

Employee Policy Manual

City of Monroe, Wisconsin



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I. INTRODUCTION

1.1 INTRODUCTORY STATEMENT

This Employee Policy Manual is a general overview of some of the employment policies, procedures, rules and regulations of the City of Monroe and Monroe Utilities (hereinafter referred to as the Employer). On occasion the Manual may refer to more specific policies and provide links to these documents. The specific policies typically apply outside the general scope of the Employer and are subject to more frequent revisions. It has been prepared to acquaint all employees with these policies, procedures, rules and regulations, and to provide for the orderly and efficient operation of the Employer. It is obviously not possible for this Manual to cover each and every aspect of employment. For this reason, the policies, procedures, and benefits described in this Manual are summary descriptions and are not intended to be all encompassing nor applicable in every situation. It is your responsibility to read and become familiar with this information as well as any applicable attachments and to follow the policies, procedures, rules, and regulations contained herein. Most of your questions should be answered in this Manual. However, if you have questions regarding the Manual, or matters that are not covered, please direct them to the city administrator or your direct supervisor.

1.2 DISCLAIMER STATEMENT

This Manual has been prepared for informational purposes only. None of the statements, policies, procedures, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. Employees are employed “at-will,” and as such employment is not for any definite period. Separation from employment may occur at any time, with or without notice, and with or without cause, at the option of the Employer or the Employee. The City of Monroe reserves its rights to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without prior notice. The policies and procedures are continually monitored and may be amended, modified or terminated at any time without prior notice.

Conflicting documents:

- In the event any provision in this Manual conflicts with any collective bargaining agreement, employee contract, city ordinance, state or federal law or administrative rule; the terms and conditions of that agreement, law or rule shall prevail. In all other cases, the provisions in this Manual shall apply.
- In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

1.3 CITY RIGHTS AS AN EMPLOYER

The city retains certain management rights including, but not limited to the right to:

- Establish standards and rules designed to advance the efficiency and effectiveness of its employees, including the introduction of new or changing existing work methods.
- Require employees to comply with laws and ordinances, and observe rules and regulations.
- Hire, discipline, or discharge employees.
- Create, combine or eliminate job classifications.
- Evaluate the performance of employees.
- Temporarily assign employees to other duties.

1.4 GENDER-RELATED WORD USAGE

Whenever possible, gender neutral language is used in this Manual. However, occasional use may have been made of masculine or feminine pronouns in this Manual solely for the sake of brevity and readability. Unless specifically stated to the contrary, words in this Manual referring to the masculine gender shall also be construed to apply to females, and vice versa.

1.5 DEFINITIONS

- (a) **Anything of Value:** Any gift, favor, loan, service or promise of future employment, but not including reasonable fees and honorariums, or the exchange of seasonal, anniversary or customary gifts among relatives and friends.
- (b) **Benefit Time:** Any combination of authorized leave such as sick leave, vacation, personal days, funeral leave, compensatory time, or holiday that is used to make up the difference between the regular work schedule and hours actually worked. Time is paid at the Employee's regular rate of pay.
- (c) **Business:** Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity which engages in profit-making activities.
- (d) **Continuous Service:** Shall include all of the time that an Employee has in continuous employment status. The continuous service of an Employee eligible for all benefits offered by the City shall not be considered interrupted if the Employee:
 - 1) was on an approved leave of absence in accordance with these policies;
 - 2) was absent due to injury or illness arising out of City employment; or
 - 3) was absent on military leave.

In determining the number of full years of service completed, credit shall be given for all of that time an Employee is employed by the City in a regular position. Any absence of more than thirty days shall not be counted, except for military leave, or absence due to injury or illness arising out of City employment.

Only the most recent period of continuous service will be counted in determining the Employee's length of service.

- (e) **Domestic Partner:** As defined in Wis. Stat. 40.02 (21d) "Domestic partnership" means a relationship between 2 individuals that satisfies all of the following: (a) Each individual is at least 18 years old and otherwise competent to enter into a contract. (b) Neither individual is married to, or in a domestic partnership with, another individual. (c) The 2 individuals are not related by blood in any way that would prohibit marriage under s. 765.03. (d) The 2 individuals consider themselves to be members of each other's immediate family. (e) The 2 individuals agree to be responsible for each other's basic living expenses. (f) The 2 individuals share a common residence. Two individuals may share a common residence even if any of the following applies: 1. Only one of the individuals has legal ownership of the residence. 2. One or both of the individuals have one or more additional residences not shared with the other individual. 3. One of the individuals leaves the common residence with the intent to return.
- (f) **Employee:** Any person not included in the definition of an official who is employed by the City of Monroe – trainee, limited term, part time, full time, introductory or seasonal – appointed or hired.
- (g) **Employee, Full time:** One who is scheduled to work at least two thousand eighty hours [two thousand eight hours for law enforcement personnel] per year on a regular basis of fifty-two weeks per year, inclusive of earned benefit time off.
- (h) **Employee Non-Exempt:** Those employees who are not employed in an administrative, executive or professional capacity and, therefore are covered by state and/or federal minimum wage and hour law. Such employees are expected to maintain regular hours in the interest of public accessibility.
- (i) **Employee, Exempt:** One who is employed in an executive, administrative or professional capacity that meets the qualifications for exemption under the Fair Labor Standards Act as amended and, therefore is not covered by state and/or federal minimum wage and hour law. When so designated by the Common Council as exempt, employees may be paid on a salary basis without regard to the number of hours worked.
- (j) **Employee, Regular Part time:** One who ordinarily is scheduled and/or expected to work between twelve hundred hours and two thousand eighty hours per year, depending on departmental work weeks, on a regular basis of fifty-two weeks per year.
- (k) **Employer:** The City of Monroe.
- (l) **Family, Extended:** Extended family is defined as grandchildren, grandparents of the Employee, grandparents of the current spouse, brother-in-law or sister-in-law, daughter-in-law, son-in-law, niece, nephew, aunt, or uncle.
- (m) **Family, Immediate:** An individual's spouse, domestic partner, and an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support.
- (n) **Financial Interest:** Any interest that shall yield, directly or indirectly, a monetary or other material benefit to any officer or employee or to any person employing or retaining the services of the officer or employee.
- (o) **Gift:** The delivery or receipt of anything of value without consideration of substantially equal value.
- (p) **Grievance:** A complaint an Employee may have about discipline, termination, and work place safety.
- (q) **Harassment:** The unwarranted and unwanted verbal or nonverbal conduct that threatens, intimidates, annoys, or insults another person, and has either the purpose or the effect of creating an offensive, intimidating, degrading, or hostile environment, interferes with or adversely affects a person's work performance.

- (r) **Hostile Environment:** A work environment that, while not necessarily causing any direct economic harm, or even psychological or emotional harm substantially affects a term or condition of employment.
- (s) **Official:** Any person serving in a statutory elected or appointed city office and any persons appointed to boards, committees or commissions established or appointed by the Common Council and/or City President pursuant to this Code of Ordinances, whether paid or unpaid.
- (t) **Relatives:** Includes any person who is a spouse, son, daughter, stepchild, father, mother, step-parent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, or sister-in-law of any Employee.
- (u) **Reasonable Accommodation:** Any change in the work environment or the way things are customarily done that enables a qualified individual with a disability to enjoy equal employment opportunities.
- (v) **Retaliatory Action:** An act that is intended to punish an Employee because he or she has disclosed information, testified, or assisted in any action related to wrongful or unethical conduct. Retaliatory actions may include verbal or physical harassment, reprimand, suspension, demotion, dismissal, transfer, reduction in pay, reclassification or another act which has the effect of penalizing an Employee for lawfully disclosing information.
- (w) **Work Period, Regular:** A fixed and recurring period of one hundred sixty-eight hours (seven consecutive twenty-four hour periods) currently beginning on Monday and ending the following Sunday. The Regular Work Period for public safety Employees involved in patrol consists of recurring periods of two hundred sixteen hours (nine consecutive twenty-four hour periods) consisting of six days on and three days off.

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II. SAFETY ADMINISTRATION POLICIES

2.1 SAFETY POLICY STATEMENT

The City of Monroe recognizes the risks inherent in providing necessary public services to the citizens of our community. The City of Monroe is committed to dealing with these risks in a proactive manner in order to maintain a safe and healthy working environment for all employees.

The City of Monroe, has established a Safety Program to assist departments with the development of policies, procedures and training related to occupational safety and risk management. Every reasonable effort will be taken to reduce the potential and severity of accidents or injuries related to employment.

Safety will be given a high priority by all departments in all activities and functions of the City of Monroe government. Employees and supervisors must also be aware that safety will take precedence over expediency in performing daily work assignments.

Management reserves the right in its discretion to supplement, alter, modify, amend or rescind these rules from time to time as necessary. It is not intended that these rules will modify, amend or in any way contravene the provisions of the Civil Service Ordinance, any of our labor agreements or Work Rules. Any grievance arising out of the discharge, disciplinary action and/or interpretation of these rules are subject to the grievance procedure and/or the Civil Service Rules and Regulations.

All employees share the responsibility of maintaining a safe and healthy working environment. It is critical for labor and management, at all levels of our organization, to work cooperatively toward this goal. Therefore, the City of Monroe and all employees agree to support this policy and work cooperatively towards its goal.

2.2 PURPOSE & SCOPE

The purpose of this Safety Manual is to outline and/or establish those policies, programs and procedures necessary to comply with state regulations, to prevent accidents, to reduce the potential and severity of injury to City of Monroe employees and to provide a safe and healthy workplace. This manual and the procedures outlined herein apply to all departments, boards and commissions and agencies of the City of Monroe. Failure to follow the procedures and policies contained herein may result in disciplinary action up to and including termination, with repeated violations, even if “minor,” resulting in greater levels of discipline as appropriate.

