

Monday, October 27, 2025

3:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Conference Room A

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89672436459>

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

Webinar ID: 896 7243 6459

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

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

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

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

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the August 27, 2025 meeting.

4. BUSINESS.

- a. Discussion and recommendation on various updates to the Personnel Policy Manual including recruitment and selection, administration of compensation plan, benefits, holidays, sick leave and employee conduct and disciplinary action.
- b. Discussion and recommendation on creation of Chapter 45 of the Personnel Policy manual titled Pregnancy Workers Fairness Policy.
- c. Discussion and recommendation on the creation of Chapter 46 of the Personnel Policy Manual titled Personal Relationships in the workplace.

5. SCHEDULE NEXT MEETING DATE.

6. ADJOURNMENT.

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

VILLAGE OF MCFARLAND

Personnel Committee Minutes

Wednesday, August 27, 2025 - 11:30 AM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Alisa Leamy called the regular meeting of the Personnel Committee to order at 11:31 AM in Conference Room A of the McFarland Municipal Center.

Members Present: Alisa Leamy, Lowell Prill

Members Not Present: Ken Boyd

Staff Present: Cassandra Suettinger, Andrea Anderson, Matt Schuenke

2. PUBLIC APPEARANCES.

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

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

No public present.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the August 27, 2024 meeting.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to approve the minutes of the August 27, 2024 meeting. Motion carries 2 - 0 - 0 by acclamation.

4. BUSINESS.

a. Discussion and recommendation on maintenance to the Village's Compensation and Classification Program.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to recommend the proposed maintenance to the Village's Compensation and Classification Program. Motion carries 2 - 0 - 0 by acclamation.

5. SCHEDULE NEXT MEETING DATE.

a. Discussion on future meeting dates and times.

No specific date for next meeting determined, but estimated to be in 4 weeks.

6. ADJOURNMENT.

Motion by Village Trustee Alisa Leamy, second by Village Trustee Lowell J. Prill, to adjourn at 12:14 pm.

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

Respectfully submitted,
Andrea Anderson
Human Resources Generalist



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, October 27, 2025

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on various updates to the Personnel Policy Manual including recruitment and selection, administration of compensation plan, benefits, holidays, sick leave and employee conduct and disciplinary action.

PREVIOUS ACTION:

ISSUE SUMMARY:

In May 2023, the Village did a significant update to the Personnel Policy Manual. Over the last year or so, staff have been making note of additional changes that need to be made in the Manual. Most of the proposed revisions are minor in nature, and are aimed to clarify or address situations that have brought policy language forth that either needed to be rectified or adjusted. Changes are being proposed to the following chapters within the Personnel Policy Manual:

- Chapter 6 - Requests for Information Regarding Current or Former Employees
- Chapter 9 - Recruitment and Selection
- Chapter 13 - Administration of Compensation Plans for Non-Represented Employees
- Chapter 15 - Benefits
- Chapter 16 - Holidays
- Chapter 18 - Sick Leave
- Chapter 32 - Remote Work
- Chapter 43 - Employee Conduct and Disciplinary Action

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.



Motion to recommend proposed amendments to Chapters 6, 9, 13, 15, 16, 18, 32, and 43 of the Personnel Policy Manual.

ATTACHMENTS:

1. Personnel Policy Manual Updates 10-2025

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:

1. When the employee has specifically authorized in writing the release of information;
2. When the Village is legally obligated to provide the information; and,
3. 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. [Current Village employees are prohibited from providing references for current or previous supervisors in their capacity as a Village employee.](#)

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.

CHAPTER 9 - RECRUITMENT AND SELECTION

9.08 Promotion or Employment of Relatives

1. **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, [Domestic Partner, or Significant Other](#)
 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

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

13.04 Pay Plan

1. **Pay Structure.** To facilitate effective administration, a pay structure has been established for all non-represented regular positions.
2. **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 contact the Human Resources designee for the current approved hourly wage ranges.
3. **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. An employee who is rated below "Meets Expectations" is eligible for the Across the Board Wage Adjustment upon successful completion of the performance improvement plan.

