City of Lancaster, Wisconsin

Employee Handbook

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Dear Colleague:

Welcome to the City of Lancaster. As a member of the City's team, your contribution is invaluable to fulfilling the City's purpose of providing essential services for our community. It is critical that we work together to create an environment that supports our residents.

This Employee Handbook is designed to provide guidance concerning the work environment at the City and to answer questions concerning policies and operational procedures. However, because all employment details cannot be anticipated, this Employee Handbook should be viewed as a guide under which we work. Changes may occur from time to time as we continuously improve how we serve our community.

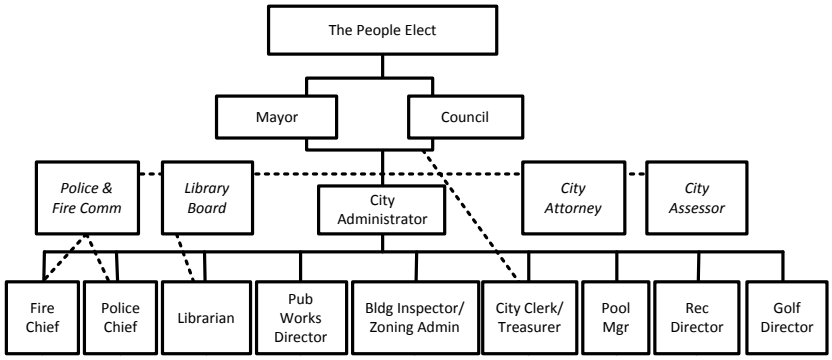
Please review the information presented in this document thoroughly, and if you have any questions, address them with your supervisor or contact me directly for clarification.

Respectfully,

Steve Winger
City Administrator

ORGANIZATIONAL STRUCTURE

The functional organization chart below demonstrates the line of administrative authority leading to the City Administrator. Dashed lines indicate advisory powers.



The City of Lancaster ("City") is a Municipal Corporation, with corporate authority vested in the City Council and the Mayor, who is the Chief Executive Officer of the City. The City also has as part of its management structure the position of City Administrator. The Police and Fire Commission (PFC) addresses hiring, disciplinary action, and termination of the Police and Fire Chiefs and disciplinary action of all Police and Fire Department employees. Library employees, while classified as City employees, report to the Library Board and are governed by its policies.

The City Administrator serves as chief personnel officer for the City. The City Administrator is responsible for the administrative direction and coordination of all employees of the City according to organizational procedures established by the City Council. The City Administrator recommends to the City Council the appointment, supervision, promotion, suspension or termination of department heads. The City Administrator, in consultation with the appropriate department heads, is responsible for the appointment, supervision, promotion, suspension or termination of employees below the department head level. The City Administrator also assists in labor contract negotiations and collective bargaining contract administration issues.

GENERAL STATEMENT

This Employee Handbook is intended to serve as a summary and general reference of the employment policies, procedures, rules and regulations of the City of Lancaster for the benefit of its employees, with the exception of those benefit sections which are directed toward specific part-time positions.

It is the employee's responsibility to read and become familiar with this information and to follow the policies, procedures, rules, and regulations contained herein. Questions regarding the Employee Handbook, or matters which are not covered within the Employee Handbook should be directed to the employee's immediate supervisor or the City Administrator.

DISCLAIMER STATEMENT

This Employee Handbook provides an overview of the City's employment policies, practices, procedures, and benefits. The Employee Handbook should be considered as a guideline and should not be considered all inclusive. Furthermore, this Employee Handbook is not intended to create a contract of employment, express or implied, or evidence of a contract of employment between the City and any one, or all, of its employees. Only the City Council has the authority to enter into such contracts. Any such agreements must be in writing and signed by an authorized representative of the City Council and the employee.

Notwithstanding any provision herein, and subject to applicable law, the City reserves the right to make employment-related decisions on a case-by-case basis. The City reserves the right, as allowed by law, to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Employee Handbook or any of the procedures or benefits discussed herein at any time, without advance notice, in its sole discretion. None of the statements, policies, procedures, rules, or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. Termination of employment may occur at any time, and for any reason, with or without notice, and with or without cause.

This Employee Handbook replaces and supersedes any previous City handbooks. The Employee Handbook supplements and does not supersede, the City's statements, policies, procedures, and rules whether verbal or written. In case of a direct conflict between this Employee Handbook, rules, regulations or policies of the City and any specific provisions of an individual contract or a collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

EMPLOYMENT STATUS

Except as required by the laws of the state of Wisconsin, every employee of the City serves as an at-will employee. As such, the City cannot guarantee you or any employee continued employment for any definite period of time. You have the right to terminate your employment at any time, for any reason or no reason, and the City retains the same right to terminate your employment at any time, as allowed by applicable law, subject to other provisions of an individual employment contract or collective bargaining agreement.

Business Ethics and Conduct

STATEMENT OF POLICY

The successful business operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of our employees. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Thus, City employees should not accept gifts from outside agencies.

Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City is dependent upon our citizens' trust, and we are dedicated to preserving that trust. Employees owe a duty to the City, its citizens, and elected officials to act in a way that will merit the continued trust and confidence.

The City will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where the proper course of action is unclear, the employee shall discuss it openly with his/her immediate supervisor and, if necessary, with the City Administrator for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee.

ACCEPTANCE OF GIFTS

It is very important that the City of Lancaster employees be fair and impartial in their business dealings with the public and that they serve all citizens equally. It is not enough to avoid favoritism. Employees should strive to avoid even the appearance of giving preference to one citizen or business over any other. To this end, City employees should not accept gifts from outside agencies or individuals that may be competing or applying for City business, permits, or development decisions. Accepting gifts not only gives the appearance of favoritism but may create an embarrassing and possibly unlawful position for the City.

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee, or for a relative, friend, or a business associate as a result of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate supervisor and as

soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business, but also when an employee or relative, friend, or business associate receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

In addition to adherence to City policy, employees are required to comply with any and all applicable conflicts of interest laws related to their employment with the City. Employees are also expected to adhere to generally accepted codes of ethics for their respective professional organizations.

Employment Practices

STATEMENT OF POLICY

Equal opportunity is the City's employment policy. It is the City's policy to select the best qualified person for each position in the organization and to maintain a non-discriminatory work environment. This policy applies to all employment practices and personnel actions. The City does not discriminate against applicants or employees for reasons including, but not limited to:

- Sex
- Use or nonuse of Lawful Products
- Marital Status
- Pregnancy or Childbirth
- Color
- Arrest or Conviction Record
- Race
- Sexual Orientation
- Ancestry
- Honesty Testing
- Creed (Religion)
- Genetic Testing
- Disability
- National Origin
- Age (40 or Over)
- Military Service

It is also the duty of every employee to help create a work environment that promotes equal opportunity. Any incident or situation that you believe violates this policy should be brought to the immediate attention of your supervisor or other individual in management.

