. Situations involving unscheduled building closures will be addressed on a case-by-case basis dependent on the circumstances of the particular event that resulted in the closure.

This policy will not apply to positions that are responsible for providing protective services or for improving driving conditions for the general public. This policy will be administered in conjunction with Chapter 31, Administrative Policies.

32.11 Applicability of Exemptions for Work After Hours

The following situations shall be exempt from the requirement to obtain approval for remote work:

- (a) Employees attending Village Board, Committee, Authority or Commission meetings outside of normal working hours.
- (b) For exempt employees, this policy shall only be applicable to requests for remote work during the employee's normal work schedule. Work done remotely, after normal working hours, or work taken home with the employee, shall not be subject to this policy and does not require prior approval.

SECTION 5 - EMPLOYEE STANDARDS OF CONDUCT

CHAPTER 33 - ETHICAL STANDARDS FOR EMPLOYEES

CHAPTER 34 - SAFETY

CHAPTER 35 - ALCOHOL AND DRUG TESTING AND USE PREVENTION

CHAPTER 36 - VEHICLE USE POLICY

CHAPTER 37 - PRIVATE USE OF VILLAGE PROPERTY

CHAPTER 38 - ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS POLICY

CHAPTER 39 - SOCIAL MEDIA USE

CHAPTER 40 - POLITICAL ACTIVITY

CHAPTER 41 - CONCEALED WEAPONS AND FIREARMS IN THE WORKPLACE POLICY

CHAPTER 42 - VIOLENCE IN THE WORKPLACE POLICY

CHAPTER 43 - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

CHAPTER 44 - GRIEVANCE POLICY AND PROCEDURE

CHAPTER 33 - ETHICAL STANDARDS FOR EMPLOYEES

33.01 Purpose

- (a) The proper operation of democratic government requires that public officials and public employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure, that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, the Village has established an Ethics Code for all Village public officials and public employees, whether elected or appointed, paid or unpaid, including members of authorities, boards, committees and commissions of the Village, as well as any individuals who are candidates for elective office as soon as such individuals file nomination papers with the Village.
- (b) The purpose of the Ethics Code is generally to establish guidelines for ethical standards of conduct for all such public officials and public employees by setting forth those acts or actions that are incompatible with the best interests of the Village and by directing disclosure by such public officials and public employees of private associational, financial, personal or other interests in matters affecting the Village. The Ethics Code which is for the guidance of elected and appointed public officials and public employees, is intended to help them avoid conflicts between their personal interests and their public responsibilities, improve standards of public service, and promote and strengthen the faith and confidence of the citizens of the Village in their elected and appointed public officials and public employees. Each elected and appointed Village public official and public employee holds such position as a public trust, and any intentional effort to

realize substantial personal gain through official conduct is a violation of that trust.

33.02 Applicability

All employees are subject to and expected to comply fully with the entirety of Chapter 2, Article VIII – Ethics Code located in the McFarland Code of Ordinances. Employees who violate any provision of the Ethics Code will be subject to the potential sanctions outlined therein.

CHAPTER 34 - SAFETY

34.01 Policy

- (a) 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 every employee of the Village. Safety is never compromised, and this attitude is part of everyday life. Safety is about caring for each other and everyone has an important role in creating an atmosphere where safety is considered an overriding priority. It is important 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) Safety performance is communicated openly to Village employees, contractors and the public. 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.

34.02 Village Administrator

- (a) 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.

34.03 Department Head

- (a) 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:
 - (1) Providing employees with a safe working environment;
 - (2) Ensuring compliance with Federal, State and Village regulations and standards within their department;
 - (3) Ensuring that their employees receive instruction and training in the safe performance of their jobs;
 - (4) Supplying appropriate protective clothing and equipment;
 - (5) Establishing department policies outlining safety protocols;
 - (6) Creating a working environment where employees feel free and open to discuss safety honestly and bring forward any concerns; and,
 - (7) Seeing to it that employees perform their jobs with due regard for their own safety and for the safety of others.

34.04 Employee

- (a) 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.
- (b) All Employees have an obligation to be aware of environmental, health and safety risks and standards and to advise their supervisor and/or Department Head of any adverse situation which comes to their attention.
- (c) 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.

34.05 Workplace Injury Reporting Requirements

- (a) Employees must immediately report a workplace accident, injury, or debilitating illness, no matter how minor to the immediate supervisor or Department Head, who is responsible for promptly securing any appropriate medical aid for the employee.
- (b) 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.
- (c) 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.
- (d) An employee should seek immediate medical aid off-premises if an injury cannot be treated on the premises.
- (e) 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.
- (f) All incidents will be documented as required by state safety regulations, and an investigation will be conducted as to the cause and possible preventability of the incident.

CHAPTER 35 - ALCOHOL AND DRUG TESTING AND USE PREVENTION

35.01 Policy

The Village is committed to providing a workplace that is free of substance abuse and which complies with the provisions of applicable federal and state laws. In pursuing this commitment, we reserve the right to take necessary action to maintain a safe work environment free from drugs and alcohol. In some cases, it may be necessary to inspect Village premises, property or employee property.

Employees who are impaired by alcohol or other drugs during work hours may pose safety and health risks, not only to themselves, but to others. Also, mistakes caused by impaired performance could pose a threat to the safety of persons or property, or possible financial loss. Accordingly, employees are expected to report any possible violation of this policy to the Village Human Resources designee or pertinent Department Head immediately.

35.02 Prohibited Conduct

- (a) The possession, sale, purchase, distribution, manufacturing, or use of drug paraphernalia or non-medically prescribed controlled substances by any

employee of the Village while the employee is performing work for the Village, conducting Village business, operating or riding in a Village vehicle, or on the Village's premises, is strictly prohibited and may lead to immediate termination. Employees are prohibited from being at work under the influence of alcohol or non-medically prescribed controlled substances.

- (b) All employees are required to report any criminal drug convictions for any violations occurring either inside or outside of the workplace immediately. Criminal convictions for drug related activities that occur either inside or outside of the workplace may be considered reason for termination. Employees who utilize Village vehicles and/or equipment are required to report any criminal alcohol convictions for any violations either inside or outside of the workplace that affect the status of their driver's license immediately.
- (c) The use, possession, and/or distribution of alcoholic beverages during non-working hours at formally planned business, recreational or social events at designated locations on Village property may be permitted with the prior authorization of an appropriate Village official responsible for the Village facilities where the business, recreational or social event occurs.

35.03 Prescription Drug Use

- (a) An employee who is taking any legally prescribed or over-the-counter medication that may affect the employee's behavior, performance, or fitness to work, must report the prescribed use of the medication to the employee's supervisor and the Human Resources designee. The employee taking such medication has an obligation to discuss with his prescribing medical provider any potential side effects of the medication that may affect the employee's ability to safely and/or effectively perform job duties. If the medical provider indicates that the medication may interfere with the employee's ability to safely and/or effectively perform job duties, the employee is required to obtain a written statement from the medical provider outlining any potential work-related restrictions necessitated by taking the medication. Should the Village have reason to verify prescription information with the treating physician under circumstances when the Village has a reasonable concern over the safety or impairment of the employee, the employee will be expected to authorize release of such information.
- (b) Employees who bring prescription medication on the premises during working hours, must ensure medication is secured and not left in the open.

35.04 On Call Employees

- (a) Employees who are compensated by the Village to be available for emergency call are prohibited from being under the influence of alcohol or drugs (illegal or non-medically prescribed) during the time period they are subject to call. The provisions of 30.03 apply to individuals subject to call.

- (b) Employees who are not being compensated by the Village and are called to report to work on an emergency basis are expected to be free from the influence of alcohol or drugs in order to report to work. If the employee is under the influence of such substances when the call to report to work is received, the employee is required to identify the impaired condition and to decline the opportunity to work. Any employee who reports to work in an impaired condition caused by being under the influence of alcohol or drugs will be subject to all the provisions of this policy and subject to disciplinary action up to and including discharge.

35.05 Alcohol and Drug Testing

The Village reserves the right to direct the implementation of this policy to comply with its purpose or intent, including but not limited to requiring observed collections and re-tests.

- (a) Pre-Employment Drug Testing. Persons who are selected to be hired by the Village to regularly operate Village vehicles and equipment on a daily basis, including but not limited to the Police Department, Fire and Rescue and the Department of Public Works, must pass a pre-employment drug test to be hired.
- (b) Reasonable Suspicion Drug Testing. The Village may request that an employee submit to a drug screening test if there is reason to believe that the employee's health or ability to perform work is impaired. If the employee is asked to submit to testing under these circumstances, the employee, as a condition of continued employment, must consent to and pass the screening test. Some of the following factors, alone or in combination, might provide reason to believe an employee is under the influence of alcohol or drugs and the employee's health or ability to perform work is impaired:
 - (1) Sudden changes in work performance.
 - (2) Repeated failure to follow instructions or operating procedures.
 - (3) Violation of safety policies.
 - (4) Involvement in an accident or near-accident.
 - (5) Discovery of illegal or questionable substances or paraphernalia in an employee's possession or in or near an employee's workspace.
 - (6) Odor or residual odor peculiar to alcoholic beverages, some chemicals and/or controlled substances.
 - (7) Unexplained or frequent absenteeism or change in attendance patterns.
 - (8) Personality changes or disorientation.
 - (9) Arrest or conviction for violation of a criminal drug statute.
 - (10) If appropriate, the employee's Department Head or another Village

representative will accompany the employee to a medical facility for the screening test. An employee must report to the collection facility and submit to the drug screening test which may include a urinalysis, blood test and/or breath screening test, within one (1) hour of being instructed to do so.