CHAPTER 15 - BENEFITS

15.01 WISCONSIN RETIREMENT SYSTEM BENEFITS

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

2. **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.

3. **Health Insurance and Dental Insurance:**

1. Coverages

1. The Village offers eligible employees health insurance and uniform dental benefits through the Wisconsin Department of Employee Trust Funds. Eligible employees will have the option to elect the health insurance coverage with or without dental benefits. The premium for the uniform dental benefits will be included as part of the health insurance premium.
2. Supplemental and additional dental plans for employees may also be available as an option at employee expense. Current plans and employee contribution information can be obtained from the HR Designee.

2. Cost Share for Full-Time Employees

1. Full-time employees in classified positions may be eligible for health insurance and uniform dental benefit coverage at the time determined by the Village and the plan provider.
2. An employee who is budgeted to work 36 or more hours per week may be eligible to receive a health insurance and dental premium contribution on the same basis as a full-time employee.
3. The Village shall pay 88% of the monthly premium of the lowest cost option based on an average of the rates of the health care providers offered by the Village in the Dane County service area. Employees will be responsible for any remainder of the premium cost.

3. Cost Share Part-Time Employees

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

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

4. Payment of Employee Share of Premiums

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

4. **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 with uniform dental benefits 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 with uniform dental benefits offered 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.
5. Employees who elect a dental plan only, for which the Village covers costs as outlined in 15.01(c), will receive an amount equal to fifty percent (50%) of the employer's share of the cost of the lowest cost single plan for the health insurance only plan offered for that month's premium.

5. **Group Life Insurance:**

1. Coverages

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

2. Village Contribution

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

6. 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.

- 7. 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

1. **Policy:** The Village shall offer a variety of additional benefits to employees. The village retains the right to amend the benefits offered at any time. The Village retains the right to amend the terms and conditions of its benefit program at any time.
2. **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.

- ~~3. **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.~~
4. **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.
5. **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)(9) of the Internal Revenue Code. For qualifying employees, the Village may make tax-free contributions to employees' individual VEBA accounts.
6. **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

1. **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.
2. **Eligibility:** All full-time, part-time, paid on call volunteer, active employees are eligible.
3. **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

16.04 Pay

1. Full-time employees will be entitled to eight (8) hours of pay for each holiday and/or floating holiday.
2. 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 employee 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.
3. Employees scheduled to work their regular shift 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.
4. Full-time or part-time employees scheduled to work on a paid holiday, for less than their regular shift, may be paid at time and half and still receive holiday pay for the day.
5. 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 18 - SICK LEAVE

18.07 Sick Leave Expulsion at Termination

1. Non-retiring employees sick leave shall be expunged at the time of termination and is not eligible to be paid out.

CHAPTER 32 - REMOTE WORK

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. It also does not alleviate employees from any of their core duties or responsibilities as a Village employee (i.e. ensuring reliable transportation to work, etc.). 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.

CHAPTER 43 - EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

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.

1. **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.

2. 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.

3. 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.

4. 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. Failing to inform supervisor and HR Designee of a personal relationship between themselves and another Village employee that creates a conflict or the potential for a conflict of interest.
10. Engaging in illicit activities while on duty or on Village property.
11. 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.
12. Unauthorized or improper use of uniforms, badges, identification cards or permits.
13. Gambling on Village property, in Village vehicles, or while performing Village business.
14. 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

1. 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.
4. Suspensions, Demotions, and discharges must be approved by the Deputy Administrator before such action is taken.

2. 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.

3. 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.

4. 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.