The City complies with all employment laws. Evaluation of employment candidates will be made on the basis of education, skills, experience, character, general competence, ability to work and relate with co-workers, and potential for job performance and learning consistent with the needs of the position to be filled.

It is the policy of the City to fill all job openings with the most qualified individuals available. If possible, the City may promote an internal candidate, provided that all promotions are offered to the most qualified individuals.

Residency Requirement

The City is obligated to follow the statutory requirements related to the topic of a City employee's residency. Please check in with the City Administrator for further guidance on this issue.

Job Posting

Notices of all regular, full-time job openings are posted internally and externally to solicit qualified and interested applicants. Other external recruiting sources may also be used to fill open City positions.

Whenever any vacancy occurs that the City intends to fill, notice of the position vacancy will be posted on the bulletin board maintained by the City Clerk for seven (7) calendar days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications (required skills and abilities).

Ultimately, it is the City's right to select the most qualified applicant – whether internal or external – for any job opening.

Approval of Job Openings

New regular or appointed positions may be created with City Council authorization either through the annual budget authorization or by separate action.

Job Descriptions

The City Administrator is responsible for preparing a job description for each City position. The job description will be reviewed each time an opening occurs to ensure the description reflects the position's most current duties and needs of the City.

EMPLOYMENT APPLICATIONS

The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Applications for all positions shall be submitted to appropriate City Hall staff. All applicants must list on their application their present and actual address where they reside at the time of filing their application. Applicants must also properly complete an application in order to be considered for a job opening. The City does not maintain or keep applications on file for recruiting purposes.

Applications for employment, full-time and part-time, will be accepted only when a position is open or when the Department Head and City Administrator deem it appropriate

to establish a roster because of the number of positions, frequency of turn-over, or time required to fill a position in that department.

PRE-EMPLOYMENT REFERENCE CHECKS

It is the policy of the City to verify an applicant's employment references as part of the hiring process.

DRUG-FREE WORK ENVIRONMENT

It is the purpose of the City to help provide a safe and drug-free work environment for its citizens and its employees.

Applicants for all classes of employment will be required to undergo a drug test upon an offer of employment and prior to the final appointment. Any job applicant who refuses to consent to a pre-employment drug screen test will be denied employment with the City.

For non-safety sensitive positions, the City will conduct drug and/or alcohol testing under any of the following circumstances:

- Reasonable Suspicion Testing – The City may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggest impairment or influence of drugs or alcohol, odor of alcohol on the employee, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

- Post-Accident Testing – Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. Involved in an on-the-job accident or injury means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

For safety-sensitive positions, the City's Drug & Alcohol Policy will control.

If an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

No final disciplinary measure will be taken until an employee who has tested positive has had an opportunity to discuss the test results with the City Administrator. During the discussion, the employee will receive the test results and the disciplinary and/or treatment measure(s) the City is considering. The employee will have an opportunity at that time to explain or contest the drug test results.

If the City suggests treatment and a counselor determines that an employee is addicted to alcohol or drugs, the employee will be afforded the opportunity to participate in a rehabilitation program. If the employee refuses to participate in a rehabilitation program, the employee may be subject to discipline up to and including termination. The costs of any rehabilitation program shall be paid by the employee to the extent such costs are not covered by the hospital or medical plan in place at the time the employee enters the treatment program. The employee may return to work once it has been determined by a physician that the employee is fit. A written release executed by a licensed health care provider stating that the employee is able to perform in a productive and safe manner will be required. Any subsequent violation of this policy may be grounds for immediate dismissal.

IMMIGRATION LAW COMPLIANCE

Each new employee, as a condition of employment, must complete and present the necessary documentation establishing identity and employment eligibility for immigration law compliance. Former employees who are rehired must also complete the form if the previous documentation is no longer retained or valid.

DISABILITY ACCOMMODATION

The City is committed to complying fully with all laws prohibiting discrimination on the basis of an individual's disability. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Post-offer medical examinations are required only for those positions in which there is a job-related physical requirement.

PROBATION/INTRODUCTORY PERIOD

All newly hired employees will serve a 6-month probationary period. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance. The City uses this period to evaluate employee capabilities, work habits, and overall performance. During the probationary period the employee shall not have any seniority rights.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, employees may also be eligible for other City-provided benefits, subject to the terms and conditions of each benefit program and City employment status. Employees should read the information for each specific benefit program for the details on eligibility requirements.

EMPLOYMENT OF RELATIVES

The employment of relatives in the same area of an organization may cause conflicts, impact employee morale and present the impression of favoritism. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. Decisions about hiring, promoting, evaluating, awarding salary increases, and terminating employees must be based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, and conflicts of interest in decisions. The City reserves the right to take action when relationships or associations of our employees impact our mission.

The City will not hire or permit situations where a real or apparent conflict of interest is created in the employment context. For example, the City will not allow an employee's brother, sister, husband, wife, son, daughter, mother, father, in-laws, or domestic partner to be assigned in the employee's same chain of command.

Employment Classifications

City of Lancaster employees are, generally, classified as one of the following:

1. Regular employees. These are Council approved positions including:

    - Full-time Employee - An employee in a Council-authorized position who works 40 hours per week on a continual basis, and who has successfully completed his/her probationary period.

    - Regular Part-time Employee - An employee who has completed his/her probationary period and who occupies a regular part-time position. To be classified as regular part-time, an employee must work a minimum of twelve hundred (1,200) hours per year. These employees are eligible for City-provided fringe benefits and are entitled to health insurance benefits consisting of a pro-rated single plan or a pro-rated family plan.

2. Appointed Employees. These are full-time or part-time Council-approved positions whose employment may be terminated only by the City Council. The City Administrator shall recommend to the City Council the removal of department heads. Exceptions: The Police Chief and Fire Chief may be appointed and terminated only by the Police and Fire Commission. The Library Director may only be appointed, supervised, or terminated by the Library Board.

3. City Administrator. The City Administrator's terms and conditions of employment are determined as negotiated between the City Administrator and the City Council.

4. Temporary or Seasonal Employees. These positions shall be approved administratively and are not eligible for benefits unless required by law.

Outside Employment

STATEMENT OF POLICY

Employees of the City are required to have written approval of the City Administrator for all outside employment. Upon approval, an employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the City. If the City determines that an employee's outside employment interferes with performance or the ability to meet the requirements of the City, the employee may be asked to terminate the outside employment in order to maintain employment with the City.