- (c) Alcohol Testing. The Village may request an employee submit to an alcohol-screening test on a random basis or “reasonable suspicion” basis under conditions similar to those in which the Village would request an employee submit to a “reasonable suspicion” drug-screening test. If an employee is selected for an alcohol-screening test, the employee, as a condition of continued employment, must consent to and pass an alcohol-screening test. Employees must immediately comply with a request to submit to an alcohol-screening test after being instructed to do
- (d) Post-Accident Testing. The Village will require each employee who is involved in an accident to submit to drug and alcohol testing under the circumstances set forth herein.
- (e) Additional Testing and Requirements. Employees required to possess a commercial driver’s license may be required to undergo additional drug testing in accordance with relevant law.

35.06 Disciplinary Action

Violation of any provision of this Policy may result in discipline, up to and including termination or revocation of a conditional offer of employment. Conduct that may result in termination of employment or revocation of a conditional offer of employment includes, but is not limited to the following:

- (a) Being at work under the influence of alcohol.
- (b) The possession of non-medically prescribed controlled substances in any detectable amount while performing Village work, while on Village premises or in a Village vehicle.
- (c) The use, possession, distribution, purchase or manufacturing of non-medically prescribed controlled substances at any time, whether or not the employee is working or on Village premises.
- (d) Refusal to consent to an alcohol or drug screening test provided for by this Policy.
- (e) Failure to cooperate in a timely manner with personnel who are administering an alcohol or drug screening test or delaying, tampering, diluting or otherwise altering test specimens or attendant records thereof.

35.07 Seeking Voluntary Assistance

- (a) The Village recognizes that drug and alcohol dependency is a major health problem which potentially impacts the employee, loved ones and work performance. Employees who need help with drug and/or alcohol problems are encouraged to seek assistance using the group health insurance benefits provided by the Village for diagnosis and/or treatment, the Village provided Employee Assistance Program, and any local, state or federal programs designed to provide assistance to individuals struggling with drug or alcohol addiction or abuse. However, such participation will not excuse the Village employee engaging in conduct in violation of the policy from the disciplinary consequences of such conduct.
- (b) Depending on the circumstances, action other than discipline imposed by the Village, including the notification of appropriate law enforcement agencies, may be taken with respect to violation of this policy. Any illegal substances found in the workplace may be confiscated and turned over to the appropriate law enforcement agency.

35.08 Effect on Other Policies

This policy does not affect the status of any other policies or rules, including those concerning alcohol or other drug use with more stringent requirements that may be promulgated by any other agency or department having jurisdiction within or over the Village, nor will it be interpreted as in any way limiting the Village's right to discipline or discharge employees for other reasons.

CHAPTER 36 - VEHICLE USE POLICY

36.01 Purpose

This policy applies to employee operation of Village vehicles, personal vehicles and rental vehicles while on Village business. Additional policies set out below apply to each type of vehicle operated.

36.02 Policy

- (a) Generally, Village employees may not drive any vehicle on Village business without prior authorization. Before being approved to operate a vehicle on Village business, an employee must provide consent to the Village's review of the employee's driving records. The Village will obtain motor vehicle records and conduct a review and evaluation of driving records for all employees authorized to drive on Village business upon hire or prior to being authorized to drive on Village business; and post-accident when the accident involved bodily injury to the driver, another passenger or a third party, or when there was significant damage to vehicles or property. In addition, the Village may monitor driving records for these employees intermittently or on an annual basis as they deem

necessary. Employees authorized to drive on Village business are required to inform the Village of any changes that may affect either their ability to drive, including any changes to the status of their driver's license or their continued insurability.

- (b) If an employee's driver's license is suspended or revoked, the employee must notify their Department Head and Human Resources Designee within 48 hours or immediately upon reporting to work from the loss of driving privileges whichever is sooner. Employees who lose driving privileges are prohibited from operating any vehicle on Village business. If an employee fails to provide proper notification to Village, they may be subject to disciplinary action up to and including termination. While an employee's driver's privileges are lost, the employee is responsible for coordination of all of their own transportation needs.
- (c) Non-employees and non-business passengers (i.e. family members and friends) are prohibited from riding in or driving vehicles being operated for business purposes without prior approval of the Department Head or Deputy Administrator.
- (d) Employees must report any theft or damage involving a vehicle being driven on Village business, regardless of the extent of the damage, to their Department Head and Deputy Administrator or Human Resources Designee immediately after the incident or damage is discovered.
- (e) Employees are also responsible for and required to pay any citations or fines incurred while operating a vehicle for Village business purposes. If an employee fails to do so, resulting in a charge to Village related to the same, the employee will be subject to discipline up to and including discharge. Village is not responsible for any traffic violations, parking tickets, or any other citations incurred by an employee while operating a Village vehicle or a vehicle on Village business.

36.03 Village Vehicles

- (a) Employees are required to report any needed repairs and maintenance of Village vehicles to the appropriate members of Village management. Employees with assigned vehicles are expected to keep vehicles clean and neat, and to ensure oil changes and servicing of the vehicle are kept current.
 - (1) **Take-Home Vehicle Policy.** With Department Head or Deputy Administrator approval, there may be occasions where a situation warrants an employee taking a Village vehicle home prior to leaving for an out-of-town work event or attending a late evening or early morning meeting, which would require a return to the workplace after normal work hours. For some positions, employees may be approved to regularly take a Village vehicle home overnight on a regular or continuous basis. Such employees who are approved to take a Village vehicle home overnight must lock and secure the vehicle within close proximity to the employee's

residence.

(2) **Use of Village Vehicles.** Employees may use Village vehicles only for travel necessary to accomplish official Village business. For employees who have Village Vehicles that regularly take such vehicle home overnight or employees who are required to remain on duty during break periods, a limited amount of incidental personal use may be allowed when necessary to maintain work efficiency. Incidental personal use of village vehicles for uses outside of the Village of McFarland require prior approval of the Village Administrator or Deputy Village Administrator.

(b) Employees are prohibited from having passengers (other than employees) in Village vehicles unless the presence of a passenger is specifically required by job function, duties, or circumstances that were beyond the driver's control, or as otherwise approved by the Department Head or Deputy Administrator.

36.04 Personal Vehicles Operated on Village Business

- (a) Employees who drive a personal vehicle on Village business must make sure that the vehicle meets any legal standards for insurance, maintenance, and drivability.
- (b) All employees are required to carry automobile liability insurance coverage on personal vehicles used in conducting Village business. Proof of this insurance may be asked for periodically. If an employee who is using the employee's personal vehicle for Village purposes is involved in an accident, the employee's insurance is primary. Village insurance does not replace the employee's own insurance, even during work time.
- (c) Any damages, repair costs, and/or maintenance costs incurred by an employee in the use of their privately-owned vehicle in conjunction with Village business is the sole responsibility of the employee. The Village will reimburse employees for business use of personal vehicles at the approved Village mileage rate.

36.05 Driving While on Village Business

Driver inattention is a factor in motor vehicle accidents. We are not only concerned about your welfare as a Village employee, but also the welfare of others who could be put in harm's way by inattentive driving. Employees who drive a vehicle on Village business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents

As a driver, your first responsibility is to pay attention to the road. In addition, employees must operate all vehicles driven on Village business, safely and in accordance with applicable federal, state and local laws. When driving on Village business or on behalf of the Village in any other manner, the following additional rules apply.

(a) **Cellular Phone Use.** Employees are prohibited from using cell phones while driving in any way that violates federal, state or local laws. Moreover, the use of cell phones while driving on Village business is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination.

(1) Hands free equipment which allows both hands to stay on the wheel should be used for incoming calls wherever possible. All conversations should be suspended during heavy vehicular or pedestrian traffic, severe weather, or any condition that may compromise safety. If the communication device has a radio mode, it may be used in this mode while driving. Employees must never attempt to take notes, flip through address books, answer emails, or otherwise divert their attention from driving. The hands-free device should be kept in an easy-to-reach location within the vehicle.

(b) **Texting Ban.** Employees are prohibited from texting while driving a Village vehicle or while driving on Village business. The State ban on text messaging while driving specifically prohibits the writing and transmitting of messages while the vehicle is in motion. The only exception allowed under State law is texting via the use of a voice-operated or hands-free device. Violation can result in fines combined with point assessments against the driver's license.

(c) **Physical or Mental Impairment.** Employees are not permitted, under any circumstances, to operate a vehicle on Village business when the employee is suffering from a physical or mental impairment that causes the employee to be unable to drive safely. Additionally, employees shall not operate any Village vehicle at any time, or operate a vehicle while on Village business, while under the influence of alcohol, illegal drugs, or taking prescription medications that affect their ability to drive safely. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

(1) If an employee is arrested for driving while intoxicated while they are operating a Village vehicle, the employee could be subject to disciplinary action up to and including termination pending the outcome of an investigation by the Village.

(d) **Other Safe Driving Precautions.**

(1) Seatbelts must be worn at all times.

(2) Use extra caution when road conditions are poor

(3) Avoid distractions such as eating, paying too much attention to the radio, or other distracting behavior.