2.3 RESPONSIBILITIES

Departments head and supervisors are responsible for the safety of employees under their direction including the following:

- (A) Ensuring compliance with the City of Monroe’s Safety Programs.
- (B) Ensuring that their employees receive proper safety instruction and training in the performance of their jobs which includes new-hire orientation or transferred employees.
- (C) Developing budgets which support the safety effort.
- (D) Conducting accident investigations, completing required reporting and implementing necessary corrective actions.
- (E) Inspecting the work premises and equipment therein for unsafe conditions.
- (F) Ensuring compliance with applicable federal, state and local laws.
- (G) Responding to employee reports of unsafe conditions, acts and near-misses.

Each City of Monroe employee is responsible for performing their job with regard for their own safety and the safety of other employees as well as the public. All employees, regardless of position, are, as a condition of employment, required to obey all safety rules and general safe work practices that are set forth by these rules and other practices as directed. All employees shall be expected to abide by those safety standards that apply to the performance of their job including the following:

- (A) Reading and following established safety rules and procedures.
- (B) Wearing required personal protective equipment.
- (C) Immediately reporting all accidents and injuries.
- (D) Reporting unsafe conditions, acts and “near-misses” to their supervisor.

2.4 SAFETY COMMITTEES

- (A) **Departmental Safety Committees:** Departmental Safety Committees may be organized within any City of Monroe Department dependent on the discretion of the relevant Department Head. Each departmental committee shall be made up of a logical combination of management and line personnel. The committees shall strive to meet regularly based on staff availability. The Director of Workplace Safety may step in to organize department level safety committees as appropriate. For example, when a department has suffered multiple injuries/illnesses in a short amount of time or when the department has been continuously disregarding safety work rules. The function of these committees is primarily:
1. Discussing safety and health issues unique to their department in an effort to recommend necessary changes or improvements.
 2. Reviewing accidents within their department in an effort to determine how to prevent similar reoccurrences.
 3. Evaluating the progress of various departmental safety and health programs.
 4. Presenting topics, questions and recommendations to senior leadership.
 5. Disseminating information concerning occupational safety and health to employees.
 6. Performing safety audits and facility inspections.
 7. Other safety and/or loss duties as needed.
- (B) **Executive Safety Committee:** This committee is made up of department heads and/or supervisors from various City departments as assigned by the Director of Workplace Safety and/or the City Administrator. The committee meets at least bi-annually and is chaired by the Director of Workplace Safety. The function of this committee includes, but is not limited to, the following:
1. To discuss top level policies concerning safety and health problems not solvable at lower levels and make recommendations for necessary policy changes for presentation to the Mayor and City of Monroe Council as appropriate.
 2. To review loss experience by department, cost analysis figures (loss runs) and accident reports for all areas of exposure, including worker's compensation, fleet and general liability.
 3. To evaluate the progress of the City of Monroe's Safety Program and recommend changes to the program to ensure that current needs are being met.
 4. To provide direction to other committees and departments as may be appropriate.
 5. To keep the Mayor and Council up-to-date on the status of the City of Monroe's Safety Program.

2.5 HAZARD IDENTIFICATION, PREVENTION AND CONTROL

- (A) **Workplace Safety Policy Authority:** Because workplace safety policies can quickly become irrelevant with changing regulations, equipment, and procedures the Director of Workplace Safety shall have the final authority to make revisions over workplace safety policies to retain proper compliance with all relevant Federal and State regulations and best practices. The Director may consult with the Executive Safety Committee, Department Heads, employees, and relevant experts to determine necessary revisions to workplace safety policies. If a dispute should arise that cannot be resolved at the staff level regarding a policy decision by the Director of Workplace Safety, the Salary and Personnel Committee will have final deciding authority.
- (B) **Worksite Analysis:** Worksite analysis is a combination of systematic actions that provide the information needed to recognize and understand the existing and potential hazards. While these actions may appear complicated, they likely consist of activities that already are being performed. These actions may include: hazard identification, regular safety and health inspections, employee reports of hazards and injury and illness trend analysis.
- (C) **Hazard Identification:** To complete a hazard identification analysis, three components should be considered. First, an inventory of hazards is to be completed. This may be best performed by experts from outside the City of Monroe who have a broad-based knowledge of your operations and safety and health. The second component is to complete a change analysis each time there is a change of facilities, equipment, processes or materials. The intended change analysis should be conducted prior to new hazards being introduced. Finally, a routine job hazard analysis should be conducted. This analysis divides a job into tasks and steps and then analyzes the potential hazards associated with each step or task.
- (D) **Regular Safety and Health Inspections:** General site and field inspections should be performed regularly. Those completing the inspections should be familiar with established policies and be able to recognize new hazards. Employees should be involved whenever possible in the site and field inspections. Regular reports of positive and negative findings are to be communicated to both employees and managers.

- (E) **Employee Reports of Hazards:** Employee involvement in the City of Monroe’s Safety Program is imperative. One or more mechanisms for employee hazard reporting should be in place. Suggestion boxes or “Safety Mail” can be used. Timely follow-up and reporting back the employees as to corrective actions (if any) must be conducted.
- (F) **Injury and Illness Trend Analysis:** It is useful to review past injury and illness trends to predict and, therefore, prevent future occurrences. Commonly, trends such as date of injury, mechanism of injury, body part, root cause, etc. are reviewed. Common or obvious trends should be addressed with priority. Injury and illness trends can be completed at the department/division level or can be completed City-wide. Results of the analysis should be communicated with employees, managers and departmental safety committees for recommendations.

2.6 EMERGENCY ACTION GUIDELINES

The following are guidelines that should be used in the event of an emergency. Refer to a relevant facility Emergency Action Plan for specific procedures and refuge areas. Additionally, emergency procedures and places of refuge must be established for “on-road” personnel. Drills shall be conducted at least annually for all facilities.

- (A) **Fire:** These general procedures should be followed in the event of a fire emergency:
 1. Activate fire alarm
 2. Immediately exit your work area using the assigned emergency exit route.
 3. Use the stairs to exit, do not use an elevator, if present.
 4. Meet for the head count at pre-determined rendezvous point.
- (B) **Severe Weather:** These general procedures should be followed in the event of a severe weather emergency:
 1. Monitor radio, television, and/or internet for emergency broadcasts.
 2. If severe weather warning is issued covering your area, listen to recommended action from the National Weather Service.
 3. If recommended by the severe warning/tornado warning, seek shelter in lowest level of the building or other area with **no** windows that is centrally located within the building.
 4. Seek shelter under tables, desks, or other structures that will provide protection and cover your head with your hands.
- (C) **Bomb Threat:** These general procedures should be followed in the event of a bomb threat:
 1. If you receive a bomb threat via the phone:
 - (a) **DO NOT HANG UP THE PHONE;** the receiver will be replaced onto the phone after the call is traced.
 - (b) Listen to what is said, background noises, etc. and take notes.
 - (c) Notify Supervisor immediately.
 2. If you find a suspicious object or note:
 - (a) Do not touch or move the object.
 - (b) Notify Supervisor immediately.
 3. If notified to check your area:
 - (a) Search your workspace for any object that looks suspicious or any object that is not normally in your area.
 - (b) Notify Supervisor immediately if anything suspicious is found.
 4. You may be notified to evacuate in one of the following ways:
 - (a) Through use of fire alarm.
 - (b) Announcement by management.
- (D) **Medical Emergency:** These general procedures should be followed in the event of a medical emergency:
 1. Call Emergency Medical Services (EMS) – 9-1-1 (after calling 9-1-1 and if trained and qualified in first aid/CPR skip to Step B).
 2. If so trained and qualified, administer first aid/CPR and AED as required and wait until EMS arrives.
 3. Report situation to your Supervisor and stay with the afflicted person until help arrives.
 4. Supervisor is to report situation to the Director of Workplace Safety.
- (E) **Abandoned Materials:** Materials such as chemicals, pesticides, refuse, construction debris, etc. are occasionally deposited on City of Monroe owned property. If City of Monroe staff discovers such materials, the following procedure must be followed:
 1. Do NOT go near, touch or otherwise disturb materials in chemical containers that are suspected to contain chemicals or look suspicious.
 2. Call your supervisor immediately.
 3. Isolate the area using cones, caution tape, etc. and do not let anyone near the dumped materials.
 4. Supervisor is to notify the Director of Workplace Safety.

5. If abandoned material is suspected to be chemical in nature, the supervisor or his/her designee is to call the DNR 24-hour Spill Hotline (800-943-0003) to investigate.
6. Follow DNR recommendations.

2.7 TRAINING

- (A) **All Employees:** All employees shall be trained as to the contents of this manual as soon as practical after its adoption. The training shall be documented with records maintained for the duration of employment. Training documentation shall include at least the date, name of the trainer, topics covered and names and signatures of attendees.
- (B) **New Hires:** All new hires will be trained as to the contents of this manual as soon as practical after hire. The training shall be documented with records maintained for the duration of employment. Training documentation shall include at least the date, name of the trainer, topics covered and names and signature of attendees.
- (C) **Task and Equipment Specific Training:** More elaborate and job specific training (in addition to this manual) may be required depending on the job function. Additional training requirements are outlined in the City of Monroe's specific health and safety programs. Also, departmental specific procedural and use training shall be conducted for employees to safely perform their job functions (e.g., operating and using equipment).