Employees will not perform outside work on City time or with the use of City equipment. Employees who are found to have done so will be subject to discipline, up to and including discharge.

Non-Disclosure/Confidentiality

STATEMENT OF POLICY

The protection of confidential information is vital to the interests and the success of the City.

Employees who work with confidential City information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential City information will be subject to disciplinary action.

Personnel Files

STATEMENT OF POLICY

The City maintains a personnel file of each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the City and access to them is restricted. Generally, only supervisors and management personnel of the City who have a legitimate reason to review information in a file are allowed to do so. However, public employee personnel files are not categorically exempt from disclosure under the Open Records law.

Employees have the right, under Wisconsin law, to review their personnel file. Employees who wish to review their personnel file should submit a written request to the City Administrator. The City will provide an employee access to his/her personnel file and may charge an employee who requests copies of his/her personnel file as allowed by law.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the City of any changes in personnel data. Personal residences and mailing addresses, telephone numbers, legal

name, marital status, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, direct deposit information, beneficiary information, any other information that may affect an employee's tax withholdings or benefit status and other such status reports should be accurate and current at all times. If any personnel data has changed, it is the employee's responsibility to notify the City Administrator.

Employee Benefits

Eligible City employees are eligible to participate in a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) apply to all employees in the manner prescribed by law.

Benefit eligibility is dependent upon a variety of factors, including an employee's employment classification (regular full-time or regular part-time). The employee's supervisor can identify the programs for which the employee is eligible. A summary of these programs can be found elsewhere in the Employee Handbook. These benefits are subject to change from time to time at the City's sole discretion, with or without notice. Complete details of the benefits are set forth in the actual plan documents and are controlling. In the event of a conflict between the description of the benefits in this Employee Handbook and the actual plan documents, the plan documents will prevail. The City currently provides the following benefits to eligible employees:

- Deferred Compensation Plan
- Life Insurance
- Health Insurance
- Holidays
- Membership Dues
- Wisconsin Retirement System
- Personal Leave
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits
- Long-term Disability
- Flex – Plan

Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees

After the first year of employment, vacation is awarded on the employee's anniversary of the date of hire. The amount of paid vacation time **regular full-time employees** who were hired prior to 02/01/2014, receive each year increases with the length of continuous employment as shown in the following schedule:

- 5 vacation days after 6 months of employment
- 5 additional vacation days (total of 10 days) after 1 year of employment
- 12 vacation days each year after 5 years of employment
- 15 vacation days each year after 10 years of employment
- 20 vacation days each year after 15 years of employment
- 25 vacation days each year after 20 years of employment

The amount of paid vacation time **regular full-time employees** who were hired on or after 02/01/2014, receive each year increases with the length of continuous employment as shown in the following schedule:

- 5 vacation days after 6 months of employment
- 5 additional vacation days (total of 10 days) after 1 year of employment
- 12 vacation days each year after 5 years of employment
- 15 vacation days each year after 10 years of employment
- 20 vacation days each year after 20 years of employment

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the accrual schedule noted above.

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their supervisors. Department heads or supervisors will schedule vacations giving due consideration to length of service, the department's needs and the ability of the remaining staff to perform the necessary duties of

the department. All requests that are longer than 2 days must be pre-approved in writing by the Department Head and/or the City Administrator. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. In the event that available vacation is not used within one (1) year following the date the vacation was earned, the employee will be allowed to carryover a maximum of forty (40) hours of vacation beyond the one-year requirement.

Seniority—for purposes of vacation benefit levels—is not earned and accrued during periods of lay-off exceeding ninety (90) days.

Employees on Workers' Compensation shall continue to earn vacation for a period not to exceed six (6) months.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

In the case of the death of an employee, the employee's estate or designated beneficiary shall receive his/her unused vacation pay. Such vacation pay in the year of death shall be computed on a prorated basis, in accordance with the number of months worked during the year. Such payment shall be based upon the current base rate of pay as described above.

Holidays

Eligible employees are entitled to each of the following named paid holidays each year:

- New Year's Eve
- New Year's Day
- Friday before Easter - Last half of work shift
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Paid holidays are subject to the following exceptions and qualifications:

Holiday pay for a regular part-time employee shall be based upon the pro-rata number of hours the employee typically work, as compared to a full-time employee.

Holidays Falling on Weekends: Should any of the holidays listed above fall on a Saturday, the previous Friday shall be observed as the holiday. Should any holiday fall on a Sunday, the following Monday shall be observed as the holiday. When Christmas Day and New Year's Day fall on a Saturday, the preceding Thursday shall be observed as the Christmas Eve and New Year's Eve holidays. When Christmas Day and New Year's Day fall on a Sunday or Monday, the preceding Friday shall be observed as the Christmas Eve and New Year's Eve holidays.

If a holiday falls on an employee's normally scheduled day off, he or she shall be granted another day.

An hourly employee required or scheduled to work on an actual holiday shall be paid one and one-half (1 1/2) times their regular rate of pay in addition to the holiday pay.

Personal Day

Employees are granted two (2) personal days per calendar year. Personal days may be taken upon immediate notice to the employee's supervisor provided the use of the personal day does not interfere with the department's needs. Personal days must be used in 8 hour increments. Unused personal days can not be carried over into a new calendar year.

Workers' Compensation Insurance

The City provides workers' compensation insurance at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

Family Medical Leave Act Policy

The City provides its employee with family and medical leave benefits to allow employees the time needed to address personal health issues or that of family members. The City's family and medical leave policy is intended to conform to, and not exceed, the requirements

of the state and federal length of family and medical leave laws. The City's policy does not necessarily include all provisions of such laws into its policy. Please contact the City Administrator for further details regarding the City's policy.

Subject to certain conditions, the employee or employer may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the family and medical leave. The City of Lancaster will mandate the use of accrued leave when legally allowable. These levels will be viewed as being used concurrently:

Wisconsin - 6 weeks per year for birth or adoption (Family Leave)

2 weeks per year to care for a parent, spouse, or child with a serious health condition (Family Leave)

2 weeks per year for an employee's own serious health condition (Medical Leave)

Federal - 12 weeks per year in total for: Birth/adoption, or, to care for an employee's own serious health condition or that of a parent, spouse or child.

When an employee requests statutory medical leave or family leave to care for a family member, the employer requires the employee to complete a Leave Request form at least 30 days in advance of the need for leave for birth, adoption, foster care or planned medical treatment when the need for the leave is foreseeable. Medical certification from an appropriate health care provider may also be required. Employees are required to provide prompt updates regarding their condition and availability to work. Employees are to promptly return from Medical Leave when sufficiently recovered to allow for a return to work.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the City Administrator for more information or questions about military leave.