(4) Do not drive if your ability to drive safely is impaired.

- (5) If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

CHAPTER 37 - PRIVATE USE OF VILLAGE PROPERTY

37.01 Policy

- (a) Village-owned equipment, vehicles, and supplies, are provided by the Village to enable employees to perform their job functions and responsibilities. Unauthorized or private use of Village-owned equipment, vehicles or supplies are prohibited. Private equipment, tools, or supplies may not be brought on Village property and used for Village-related business, or stored on Village premises, without prior authorization by the employee's Department Head or Deputy Administrator.
- (b) Employees are responsible for the care and conservation of Village equipment, vehicles and supplies. Accidents, breakdowns, or malfunction of any vehicle or equipment shall be reported promptly to a supervisor so the necessary repairs may be made.
- (c) Employee use of Village-owned vehicles is governed by the Village's Vehicle Use policy.

37.02 Authorized Uses

With prior written permission of the Department Head, employees may use Village-owned facilities, equipment, and other property for the following private purposes during non-work hours:

- (a) Use of computers and printers for job-related educational courses.
- (b) Use of telephones to make brief private local calls, although such calls should be limited to emergency and other essential matters.
- (c) In the event that a department needs to loan another governmental agency a piece of equipment, approval must be granted by the Department Head or Deputy Administrator before Village equipment is loaned to another government agency.

37.03 Restrictions

The following restrictions will apply to authorized uses of Village-owned property for private purposes.

- (a) Access to a particular facility during off-duty hours will be limited to employees

who normally work in and are therefore familiar with that facility. The employee will be responsible for properly securing any facility that is used during off-duty hours.

- (b) Equipment may not be removed from Village facilities unless it is assigned to employees to be used as part of their regular job duties (uniforms, radios, pagers, weapons, etc.).
- (c) Employees must pay the normal rental fee for the use of any Village facility where such fees are charged to the general public.
- (d) The Village will not be liable, and employees will not be eligible, for worker's compensation coverage for any personal injury incurred when an employee uses Village-owned property for private purposes.

37.04 Prohibited Actions

- (a) Any improper or abusive use of Village-owned property or any types of use other than those specifically authorized in this policy or by an employee's department Director may result in appropriate disciplinary action, including suspension or discharge of the employee.
- (b) Prohibited use of Village property specifically includes, but is not limited to, the following:
 - (1) Unauthorized or improper use of Village property including vehicles, office and other equipment, photocopiers, telephones and data processing systems.
 - (2) Unauthorized possession, removal or sale of Village property or the property of another person or resident.
 - (3) Unauthorized use, lending, borrowing or duplicating of keys providing access to Village property and equipment.
 - (4) Unauthorized entry to Village property, including entry outside of assigned work hours or entry to areas in which another employee or the public is not authorized to be without permission.
 - (5) Unauthorized removal of notices or signs from Village property, equipment or bulletin boards.

37.05 Disposal of Surplus Village Property

Employees disposing of surplus Village property must follow the process as set out in Village Ordinance Chapter 2, Article X.

CHAPTER 38 - ELECTRONIC COMMUNICATION AND INFORMATION SYSTEMS POLICY

38.01 Electronic Communications

- (a) **Purpose.** To better serve our citizens and give our workforce the best tools to do their jobs, the Village continues to adopt and make use of new means of communication and information exchange. This means that many of our employees have access to one or more forms of electronic devices, media and services, including, but not limited to, computers, e-mail, telephones, cellular telephones, wireless devices, voicemail, fax machines, external electronic bulletin boards, wire services, online services, the internet, text messaging, and all forms of social media (collectively referred to, where appropriate, as “electronic communications,” “electronic communications systems” or “electronic communications devices”).

The Village encourages the use of electronic communications for Village business purposes because these devices, media, and services can make communication more efficient and effective, and because they are valuable sources of information. However, each person subject to this Policy must remember that electronic communications provided by the Village are Village property and their purpose is to facilitate and support Village business and the Village’s interests as an employer. It is the responsibility of all employees to ensure these resources are used in an efficient, ethical, and lawful manner in the interests of the Village. No expectation of privacy regarding use of the Village’s electronic communication systems exists nor should be expected by the employee in any respect related to accessing, transmitting, sorting, or communicating information.

This policy cannot identify specific rules to cover every possible situation. The purpose of this policy is to express the Village’s philosophy and set forth general guidelines governing the use of electronic media and services. By adopting this policy, it is the Village’s intent to ensure the electronic communication systems are used to their maximum potential for business purposes and not used in a way that is disruptive, offensive to others, or contrary to the best interest of the Village. Traditional high expectations of professionalism, full regard for the Village’s best interest, and decorum serve as sound and appropriate guidelines when an employee may identify a concern regarding use.

- (b) **Applicability.** This policy applies to all officers, employees, volunteers, and contracted and consulting resources. Each person is responsible for complying with this policy. Department Heads and supervisors are responsible for the implementation of and adherence to this policy within their departments.

This policy applies to all electronic communications that are:

- (1) Created, transmitted or accessed using Village equipment or Village-paid access methods;
- (2) Used in a manner that identifies the individual as acting for or on behalf of the Village; or

(3) In any way identifies the Village.

(c) **Policy.** It is the policy of the Village to follow this set of procedures for the use of electronic communication media and services.

Reference: Electronic Communications Privacy Act of 1986 (18 U.S.C. §§ 2510 – 2711); Wis. Stats. §947.0125.

(d) **Procedures.**

(1) *Access and Authority*

- a. Each Department Head will determine which employees in their department will have access to the various electronic communications, based on business practices and necessity, and which employees will have authority to communicate on behalf of the Village, if any.
- b. This Policy applies to the use of Village-owned or provided equipment from home or other locations off Village premises, and to personal equipment used for Village-business purposes. Village-owned equipment (e.g., laptops, cell phones, etc.) may be removed from Village premises solely for Village work-related purposes and only with prior authorization from the Department Head.

(2) *Prohibited Use*

- a. Electronic communications cannot be used for transmitting, retrieving, or storing any communication that is:
 1. Personal use on Village time (e.g. shopping, personnel correspondence or other non-Village-business-related communications), except as otherwise allowed under Section 4(c) below;
 2. Obscene as defined in Wis. Stats. § 944.21;
 3. Illegal, including engaging in the unlawful use of the e-mail system as set forth in Section 947.0125 of the Wisconsin Statutes (Unlawful use of computerized communication systems);
 4. Contrary to the Village's policies, rules, expectations, or best interest;
 5. Offensive, annoying, harassing, disruptive, obscene, or defamatory material, including, but are not limited to any materials which contain profanity, sexual information, racial slurs, gender-specific comments, or any other comment

that offensively addresses someone's protected status, including age, race, creed, color, sex, gender, ancestry, religious or political beliefs, marital status, national origin, disability or sexual orientation;

6. Using another individual's account or identity without explicit authorization;
 7. Attempting to test, circumvent, or defeat security or auditing systems, without prior authorization;
 8. Accessing, retrieving, or reading any communications sent to other individuals, without prior authorization from the Administration Department; or
 9. Permitting any unauthorized individual to access the Village's e-mail system and other electronic communication.
- b. For the protection, integrity, and security of the Village's system, electronic communications will not be used to download or transfer software unless authorized by the Communications & Technology Department.
- c. Employees must comply with existing federal, state, or local laws and regulations regarding usage of electronic communications devices.
- d. Use of picture technology or any other camera or recording device technology that may capture video, picture or audio recordings in restrooms, locker rooms, sleeping facilities, and other areas where one may have a reasonable expectation of privacy is strictly prohibited.

(3) Personal Use

- a. Except as otherwise provided, electronic communications are provided by the Village for the Village's business use during Village time. Limited, occasional, or incidental use of electronic communications (sending or receiving) for personal or nonbusiness purposes is permitted as set forth below:
1. Personal use is limited to designated breaks, unpaid lunch, or 15 minutes before or after designated work hours;
 2. Personal use must not interfere with the productivity of the employee or their coworkers;
 3. Personal use does not involve any prohibited use or activity;

4. Personal use does not consume system resources or storage capacity on an ongoing basis;
 5. Personal use does not involve large file transfers or otherwise deplete system resources available for Village purposes.
- b. Village telephones, cellular phones, printers, and fax machines are to be used for Village business. However, brief, limited, and infrequent personal use is permitted during the workday.
 - c. Employees should not have any expectation of privacy with respect to personal use of electronic communications.

(4) Access to Employee Communications

- a. Electronic information created or communicated by an employee can be accessed and monitored by the Village at any time and for any lawful reason. The Village respects its employees' desire to work without surveillance. However, the Village reserves and exercises the right, at its discretion, to review, monitor, intercept, access and disclose all data created, received or sent over the electronic communication systems for any lawful purpose including, but not limited to system security; cost analysis; resource allocation; optimum technical management of information resources; records retention; public records compliance; litigation compliance; detecting use which is in violation of Village policies or may constitute illegal activity; and any other reasons as determined by the Village. Disclosure will be decided by the Village but will generally not be made except when necessary to enforce the policy, as permitted or required under the law, or for other Village purposes.
- b. Any such monitoring, intercepting, and accessing will observe and comply with any confidentiality regulations under federal and state laws.