2.8 GENERAL SAFETY RULES

- (A) **Horseplay:** Horseplay of any kind is prohibited.
- (B) **Smoking:** No person shall smoke in any City of Monroe-owned building or vehicle unless in a designated area.
- (C) **Power tools and equipment:** All power tools and equipment shall be shut off when unattended or not in use.
- (D) **Reporting damage or problems with tools or equipment:** Report to your supervisor immediately if tools, vehicles, equipment or machinery you are required to operate is not working properly. Employees shall be held accountable for damage to tools, equipment, vehicles, etc. that result from misuse, negligent operation, intentional damage, abuse, failing to report problems, etc.
- (E) **Wearing apparel and jewelry:** Standards for wearing apparel and jewelry shall be consistent with City of Monroe departmental safety work rules, policies and the requirement of the job.
- (F) **Alcoholic beverages and controlled substances:** The drinking of alcoholic beverages of any kind during working hours is prohibited. No employee shall report for work or work under the influence of alcohol or controlled substances as defined by Chapter 961 of the Wisconsin State Statutes. If an individual's ability to perform his/her job has been impaired, he/she may be disciplined or sent home.
- (G) **Working in the street:** When working in the street, always wear approved ANSI 107/207 (as appropriate) retro-reflective clothing as required by (DSPA 332.39(1)) and use the warning lights mounted on vehicles or equipment. Barricades which are used at night must have an operable flashing or steady burn light which is turned on. A minimum of ANSI Class 2 retro-reflective clothing is required. ANSI Class 3 retro-reflective apparel is recommended for nighttime work and work in high speed roadways.
- (H) **Vehicle and equipment operation:** All individuals who operate vehicles or equipment on a public roadway shall possess a valid Wisconsin operator's license and any endorsement or certification that may be required for certain types of vehicles or classifications of employment. This license must be carried on your person at all times when working. In the event an employee's driving privileges are suspended or revoked, he/she shall immediately inform his/her supervisor. Such employees are prohibited from using any vehicle or equipment until such time as their license is restored. "Immediately" shall be interpreted to mean not later than the beginning of the next workday.
- (I) **Dispute resolution:** In the event a dispute should arise concerning safety, the Director of Workplace Safety or his/her designee shall be the final deciding authority.
- (J) **Radio/stereo headphones:** No radio/stereo headphones or earphones shall be worn when operating any vehicle or equipment or at any other time while working. This includes, but is not limited to MP3 players, iPods, Discmans or any other audio device designated to transmit sound to the ears.
- (K) **Protecting the public:** The public shall be kept away from all work areas that could expose them to a hazard.
- (L) **Flotation devices:** Coast Guard approved flotation devices shall be worn at all times while working over water or operating any type of watercraft.
- (M) **Exposure to human blood and body fluids:** Any employee exposed to human blood, body fluids or other potentially infectious materials must immediately report the incident to their supervisor. Employees whose duties involve exposure to human blood, body fluids or potentially infectious materials are required to use personal protective equipment as required by the City of Monroe Exposure Control Plan and Department of Safety and Professional Services regulations.

- (N) **Hand washing & personal hygiene:** Hand washing is critical to rinse away dirt, oil and other contaminants from your hands to avoid ingestion and/or absorption through the skin. Employees are required to thoroughly wash fingers, hands and forearms prior to eating, drinking, smoking, visiting the restroom and going home for the day. A general guideline, a minimum of 30 seconds must be used when washing to be effective.
- (O) **Sun safety and protection:** When working outdoors exposed skin must be protected. Be sure to cover exposed skin or wear at least a 30 SPF sun block on all exposed areas. Be sure to use sun block as directed. When extremely hot outside strenuous work should be conducted in the morning to the extent possible. Lastly, be sure to drink plenty of water prior to, during and after your shift.

2.9 HOUSEKEEPING

- (A) **Work area:** It is the responsibility of each employee to keep his/her work area neat and clean and to return all tools, equipment and material to the proper storage location.
- (B) **Floors & aisles:** All floors, aisles and work and storage spaces shall be kept clean and orderly. Any object that would present a trip/fall hazard, such as electrical cords, boxes, etc., shall be properly stored, secured, etc. Marked walkways shall be provided in storage areas and shall not be used for storage.
- (C) **Spills/wet floors:** Any substance spilled or observed on the floor that would cause the floor to become slippery or create a trip hazard shall be cleaned up immediately. When floors become wet as a result of weather conditions or cleaning activity, "wet floor" signs shall be placed to warn employees and the public.
- (D) **Rag storage:** Oily and greasy rags shall be stored in an approved covered metal container provided for that purpose.
- (E) **Compressed air:** Compressed air shall not be used for cleaning purposes except where reduced to less than 30 PSI and then only with effective chip guarding and personal protective equipment. Compressed air shall never be used to clean oneself.

2.10 TOOLS AND EQUIPMENT

Employees may be requested to work with a variety of tools and/or equipment. For more information regarding safe practices related to the use of tools and equipment, please refer to the **Tools and Equipment Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Tools and Equipment Policy** may lead to discipline, up to and including discharge.

2.11 FLEET SAFETY AND OPERATION

Employees may be requested to work with a variety of vehicles and/or equipment. For more information regarding safe practices related to the use of vehicles and equipment, please refer to the **Fleet Safety and Operation Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Fleet Safety and Operation Policy** may lead to discipline, up to and including discharge.

2.12 FIRE SAFETY/FLAMMABLE LIQUIDS

For those individuals who are required to work with flammable liquids during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to use flammable liquids, please refer to the **Fire Safety/Flammable Liquids Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Fire Safety/Flammable Liquids Policy** may lead to discipline, up to and including discharge.

2.13 MATERIAL HANDLING

- (A) **Lifting:** When lifting:

1. Lift heavy objects with legs, not with the back. Bend your knees and pivot your feet keeping your back straight when changing direction.
 2. Maintain proper balance while keeping the back as straight as possible. Keep elbows close to body.
 3. If the object is too heavy to handle safely alone, get help.
 4. If the load obscures your vision, check the area to ensure that your intended path is free of obstructions.
- (B) **Stacking material:** When piling materials make sure the base is firm and level. Cross tie each layer. Keep piles level and not stacked too high (use should height as a guideline). Keep aisles clear and with adequate space to work in them.
- (C) **Suspended loads:** Employees shall never work under a suspended load or leave equipment unattended with a suspended load.
- (D) **Riding on a hoisted device:** Employees shall never ride on a cable, sling, chain or other hoisting device, or on material being moved by means of a crane.
- (E) **Use of chemicals, pesticides, herbicides and fungicides:** NOTE: All chemicals must be used in strict compliance with manufacturer's instructions and applicable Federal, State and local laws, regulations and ordinances. Make sure you read and follow manufacturer's directions and Material Safety Data Sheets (MSDS). Wear protective clothing as recommended by the manufacturer and consistent with the City of Monroe's PPE assessment, which might include: gloves, boots, hats, goggles, long sleeve shirt, apron pants, face protection and a respirator.
1. Mix only what you need. Excess chemicals must be marked and stored as recommended by the manufacturer.
 2. Notify your supervisor at once of any spillage of chemicals.
 3. Dispose of containers in accordance with State and Federal regulations.
- (F) **Handling hazardous materials:**
1. Incompatibility – always read product labels and MSDS before mixing or combining hazardous materials.
 2. Labeling – all containers shall be labeled to identify the contents, hazards and manufacturer's name. The labels shall reflect the numeric rating of the hazard for flammability, health and reactivity.
 3. Dispensing – certain liquids can generate static electricity when they are stirred or transferred. To avoid the possibility of a static spark igniting the flammable vapors, the bulk container should be grounded to a permanent source, while a bonding wire should be provided between the bulk (dispensing) container and the receiving container. Make certain the area is well ventilated and that you follow mixing instructions on the product label or MSDS. NOTE: gasoline cans shall be removed from the vehicle and placed on the ground before filling.
 4. Moving and carrying chemicals – always carry chemicals in approved containers.
 5. Storage – always store chemicals according to instructions on product label or MSDS.
 6. Disposal – always follow State and Federal procedures for disposal. Never pour hazardous chemicals or waste down sewers, drains or on the ground.
 7. Spills – all spills shall be cleaned up in accordance with department procedures for hazardous chemical leaks or spills.
 8. Changing tanks – when working with hazardous gases such as chlorine or ammonia, check MSDS for appropriate PPE.

2.14 PERSONAL PROTECTIVE EQUIPMENT

Employees are required to wear the proper safety equipment for whatever function they are performing. For additional information regarding safety equipment, please refer to the **Personal Protective Equipment Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Personal Protective Equipment Policy** may lead to discipline, up to and including discharge.

2.15 CONSTRUCTION SAFETY

- (A) **Digger's hotline:** Before doing any excavating, installing a sign or post or auguring a hole, the location of underground wires and utilities shall be determined by calling "Digger's Hotline" at 811 or (800) 242- 8511 or email www.diggershotline.com. In situations where the work is being done on the City of Monroe's property, also make sure where all private utilities are located.
- (B) **Work zone protection:** Please refer to the City's Work Zone Traffic Safety (MUTCD) Policy.
- (C) **Trenching & excavation:** Please refer to the City's Trenching and Excavation Policy.

- (D) **Slippery conditions:** When weather or water main breaks causes slippery conditions, use sand, salt or shoe spikes to improve traction in the work area.

2.16 WORKING IN CONFINED SPACES

For those individuals who are required to work with in confined spaces during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to go into a confined space, please refer to the **Confined Space Entry Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Confined Space Entry Policy** may lead to discipline, up to and including discharge.

2.17 LADDERS, STEP STOOLS, AND SCAFFOLDING

- (A) **Use around electrical circuits:** Never use a metal ladder when working around electrical circuits, wires, changing light bulbs, etc.
- (B) **General provisions:** Never stand on or above the second step from the top of a stepladder or the third rung from the top of a straight ladder. Wood ladders shall not be painted. Ladders shall have approved non-skid feet.
- (C) **Weight rating:** Always check the weight rating of the ladder to ensure the ladder can safely carry your weight plus the load you are carrying. Type II (commercial grade) ladders are recommended rather than household Type II ladders. No more than one person shall be on a ladder at a time.
- (D) **Scaffolding:** Scaffolding four feet to ten feet high, that have a minimum horizontal dimension in either direction of less than 45 inches and scaffolding over ten feet high, shall have toe boards, midrails and handrails.
- (E) **Equipment inspection:** Always check ladders, step stools and scaffolding thoroughly before use. Check for broken or loose rungs, side rails or braces. Never use makeshift ladders or scaffolding.
- (F) **Placement and securing of ladders:** When using ladders, set them on a firm, dry base at the proper angle. The distance between the foot of the ladder and the wall it rests against should be equal to about ¼ the distance to the support point of the ladder. Ladders should extend three feet past the support point. When possible, secure ladders in place with ropes, hooks, spikes or other anti-slip devices. Always be careful of the placement of the ladder. Avoid placing ladders within the arc of a swinging door (unless the door is locked), near blind corners or where it could be in the path of vehicles or equipment. Use signs or barricades to alert others.