Sick Leave Benefits

Sick leave is a valuable benefit that should not be used unless a legitimate need exists. Sick leave is not a "right"; it is a privilege, to be used carefully.

Employees will be granted sick leave at the rate of one (1) working day for each calendar month of employment, for a total of twelve (12) working days for each year. Unused sick leave accumulates to a maximum of ninety (90) working days. Employees who had accumulated sick leave balances of greater than ninety (90) working days before January 1, 2014, will be allowed to maintain accumulations over ninety (90) working days.

Any employee who has accumulated the maximum number of sick days may, in any year, add up to eight (8) additional days in a special catastrophic illness account which shall only be accessed after the basic 90 days have been exhausted. Any additional sick days beyond those added to the catastrophic account shall be paid to the employee in cash.

<u>Conditions for Sick Leave</u>

In order to be granted said sick leave with pay, the employee must adhere to the following:

- Report reason for absence to the immediate supervisor promptly;
- Keep City informed of his/her condition; advise of availability and anticipated return to work date;
- Submit medical certification to substantiate an employee's use of sick leave, as may be requested by the City.

<u>Excess Sick Leave, Accumulation of Credits</u>

When an insufficient sick leave balance remains to cover the absence of an employee, the remainder shall be charged to either accumulated vacation or leave without pay, at the

employee's option. Maximum leave without pay shall be one (1) year, however, the City may permit an extension thereof.

Sick Leave Payout

Upon termination of City employment by retirement, fifty percent (50%) of the maximum ninety (90) working days of accumulation shall be paid to the employee or the employee's estate in cash. The foregoing allowance for employees who had accumulated greater than ninety (90) working days will apply to the sick leave payout provision as well.

Additional Guidance Regarding Use of Sick Leave

An employee who becomes sick or injured during his/her vacation as verified by a medical statement, shall be allowed use of sick leave for the balance of the vacation and granted additional vacation time for such balance.

Employees on Worker's Compensation shall continue to earn sick leave for a period not to exceed six (6) months.

Use of Employee's Accrued Sick Time by Other Employees Who Lack Adequate Sick Time Accumulation for Payment of Health Insurance Premiums

With the approval of the City Administrator, the City may allow with the consent of its participating employees, the use of other employee's accrued sick time by employees who lack adequate sick time accumulation and accrual for the payment of health insurance premiums.

These funds can only be used to pay for continuing health care coverage for the employee and/or his family. The amount of sick time shall be calculated at the rate of pay for that employee who is contributing his accumulated sick time for the use by the employee who lacks sick time accumulation and shall not be prorated in any manner as to pay the difference to either employee.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

NOTE: Bereavement leave will be deducted from the employee's accrued sick leave. If the employee does not have accrued sick leave, bereavement leave will be deducted from the employee's earned vacation, or discretionary days. The employee may also make a request to the City Administrator for unpaid leave.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The City defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren, or any person living under the same roof. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

When a person is selected as a casket bearer, one (1) day bereavement leave will be given.

Jury Duty

Regular full-time and regular part-time employees will be paid their regular base pay rate times the number of hours spent for jury duty. The employee must present any compensation, less mileage payment, received through Jury Pay or Witness Fee with the City Clerk/Treasurer, along with verification of such duty, to be eligible for pay under this policy.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the City or the employee may request an excuse from jury duty if, in the City's judgment, the employee's absence would create serious operational difficulties.

The City will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Witness Duty

If employees have been subpoenaed or otherwise requested to testify as witnesses by the City, they will receive paid time off for the entire period of witness duty.

If employees have been subpoenaed or otherwise requested to testify as witnesses because of their function as a City employee, they will receive paid time off for the entire period of witness duty.

Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

The employee must present any compensation, less mileage payment, received through Jury Pay or Witness Fee with the City Clerk/Treasurer, along with verification of such duty, to be eligible for pay under this policy.

Health Insurance

Introduction/Summary

The City offers group health insurance to eligible employees. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

Contact the City Administrator for more information about health insurance benefits.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan.

An employee, his/her spouse and dependents, whose employment with the City terminates, may remain in the Group Health Insurance plan for 18 months to 36 months, depending upon eligibility, pursuant to Title X of the COBRA (1986) (as amended) provided the employee pays the full required premium in advance, each month.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

Retirement Benefits

The City participates in the Wisconsin Retirement System and pays an amount equal to one-half of all actuarially required contributions as required by statute. Employees are eligible to participate in the Wisconsin Retirement System if the employee is expected to work over 1,200 hours a year.

Longevity Pay

Regular full-time employees will receive an annual longevity payment based on continuous years of employment according to the following schedule:

- $150.00 for five years of service;
- $300.00 for ten years of service;
- $450.00 for fifteen years of service;
- $600.00 for twenty years of service.

Regular part-time employees receive longevity pay on a pro-rated basis.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as, if applicable, the beginning and ending time of each meal period. They should also

record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Paydays

Introduction/Summary

Employees are paid bi-weekly. The City requires direct deposit of employee paychecks. Forms are available from the City Clerk/Treasurer, and the employee's paycheck will be directly deposited into the bank account of his/her choice. The City does not provide pay advances on unearned wages to employees.

Statement of Policy

All employees will fill out a time sheet outlining the hours worked and description of assignments as required by the employee's immediate supervisor. Signatures from the employee and employee's immediate supervisor will be required for payment.

All employees are paid on a two-week pay period. They are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a full-day holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls on a on a day when an employee is not scheduled to work, the employee's paycheck will be available upon his or her return to work.

Direct Deposit forms can be obtained from the City Clerk/Treasurer, and the employee's paycheck will be directly deposited into the bank account of their choice.

Administrative Pay Corrections

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the City Clerk so that corrections can be made as quickly as possible.

Pay Deductions

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

Compensatory Time

Exempt Employees

Employees classified as exempt under the Fair Labor Standards Act (FLSA) do not have to be paid overtime when they work more than forty (40) hours in a workweek. The City chooses to allow exempt employees to receive compensatory time for hours worked in excess of a 40-hour week. Compensatory time will be based on a straight-time calculation; one hour of compensatory time for each hour worked in excess of a forty (40) hour work week. Exempt employees may not carryover more than forty (40) hours of compensatory time into the next calendar year, unless prior approval from the City Administrator. Exempt employees will not receive payment for any accrued compensatory time. Time off on sick leave, or any leave of absence will not be considered as being hours worked for purposes of computing overtime. Verbal notification must be given to the City Administrator if compensatory time is taken for a period of less than eight (8) hours. Compensatory time taken for a period of one day (8 hours) or more must be approved in writing by the City Administrator.