(5) Confidentiality/Security/Appropriate Use

- a. Many electronic communications containing sensitive information are transmitted by the Village and its employees. Employees must respect the confidentiality of all electronic communications—particularly since an individual employee may not know whether the communication is confidential, is intended to be confidential, or contains confidential information. Except in cases in which explicit authorization has been granted by the Administration Department, employees are prohibited from engaging in, or

attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
 2. Hacking or obtaining access to systems, files, or accounts they are not authorized to access;
 3. Using other people's log-in information or passwords without authorization;
 4. Breaching, testing, or monitoring computer or network security measures; and
 5. Compromising the confidentiality of or disclosing communications to persons or employees who have no legitimate Village interest as determined by the Village.
- b. No e-mail or other electronic communications can be sent that hides or attempts to hide the identity of the sender or represent the sender as someone else.
- c. Electronic communications should not be used in a manner that is likely to cause network security issues, network congestion or that hampers the ability of other people to access and use the system.
- d. Anyone obtaining electronic access to another organization's, business', municipality's, or individual's materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.
- e. Employees must understand that the unauthorized use or installation of non-authorized or non-standard software or data may cause computers and networks to function erratically, improperly, or cause data insecurity or loss. Therefore, before installing any new software or data, users should seek authorization of the Communications & Technology Department or Information Technology Consultant. Users cannot install or download software to networked storage devices without the assistance and approval of the Communication & Technology Department or Information Technology Consultant.
- f. Most of the Village's computing systems automatically check for viruses before files and data are transferred into the system from external sources. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated. If you are uncertain as to whether the workstation you are using is capable of detecting viruses automatically, or you are unsure whether the

data has been adequately checked for viruses, you should contact the Information Technology Consultant.

- g. Anyone receiving an electronic communication in error must notify the sender immediately. The communication may be privileged, confidential or exempt from disclosure under applicable law. Such privilege and confidentiality must be respected.
- h. Employees may not knowingly violate software licenses or copyrights during the course of their job duties or at any time while using Village equipment or software. Employees are responsible for producing proof of license for any non-Village software installed on their Village-supplied device. Software that is licensed to the Village may not be installed on employee-owned devices unless it will be utilized for Village-related business or as allowed by the software vendor.
- i. Employees may not knowingly allow unauthorized persons access to Village data by sharing their login, password or network access..
- j. Employees who leave their computers running while unattended must password protect (screen lock) or shut down their desktop if there is potential for access by others. Department Heads and Supervisors shall have the authority to perform this function for subordinates who fail to do so.
- k. Any device containing Village data must be totally erased or rendered unreadable before it is disposed of.
- l. Employees must take appropriate measures to secure portable devices including radios, pagers, portable devices, laptop computers, tablets, cellular phones and other electronic communications devices when unattended.
- m. Damage to a Village electronic communications device must be reported to the employee's supervisor. Lost or stolen Village electronic communications devices used in any manner for Village business must be reported immediately to the employee's supervisor. When permitted by law, an employee may be financially responsible for the replacement if the equipment is lost or damaged while in the care of an employee as a result of the employee's negligence or intentional damage, the equipment is not returned within 24 hours by an employee upon request of the Village or at separation of employment, or is found to be damaged upon its return, or the equipment is damaged due to failure to adhere to safety, maintenance, or operational policies. The Village assumes no responsibility for the loss, theft, or damage of

a personal device. Repair and replacement is at the sole expense and discretion of the user or owner of the personal device.

- n. The Village has the right to send a remote wipe to a Village electronic communications device whenever it is believed that the electronic communications device has been compromised or could be compromised. All information on the device may be eliminated including photos, videos, emails, contacts, and other stored information. Employees are responsible for backing up any personal information they do not want subject to a remote wipe.
- o. Employees who use their personal device or service for Village business agree to, in exchange for being able to use their personal equipment in lieu of using Village provided equipment, cooperate with and assist the Village in obtaining records from the employee's device or service provider for legitimate Village interests, including, but not limited to, work-related use, public records law compliance, preserving records for litigation involving the Village, or conducting an investigation. The employee must cooperate with the Village to obtain these records, to maintain these records, and consent to the release of these records, regardless of whether the employee receives a stipend for the device.

(6) *Encryption.* Employees should not assume electronic communications are private or secure. Employees with a business-need to encrypt messages (e.g. for purposes of safeguarding sensitive or confidential information) will submit a written request to their supervisor and the Administration Department. When authorized to use encryption by their supervisor and the Administration Department, employees must use encryption software supplied to them by the Information Technology Consultant. Employees who use encryption on files stored on a Village computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all the passwords or encryption keys necessary to access the files. All passwords and encryption keys are the sole property of the Village.

(7) *Participation in online forums*

- a. Employees should remember that any messages or information sent on Village-provided facilities to one or more individuals via an electronic network (for example, Internet mailing lists, bulletin boards, and online services) are statements identifiable and attributable to the Village.
- b. The Village recognizes that participation in some forums might be important to the performance of an employee's job. For instance,

an employee might find the answer to a technical problem by consulting members of a group devoted to the technical area.

- c. Employees will include the following disclaimer in all of their postings to public forums: "The views, opinions, and judgments expressed in this message are solely those of the author. The message contents have not been reviewed or approved by the Village of McFarland."
- d. Employees should note that even with a disclaimer, a connection with the Village exists and a statement could be imputed legally to the Village. Therefore, employees should not rely on disclaimers as a way of insulating the Village from the comments and opinions they contribute to forums. Instead, employees must limit their discussion to matters of fact and avoid expressing opinions while using electronic communications systems or a Village-provided account. Communications must not reveal confidential information and must not otherwise violate Village policies.
- e. Employees must receive authorization from their Department Head prior to participating in an online forum. The employees will be required to review the provisions of this section before they receive such authorization.

(8) *Policy Violations.* Employees who abuse the privilege of Village-facilitated access to electronic media or services risk having the privilege removed for themselves and possibly other employees, may be subject to discipline, up to and including discharge, and may be subject to civil liability and criminal prosecution.

(e) **E-Mail.** The messages sent and received on the e-mail system, like memos, purchase orders, letters, or other documents created by employees in the course of their workday, are the property of the Village and are subject to disclosure under Wisconsin Public Records Law. This policy explains rules governing the appropriate use of e-mail and affirms the Village's rights to monitor and access messages on the email system. No expectation of privacy in regard to use of the Village's e-mail system should be expected by the employee in any respect.

(1) *Access to employee e-mail*

- a. Employees should not have any expectation of privacy with respect to messages or files sent, received, or stored on the Village's electronic communications systems. E-mail and files, like other types of correspondence and Village documents, can be accessed and read by authorized employees or individuals. Authorized access to employee e-mail by other employees or outside individuals includes, but is not limited to, the following:

1. Access by the Village Administrator's office during the course of system maintenance, monitoring, or administration;
 2. Access approved by the employee, the employee's supervisor, or an officer of the Village when there is a legitimate work-related reason to access the employee's mailbox (for example, if an employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is located in the employee's mailbox);
 3. Access approved by the employee's supervisor, the Village Administrator, or an officer of the Village when there is reason to believe the employee is using e-mail in violation of the Village's policies or applicable law;
 4. Access approved by the Village Administrator or the Village Attorney in response to the Village's receipt of a court order or request from law enforcement officials for disclosure of an employee's e-mail messages.
 5. Access by the Information Technology Consultant to randomly check for appropriate usage.
- b. Except as otherwise noted herein, e-mail should not be used to communicate sensitive or confidential information. Employees should anticipate that an e-mail might be disclosed to or read by individuals other than the intended recipient(s), since e-mail can be easily forwarded to other individuals. In addition, while the Village endeavors to maintain the reliability of its electronic communications systems, employees should be aware that a variety of human and system errors have the potential to cause inadvertent or accidental disclosures of e-mail.
- c. The confidentiality of any e-mail should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message.
- d. Employees should understand that e-mail is a written form of communication, just like a paper letter. Though e-mail is relatively spontaneous compared with regular mail, employees should take care to use the same level of professionalism, discretion, and forethought before executing e-mail.
- (2) *Passwords*. Each user accesses electronic communications systems by means of a personal log-in name and password, which will be selected by the Village or employee. Passwords and login information are the

property of the Village.

- a. Passwords are intended to keep unauthorized individuals from accessing the system. From a systems security perspective and from the perspective of an e-mail recipient, passwords also establish the identity of the person sending an e-mail message. The failure to keep passwords confidential can allow unauthorized individuals to read, modify, or delete email messages; circulate email forgeries; and download or manipulate files on other systems.
- b. The practice of using passwords should not lead employees to expect privacy with respect to messages sent or received. The use of passwords for security does not guarantee confidentiality.
- c. Passwords should never be given out over the phone, included in e-mail messages, posted, or kept within public view.
- d. Employees are prohibited from disclosing their password except when required by the Employee's supervisor or authorized Village representative. Employees also should not disclose their password to other employees, except when required for Village business purposes.
- e. The Village recommends employees utilize a password management software to meet the appropriate protocols of Village email and security.

38.02 Electronic and E-mail Record Retention Policy

- (a) **Purpose.** The purpose of this policy is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules which apply to record retention and disclosure for other Village documents apply to such electronic records.
- (b) **Applicability.** This policy applies to all officers, employees, volunteers, and to contracted and consulting resources. Department Heads and supervisors are responsible for the implementation of and adherence to this policy within their departments.
- (c) **Policy.** It is the policy of the Village to follow this set of procedures for electronic and e-mail record retention.
- (d) **Procedures.**
 - (1) *Nature of electronic and e-mail records:* As a general rule, an electronic record or e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats. §19.32(2) for

definition of a record.