2.18 FIRST AID

The City of Monroe provides first aid supplies for the temporary treatment of minor injuries such as cuts, scratches, etc. All employees should know the location and use of the supplies. All injuries, however small, shall be treated to prevent infection. Report all injuries to your supervisor. As first aid supplies are used, replacements should be requested. The department head or his/her designee shall ensure that all first aid kits are inspected and restocked on a monthly basis. First aid kits shall be stocked with items designed to deal with the specific injuries expected to be encountered at the work site as required by ANSI Z308.1.

2.19 OFFICE SAFETY

Employees working in an office setting are not exempt from concerns with safety in the workplace. As a result the city of Monroe has adopted a policy related to safe practices in an office setting. Please refer to the **Office Safety** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Office Safety** may lead to discipline, up to and including discharge.

2.20 WELDING

For those individuals who are required to use welding materials during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to weld, please refer to the **Welding Safety Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Welding Safety Policy** may lead to discipline, up to and including discharge.

2.21 POWERED INDUSTRIAL TRUCKS (PIT)

For those individuals who are required to operate Powered Industrial Trucks (PIT's) during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to operate a PIT, please refer to the **Powered Industrial Truck (PIT) Safety Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **(PIT) Safety Policy** may lead to discipline, up to and including discharge.

2.22 ELECTRICAL WORK

For those individuals who are required to work with or around electricity during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to work with or around electricity, please refer to the **Electrical Work Safety Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Electrical Work Safety Policy** may lead to discipline, up to and including discharge.

2.23 AERIAL BUCKET USE

For those individuals who are required to work with aerial buckets during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to use an aerial bucket, please refer to the **Aerial Bucket Truck Safety Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Aerial Bucket Truck Safety Policy** may lead to discipline, up to and including discharge.

2.24 CRANES AND HOISTS

For those individuals who are required to work with cranes and/or hoists during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to use any of these tools, please refer to the **Cranes and Hoists Safety Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Cranes and Hoists Safety Policy** may lead to discipline, up to and including discharge.

2.25 SLINGS, ROPES, & CHAINS

For those individuals who are required to work with slings, ropes, and/or chains during the course of their workday, the City of Monroe has adopted safe operating practices. If you are required to use any of these tools, please refer to the **Slings, Ropes, and Chains Safety Policy** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace.

Failure to comply with the safety standards and expectations in this policy or those in the **Slings, Ropes, and Chains Safety Policy** may lead to discipline, up to and including discharge.

2.26 FALL PROTECTION

Please refer to the **Fall Protection Program** located in the office of the City Clerk or the Employee Intranet for more detailed explanation on the work rules governing safety in the workplace and reducing exposure to falls.

Failure to comply with the safety standards and expectations in this policy or those in the **Fall Protection Program** may lead to discipline, up to and including discharge.

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III. GENERAL ADMINISTRATION POLICIES

3.1 NONDISCRIMINATION

Each Employee of the City of Monroe, as a public servant, is expected to deal with the public at all times in a prompt, polite, and helpful manner. In conducting the public's business, city employees and officials shall not knowingly engage in any practice that discriminates against an individual or a group on the basis of age, ancestry, arrest or conviction record, color, creed, disability, genetic testing, honesty testing, marital status, military service, national origin, pregnancy or childbirth, race religion, sex (including sexual harassment), sexual orientation, use or nonuse of lawful products off the Employer's premises during nonworking hours, declining to attend a meeting or participate in any communications about religious matters or political matters, or any other characteristic protected by law. Employees witnessing a violation of this policy, should complete a **Harassment / Discrimination / Retaliation Complaint Form** and return it to the City Administrator. All complaints of discrimination are taken seriously and are investigated with appropriate actions taken based on the results of the investigation.

3.2 AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act of 1973, the ADA Amendments Act of 2008, and the Wisconsin Fair Employment Act, the City of Monroe is committed to providing equal opportunity in employment to qualified individuals with disabilities. For additional information regarding the City of Monroe's commitment to compliance with federal and state laws related to disabilities and employment practices please reference the **Americans with Disabilities Act Title I Policy** located in the office of the City Clerk or the Employee Intranet.

Further, the City of Monroe is committed to ensuring that all citizens have an equal opportunity to participate in and receive the benefits of the services, programs, or activities of the City. For additional information regarding the City of Monroe's commitment to compliance with federal and state laws related to disabilities and employment practices please reference the **Americans with Disabilities Act Title II Policy** located in the office of the city clerk or the Employee Intranet.

3.3 EQUAL EMPLOYMENT OPPORTUNITY

The City of Monroe is an equal opportunity employer. In all aspects of employment, the City of Monroe recruits, hires, trains, pays, and promotes regardless of race, color, gender, religion, age, national origin, family responsibilities, marital status, sexual orientation, matriculation, political affiliation, disability, arrest or conviction record, or any other protected class or condition. Our objective is to hire and promote individuals best qualified and/or trainable for the position, by virtue of job-related standards of education, training, experience, and personal qualifications.

3.4 ANTI-HARASSMENT AND RETALIAION

The City of Monroe is strongly committed to providing a workplace in which individuals are treated with respect and dignity and to provide procedures for reporting, investigating, and resolving complaints of harassment, discrimination, and retaliation. For additional information regarding the City of Monroe's commitment to a workplace free from harassment, discrimination, and retaliation please reference the **Anti-Harassment and Retaliation Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

3.5 FAIR LABOR STANDARDS ACT (FLSA)

In accordance with the federal Fair Labor Standards Act (FLSA) created in 1938, the City of Monroe is committed to complying with standards related to equal pay, overtime pay, recordkeeping, and child labor. For additional information regarding the City of Monroe's commitment to compliance with federal and state laws related to compensation please reference the **FLSA Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.6 FAMILY & MEDICAL LEAVE ACT (FMLA)

In accordance with the federal Family and Medical Leave Act (FMLA) and the Wisconsin FMLA, the City of Monroe is committed to providing eligible employees with required unpaid protected leave each calendar year. For additional information regarding the City of Monroe's commitment to compliance with federal and state laws related to unpaid protected leave under the FMLA please reference the **FMLA Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.7 DRUG AND ALCOHOL FREE WORKPLACE

In accordance with the U.S. Department of Transportation and the Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing rules, regulations and procedures contained in Title 49 C.F.R. and the Drug Free Workplace Act of 1988, the City of Monroe is committed to protecting the safety, health and well being of all employees and recognizes that drug and alcohol abuse poses a significant threat to the goals of the City. For additional information regarding the City of Monroe's commitment to a drug and alcohol free workplace please reference the **Drug & Alcohol Free Workplace Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.8 TOBACCO POLICY

It is City policy to protect officials and employees who do not smoke, as well as the public, from the harmful effects of smoking materials while preserving a reasonable degree of freedom for those who choose to smoke. Section 101.123, Wisconsin Statutes, prohibits smoking in any enclosed, indoor area of a state, county, or city building. Smoking is defined as carrying a lighted cigar, cigarette or pipe.

Complaints of violation of state law or City policy should be directed to the department head responsible for the work area or facility involved. The department head will notify the violator of the prohibition against smoking. Subsequent violations on the part of a City Employee may lead to discipline, up to and including discharge.

3.9 UNION RIGHTS AND ACTIVITIES

City employees have a right to form and join labor organizations, unless they are exempt as defined by law or excluded by a labor agreement. Conditions of membership are described in each labor contract. The city recognizes the following unions as the exclusive bargaining representative for designated employees of the following bargaining units:

- Qualified City of Monroe police department sworn officers *Wisconsin Professional Police Association LERD.*
- Qualified City of Monroe employees. *Local 3760 AFSCME AFL-CIO.*

Each bargaining unit separately negotiates contracts for its members with the city. Wages, benefits and/or conditions of employment will be governed as specified in the respective labor agreement. Employees are not granted time off with pay to engage in union activities unless specifically provided for in the labor agreement. City equipment and facilities may not be used for union activities unless specifically provided for in the labor agreement, or unless approved by the Common Council.

3.10 VIOLENCE FREE WORKPLACE

The City of Monroe is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community. As such, the City has adopted a zero tolerance policy toward any intimidating, threatening or violent behavior at the workplace. The City of Monroe considers workplace violence to be a serious act of Employee misconduct. Therefore, the City of Monroe will take direct and immediate action to prevent such behavior, and to remedy all reported instances of

workplace violence. For additional information regarding the City of Monroe's commitment to providing a safe workplace, please reference the **Workplace Violence and Threats Prevention Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.11 PERSONAL MAIL/PERSONAL PROPERTY

The City of Monroe cannot accept responsibility for personal mail sent to you at work. The City of Monroe recognizes that workstations are "personalized" with items from home that belong solely to the Employee, however, the City of Monroe cannot and does not accept responsibility for those items in the event that they are lost or stolen. If you are worried about an item's value if it is stolen and/or damaged, it is best not to bring that item into the workplace.

3.12 COMMUNICATION/CHAIN OF COMMAND

The City of Monroe is interested in you; as a result your supervisor is available to discuss any problems that may arise. When you have a problem, the City asks that you attempt to discuss it with your direct supervisor first. Then, if necessary, you may take your concerns to the next highest authority in accordance with the City of Monroe **Internal Communication Policy** located in the office of the City Clerk or the Employee Intranet.