Non-Exempt Employees

Employees classified as non-exempt under the Fair Labor Standards Act (FLSA) will be paid overtime when they work more than forty (40) hours in a workweek in accordance with state and federal law. Non-exempt employees may choose to receive compensatory time instead of cash overtime pay. Compensatory time off for non-exempt employees will be calculated at the rate of not less than one and one-half for each overtime hour worked. Non-exempt employees may accumulate a maximum of eighty (80) hours of compensatory time. Any accumulation beyond the eighty (80) hours shall be paid in cash on the first payday in December of each year.

Wisconsin Deferred Compensation Plan

Employees can reduce their taxes while investing in their future through the Wisconsin Deferred Compensation Program (WDC). The WDC is authorized under Section 457 of the Internal Revenue Code and Wisconsin Statutes. Because part of your gross pay is deferred in various investment options, your taxable income is reduced and results in lower current federal and state income taxes. Interest or earnings on your deferred compensation balance compound for your future benefit, without being subject to current income taxes. Your deferred income, plus earnings, only becomes taxable when you receive them.

For more information or to enroll in this program, contact the City Clerk.

Work Schedules

The City will generally schedule its regular full-time employees to work eight (8) hours per day, for five (5) days per week. The City may establish different hours of work and/or work schedules as needed. The City and its supervisors also have sole discretion to schedule all work hours, breaks, and lunch periods.

Rest & Meal Periods

Each workday, full-time nonexempt employees are provided with 2 rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All regular full-time employees are provided with one unpaid meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Overtime

Most work should be completed within the regular 8 hour workday. However, when operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. <u>All overtime work must receive the supervisor's prior authorization.</u>

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Employees eligible for overtime shall be paid at one and one-half (1.5) times their regular hourly rate of pay for all hours worked in excess of 40 hours per week, or, as noted in the <u>Compensatory Time</u> section, elect the use of compensatory time in lieu of overtime pay.

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

"Hours worked" for overtime purposes does not include sick leave hours or any leave of absence unless otherwise stated in this Employee Handbook.

"Hours worked" shall include paid time off for vacation and holiday pay.

Safety

To assist in providing a safe and healthful work environment for employees, citizens, and visitors, the City has established a workplace safety program. This program is a top priority for the City. The City Administrator has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The City provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the City Administrator.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor or the City Administrator. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

As required by state law, employees can file a complaint with the City's Administrator for concerns regarding workplace safety. The City's grievance procedure (see Appendix A and B) is available for such purpose.

Computer & E-Mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are the City property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The City strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the City prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Use of City computers to access the Internet for personal purposes is prohibited.

The City purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The City prohibits the illegal duplication of software and its related documentation.

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

Use of Phone & Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the City for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of the City-paid postage for personal correspondence is not permitted.

Use of Equipment & Vehicles

Introduction/Summary

When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees of the City shall use supplies, equipment, property and personnel to transact or perform the business of the City.

Statement of Policy

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees should notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for proper use, maintenance, and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Except as may be provided within this or other valid policies, no employee shall use, consume, or employee City supplies, equipment, property or personnel for any personal gain or benefit. Employees of the City shall use supplies, equipment, property and personnel to transact or perform the business of the City.

Any employee who uses or allows others to use City supplies, equipment, property or personnel in ways which are not permitted may be subject to disciplinary action, up to and including dismissal. If the employee violates any Federal, State or local law, the City may also initiate judicial proceedings against the employee.

Use of City Vehicles

Certain City employees are permitted and/or required to drive City-owned vehicles to and from their homes due to the nature of the work they perform. This allows them to respond more readily and to be better prepared with necessary tools and equipment to address emergency situations during non-working hours.

These City-owned vehicles are to be used only for commuting to and from work or when performing official City duty when the employee has reported in or out on his radio, has shown up for work, or has been assigned a work activity. City-owned vehicles are not to be used for personal purposes. They are not to transport anyone other than City employees or people working with or for the City in an official capacity without prior permission of the City Administrator. No family members or other non-employee personnel are to operate City-owned vehicles under any circumstances.

Employees are not permitted to operate a City-owned vehicle while under the influence of alcoholic beverages.

Specific rules related to employee use of City vehicles are promulgated within each applicable City Department. Employees are expected to follow these rules.

Loaning of City Equipment and/or Property

City equipment and/or property may, from time to time, be available for use by the City's partner organizations for community events and/or projects. The decision regarding whether or not to loan such equipment shall be at the discretion of the City Administrator or Mayor. City equipment and property is not available for the personal use of for-profit businesses or individual citizens. Any use of City equipment and/or property for personal use can result in disciplinary action of the individual who permitted the use, up to and including termination of employment.

Emergency Closing

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt municipal operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request the use of available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Business Travel Expenses

Introduction/Summary

The City will pay the expenses of employees and elected officials on City-related business activities. Travel must be approved and the City's business travel policy must be followed in order for employees to be reimbursed for expenses incurred while traveling on City-related business.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at the City, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed in a City building, worksite, or using a City vehicle or equipment designated for employees only, employees should immediately notify their supervisor.

Workplace Violence Prevention

The City is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the workplace without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, or a member of the public at any time will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

The City 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 much as is practical. In order to maintain workplace safety and the integrity of its investigation, the City may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors and then if necessary the City Administrator before the situation escalates into potential violence.

Employee Conduct-General

All City employees are expected to conduct themselves in such a manner as to bring credit to themselves and to the City. To this end, they are expected to be courteous and cooperative at all times with the citizens of the City of Lancaster, their fellow employees, their supervisors, and others, who may, for any reason, contact the City. Employees are expected to conduct themselves in a professional and competent manner appropriate to their position. They are expected to strive for cleanliness and neatness at all times in personal appearance and at their work station, appropriate with their position and job duties.

City employees are expected to be honest in word and conduct at all times during which the City may be affected. As a result, employees are expected to never use their position in any way to privately benefit themselves or another party, either through the disclosure of confidential information, the award of work, procurement of supplies, or the use of City facilities and resources.

Anti-Harassment Policy

No form of harassment is appropriate and the City of Lancaster is committed to providing a work environment that is free of harassing behavior. Certain forms of harassment rise to the level of being unlawful. Harassment is unlawful when an individual is harassed because of their membership in a protected class (e.g., sex, race, color, religion, national origin/ancestry, age and disability).