- (2) *Components of an e-mail record:* The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the message was received by the sender is also considered to be part of the record.
- (3) *Saving and indexing e-mail records:* Initially the custodian (that officer, department head, division head, or employee of the Village who keeps or is in possession of an e-mail) bears the responsibility for determining whether a particular e-mail record is a public record which should be saved and ensuring the record is properly indexed and forwarded for retention as a public record. E-mail which is subject to records retention must be saved and should be indexed so that it is linked to the related records in other media (for example, paper) so that a complete record can be accessed when needed. E-mail records to be retained will be archived to an archivable media, network drive or printed out and saved in the appropriate file. Any officer, department head, division head, or employee of the Village may request assistance from the Legal Custodian of records (the Village Clerk or the Clerk's designee, except that the Chief of Police is Legal Custodian of Police Department records) in determining whether an e-mail is a public record.
- (4) *Responsibilities for e-mail records management:*
 - a. **Legal Custodian.** E-mail records of a Village authority having custody of records will be maintained by the designated Legal Custodian, pursuant to Village policy.
 - b. **Information Technology Consultant.** If e-mail is maintained in an online data base, it is the responsibility of the Village's network service provider to provide technical support for the Legal Custodian as needed. When equipment is updated, the Administration Department will ensure that the ability to reproduce e-mail in a readable form is maintained. The Communication & Technology Department will assure that e-mail programs are properly set up to archive e-mail.
- (5) *Public access to e-mail records:* If a department receives a request for release of an e-mail public record, the Legal Custodian of the record will determine if public release is prohibited by law, in whole or in part, pursuant to law, consulting the Village Attorney, if necessary. As with other records, access to or electronic copies of disclosable records will be provided as soon as practicable and without delay.
- (6) *Violation:* Employees violating this policy may be subject to discipline up

to and including discharge. In addition, violations of this policy may be referred for civil and/or criminal prosecution, where appropriate.

CHAPTER 39 - SOCIAL MEDIA USE

39.01 Purpose

This policy provides guidelines and procedures to Village staff in determining the proper utilization of social media. Social media consists of networks and online publications that enable individuals and groups to communicate between one another for different purposes. Examples of these online tools include Facebook, Instagram, Twitter, LinkedIn, YouTube, blogs and several others. The Village may use certain social media sites in order to reach out to the public and educate individuals on events, activities, awards, and other news releases. Social media can help the Village and its departments to connect in different ways with other organizations and businesses in the community. This policy outlines the proper content and uses for social media since the Village has a significant interest and expectation in regulating the content that is posted on its sites.

39.02 General Village Use of Social Media

- (a) Village Departments wishing to establish a social media site must submit a plan for approval to the Administrator and Communications and Technology Director that explains how the site will be used by the Department and identifies the Staff responsible for updating and monitoring the site.
All social media sites, including posts and comments, must be monitored regularly according to best analytic practices for each platform as directed by the Communications and Technology Director.
- (b) Each social media site must clearly state that it is Village-operated and maintained by Village staff. Sites must also include the Village of McFarland logo as well as any other branding or logos that identify the involved party.
- (c) All social media sites should include a link back to the Village of McFarland website: www.mcfarland.wi.us.
- (d) All Village staff must adhere to the Policy on Use of Technology Resources along with any other related federal, state, or local laws.
- (e) The Village reserves the right to take down any abusive or inappropriate posts that violate this policy.
- (f) Village of McFarland social media sites are subject to State of Wisconsin public record laws. Any content on these sites related to Village business is considered public record. All social media sites maintained by the Village shall have archival technology to retain all posts to maintain compliance with public records law.

- (g) Content can range from messages, list of subscribers, images, videos and any other content that exists. The department that creates a social media site is responsible for responding to any public records request in coordination with the Deputy Administrator. If possible, each social media site should remind its viewers through a disclaimer that content on the site is considered public record.
 - (1) The Village encourages all departments and staff to adopt and use the following disclaimer for their Department social media sites:
“The Village of McFarland requires all viewers to use proper content. Any abusive or inappropriate content that violates the Village of McFarland Policy on Use of Social Media will be removed from the site. All information posted on this site is subject to public record.”
- (h) Employees managing Department social media sites represent the Village and are expected to conduct themselves accordingly. All posts by employees must be completed in a professional manner and provide information solely related to Village business. Employees who fail to conduct themselves in an appropriate manner may be subject to disciplinary action.

39.03 Comment Policy

- (a) Any comment posted by a resident or member of the public is solely that individual’s opinion. Allowing posts by the public does not imply that the views or opinions expressed are representative of or endorsed by the Village of McFarland. Comments and posts created by Village staff may only provide information regarding Village business and must be fact-based and professional.
- (b) The Village reserves the right to remove any inappropriate or abusive content. This includes but is not limited to content which:
 - (1) Discriminates against others based on race, creed, color, sex, gender, national origin, religion, age, sexual orientation, marital status, or mental or physical disability;
 - (2) Makes threats towards an individual or organization;
 - (3) Supports or opposes a political campaign or ballot measure;
 - (4) Solicits commerce;
 - (5) Violates any federal, state, or local law;
 - (6) Encourages illegal activity;
 - (7) Contains sexual content (including links);
 - (8) Contains profane or abusive language and/or images;
 - (9) Violates the legal ownership interest (such as copyright) of any party;

- (10) Or any other comments that do not relate to the original topic.
- (c) The Village reserves the right to remove or block any members of the public who violate this policy.
- (d) If content is removed, Village staff must document how the content violated the policy and notify the involved party/individual that the content was removed by sending the party/individual the following message:
“The Village of McFarland removed your recent content from its social media site because it was in violation of the Village’s Policy on Use of Social Media. Please avoid from posting any inappropriate content in the future. Thank you for your cooperation.”
- (e) Every department having a social media site must designate one or more staff member(s) to update content on the site, respond to any requests or questions asked by the public, and at least weekly monitor the content posted on their social media sites. Only Village employees authorized under Section 33.02(1) are permitted to remove content posted on Village media sites by the Village or the public, and any such removal must be in accordance with Chapter 33 and all other Village Policies.

39.04 Personal Use of Social Media

- (a) The Village recognizes employees may choose to have their own personal social media sites and accounts unrelated to their work as an employee of the Village. These sites, as applicable, are private and are intended to share what personal information as the employee elects.
- (b) Village employees are prohibited from using their Village account or password to access personal social media accounts.
- (c) Employees who misuse the Village’s image or likeness through their personal social media accounts, whether on- or off-duty, such as posting offensive, lewd, or unbecoming photographs while wearing Village insignia, for example, may be subject to disciplinary action, up to and including termination of employment.
- (d) Employees on- and off-duty personal use of social media that violates the standards of conduct outlined in Chapter 12 of the Personnel Policy manual regarding personal behavior may be subject to disciplinary action, up to and including termination of employment.

39.05 Professional Use of Social Media

- (a) Only individuals authorized by the Village may publish content on behalf of the Village in their work capacity as a Village employee. Permission to create accounts/sites to publish content on behalf of the Village shall be approved by the Village Administrator. All approved social media sites shall identify

themselves as approved accounts of the Village of McFarland.

Employees approved to publish content on behalf of the Village shall create a new account with their Village email address, if applicable, and ensure the account is linked to the Village's electronic archival software to ensure compliance with public records law.

- (b) Employees must provide their Department Head with the applicable username and password used for any Village account setup by an employee. If an employee changes such username(s) or password(s) following the creation of a Village social media account, the employee shall immediately provide the same to the Department Head.
- (c) All posts or communications must maintain a high level of ethical conduct and professional decorum. Information must be presented following professional standards for good grammar, spelling, brevity, clarity and accuracy, avoiding jargon, obscure terminology or acronyms. Failure to follow these standards may be grounds for revocation of authorization to hold a Village social media account.
- (d) Post on a Village social media account that are for political purposes or any private related activities or transactions are prohibited.
- (e) Inappropriate use of a Village social media account shall be grounds for disciplinary action up to and including termination.
- (f) Inappropriate use of a Village social media account shall be grounds for removal of the account under the discretion of the Village Administrator.

CHAPTER 40 - POLITICAL ACTIVITY

40.01 Purpose

No employee is precluded from engaging in general political activity, provided the activity does not interfere with normal work performance, is not conducted during work hours, and does not involve the use of Village name, symbols, supplies equipment, property, or other resources.

40.02 Requirements

- (a) If employees speak publicly on matters of public interest and are identified by their name and position with the Village, they should make every effort to make it clear that the employee's comments or opinions are those of the employee and not the Village.
- (b) Any employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss their plans with their supervisor. The Village requires that employees not engage in work activities and conduct away from their Village job that competes, or conflicts with, or compromises Village interests, or adversely affects the employee's job performance and ability to fulfill

all responsibilities to the Village. The Deputy Administrator or Human Resource Designee, with the assistance of the Department Head shall determine whether the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the Village including, but not limited to, any actual or perceived conflict of interest. In event the proposed activity will impinge on the employee's duty to discharge the employee's responsibilities or creates a perceived or actual conflict of interest, the employee shall be required to utilize leave time, request a leave of absence, or resign as outlined by Village policy. depending upon the extent of the activity.