There are bulletin boards located in each department for the posting of information. Postings should be approved by your supervisor prior to being posted. Never remove another person's posting without express permission from your supervisor or other management personnel.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.13 HANDLING COMPLAINT/CONCERNS FROM THE PUBLIC

At times members of the public will come to employees with complaints, questions or concerns regarding work practices or other city involvements. All citizen complaints should be handled in accordance with city policy. For additional information regarding how to handle complaints and/or concerns from the public, please reference the City of Monroe **Citizen Complaint Procedures Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.14 MEDIA RELATIONS

At times members of the media contact employees with requests, questions or concerns regarding work practices or other city involvements. All media inquiries should be handled in accordance with the **Media Policy**. For additional information regarding how to handle inquiries from the media, please reference the City of Monroe **Media Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.15 OPEN RECORDS

In accordance with state law, the City of Monroe is committed to maintaining accurate records regarding the affairs of government and the official actions of representatives of government. For additional information regarding the City of Monroe's guidelines related to record maintenance, retention, and access; please reference the **Open Records Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.16 ETHICAL CONDUCT

In accordance with Wisconsin Statutes § 19.59, the City of Monroe is committed to following the ethical practices as outlined in the **Codes of Ethics for Local Government Officials, Employees and Candidates**. Further, the City of Monroe has adopted an ordinance (Title 1, Chapter 16) establishing a Code of Ethics for City Officials and Employees. In conjunction with this Code of Ethics, the city has created an Ethics Board governed under Title 2, Chapter 25 of the Code of Ordinances for the purpose of administering and enforcing the Code of Ethics.

For additional information regarding the City of Monroe's Code of Ethics please reference the **Code of Ordinances** located in the office of the City Clerk or on the City of Monroe website. City officials and employees who suspect an action they may take could place them in violation of the ethics code for local government officials may ask the City Attorney for an advisory opinion.

Failure to comply with the Code of Ethics may lead to sanctions and/or discipline, up to and including discharge in accordance with 1-16-6 of the City of Monroe Code of Ordinances.

3.17 WORK RULES OF CONDUCT

It is to your best interest as well as that of the City of Monroe that our organization operates smoothly, efficiently, and safely. To accomplish this, standard work rules of conduct for all employees have been established. The Common Council and/or City Administrator may from time to time revise these rules as the need arises. Employees shall be made aware of any amendments to the work rules.

For additional information regarding the City of Monroe's standard of conduct please reference the **Code of Conduct Policy** located in the office of the City Clerk or the Employee Intranet. Compliance with this policy does not guarantee continued employment.

Failure to abide by this policy may lead to discipline, up to and including discharge with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

3.18 CONFIDENTIALITY

While working with the City of Monroe, its employees will necessarily become familiar with privileged or confidential information. The entire staff must respect the confidentiality of all information, regardless of its source, and must adhere to the City of Monroe's ethical responsibility to protect such information from disclosure to outsiders. No City Employee shall use or disclose privileged or confidential information as defined by law. Except as provided by law, no confidential information concerning any citizen may be released to an unauthorized person or agency without the signed, informed consent of the citizen.

Similarly, citizen documents and other information should be protected from the sight of unauthorized individuals. Citizens and other City of Monroe guests should never be allowed unsupervised access to the individual offices of employees.

Failure to maintain confidential information may lead to discipline, up to and including discharge.

3.19 ACCIDENTS

We hope that a serious accident or illness never happens to you. ALL accidents, including motor vehicle accidents, shall be reported promptly to the direct supervisor. Accident forms prescribed by the City or its insurers may be used for the purpose.

When an accident occurs in which defective equipment may be at fault, the following steps should be taken by employees:

- Attend to injuries incurred by any employees or others.
- Turn any equipment suspected to be at fault over to the direct supervisor.
- Write a detailed report describing the circumstances surrounding the incident. This report should be submitted to the department head within twenty-four hours after the incident and a copy provided to the Safety Director.

If a city official or employee, while operating a city owned vehicle, piece of equipment, or a privately owned vehicle, is involved in an accident resulting in personal injury, death, or property damage, if able, he or she will:

- Request that all parties remain at the scene.
- Summon police, fire or emergency medical personnel as required.
- Render assistance to injured parties.
- Refrain from making statements regarding the accident to anyone other than investigating officers, city officials, or representatives of firms insuring vehicles and equipment operated by the city officials and employees; any statements made should be restricted to factual observations.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.20 USE OF CITY EQUIPMENT

Because of liability issues the City of Monroe does not allow the use of city work facilities or the use of city vehicles, equipment, supplies, tools, and uniforms for reasons other than the execution of City duties and shall not be used for private or unauthorized purposes. If their use is required beyond the limits of the City of Monroe, authorization by the direct supervisor must be obtained in advance based on equipment availability and other needs within the City.

Employees shall be responsible for the proper care and use of City property; including but not limited to complying with all safety and use standards. For additional information regarding the City of Monroe's expectation regarding the use of City property please reference the **Use of City Equipment Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.21 USE OF PERSONAL TELEPHONES/ELECTRONIC DEVICES

In today's digital environment, the Employer recognizes that many Employees will have/carry personal telephones and/or electronic devices. Use of these devices should be reserved for breaks and in no way should they distract from the performance of the employment duties.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.22 ELECTRONIC COMMUNICATIONS & INFORMATION SYSTEMS

Employees should NOT expect privacy with respect to information accessed, transmitted, received, or stored on a city computer/network. The City has the right and capability of monitoring any and all computer use within the city departments. The city reserves the right to exercise this ability at any time.

For additional information regarding the City of Monroe's rules and regulations related to computer use, electronic communications, and information systems please reference the **Electronic Communication & Information Systems Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.23 POLITICAL ACTIVITIES BY EMPLOYEES

City of Monroe employees shall not engage in political activities to such an extent that their participation distracts from the performance of their employment duties, nor should they engage in political activities in such a way that would lead members of the electorate to conclude that city departments or employees in their official capacity were taking a position in an election. No city employees, during the hours that they are on duty (including breaks), may engage in political activities. City employees engaged in political activities while off duty should clearly act as private individuals and not convey the impression that they are acting in their official capacity as city employees. This policy has been developed not to restrict one's constitutional rights but to dramatize and protect the neutrality of public service personnel.

An Employee may voluntarily wear a campaign button or badge off duty. An Employee on or off duty may have stickers, signs, and other electioneering materials affixed to a privately owned vehicle or display campaign or political signs on his/her private property in accordance with applicable sign ordinances. However, the use of such materials on city owned vehicles, equipment, buildings, or other city property is prohibited.

An Employee may voluntarily contribute money or service to a candidate, campaign, party, group or cause. City officials and employees may not, either directly or indirectly, solicit or receive money, property, favors, services or anything of value on behalf of a candidate for elective office, or on behalf of a political party or a committee attempting to influence the outcome of an election.

An off duty Employee may voluntarily circulate nomination papers, petitions, distribute campaign literature, type, stuff envelopes and perform other clerical services, telephone and convey voters to the polls, and participate in a political convention, meeting, rally, demonstration, or parade. Campaign work of the nature listed under this heading is prohibited during working hours and is further prohibited off duty by any Employee in a city uniform or wearing a city badge. Use of city property for campaign work is prohibited.

An Employee may belong to a political party, group, club, or civic organization, serve on political committees or as an officer or delegate in political organizations, attend political meetings or social functions of a political nature. An Employee may accept appointments to non-elective boards, committees, and commissions, provided there is no conflict of interest.

Any city Employee declaring his/her intention to seek a partisan political office (for example, county sheriff or state legislator) is expected to take an administrative leave of absence and/or use accumulated vacation if the time and effort required to conduct an election campaign is likely to affect the performance of his/her duties as a city employee. In any case, city employees seeking either partisan or nonpartisan political office may not engage in any kind of political activity while on duty as a city employee.

A city employee elected to a full time partisan political office will be expected to either terminate his/her employment with the city or request an administrative leave of absence, not to exceed two years. If serving in the office is expected to benefit the employee's performance upon his/her return from leave, department heads may recommend a leave of absence for Common Council approval. A city employee elected to a part time nonpartisan political office, except the Mayor and Alderperson, may continue his/her employment with the City but is expected not to conduct business related to his/her elective position while on duty on city property or engaged in work as a city employee.

Any city employee is entitled to seek nomination and appointment as a polling place official or to serve as an appointed observer at a polling place; however, as a matter of good public policy, the practice is discouraged. If a city employee does serve as a polling place official or observer, the Employee will be expected to use benefit time for the purpose.

City officials and employees, acting in their official capacity as representatives of the city, may appear before a legislative body for the purpose of giving testimony on a matter under consideration by that body. City officials and employees are free to appear before a legislative body as a private citizen, as a member of an organization not affiliated with the city, or as a representative of an association seeking to influence the outcome of a matter under consideration by that body. In this case, however, city officials and employees are expected to use vacation time for the purpose and shall clearly state that they are acting as private individuals and not convey the impression that they are acting in their official capacity as city employees.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.24 SOLICITATION OF THE PUBLIC AND VENDORS

The City of Monroe recognizes that the public and vendors have an expectation that they will be able to conduct their business in a pressure free atmosphere. Further the City recognizes that its employees may have outside interests that from time to time require solicitation of funds or donations. City employees shall not conduct these matters during the working day (including breaks), on City property, and/or in uniform. Employees shall not use their position with the city for personal gain or solicitation and shall clearly state that any solicitation effort is NOT on behalf of their respective position or the City of Monroe and that the solicitation is for their own personal volition.

Failure to abide by this policy may lead to discipline, up to and including discharge.

3.25 CREDIT CARD USE

In the discharge of their duties, an Employee may be issued a credit card either by the City or their Department Head. It is the policy of the City that Employees only use the card for purchases made in the discharge of their duties. Further, in accordance with standards established by the Internal Revenue Service, the card should only be used for individual meals which are associated with an overnight stay related to City business.

All purchases made on the credit card shall be accompanied by a detailed receipt, which shall be turned into the Comptroller at the time of purchase. The Comptroller or their designee shall use these receipts to match against the credit card statement(s). If an Employee is unable to provide a receipt, they may be financially responsible for the purchase. The use of a City credit card is a privilege and can be withdrawn if abused through improper documentation or reimbursement for undocumented purchases.

Failure to abide by this policy may lead to discipline, up to and including discharge.