Sexual harassment is a form of unlawful harassment toward a protected category. Sexual harassment in any form, including verbal and physical, will not be tolerated in the workplace. Sexual harassment may take the form of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or sex-based nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (for example, a person's job may depend on it); (2) an employment decision is based on an individual's acceptance or rejection of such conduct (for example, a person's promotion may depend on it); or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment is unlawful, and such prohibited conduct exposes not only the City, but the individual involved in such conduct, to significant liability under the law. Employees at all times should treat other employees respectfully and with dignity in a manner so as not to offend the sensibility of a co-worker. Accordingly, the city's management is committed to vigorously enforcing its Anti-Harassment policy at all levels of the organization. All complaints will be promptly investigated and appropriate action will be taken against individuals found to have engaged in harassing conduct.

Retaliation Not Tolerated – The City of Lancaster will not tolerate any form of retaliation against any employee, or applicant for employment, who has in good faith opposed or reported any behavior, practice or policy believed to be discriminatory, harassing or disrespectful or who has provided information related to such a complaint.

Procedures for Making, Investigating and Resolving Harassment and Retaliation Complaints

Making Complaints:

Complaints of acts of harassment or retaliation that are in violation of the City's anti-harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. Anyone who has a complaint of or has observed harassment or retaliation is urged to report it to any of the following so that the City may investigate and resolve the problem: supervisor, Department Head, City Administrator, City Attorney, any member of the City Council or Mayor. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee, for any reason, is uncomfortable in dealing with his or her immediate supervisor, the employee may go to any other person listed above. Anyone who has observed or hears of activities that may be considered to be harassment or retaliation should report it immediately. A complaint need not be limited to someone who was the target of the harassment or retaliation.

Only those who have an immediate need to know, including the investigative officers and/or his/her designee, the alleged target of harassment or retaliation, the alleged harassers or retaliators and any witnesses, will or may find out the identity of the complainant. Confidentiality will, to the extent practical under the law and under the necessities of disciplinary action, be protected. All parties contacted in the course of an investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint is a separate actionable offense.

Investigation of Complaints

Whether formally or informally notified or informed of a possible harassment incident, the City will investigate all such complaints as expeditiously and professionally as possible. Where investigation confirms the allegations, appropriate action will be taken. Investigations shall be pursued as follows:

It will be conducted under the direction of the City Administrator unless he or she is involved in the complaint, in which case the City Administrator will select another person to pursue the investigation. An informal investigation may be conducted first to determine if harassment is occurring. If the investigator believes harassment is occurring, the person being harassed may be requested to sign a formal complaint or the City Administrator may proceed on his/her own initiative with a formal sexual harassment complaint. The complainant will be interviewed first and will be asked to describe the situation in as much detail as possible. Next, the person against whom the complaint has been made will be interviewed. Any other people who may be able to provide information will then be interviewed. Interviews will be conducted in private with notes being taken by the investigator(s). The

interviews may be taped if the investigator(s) so desires.

If deemed necessary by the City Administrator, interim arrangements will be made so the affected employees will not have to work closely together during the investigation. This may involve a transfer, physical separation, change in assignment, etc. Care will be taken in these arrangements to avoid favoring one party over the other.

An employee who is accused of harassing another employee is prohibited from contacting the victim in relation to the alleged harassment, or from in any way attempting to prevent the victim from pursuing the sexual harassment complaint. The accused employee shall not question, coerce, intimidate, retaliate or communicate in any way during the investigation with the employee who has filed a report of sexual harassment with the City. Any action of this sort will subject the employee to disciplinary action up to and including termination, regardless of the outcome of the sexual harassment charge.

If the investigator(s) feels harassment did occur, the investigator(s) will so inform the City Administrator and the affected Department Head(s), who will determine the disciplinary measures, if any, to be taken. If a harassment complaint is found to be unsubstantiated, the City Administrator and affected Department Head(s) will be informed and they may restore the affected parties to their original status, or take other action to alleviate possible problems.

Investigations of harassment complaints shall be conducted and necessary action taken as expeditiously as possible.

The City will make every effort to maintain the information provided to it in the complaint and investigation process as confidentially as possible. Written records of all sexual harassment allegations and investigations will be maintained by the City Administrator.

Cooperation

All employees are expected to fully cooperate in any investigation of harassment or retaliation. Disciplinary action, up to and including termination, will be taken against any employee that obstructs or does not fully cooperate with any investigation of harassment or retaliation.

Penalties for Misconduct

Harassment has no legitimate business purposes; accordingly, the employee who engages in such conduct or who in any other way is found in violation of this policy should be and will be made to hear the full responsibility for such unlawful conduct.

A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the nature of the complaint, results of the investigation, and action taken.

Based upon the investigation, the City will take appropriate disciplinary action, up to and including termination.

Punctuality & Attendance

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image the City presents to citizens.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

Return of Property

Employees are responsible for all the City property, materials, or written information issued to them or in their possession or control. All the City property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

Resignation

Resignation is a voluntary act initiated by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least 2 weeks' written notice of resignation from nonexempt employees and 4 weeks' notice from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for the employee's resignation and to review final employment paperwork.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Security Inspections

The City wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the City prohibits the possession, transfer, sale, or use of such materials on its premises, except if such materials are directly related to Police Department work. The City requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of the City. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, either with or without prior notice.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by the City may not solicit or distribute products or literature in the workplace at any time for any purpose.

The City recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute products or literature concerning these activities during working time or on City property.

In addition, the posting of written solicitations on City bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Department Head for approval. All approved messages will be posted by the Department Head.

Licenses

The City will pay the cost of renewing licenses or certifications necessary for regular full-time and regular part-time employees to fulfill the requirements of their job, except for driver or chauffeur licenses.

Commercial Driver's License: The City will reimburse employees for the license and testing fees necessary for obtaining the required Commercial Driver's License (CDL) and endorsements(s), when the employee's job classification requires a CDL. Employees will be granted time off with pay to take the CDL knowledge test(s) and driving test(s), if required. Where a driving test is required, the employee shall be permitted to use the appropriate municipal vehicle.

The City will make available appropriate training for employees who wish to prepare for the CDL exam, including the exam(s) for necessary endorsement(s). The City will pay for the cost of training. The City will make a reasonable effort to schedule the training during normal work hours. Employees will be paid at their regular rate during this training. If an employee is unable to pass the CDL exam or obtain the necessary endorsements within one (1) year, they will be subject to immediate dismissal.

Driver's License Requirements

Any employee who is hired in a position which requires operation of City vehicles or equipment must possess a valid Wisconsin driver's license and must be insurable (under the City's insurance policy then in force without any additional premiums or costs being incurred by the City to insure that employee).