- (c) In engaging in political activities, employees shall abide by all applicable laws.

40.03 Restrictions

Employees are prohibited from the following activities:

- (a) Devoting any time or labor during usual office hours toward the campaign of any candidate for office or for the nomination to any office including the gathering of signatures for a nominating petition.
- (b) Circulating an initiative or referendum petition or soliciting signatures on any initiative or referendum petition in any public office or during the usual office hours of the Village or while on duty for the Village.
- (c) Personally soliciting from any other Village employee, a contribution to a political campaign committee
- (d) Seeking contributions to political candidates during work hours and directly or indirectly coercing any person to contribute monetary or other types of assistance to any political candidate, party, or purpose.
- (e) Using their official title, authority or influence for the purpose of interfering with or affecting the result of a local election or a local nomination for office.
- (f) Wearing for campaign purposes any uniform or clothing article, or using any Village property, in a manner that could normally be considered to depict or imply a direct connection to their employment with the Village. This policy is not intended to inhibit or infringe upon the rights of an employee to conduct lawful political activity, but rather to ensure that there can be no public inference made that the Village supports a particular political candidate(s) or position.
 - (1) Village departments that have fully uniformed employees may have more detailed policies to give those employees more specific guidance on the subject of political activity.
- (g) Signing nomination papers for any offices on the ballot during working hours or while on duty for the Village.
- (h) If principally employed in a position that is financed in whole or in part by federal

loans or grants that are subject to the provisions of the Hatch Act the employee may not become a political candidate in partisan elections to the extent prohibited by the Hatch Act.

CHAPTER 41 - CONCEALED WEAPONS AND FIREARMS IN THE WORKPLACE POLICY

41.01 Policy

The Village's policy is to maintain a work environment that is free of the possession and use of firearms, explosives, other weapons, or materials employed as a weapon. The Village requires the cooperation of all individuals working on behalf of the Village in complying with this policy. Violations of the policy may lead to disciplinary action, up to and including termination.

No employee, or contractor, shall carry, wear, or otherwise possess, control, transfer, sell, give, deliver, accept, or use any weapons or materials employed as a weapon at any time on and off Village property in work areas, while performing work duties, or while operating Village equipment or vehicles. McFarland Police Officers are exempt from this restriction, as it relates to the performance of their job duties as law enforcement officers.

41.02 Concealed Carrying Prohibited

In addition to the prohibition on weapons in all Village work areas, Village facilities are a prohibited area under Wis. Stat. § 941.235, Carrying firearm in public building and thus concealed carry of a gun, or a weapon, in or on any Village facility is not authorized by law, regardless of whether the individual possesses a concealed carry permit.

41.03 Exceptions for Carrying a Lawful Weapon onto Village Premises

An individual may keep a lawful weapon in their personal vehicle properly parked and locked in a Village parking lot or parking area, so long as the weapon is kept (1) in compliance with all applicable Federal, State, and local laws and regulations, (2) entirely out of sight (such as glove compartment or trunk) within the locked vehicle, and (3) so long as the individual is properly licensed and otherwise complies with Village policy. Under no circumstances shall an individual bring a weapon into a Village building or work area.

McFarland sworn Police Officers may possess weapons as authorized by Police Department policy to fulfill their job duties.

41.04 Duty to Report

Weapons present on Village property, including Village-owned vehicles and equipment, are considered an immediate safety issue. Any individual who suspects or has

knowledge of a weapon in Village-owned buildings, vehicles or equipment or is improperly stored in personal vehicles should make a report to the Police Department. Any individuals with questions about bringing weapons onto Village premises should contact the Deputy Village Administrator or the Human Resources Designee.

CHAPTER 42 - VIOLENCE IN THE WORKPLACE POLICY

42.01 Purpose

- (a) The Village of McFarland is committed to 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.
- (b) 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.

42.02 Policy

- (a) The Village will not tolerate or ignore acts of violence committed by employees, contractors, 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.
- (b) 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.
- (c) 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.

42.03 Definition of Violence

- (a) 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 a 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.

42.04 Weapons Prohibitions

- (a) The Village's policy on weapons and firearms in the workplace is set forth in Chapter XX, Concealed Weapons and Firearms in the Workplace.
- (b) 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 be required to produce a concealed weapon license.

42.05 Responsibilities

- (a) 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.
- (b) 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 behaviors 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.
- (c) 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 could result in action, up to and including termination.

42.06 Procedures and Guidelines

(a) 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. Once 911 has been contacted, contact your department head/supervisor 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.
- (4) If possible and safe, you or the department head/supervisor should contact the Deputy or Village Administrator.
- (5) The Deputy or Village Administrator will take responsibility for coordinating response to the non-emergency incident.
- (6) In instances that involve emergency situations or criminal activity the employee should contact the Police Department.
- (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.

CHAPTER 43 - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

43.01 Purpose

The activities of the various Village departments contribute toward the accomplishment of Village goals and the fulfillment of the Village's mission. This requires teamwork, efficiency, productivity, and a harmonious workplace. To ensure orderly operations and provide for the best possible work environment, the Village will create and communicate reasonable rules and standards for employee conduct. Disciplinary action may be taken for the purpose of modifying or eliminating unacceptable conduct on the part of an employee.

This chapter sets forth the general standards of conduct expected of all employees. It also outlines the general disciplinary policy of the Village and the procedures to be followed in the administration of discipline and identifies aspects of behavior that may constitute just cause for disciplinary action.

NOTE: Discipline of sworn police employees and of non-clerical Fire Department employees is administered by the Police and Fire Commission. Discipline of Library employees is administered by the Library Board.

43.02 Policy

It is the policy of the Village to apply consistently certain minimum rules and standards of employee conduct across the entire organization. The Village will use disciplinary action whenever the behavior of an employee is such that it interferes with or adversely affects the efficient or effective operations of the department or that of the Village organization as outlined in section 12.06 below. It is the responsibility of each supervisor or Department Head to enforce the standards of conduct outlined in Section 12.03 among their employees, and if appropriate, to take disciplinary measures when other actions are effective in producing desired results.

Disciplinary action will be taken only when just cause exists and such actions taken are to be applied fairly and are to be commensurate with the severity of behavioral problems giving rise to such actions. Disciplinary actions, including verbal warnings, taken for repeated behavioral problems will generally be progressive in nature, however, progressive discipline as a process will not necessarily be followed in all cases. Serious offenses, such as insubordination, theft, etc., may be handled at advanced steps, eliminating the other steps. Written documentation must occur regardless of the entry point into the discipline process.

43.03 Standards of Employee Conduct

The Village expects all of its employees to work earnestly in promoting and protecting the interests of their employer and the public they serve. The following general principles of behavior are established to guide the conduct of employees in the workplace. In addition to these general standards, each work group may have its own set of work rules to further guide employee conduct in each department.

- (a) Employees are expected to: listen to others; keep each other informed and communicate in a way that ensures mutual understanding; treat others with dignity and their property with respect; treat information as responsibility, not power; respect confidential information; and,
- (b) Employees are also expected to: perform diligently and productively in providing the highest quality of service to the public; give direct feedback; work as a team; value and protect the safety of co-workers and citizens; be open to change; contribute to each other's success; and,

- (c) Employees are also expected to: hold the public trust in highest regard and provide services impartially; avoid creating an actual or apparent conflict of interest between their activities and the unbiased performance of their duties; follow established policies and procedures; do things correctly and follow the instructions provided; encourage individual and team accountability and decision making; and behave in ways which support the organization's values; and,
- (d) Employees are also expected to: timely and thoroughly report a violation of policy, rule, or law, gross mismanagement or a misuse of funds, abuse of authority, or a substantial and specific danger of public health or safety, to employee's supervisor, or if the violation is by the supervisor, then to the supervisor's supervisor. If the violation is by the Administrator, then such report must be made to the Village Board President.

43.04 Employee Rights

Just as the employer has the right to expect certain types of conduct and work effort from the employee, the employee has the right to expect fair and impartial treatment in the administration of discipline. For this reason, each employee, will be entitled to recourse under the Village's grievance procedure (see Chapter 13) in the event that the employee feels such disciplinary action to be unfair, unwarranted, or unduly harsh in terms of the infraction cited.

No such right of grievance will reduce any employee's obligation to continue performing work in accordance with department standards, to maintain internal harmony within the workplace, and to promote and protect the interests of the Village.

43.05 Forms of Disciplinary Action

The forms of disciplinary action that may be taken include: one or more verbal warnings or written reprimands; suspension with or without pay; transfer or demotion in classification; and discharge.

The form of disciplinary action taken, and the severity of penalty assigned will be at the discretion of the supervisor or Department Head, in consultation with the Deputy Village Administrator or Human Resource Designee, based upon the seriousness of the infraction and the prior disciplinary record of the employee.

When in doubt regarding the appropriate form of discipline or type of penalty to be taken, the supervisor will first consult with the Department Head and/or Human Resource Designee.

The supervisor or Department Head must report any disciplinary actions taken to the Human Resource Designee, including providing written documentation of such action, within 48 hours of such discipline. Suspensions, demotions, and discharges must be

approved by the Village Deputy Administrator before such action is taken.

43.06 Potential Grounds for Disciplinary Action

The following constitutes a partial list of the most common grounds for disciplinary action. Other circumstances may also warrant disciplinary action and will be treated on a case-by-case basis.