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IV. EMPLOYEE ADMINISTRATION POLICIES

4.1 FILLING VACANT POSITIONS

Department Heads will request approval from the City Administrator to proceed with filling a vacant position and will propose the method to be used in filling it. Possible options for filling a vacant position include, but are not limited to the following:

- (a) Recruitment. Applicants for a vacant position may be selected through a competitive process open to all interested individuals. The process may include one or more of the following elements:
 - 1) A fair evaluation of each applicant's education, training, experience and other work related qualifications.
 - 2) A written examination to measure essential kinds of work related knowledge.
 - 3) A performance test designed to measure essential work related skills.
 - 4) An oral interview of eligible applicants.
- (b) Promotion. Promotion is the advancement of a current Employee from his or her position to a higher position in the same work unit or department.
- (c) Transfer. Transfer is the movement of an Employee from his or her current position to a vacant or new position in a different work unit or department.
- (d) Reinstatement. Reinstatement involves rehiring a former city Employee without competitive examination to fill the same position held by the individual at the time he or she was separated from city service.

If the Department Head believes they were unnecessarily denied their request to fill the position, they may appeal the decision to the Salary and Personnel Committee.

4.2 POSITION DESCRIPTIONS

The City will maintain a position description for each position. Department heads are responsible for ensuring that position descriptions are periodically reviewed and, as necessary, modified. Position Descriptions shall be regularly reviewed by the Department Head with updates to be approved by the City Administrator. Upon revision, one copy of the revised position description will be given to each affected Employee and one copy given to the City Clerk to be kept on file as the official record.

4.3 CITIZENSHIP

General Personnel. For regular full time and part time personnel, United States citizenship will not be considered to be a requisite for city employment. However, immigrants must be in full compliance with prescribed federal law, in particular the Immigration Act of 1986, and they must move with the utmost dispatch to become naturalized citizens within the minimum period prescribed by federal law. Proof of an immigrant Employee's action, in this respect, may be required by the city at any time. If at any time during employment with the city, the immigrant Employee is not in compliance with the federal law, then s/he shall be subject to dismissal by the city.

Sworn Personnel. United States citizenship is required of all regular full time and regular part time sworn personnel in the Police Department. An applicant for a sworn police position must be a legal citizen of the United States at the time of appointment to a sworn position.

4.4 NEPOTISM

To avoid potential or perceived conflicts of interest, the city will not employ relatives, domestic partners, or former spouses of other Employees without authorization of the Salary & Personnel Committee. The city will not approve a supervisory relationship between an Employee and a relative, domestic partner, or former spouse under any circumstances.

When a relative, domestic partner, or the former spouse of any current city Employee or elected city official is being considered for city employment, it is required that either party make the relationship known to the hiring authority (Department Head in coordination with the City Administrator for Employees or the Salary & Personnel Committee for department heads) before a hiring decision is made. This policy is adopted to avoid conflicts of interest in hiring decisions.

This policy does not apply to non-elected officials who are asked to accept appointment as members of a Common Council, commission or committee. Non-elected officials, however, will be expected to disqualify themselves from participation in matters under consideration, which may affect the hiring, retention, classification or compensation of their relatives if currently employed or being considered for employment by the city.

4.5 RECRUITMENT

Following approval of the City Administrator, notice of intent to fill a position will be posted on Employee bulletin boards at least ten working days before the closing date for applications. The notice will include:

- (a) Title of the position.
- (b) Hourly wage or salary.
- (c) Concise description of duties.
- (d) Education, training, work experience required.
- (e) Special requirements (certification(s) or license(s)).
- (f) Special working conditions, if any.
- (g) Method to be used in filling the position.
- (h) How to apply.
- (i) Closing date for applications.
- (j) Statement affirming the City's commitment to equal opportunity in employment and advancement.

The Department Head seeking to fill a vacancy may be asked to assist the City Administrator in developing a job announcement and ads, and identifying special recruitment sources and questions to be used in scoring applications if necessary.

Employment applications normally will be submitted electronically through the City website using an approved process. No applications for a position, currently in the process of being filled, will be accepted after the announced closing date. The Department Head, with the assistance of the City Administrator, will screen all applications received to determine each applicant's eligibility for the position to be filled. If it is determined that there is not a sufficient number of qualified applicants, recruitment may be reopened.

Applicants may be disqualified any time during the screening, testing and selection process when it is determined that:

- An applicant lacks the qualifications established for the position.
- An applicant has an unsatisfactory employment record or personal record, based on information on the employment application form, or by the results of a reference check or a background investigation.
- An applicant has made false statements or practiced deception in his or her application.
- An applicant is not within the legal age limits prescribed by law.

4.6 PROMOTIONS

Employees generally are expected to serve in their current position for at least one year before being considered for promotion to another position. All else being equal, current city Employees will be given preference in filling vacant positions. If the Employee is selected, his or her current Department Head will be notified before an offer of promotion is made to the Employee.

Selection of an Employee for promotion will be based on the Employee's past work record, education, knowledge of duties associated with the position, work related skills and time in service. Changes in an Employee's designation, usually occurring as a result of advanced training and regulated by state statute or administrative rule, does not constitute a promotion.

Temporary assignments may be made by a Department Head for a specified time or until a vacant position is filled. Such appointments will be on an "acting" basis and, unless selected to fill a vacant position on a regular, full time basis, the Employee will return to his or her normal duties following completion of the assignment.

Unless otherwise provided by a labor contract, the Employee will enter the new position at the entry level established for the position at that time on the Classification Scale.

4.7 TRANSFERS

Employees generally are expected to serve in their current position for at least one year before being considered for transfer to another position. All else being equal, current city Employees will be given preference in filling vacant positions. If the Employee is selected, his or her current Department Head will be notified before an offer of transfer is made to the Employee.

If the Employee seeking a transfer accepts the position, it will be up to the affected Department Heads to agree on a transfer date. Every effort should be made to complete the transfer within two weeks of the offer's acceptance. Transfers also may be initiated by the City in instances where the City's best interests may be served.

Unless otherwise provided by a labor contract, the Employee will enter the new position at the entry level established for the position at that time on the Classification Scale.

4.8 REHIRING OR REINSTATING FORMER EMPLOYEES

Upon the recommendation of the affected Department Head and with approval of the City Administrator, a former City Employee may be rehired without competitive examination to fill the same position held by the individual at the time he or she was separated from City service.

This policy does not refer to temporary part time employee labor who may be reinstated on an annual basis upon recommendation of the affected Department Head and approval of the City Administrator.

4.9 DISCLOSURE OF APPLICANT'S IDENTITY

At some point during the process leading to the hiring of city employees, it may be necessary to disclose information about the applicants including, but not limited to their name, address, title or occupation. Other information, obtained in the course of the screening, testing and selection process, will normally be made available only to those involved in the process. Unless an applicant informs the City, in writing, that he or she does not want their identity revealed, the applicants name cannot be kept confidential in the event a request for the names of applicants is made under the Wisconsin Public Records Law. The identity of applicants selected as finalists for a position must be revealed if requested.

4.10 REFERENCE CHECK AND BACKGROUND INVESTIGATION

Before an offer of employment is tendered, a reference check will be completed to determine personal traits, history of workplace incidents, evidence of a criminal record, and/or to verify claims of educational attainment, previous employment history, and other information provided by an applicant. The affected Department Head at the discretion of the City Administrator may conduct some or all parts of the reference check. Some positions may require a background investigation by the Monroe Police Department, another law enforcement agency, or a qualified individual.

4.11 APPLICANT EXPENSES

Unless approved by the Common Council, the City will not reimburse an applicant for travel expenses incurred as part of the screening and selection process. Unless approved by the Common Council, the City will not reimburse an applicant for relocation expenses.

4.12 LICENSES AND CERTIFICATIONS

Applicants for a position requiring a license and/or certification must, as a condition of employment with the City, present to the City Administrator valid proof of same prior to the first assigned starting date.

Persons operating a city vehicle or equipment must possess an appropriate and valid operator's license and submit that license as proof. Those positions requiring special certification by an agency of the state must submit proof of satisfactory completion, with certification to professionally practice in the State of Wisconsin.

Various other certifications may be requested as proof of completed education at a recognized institution or university. The City reserves the right to obtain necessary information regarding academic achievement transcripts, educational files, health records, or prior employment records of any applicant.

4.13 OFFER OF EMPLOYMENT

After references are verified and a hiring decision has been reached by the appropriate hiring authority, the City Administrator or their designee will notify the applicants of the City's selection, tender a written offer of employment, and request that the offer be accepted or rejected within a specified number of days. If an offer is rejected, the appointing authority may choose to offer employment to another qualified applicant or to reopen recruitment to fill the position. Once an applicant accepts an offer of employment, other applicants will be provided with written notification that they were not selected.

4.14 MEDICAL EXAMINATION

Applicants for certain positions may be required to undergo a medical examination to be employed by the City. The Americans with Disabilities Act prohibits asking an applicant to undergo a medical examination before receiving an offer of employment. In the event a medical examination is required, the offer of employment will be contingent upon successful completion of the examination. In some cases, psychological testing also may be a part of the selection process. The City shall not require applicants for employment to undergo testing for the presence of the HIV antibody.

In all cases, a required physical examination will be administered by a physician or other qualified health care provider selected by and at the expense of the City of Monroe. In the event the physician determines that an Employee is unable to perform all or part of the essential functions of his or her position, the City shall take necessary steps as provided by law.

4.15 APTITUDE TESTING

Some forms of testing, may be required in filling certain positions. Tests used may include structured questionnaires, practical tests, written tests, and physical aptitude tests. Testing will be work related and used only to determine an applicant's knowledge, skills and abilities for the position. The City shall not require applicants for employment to submit to a test administered by means of a lie detector.

4.16 TESTING FOR ALCOHOL, DRUG ABUSE OR OTHER SUBSTANCE ABUSE

In accordance with the City's **Drug & Alcohol Free Workplace Policy**, both applicants for employment and current Employees may be required to undergo testing for alcohol, drug, or other substance abuse. It is City policy that testing normally will be limited to situations in which:

- An applicant or an Employee may be expected to use equipment that, if operated under the influence of alcohol, drugs or other dangerous substances, could endanger the Employee or other persons.
- An Employee who will be driving commercial motor vehicles will be subject to the City's alcohol and drug testing policy, in addition to the other regulations covered in the personnel manual.
- An Employee or applicant will be supervising employees on a regular basis.
- An Employee is required to undergo testing to satisfy federal or state requirements.