Maintenance of Valid Driver's License

If, for any reason during employment, an employee is unable to maintain the appropriate valid Wisconsin driver's license required by the employee's position or for any other reason becomes uninsurable (under the City's insurance policy then in force without any additional premiums or costs being incurred by the City to insure that employee), that employee must inform his or her supervisor immediately. The supervisor will then inform the Department Head and the City Administrator.

The City Administrator, the Department Head, and the City Attorney will then review the situation considering such things as the nature of the job and the expected duration of time the employee will be without a driver's license, and decide the appropriate action to be taken.

The City may periodically review the status of an employee's driver license with the Wisconsin Department of Transportation.

Penalties for Failure to Maintain Driver's License or for Failure to Notify

Failure to maintain a valid Wisconsin driver's license or a commercial driver's license in a position that requires such or failure to notify a supervisor of insurability or a change in status of an employee's driver's license when such license is a job requirement may subject the employee to disciplinary action, including, but not limited to, termination.

Prospective Employees

Prospective employees who are hired into a position that requires a valid driver's license must provide the City with their date of birth and driver's license number in order for the City to ascertain the validity of their driver's license and their insurability. The status of the driver's license and insurability status of a prospective employee must be determined before that employee begins working for the City; however, the City will allow a grace period of one month from date of hire to obtain a commercial driver's license if it is required for the position.

Employees Elected to City Office

Employees elected to any office of the City of Lancaster shall be administratively terminated from their previous position at the end of the day preceding the day they assume elected office. Under such administrative termination, such employees shall be entitled to the same termination benefits as employees who voluntarily resign with proper notice.

Administratively terminated employees shall not be eligible for any special reemployment rights following their term of office in an elected position.

Employee Volunteer – Emergency Services

It is the policy of the City of Lancaster to support employees who provide unpaid volunteer emergency services to the citizens of Grant County.

Employees who are unpaid emergency service volunteers for the Lancaster Fire Department and/or Lancaster Rescue Squad (e.g., Firefighters, Emergency Medical Technicians, etc.) may participate in emergency crisis situations occurring during their regularly scheduled working hours with prior City department head or department head designee approval. Employees are to notify their department head or department head designee in advance if they wish to respond to emergency calls. The department head or department head designee may approve or deny such employee requests. Employee participation in unpaid volunteer emergency services must not adversely affect the employee's job performance or be detrimental to the department's service to the citizens of the City of Lancaster.

Employee participation in unpaid emergency service volunteer activities for the Lancaster Fire Department and/or Lancaster Rescue Squad during the employee's normal working hours will be compensated at their regular rate of pay for their regular job in accordance with the Fair Labor Standards Act (29 C.F.R. 785.44).

Political Activity

City employees shall not engage in the distribution or publication of materials approving or favoring a candidate for nomination or election to public office during working or office hours or in any public building. An employee may not engage in furthering the interest of a candidate for public office through the publication or editing of newspaper articles or other media or announcements or engage in the solicitation of money for the purpose of aiding or defeating the election of any candidate for any public office during office or working hours. Employees shall not use their office or position for the political enhancement of any individual or group.

An employee may not be a candidate for general election to hold the public office of Mayor or Council member in the City of Lancaster unless the employee takes an unpaid leave of absence according to these regulations or submits a resignation from City employment beginning the day after the employee takes the oath of office.

Nothing contained herein shall be construed to interfere with the right of the employee to become a member of a political club or organization, to attend political meetings, to express an opinion on all political subjects and to enjoy freedom from interference in voting or to contribute freely to political causes.

Information of Actual or Pending Litigation

Information relating to litigation or pending litigation involving the City shall not be released by City employees unless cleared through the City Administrator. Persons inquiring about this type of information should be directed to the City Administrator.

"Litigation" is defined as any currently prosecuted or ongoing legal proceedings or lawsuit. "Information relating to pending litigation" is any information relative to the City, its officers, employees, or agents that may place the City in a position of being sued or in a poor light from a legal perspective.

Performance Evaluations

Annual performance evaluations are to be completed for all regular full-time and part-time employees. Temporary employees need not be evaluated through a formal performance evaluation system.

Regular orientation employees should meet at least quarterly with their supervisor to discuss their performance and work expectations.

Standards of Conduct

The continued employment of City employees is contingent upon acceptable conduct, satisfactory job performance and compliance with the City's rules and regulations. Failure to display acceptable job performance or the violation of the rules and regulations shall be cause for disciplinary action including reprimands, suspension without pay, or dismissal.

The City's Rules of Conduct include, but are not limited to:

- Any act of insubordination or failure to carry out directions of a supervisor or department head.

- Unexcused tardiness exceeding occurrences of one (1) per three month period. Tardiness is defined as being late for work.

- Leaving work area without prior authorization from supervisory personnel.

- Unlawful or disorderly conduct during working hours or on City property. This is defined as violation of any law or governmental regulation during working hours or while on or using governmental property.

- Unauthorized use or abuse of City vehicles, equipment, or property.

- Unexplained absence from work.

- Abuse of City vehicles or equipment.

- Violation of the policies of the City, including the policies contained in this manual, or failure to properly observe the rules and regulations of the City, Department or Division.

- Failure to maintain a satisfactory physical record, in relation to the physical demands of the employee's current position.

- Score of "unsatisfactory" on performance evaluations.

- Score of "below standard" on performance evaluation if the employee does not show substantial improvement within three months from the date of the evaluation.

- Dishonesty, including falsification of information and records.

- Neglect of job duties and responsibilities.

- Possessing or being under the influence of intoxicant, or dangerous drugs while on duty resulting in violation of the City's Drug and Alcohol Policy.

- Acceptance of bribes or enticements.

- Three (3) days absence from work without prior authorization.

Disciplinary Procedures: The City of Lancaster will follow the corrective action steps outlined below, but under certain circumstances, may, in its sole discretion, deviate from

these steps based on the facts and circumstances surrounding a particular act of misconduct or other situation.

- Verbal Reprimand.
- Letter of Reprimand.
- Suspension.
- Termination.

(After two years of no violations, verbal reprimand and letters of reprimand will be removed from employee's file and after five years all suspensions will be removed from an employee's file.)

Decision of Management

Management's decision as to the appropriate discipline to impose is final. Employees can appeal decisions related to a suspension or termination as outlined in the grievance procedure attached to this Employee Handbook (see Appendix A).

Notice of Disciplinary Action

The notice of disciplinary action is required when imposing discipline. It must be in writing, signed by the Department Head, addressed to the employee against whom the disciplinary action is taken, and must advise the employee of the cause for and the disciplinary action taken, the effective date thereof, and the employee's rights for an appeal, if applicable. All such written actions should be cleared through the City Administrator before being issued.