(a) Official Capacity

- (1) Accepting or expressing a willingness to accept, either directly or indirectly, anything of value that could influence an employee's conduct, including decisions made in their capacity as public officials or employees.
- (2) Asking for or accepting any special privilege from a public entity.
- (3) Intentionally soliciting or accepting anything of value for performing a service or duty that is part of an official's office or an employee's responsibilities.
- (4) Intentionally failing or refusing to perform any lawful duty that is assigned or one that is required by law, administrative rule, policy or ordinance.
- (5) Intentionally acting in excess of the authority an official or employee is entitled to exercise.
- (6) Giving anything of value to another person for the purpose of securing the passage or defeat of a measure before the State Legislature or Village Board.
- (7) Violating any other ethical standards or requirements set forth in state statutes or Village ordinances. (Village ethics code is attached as Appendix A)

(b) Attendance

- (1) Failing to be present at the time an employee is scheduled to begin work or leaving without permission before the scheduled quitting time.
- (2) Failing to notify a supervisor, Department Head or another responsible party when an employee expects to be late in reporting for work.
- (3) Failing to observe the time limits set for rest breaks and meals.
- (4) Absence without authorized leave or misrepresenting the purpose of an authorized leave.
- (5) Unavailability for work because of such circumstances as incarceration or loss of driving privileges for those positions requiring a driver's license as a minimum requirement.

(c) Conduct on the Job

- (1) Refusing to carry out reasonable instructions given by an authorized supervisor or delaying without good reason the performance of an assigned task.
- (2) Being insolent, talking back, speaking disrespectfully, or threatening a supervisor, co-worker, or member of the general public.
- (3) Negligence in performing assigned tasks.
- (4) Loafing, sleeping or engaging in personal business while on the job except during times set aside for rest breaks and meals.
- (5) Dishonesty or falsification of records.
- (6) Unauthorized disclosure of information or records.
- (7) Failing to give accurate, complete information, when authorized to do so on behalf of the Village, to individuals and groups served by the Village or to other governmental agencies.
- (8) Failing to comply with health, safety and sanitation rules set for Village employees.
- (9) Recklessness or endangering others.
- (10) Unauthorized or improper use of Village property.
- (11) Unauthorized possession, removal or sale of Village property or the property of another Village employee.
- (12) Unauthorized use, loan, borrowing or duplication of keys providing access to Village property and equipment.
- (13) Unauthorized entry to or on Village property, including unauthorized entry outside of assigned work hours, or to restricted areas in which the employee or the public is not authorized.
- (14) Unauthorized removal of official notices or signs from Village property, equipment or bulletin boards.
- (15) Failing to comply with established department work rules.
- (16) Engaging in work stoppages such as strikes or slow-downs.
- (17) Failing to immediately report a personal injury suffered on the job to the employee's immediate supervisor.
- (18) Engaging in any retaliatory conduct against an employee who reports in good faith any violation of policy, rule or law.

(d) Personal Behavior

- (1) Using intoxicants, illegal drugs, or controlled substances while on duty or being under the influence of intoxicants, illegal drugs, or controlled substances while on duty.
- (2) Failing to inform a supervisor or Department Head when called in for emergency duty that the employee has recently used intoxicants, illegal drugs, or controlled substances that might impair the employee's ability to perform the job.
- (3) Failing to inform a supervisor of any potential ill effects from over the counter or prescribed medication that may impair the employee's ability to perform the job.
- (4) Possessing illegal drugs on Village property, in Village vehicles, or while performing Village business.
- (5) Fighting or creating a disturbance among co-workers resulting in an adverse effect upon morale, productivity, or proper order.
- (6) Disorderly, illegal, or immoral conduct which reflects adversely upon, or brings discredit to, the Village.
- (7) Knowingly making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of individuals or organizations.
- (8) Engaging in discriminatory or abusive conduct toward any employee.
- (9) Violation of any Village policies including but not limited to the unlawful harassment, non-discrimination and non-retaliation policies, the concealed carry policy, workplace violence policy, ethics code, drug and alcohol policy, and the vehicle policy.
- (10) Unauthorized or improper use of uniforms, badges, identification cards or permits.
- (11) Gambling on Village property, in Village vehicles, or while performing Village business.
- (12) Failing to report a conviction for a moving violation under the requirements of the Commercial Motor Vehicle Safety Act (applies to employees with a Commercial Driver's License that is required for their position with the Village).

43.07 Disciplinary Procedures

(a) Investigation/Fact Finding

- (1) In the event the supervisor or Department Head becomes aware of an incident or conduct being potential grounds for disciplinary action, he or she will report the matter to the Human Resource Designee to verify the circumstances surrounding the incident or conduct by talking to witnesses and/or employee and gathering other factual information.
- (2) Prior to a final determination, any Department Head has the right to immediately place an employee on administrative leave if the continued presence of the employee at the work site threatens the health or safety of self or co-workers, threatens to disrupt ongoing operations, or is in the best interest of the Village.
- (3) The Human Resource Designee and supervisor will review the results of the investigation and make a determination as to whether a violation of work rules or policies has likely occurred, and disciplinary action may be warranted.

(b) Notification

- (1) The employee will be notified in writing of the reason or reasons considered to be just cause for taking disciplinary action and their fair opportunity to respond to the charges.

(c) Timing

- (1) Generally speaking, disciplinary action should be issued as soon as reasonably possible after the incident or knowledge of the incident is received. Delays in issuance may be warranted in situations requiring more extensive investigation and consultation or where the Village does not have immediate knowledge that the incident occurred.

(d) Disciplinary Meeting

- (1) The Supervisor and Human Resource Designee will meet with the employee to discuss the grounds for discipline and provide the employee a fair opportunity to respond to the charges.

(e) Disposition of Disciplinary Charges

- (1) Based on the investigation and information provided from the employee regarding the violations of policy and grounds for the discipline, the Village reserves the discretion to take action on the disciplinary charges in the manner in the best interest of the Village including during the disciplinary meeting or at a later time.

12.08 Record Keeping

Copies of written documentation of disciplinary proceedings including but not limited to written reprimands, suspensions, demotions, and discharges will be kept in the employee's personnel file.

CHAPTER 44 - GRIEVANCE POLICY AND PROCEDURE

44.01 Policy

The Village has established this Grievance Policy and Procedure for an employee to utilize for situations concerning discipline, discharge, or workplace safety. It is the policy of the Village to treat employees fairly and equitably and to provide employees with an opportunity to seek local administrative redress for alleged violations, misinterpretations or inequitable applications of the Village's policies, rule, and expectations of conduct relative to employee discipline, discharge or workplace safety. The filing of a grievance by an employee will not reflect unfavorably on an employee's standing and will be without fear of reprisal.

44.02 Procedure Definitions

- (a) "Days" means regular business days, Monday through Friday, other than weekends and legal holidays as defined in § 995.20, Wis. Stat., regardless of whether the employee or his or her classification is scheduled to work. The time within which an act is to be done under this policy will be computed by excluding the first day and including the last day. A grievance or request for an appeal is considered timely if received by the Village Clerk during normal business hours or if postmarked by 11:59 p.m. on the due date.
- (b) For purposes of this provision, "discipline" means employment action resulting in disciplinary suspension with or without pay, disciplinary termination or disciplinary demotion. "Discipline" does not include written or oral notices, reprimands or reminders. Verbal discipline will be documented but not subject to grievance procedure. "Discipline" also excludes voluntary termination, layoff or workforce reduction activities; non-disciplinary or voluntary/mutual demotion or reduction in rank; actions taken to address job performance such as establishment of a corrective or performance improvement plan or job targets; performance evaluations or reviews; documentation of employee acts and/or omissions in a personnel file; non-disciplinary administrative leave or suspension with or without pay; non-disciplinary wage, benefit or salary adjustments; action taken pursuant to ordinance created; change in work assignments/duties; or any other non-material employment action.
- (c) "Employee" will not include employees subject to a valid collective bargaining agreement addressing employee discipline or discharge, temporary employees, statutorily appointed individuals identified specifically in a statute as serving at the pleasure of an appointing authority, elected officials, and independent contractors.

- (d) "Hearing Officer" means the impartial hearing officer required pursuant to § 66.0509 (1m)(d)2, Wis. Stat.
- (e) "Discharge" means a termination from employment for rule violations, poor performance, acts detrimental to the employer or other acts of misconduct. The term "discharge" does not include: a voluntary quit; completion of seasonal employment; completion of temporary assignment; completion of contract; layoff or failure to be recalled from layoff at the expiration of the recall period; retirement; job abandonment ("no call, no show" or other failure to report to work); or termination of employment due to medical condition, lack of qualification or license, or any other cessation of employment not involving involuntary discharge.
- (f) "Workplace safety" means those conditions related to physical health and safety of employees enforceable under federal or state law, or Village rule related to safety of the physical work environment; the safe operation of workplace equipment and tools; provision of protective equipment; training and warning requirements; workplace violence; and accident risk. Workplace safety will be narrowly construed to apply to issues of concern over the safety of a person (no personal possessions) and is not intended to include basic conditions of employment unrelated to an employee's physical health and safety, including but not limited to hours; overtime; work schedules; breaks; sick, family or medical leave; vacation; layoffs; performance reviews; and compensation.