In the event an examination for alcohol and/or other drugs is required, an offer of employment will be contingent upon successful completion of the examination with satisfactory results.

4.17 EMPLOYEE ORIENTATION

On or before the date a new city Employee begins work, the City Administrator or their designee and the affected Department Head will conduct a joint orientation that will, at a minimum, include:

- (a) Salary or wage to be paid.
- (b) Pay periods and procedures for recording hours worked.
- (c) Hours of work and procedures for reporting tardiness or absence.

- (d) Paid Time Off program.
- (e) Insurance, Workers Compensation, retirement and other employee benefits.
- (f) Work rules.
- (g) Reporting injuries.
- (h) Grievance procedures.
- (i) Performance evaluation.

Each employee will be given a copy of the current position description and a copy of this Manual. Written evidence that the orientation was conducted and a copy of the Manual provided shall be made part of the new Employee's personnel file.

4.18 EMPLOYMENT RECORDS

In accordance with federal and state law, the City of Monroe is committed to maintaining accurate employment records of its employees. For additional information regarding the City of Monroe's guidelines related to record maintenance, retention, and access; please reference the **Employee Records & Retention Policy** located in the office of the City Clerk or the Employee Intranet.

4.19 EMPLOYEE APPEARANCE AND DEMEANOR

All City employees are expected to be courteous and respectful to all people, including fellow employees. In the performance of their duties, employees are not to use harsh, coarse, profane or offensively suggestive language or gestures. Employees shall present a well-groomed appearance that fosters a favorable impression on the people we serve. An Employee's direct supervisor will discuss the subject of demeanor and/or personal appearance with the Employee if it is felt the Employee's actions and/or appearance or dress is not appropriate.

This policy is in effect for City employees and volunteers during their City-scheduled work time and during the times that they represent the City outside their regular work hours (e.g., at a work-related training conference), unless otherwise dictated by their department's policy. City departments are expected to use this policy as the minimum standard for their employees/volunteers. Each Department Head has the authority to set additional dress code expectations that are higher than those listed in this policy. Exceptions to this policy for religious reasons shall be made on a case-by-case basis and in compliance with applicable laws and regulations.

Employees and volunteers should be neat, clean and well-groomed when reporting to work. Shoes should be clean and not excessively worn. Clothing should be clean and pressed, not excessively worn or faded, and without holes or frayed areas. Hair (including facial hair) should be well groomed. Body piercing (other than earrings) that is exposed to the public should either be removed or covered during the employee's or volunteer's scheduled work hours or during times that they represent the City outside their regular work hours. Hair must be of a natural hue (e.g., not colored green and yellow for Packers' games). Further:

- If logos are on clothing, these logos should not promote contractors or vendors that may conduct business with the City (because it may be perceived as favoritism).
- Clothing that promotes alcohol or drug use, or inappropriate/offensive behavior or language, is not allowed.
- Body tattoos that show any image that may violate the City's Harassment & Discrimination policy (e.g., unclothed person or inappropriate language) must be covered during employee's/volunteer's scheduled work time or while representing the City.
- Sheer clothing (that you can see through) and short shirts (that reveal the employee's stomach area/back) are not allowed.
- Tank tops and clothing with spaghetti straps are not acceptable unless covered by a jacket or sweater. Dressier sleeveless tops, blouses and sweaters are acceptable.
- Tube tops, bikini tops and halter-tops are not acceptable.
- Cotton t-shirts must be neatly pressed/not wrinkled. Sleeves should not be rolled up.
- Blue jeans are not acceptable at any time for office employees - except for casual Fridays and other days as designated by the City Administrator or their respective Department Head. (Exception: Office employees who also have field responsibilities will be permitted to wear blue jeans if the employee anticipates being in the field four or more hours in a given work day.)
- Dressy capris pants and colored jeans are acceptable.

- Employees and volunteers may wear shorts only if they are a set uniform standard for their job (must be pre-approved by the Department Director). If shorts are worn, they must be longer than mid-thigh length and must be neatly pressed. No jean shorts, spandex, or beachwear (exception: lifeguards) are allowed.
- Skorts and skirts must not be shorter than 2" above the knee.
- All shoes must be clean and not excessively worn.

Supervisors / Department Heads will have the final decision whether or not something is appropriate for the workplace. If your supervisor feels you are not appropriately dressed for your position, you may be sent home (without pay) to change.

Employees wearing a uniform or City-logoed apparel, represent the image of the City whether or not the Employee is on work time. Consequently, employees and volunteers should not wear or display the City logo at inappropriate locations or engage in unbecoming behavior when wearing the City logo and/or uniform.

Subsequent violations on the part of a City Employee may lead to discipline, up to and including discharge.

4.20 OUTSIDE EMPLOYMENT

The Employer views the full time employment with the City of Monroe as the primary employment of the individual(s). Therefore, the purpose of this policy is not to discourage outside employment by City Employees, but rather is to make sure that adequate precautions are taken to insure that the effectiveness and safety of the worker in his/her primary capacity as a City Employee are not impaired. An Employee who holds an outside job shall notify their Supervisor in writing of their employment specifics (e.g. days/hours worked, Employer, etc.) who will then forward the document to the City Administrator for placement in the Employee's personnel file. Under NO circumstances shall the Employee(s) engage in outside employment which conflicts with or affects the performance of their duty with the City.

Failure to abide by this policy may lead to discipline, up to and including termination.

4.21 PERFORMANCE EVALUATIONS

All full time and regular part time city employees, will be evaluated by their direct supervisor at least once each year, (may be more frequent during the first year of employment) using forms or following a format designed for the purpose.

Each Employee will be shown the completed evaluation report, after it is prepared by his or her supervisor, and given a chance to meet with the supervisor to discuss the evaluation before being asked to sign the completed form. Employees who believe an evaluation report is unfair or contains biased information may enter written objections on the back of the form or attach a separate statement to the form. Both the evaluation form and any statement added or attached to it will be filed in the Employee's personnel file.

An Employee also may request that the supervisor's evaluation be reviewed by the Department Head or, if the Department Head is the supervisor preparing an evaluation, by the City Administrator. In the case of the City Administrator completing a review, the Department Head may request the evaluation be reviewed by the Salary & Personnel Committee.

4.22 RECLASSIFICATIONS

When the qualifications, duties or responsibilities of an existing position are substantially changed, a request to change the classification of a position may be made in accordance with the City of Monroe **Employee Compensation Plan** located in the office of the City Clerk or the Employee Intranet.

4.23 DEMOTIONS

The salary or wage of an Employee reassigned to a position in a lower classification, regardless of the reason for the demotion, may be reduced to a level compatible with the compensation and requirements established for the position. No Employee will be demoted to a position for which he or she does not possess the minimum qualifications.

4.24 LAYOFFS

Layoffs of city employees could occur because of changes in department or work unit responsibilities, work methods used, a reduction in workload, or a reduction in revenues needed to support city operations. Approval of the City Administrator is required prior to the occurrence of any layoff. The City will consider the layoff of seasonal, other limited-term, and regular part time employees before regular full time employees in the same classification.

When the City Administrator has determined employee layoffs are necessary, each Employee affected will be notified by a letter from their department supervisor of the effective date; the letter will be delivered in a way that ensures its receipt by the Employee before the date a layoff will take effect and will summarize the Employee's rights and benefits. The letter will be submitted with as much advance notice as possible.

4.25 RESTRICTED (LIGHT) DUTY

The City of Monroe is committed to providing work (when possible) for employees who have been restricted by a physician because of an injury, illness, or pregnancy. For additional information regarding the City of Monroe's guidelines related to temporary limited term restricted duty assignments; please reference the **Restricted Duty Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

4.26 FITNESS FOR DUTY

The City of Monroe is committed to providing a safe working environment and protecting the health and safety of all employees, citizens, and City property. For additional information regarding the City of Monroe's commitment to identifying and intervening when individuals could pose a threat to the safety of themselves, others, or property; please reference the **Fitness for Duty Policy** located in the office of the City Clerk or the Employee Intranet.

Failure to abide by this policy may lead to discipline, up to and including discharge.

4.27 RETIREMENT

The Employer does not have a mandatory age for retirement. Continued employment shall be based on an Employee's mental and physical ability to satisfactorily perform the essential functions of the job. If concerns arise as to an Employee's abilities, medical records or medical providers may be consulted.

Employees contemplating retirement and expecting to receive an annuity from the Wisconsin Retirement System, the Social Security Administration or another source should notify the City Administrator of their intent a minimum of three months before the month in which they wish to retire. The City Comptroller may be asked to provide contact information that will aid an Employee in obtaining estimates of his or her retirement annuity and information concerning other benefits to which a retiree may be entitled.

4.28 RESIGNATIONS

An Employee shall file a written letter of resignation to the City Administrator stating the reason for resigning and the effective date. Employees shall provide written notice a minimum of fourteen days prior to their termination date unless more notice is required as part of an employment agreement. Once a resignation has been submitted, the action cannot be withdrawn except upon mutual agreement by the Employee and Department Head.

The time period required for proper notice shall exclude holidays and any other paid time off. Failure to provide the proper notice of resignation as identified in this section shall cause the Employee's personnel record to indicate that the Employee did not leave the City in good standing. Additionally, the Employee shall forfeit any earned but unused benefit time off. The City Administrator retains the right to waive the resignation notice requirement if it is in the best interest of the City to do so.

4.29 CONTINUANCE OF INSURANCE

Upon termination of employment for any reason, Employees will be responsible to reimburse the City for premiums paid in advance for insurance benefits based on the daily cost of the benefit for the month in which the Employee terminates. The Employee will incur the cost per day from the day following the date of termination as stated on the Employee's letter of resignation or retirement or the day following the date of termination as established by action of the Common Council.

4.30 EXIT INTERVIEW

All employees terminating employment with the City for whatever reason may be requested to complete an exit interview on or prior to the last day of employment. The exit interview will normally be conducted by the City Administrator. The purpose of this interview is to clarify factors leading up to the termination of employment for the benefit of both Employer and Employee and to give the Employee an opportunity to evaluate the City as an employer. A summary of the interview will be prepared on the form provided, signed by both parties, and placed as a final document in the Employee's personnel record. On or before an Employee's last day of employment he or she shall return all keys, equipment, manuals and other City property to their respective Department Head who shall then notify the Administration office.