Responsibility for Discipline

Basic responsibility for discipline is vested in the Department Head under the direction of the City Administrator. In cases where the Department Head does not exercise responsibility, the City Administrator may investigate and take appropriate action.

Temporary Relief of Duty Pending an Investigation

The Department Head and supervisors may, in consultation with the City Administrator, when deemed in the best interest of the City, temporarily relieve any subordinate employee from duty (with pay), until the Department Head or supervisor can take appropriate action. This is a special application of the authority to make assignments; it differs from the authority to suspend, which belongs to the Department Head and City Administrator alone after due process requirements are met. Subsequent disciplinary action may result in the member being suspended without pay retroactive to the time the

employee was relieved of duty, through a period of time to be determined by the disciplinary authority. Should an employee be exonerated, he/she shall be reinstated without loss of pay, seniority or benefits of any kind.

Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Voluntary Terminations

Employees terminating voluntarily, in order to terminate in good standing, are expected to give the City two weeks' advance written notice.

Voluntary terminations of regular employees shall be effected by a letter of resignation or retirement submitted and signed by the affected employee and by the completion of the personnel action form. In all voluntary terminations there shall be a letter setting forth the date of termination and the cause of termination which shall be placed in the personnel file.

Involuntary Terminations

In addition to terminations for disciplinary purposes, involuntary termination also includes reductions in force, budget cuts and any other type of involuntary termination. Involuntary termination for disciplinary purposes is a formal disciplinary measure.

Where the termination is due to a reduction in force, a pre-termination meeting should be held with the affected employee(s) and the Department Head. The purpose of this meeting

is to explain the reasons for dismissal, and to provide the affected employee(s) an opportunity to discuss concerns they may have.

Where the termination is for disciplinary purposes, documentation that is reviewed with the employee shall include certification the employee has been provided a pre-disciplinary hearing. A copy of the disciplinary documentation shall be forwarded to the City Administrator and placed in the employee's personnel file.

Involuntary terminations shall be effected by completion of a personnel action notice and a written statement prepared by the Department Head of the reasons for dismissal. This documentation shall be forwarded to the City Administrator and placed in the personnel file of the employee.

Exit Interviews

All employees terminating employment with the City should be granted an exit interview with the City Administrator. The purpose of the exit interview is to provide an opportunity for the terminating employee to:

1. Turn in keys and/or other City property,
2. To reconcile any amounts owed to the City or to the employee, and
3. To share any information with the City that he or she feels may be helpful in improving morale and/or increasing productivity.

A copy of the interview form shall be placed in the employee's personnel file.

Date of Termination

The termination date for voluntary terminations is that date agreed to by the employee and the Department Head.

APPENDIX A

DISCIPLINE AND GRIEVANCE PROCEDURE FOR THE CITY OF LANCASTER, WI

DISCIPLINE AND GRIEVANCE PROCEDURE

Discipline. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Grievance Procedure. This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:

1. "Employee discipline" includes all levels of progressive discipline, but shall <u>not</u> include the following items:

    - Placing an employee on paid administrative leave pending an internal investigation;
    - Counselings, meetings or other pre-disciplinary action;
    - Actions taken to address work performance, including use of a performance improvement plan or job targets;
    - Demotion, transfer or change in job assignment; or
    - Other personnel actions taken by the employer that are not a form of progressive discipline.

2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall <u>not</u> include the following personnel actions:

- Voluntary quit;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Completion of seasonal employment, temporary assignment, and/or contract;
- 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 other inability to perform job duties.

3. "Workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee’s supervisor; and
- The employee’s signature and the date.

Steps of the Grievance Procedure

Employees must first discuss complaints or questions with their immediate supervisor prior to filing a written grievance. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance. In the case of termination, such a meeting is not required. Only one subject matter shall be covered in any one grievance. Granting the requested or agreed upon remedy resolves the grievance.

1. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance on the attached form with the Department Head within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the City Administrator, who shall conduct the Step 1 investigation. When a written grievance is filed, the

employee shall perform his/her assigned work task and grieve the complaint pursuant to the process described herein.

2. Step 2 – Review by City Administrator. If the grievance is not settled at Step 1, the employee may appeal the grievance to the City Administrator within five (5) business days of the receipt of the decision of the department head at Step 1. The City Administrator or his/her designee will review the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the City Administrator's decision, a request for written review by an impartial hearing officer. The City shall select the impartial hearing officer. The hearing officer shall not be a City employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. A decision will not have been arbitrary or capricious if it was made in the best interest of the City. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. The hearing officer shall only sustain or deny the decision of the City Administrator; the hearing officer does not have the authority to modify the decision being appealed.

4. Step 4 – Review by the Governing Body If the grievance is not resolved after Step 3, the non-prevailing party may request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Governing Body. For Library employees, the appeal shall be filed with the Library Board. For all other employee, the appeal shall be filed with the City Council. The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council's next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure. Both the

employee and the City may be assisted by a representative of their choosing in person or by teleconference at any point during the grievance process.

APPENDIX B

CITY OF LANCASTER EMPLOYEE STATEMENT OF GRIEVANCE

Employee-Grievant Information

Name: _____ Phone No: _____

Address: _____ Hire Date: _____

_____ Employee No: _____

Supervisor: _____ Work Location: _____

Statement of Grievance

Date(s) of Alleged Incident: _____

Provide a clear and concise statement of the pertinent facts:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(attach additional statement if necessary)

Statement of Grievance
(continued)

Names and Contact Information of persons involved:

_____
_____
_____
_____

Steps taken to informally resolve the dispute and results:

_____
_____
_____
_____

Reasons why the actions of the supervisor should be overturned, if applicable, and desired remedy:

_____
_____
_____
_____

If alleging a workplace safety issue, identify the workplace rules allegedly violated, if applicable:

_____
_____

Signature

Dated this _____ day of _____, 2011.

_____
Signature of Employee-Grievant

EMPLOYEE ACKNOWLEDGMENT

I have received a copy of the Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all Employer policies, rules and expectations as set forth in the Manual, as well as policies, rules and expectations that the Employer may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I understand that any contract or employment agreement must be authorized and approved by the City Council at a duly noticed meeting. I acknowledge that I have not entered into any such individual agreement or contract (except as applicable to the City's unionized employees) by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that the contents of this Manual and my compensation and benefits may be changed by the Employer at any time, with or without notice to the extent permitted by law.

I understand that my employment can be terminated at the option of either the Employer or me, at any time for any reason. I understand that this Manual and the Acknowledgment Form do not vary or modify the at-will employment relationship between the Employer and me.

_____ _____

Employee's Signature Date

After you have read and signed this page, please detach the page from the manual and return to the City Administrator, who will place it in your personnel file.

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