44.03 Grievance Requirements

- (a) The grievance must be filed by the affected employee(s) [i.e., an employee may not file on behalf of another].
- (b) The employee(s) filing the grievance must propose a specific remedy and the proposed remedy must be under the reasonable control of the Village.
- (c) The grievance must be in writing using the forms attached to this policy and must contain the following information:
 - (1) The name and position of the employee(s) filing the grievance;
 - (2) The date the incident occurred or the date the alleged workplace safety concern was discovered;
 - (3) The specific section of the Personnel Policy Manual violated by the act of discipline or discharge or workplace safety rule alleged to have been violated;
 - (4) A clear and concise statement of the pertinent facts surrounding the circumstances of the grievance;
 - (5) A description of the steps taken to informally resolve the grievance;

- (6) The specific remedy requested; and,
- (7) The signature of the employee(s) filing the grievance and the date.

44.04 Grievance Procedure Steps

- (a) **Step 1 – Informal Resolution:** An earnest effort should be made by supervisors and employees to resolve any questions, problems or misunderstanding that have arisen. Accordingly, employees should first discuss complaints or questions related to discipline or discharge with their department head or his/her designee within five (5) days of the discipline or actual or responsible knowledge of the alleged workplace safety issue. If an employee is not comfortable talking with their department head about the situation, they may proceed directly to Step 2. An employee who has been notified of discharge may process the grievance commencing at Step 3.
- (b) **Step 2 – Written Grievance:** If the problem cannot be resolved with the employee's department head, a written grievance may be filed by the employee with the Village Administrator or his/her designee, no later than ten (10) days from the date of the discipline or from the date that the employee had actual or reasonable knowledge of the alleged workplace safety issue.
The Village Administrator may schedule a meeting to review the matter within ten (10) days of receiving the written grievance. The Village Administrator will provide a written response within ten (10) days of receiving the grievance or within ten (10) days of the meeting, whichever is later. In the event the grievance involves a discharge or discipline decision by the Village Administrator, the written grievance must be filed with the Village President who will refer it to the Personnel Committee.
If a dismissal decision at Step 2 is based on timeliness, scope of the grievance process, or other failure of the grievant to properly follow the process, the grievant will be allowed to appeal the matter to the Village Board in accord with the process set out in Step 4.
- (c) **Step 3 – Appeal to Impartial Hearing Officer:** If the Step 2 decision is based on the merits of the grievance only, the written decision will be final unless the employee files a written request with the Village Clerk no later than five (5) days of the date of the response under Step 2, for a hearing before an impartial hearing officer.
The Village Board will appoint an impartial hearing officer who will not be an employee. Any costs incurred or charged by the hearing officer will be borne equally by the Village and the grievant. The hearing will be conducted as soon as practicable and may or may not be transcribed, subject to the hearing officer's discretion. Witnesses may also present information but only in person and written documents may be submitted, subject to the hearing officer's discretion. No factual conclusions may be based solely on hearsay evidence. The hearing

officer may request oral or written closing arguments and replies. Within thirty (30) days of the hearing, the hearing officer will issue a written decision which addresses the below questions. In all cases, the grievant will have the burden of proof to support the grievance. The hearing officer will have no authority to direct, but may recommend, the expenditure of Village funds to remedy an issue. The hearing officer will not substitute his/her judgment for that of the Village or its agent.

- (1) Did the Village or its agent consistently follow the Village's policies?
- (2) Is there a factual basis for the action taken by the Village or its agent?
- (3) Was the action taken by the Village or its agent reasonable considering all factors including but not limited to the grievant's disciplinary history, precedent, the nature and extent of the policy violation?
- (4) Is the grievance sustained or denied, with the rationale for that decision?

- (d) **Step 4 – Appeal to Village Board Level:** The decision of the impartial hearing officer will be final unless either the employee or the department head files with the Village Clerk an appeal for the decision to be reviewed by the Board no later than ten (10) days from the date of the decision issued by the impartial hearing officer.

The Village Board will, within thirty (30) days after submission of the appeal request, schedule a review of the hearing officer's decision. The review will be conducted by the Board during a closed session meeting unless an open session is requested by the employee who filed the grievance. The Board may consider only those facts and issues originally raised before the hearing officer. Issues may not be modified in the appeal process. The Board will examine any records produced at the hearing before the impartial hearing officer and determine whether a rational basis exists for the written decision. The Board will not conduct a de novo (new) hearing or take new testimony, but simply review the existing record. A simple majority vote of the Board membership will decide the appeal and it will be final and not subject to further review. The Board's written decision must specify that the decision of the impartial hearing officer is approved, reversed or modified, and will be binding on all parties.

44.05 Grievance Timelines

The time limits set forth in this grievance procedure will be considered substantive. The number of days indicated at each step of the procedure should be considered a maximum. If the grievant fails to file their grievance or appeal within the time limits set out in this policy, or within an agreed-upon extension, that will constitute waiver of the grievance. The grievance then will be considered resolved on the basis of the Village's last answer. Failure of a management representative to meet the time limits will cause the grievance to move automatically to the next step in the procedure. The time limits set by this procedure are intended to be strictly observed and may not be extended except

upon the express written consent of the Village Administrator or Deputy Administrator and the employee.

44.06 Grievance Representation and Costs

Both the employee and the Village may be assisted by a representative of their own choosing in person or by teleconference at any point during the grievance process. Any expense incurred by an employee in investigating, preparing, or presenting a grievance will be the sole responsibility of the employee. Each party (employee and employer) will bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. Grievance meetings/hearings held during the employee's off-duty work hours will not be compensated.

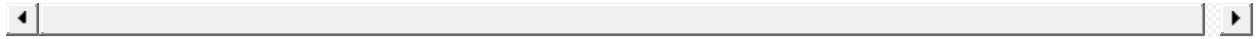
44.07 Consolidation of Grievances

The Village and/or the hearing officer may consolidate grievances where a reasonable basis for consolidation exists due to similarity of type or fact situations.

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

44.08 Limitations

- (a) A grievance that is subject to the jurisdiction of a governmental body or specific procedure by other Wisconsin Statutes will be governed by those statutes and not the Grievance Procedure.
- (b) A grievance that is subject to any other Policy or Ordinance or collective bargaining agreement, for formal or informal investigation or dispute resolution procedures may not be brought forth under this Grievance Procedure.
- (c) This Grievance Procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this Grievance Procedure will prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the Grievance Procedure that are raised by employees will be considered by administration which has the final authority, subject to any applicable Board policy or directive, to resolve the matter.
- (d) The Grievance Procedure has been established to provide an organized method by which employees can discuss concerns and problems with the administration. It is expected that this process will be used as outlined above. Any employee who does not first attempt to resolve a grievance in accordance with this section may be subject to disciplinary action.



SECTION 6 - LIBRARY EMPLOYEES

CHAPTER 45 - LIBRARY EMPLOYEES

CHAPTER 45 - LIBRARY EMPLOYEES

The Library Board has statutory control (Wisconsin Statutes 43.58) over the establishment of personnel policies and procedures for employees of the E.D. Locke Public Library. In the interest of maintaining consistency in the personnel policies for all Village employees, however, the Library Board has adopted most of the policies and procedures outlined in this Manual. The separate statutory authority and specialized staffing needs of the Library require, nonetheless, that certain modifications be made to those policies and procedures. For ease of reference, this Chapter summarizes those instances where the personnel policies for Library employees differ from this Manual.

45.01 Section 7.02(a)(1-5) Delineation of Authority and Responsibilities

The Library Board will be responsible for approving the Library's organization chart, creating or abolishing positions, confirming personnel appointments, approving wage rates and compensation policies, and hiring/firing the Library Director.

45.02 Section 5.03(a-b) Personnel Files

The Library Director will maintain the personnel files and original applications/resumes of all employees except for the Library Director position. Records related to the hiring of the Library Director and the personnel file of the Library Director will be maintained by the Library Board or the Village Administrator.

45.03 Section 8.04 Creating/Abolishing Positions

The Library Board will have the authority to create or abolish positions based upon the recommendation of the Library Director.

45.04 Section 13.01 Responsibility and Authority for Administering Compensation Plan

The Library Board will be responsible for approving the compensation plan for Library employees and the Library Director will be responsible for developing, maintaining, and administering the compensation plan.

45.05 Section 9.05 Recruitment Procedures

The Library Director will coordinate and supervise the recruitment of candidates for Library positions.

45.07 Section 8.02(5)(c) Regular Status for Library Director

The performance of the Library Director will be reviewed by the Library Board prior to the end of the probationary period.

45.08 Section 12.02(c) Department Heads Evaluations

The job performance of the Library Director will be evaluated by the Library Board.

45.10 Section 16.02(a) Designated Paid Holidays

(a) The following paid legal holidays will be observed by the Library and will be celebrated on the following dates:

- (1) New Year's Day
- (2) Martin Luther King Jr Day
- (3) Easter Sunday
- (4) Memorial Day
- (5) Independence Day
- (6) Juneteenth
- (7) Labor Day
- (8) Indigenous People's Day
- (9) Thanksgiving Day
- (10) Christmas Eve
- (11) Christmas Day

(b) Designated legal holidays will be celebrated on the actual day of the week they fall, including Saturdays and Sundays.

(c) Whenever a designated legal holiday falls on an eligible employee's scheduled day off, an additional personal holiday will be granted in lieu thereof.

45.11 Section 16.03 Additional Floating Holidays

Each eligible Library employee will receive three (3) floating holidays per year.