5. 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.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 27, 2025

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on creation of Chapter 45 of the Personnel Policy manual titled Pregnancy Workers Fairness Policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

Since the last significant update of the Personnel Policy Manual in May 2023, the Pregnancy Workers Fairness Act went into effect as a federal law that requires employers with 15 or more employees to provide "reasonable accommodations" to employees with known limitations related to pregnancy, childbirth, or related medical conditions. As a result, the Village Labor attorney recommended that a stand-alone policy addressing this law and its requirements be added to the Village's Personnel Policy Manual. In accordance with that recommendation, staff desires to bring a formal policy forward regarding the Pregnancy Workers Fairness Act. Overall, the policy provides for:

- The Village's commitment to a policy providing for reasonable accommodations for limitations related to pregnancy, childbirth, or related medical conditions.
- A process for employees to request such accommodations, and for the Village to evaluate the reasonableness of such requests.
- The prohibition of any retaliation, harassment, or adverse action related to an individual's request for accommodation under this Policy.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Nona.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.

Motion to recommend approval of the creation of Chapter 45, Pregnancy Workers Fairness Policy, to the Personnel Policy Manual.



ATTACHMENTS:

1. CHAPTER 45 - Pregnancy Workers Fairness Policy

CHAPTER 45 - PREGNANCY WORKERS FAIRNESS POLICY

45.01 Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), the Village of McFarland will provide reasonable accommodations to qualified employees and applicants with known limitations related to pregnancy, childbirth or related medical conditions, unless doing so would create undue hardship.

45.02 Policy

(a) An employee or applicant may request an accommodation via oral or written request due to pregnancy, childbirth or a related medical condition by submitting the request to the HR Designee. The Village encourages employees to make the request in writing and should include explanation of the pregnancy-related limitations, the accommodation being sought and any alternative accommodation(s) that might be reasonable.

(b) Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

(c) Upon receipt of a request for accommodation, the HR Designee will contact the employee or applicant to discuss the request and engage in interactive dialogue to determine the precise limitations of the pregnancy, childbirth, or related medical condition and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

(d) After reviewing the information received, the Department Head and Deputy Administrator or Human Resource Designee shall make a decision regarding the requested accommodation.

(e) The Village is not required to make the specific accommodation requested and may provide an alternative effective accommodation after engaging in an interaction process, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Village.

(f) While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

(g) An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the Village will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

(h) The Village prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, October 27, 2025

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and recommendation on the creation of Chapter 46 of the Personnel Policy Manual titled Personal Relationships in the workplace.

PREVIOUS ACTION:

ISSUE SUMMARY:

Since the last significant update of the Personnel Policy Manual in May 2023, it has come to light that we do not have a policy in the manual that addresses personal relationships in the workplace. As a result, the Village Labor attorney recommended that a stand-alone policy addressing this be added to the Village's Personnel Policy Manual. In accordance with that recommendation, staff desires to bring a formal policy forward regarding personal relationships in the workplace. Overall, the policy provides for:

- The definition of a personal relationship.
- The situations where a personal relationship may create a conflict or a potential conflict within the workplace.
- The responsibility of the employees to disclose the existence of the relationship to the Department Head and the HR Designee.
- The process for rectifying the conflict or potential conflict created by the personal relationship.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval.

Motion to recommend approval of the creation of Chapter 46, Personal Relationships in the Workplace Policy, in the Personnel Policy Manual.



ATTACHMENTS:

1. CHAPTER 46 - Personal Relationships in the Workplace

CHAPTER 46 - PERSONAL RELATIONSHIPS IN THE WORKPLACE POLICY

46.01 Purpose

The Village of McFarland strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

46.02 Policy

- (a) For the purpose of this chapter, a “personal relationship” is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.
- (b) An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for, or supervise the employee with whom he or she is involved.
- (c) The Village reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect the terms and conditions of employment. Supervisors and managers are prohibited from dating direct and indirect subordinates and may be disciplined for such actions, up to and including termination.
- (d) When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Department Head and the HR Designee.
- (e) When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the individuals concerned will be given the opportunity to decide who is to be transferred to another position, or terminated, if no position is available. If no decision can be made by the involved parties, the Village will determine who is to be transferred or, if necessary, terminated from employment.