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V. WAGE ADMINISTRATION POLICIES

5.1 PAY POLICIES

The City of Monroe pays its full and part time employees via *Direct Deposit* every other Thursday, for a two week time period with the pay period ending the Sunday prior to the issuance of paychecks. Before a paycheck is issued, all employees shall have turned in a standardized time sheet which shows on a daily basis the regular hours worked, the overtime hours worked (if applicable), and benefit time taken (if applicable). Paid-on-call Firefighters and elected officials will be paid monthly.

Exempt employees will be compensated by salary and on the basis of responsibilities and duties rather than the number of hours required to perform their duties. While exempt employees are generally expected to conform to the normal business hours of their department, they are afforded flexibility in the application of their time to the responsibility involved in managing their department.

Any questions regarding your payroll check should be directed to the Comptroller's office or the individual in charge of payroll in your department.

5.2 OVERTIME

It is the policy of the City to pay non-exempt employees time and one-half the employee's regular rate of pay for all hours actually worked in excess of forty straight-time hours in a standard work period Employees with a non-standard work period should reference the FLSA Policy for procedures).

The City Administrator shall be informed of the reasons as to why the overtime was necessary. The work schedule should be planned in advance enabling full time employees the flexibility to schedule hours of time off within that particular work period in order to keep to the maximum "regular" hours. It is understood that some full time employees will be scheduled for overtime hours for duties performed outside of the normal work schedule. Notwithstanding the foregoing, to the extent possible, part time employees within that same department shall be given extra hours to allow full time employees and the part time employees to keep their hours at no more than the maximum "regular" hours per work period.

5.3 COMPENSATORY TIME

Compensatory time off for non-exempt employees may be accumulated in lieu of overtime pay in accordance with the City of Monroe FLSA Policy. No hours worked during an Employee's Regular Work Schedule may be accumulated as compensatory time. In the event an Employee terminates employment, the unused balance of accumulated compensatory time shall be paid in cash at the wage rate in effect at the time of separation.

5.4 SAFE HARBOR

In accordance with the Department of Labor's policy on the Effect of Improper Deductions From Salary as provided in Title 29 United States Code, Code of Federal Regulations, Part 541 §603d (29CFR §541.603(d)) of the Fair Labor Standards Act (FLSA) the city of Monroe has adopted a "Safe Harbor" Policy. For additional information regarding the City of Monroe's commitment to deter improper or unlawful deductions that violate the FLSA please reference the **Safe Harbor Policy** located in the office of the City Clerk or the Employee Intranet.

5.5 TRAINING AND PROFESSIONAL DEVELOPMENT

Changes in job requirements, individual responsibilities or technological advances may warrant the City providing assistance to employees who need to improve existing or develop new work related knowledge and skills.

If, as a condition of participation in programs for their continuing education and training, City employees must attend a program on days and during hours they are normally scheduled to work, they will be provided with necessary time off to attend and need not use vacation time or unpaid leaves of absence.

Employees who participate in and complete programs of instruction on their own time and at their own expense are encouraged to notify their Department Head and the City Administrator so the information can be made a part of the Employee's personnel file.

Attendance at Conferences and Conventions. Employees who choose to belong to professional organizations that promote individual professional development as a City Employee will be granted time off with pay to attend local and state meetings subject to approval by the Department Head and the City Administrator. Collective bargaining units that negotiate for City Employees are excluded from coverage under this policy.

Elected and appointed officials who belong to organizations representing the interests of local government or providing training opportunities for local government officials are encouraged to participate in conferences, conventions, workshops, and seminars offered by these organizations. Reimbursement of costs incurred is subject to approval of the City Administrator and budgetary limitations.

Membership in Professional Organizations. The City will reimburse the cost of annual dues or fees paid by an Employee who is required by ordinance, or state or federal law to be a member of a professional organization or who must maintain a certification or license as a condition of employment. Examples of such certifications include, but are not limited to Commercial Driver's License (CDL), Notary, Cardiopulmonary Resuscitation (CPR), First Aid, Wastewater Operator License, Bonds, and/or other certifications or licenses applicable to Employee's position as approved by the City Administrator.

5.6 PAYMENT OF TRAVEL EXPENSES

Employees attending training or conferences mandated or approved by the Department Head or City Administrator may have training, lodging, meals and travel paid for by the City. This applies only to the persons receiving the training. Any training that requires the Employee to be away from work for more than two days shall be approved by the City Administrator. For additional information regarding the City of Monroe's reimbursement of travel expenses please reference the **Travel Policy** located in the office of the City Clerk or the Employee Intranet.

5.7 REPORTING CHANGES IN STATUS

Changes in the status of an Employee or the Employee's family can have a direct effect on payroll deductions, entitlement to benefits or the level of benefits which an Employee may be eligible to receive. Changes in any of the following shall be reported to the city administrator or comptroller without delay

- Marital Status
- Birth or Adoption of a child
- Legal guardianship
- Death of a spouse or child

In addition, changes in an Employee's current place of residence, mailing address or telephone number should be reported promptly both to the city administrator and the Employee's work unit supervisor.

5.8 EMPLOYEE GARNISHMENTS and ATTACHMENTS

Each Employee is expected to take care of his or her financial obligations independent of the City of Monroe. If a wage assignment or garnishment is received it will be handled in accordance with applicable state laws governing such action and processed in the legally prescribed manner.

5.9 EMPLOYEE INJURIES AND MEDICAL ILLNESSES

Reporting. All employees are covered by Worker's Compensation insurance, provided by the City. Employees injured on the job shall report the injury immediately to their supervisor, or Safety Director, if physically able to do so. All accidents, however minor, are to be reported as soon as possible by the supervisor to the Safety Director. The Safety Director will place on file a record of the injury for future reference, in case of later complications.

Release for Work After Injury. In all cases of serious injury requiring the services of a physician, it is the responsibility of the Employee to obtain from the physician a release authorizing his/her return to work. The release shall indicate the date upon which the Employee may return to work. Any work restrictions must be in writing. No Employee shall be allowed to return to work without a properly signed release from a physician, which shall be given to the Safety Director.

Absence for Illness/Surgery/Hospitalization or Other Non-Work Related Injuries. When you are absent from work for more than three days, have an obvious debilitating injury, or you may be otherwise compromised in your ability to perform your essential work duties, you must bring a doctor's release with you when you return to work. The City of Monroe will consider restricted duty assignments on an individual basis, items to be considered include but are not limited to the current position held by the Employee, the severity of the restrictions, availability of restricted duty work and the nature of the illness or injury. All restricted duty work assignments are coordinated with the Safety Director and the Department Supervisor. Employees who are eligible and qualify may choose to utilize FMLA leave in lieu of a restricted duty assignment. Employees opting to use FMLA leave in lieu of a restricted duty assignment may lose rights to worker's compensation pay if the injury occurred on-the-job.

5.10 REPORTING ABSENCES OR TARDINESS

Regular attendance and punctuality are part of your job. Employees are expected to be present and on time for every scheduled shift. When illness or accidents prevent an Employee from doing this, they should follow the notification procedure or policy for their respective department.

Habitual or excessive absenteeism and/or tardiness, including arriving late to work, returning late following breaks or lunch, and leaving early, whether authorized or not, may result in discipline up to and including discharge.

VI. EMPLOYEE BENEFITS

The benefits set forward in this chapter apply to all regular, full time, non-represented employees of the city. Represented employees should refer to their current Collective Bargaining Agreement for an explanation of their benefits. Part time employees should contact the City Comptroller for an explanation of potential benefits.

6.1 PAID TIME OFF

Paid Time Off (PTO) is an all-inclusive “paid time off” program that will provide income protection for “no fault” time away from work, including illness-related absences. Another portion of the PTO program is the Medical Leave Bank, which may only be used for the Employee’s extended illness, injury, disability, or hospitalization.

The PTO program is intended to assist the City in managing staffing needs in order to meet the operational needs of the City. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

PTO is intended to be used for a variety of traditional types of time away from work, including vacation, personal illness, personal business, doctor appointments, family time, and personal voluntary community service; however, an Employee does not have to designate the reasons for the scheduled absences being requested.

ELIGIBILITY.

- Regular full-time and eligible part-time employees, hired after the approval date of this benefit program must participate in this program. Participation in this program is in lieu of eligibility for participation in Vacation, Personal Days and Sick Leave benefit programs.
- All regular full-time or eligible part-time employees hired prior to the approval of this benefit must convert to PTO as of April 1, 2014 in lieu of Vacation and Sick Leave benefit programs.
- During the first sixty days of employment, an eligible Employee shall accrue PTO but shall not be eligible to use it or receive reimbursement for accrued PTO upon resignation of employment within the first sixty days of employment.
- Regular part time employees with an FTE of 0.575 or more (1,200 hours or more per year) will receive a pro-rated portion of PTO based on the number of hours they typically work. To calculate the accrual for regular part time employees, hours worked are divided by 40; multiplied by hours of PTO benefit per years of continuous service.

ACCUMULATION. New employees will begin to accrue PTO during their first two week pay period during which the Employee works at least seventy percent of the initial pay period. Employees (hired prior to April 1, 2014) are eligible to convert all accumulated and accrued vacation leave hours into the PTO program. PTO Accrual Maximums are capped biweekly at the numbers set forth in the Accrual Schedule. If the cap is exceeded, the excess PTO hours automatically will be transferred into the Employee’s Medical Leave Bank.

Upon recommendation of the City Administrator and approval of the Common Council, newly hired employees may be granted PTO at a higher accrual rate than the normal schedule for such employees.

Changes in the bi-weekly PTO accrual rate shall become effective at the beginning of the pay period in which the anniversary date of the qualified Employee falls. If an Employee leaves employment with the City mid-pay period, the amount of PTO for that pay period will be pro-rated based on hours actually worked.

An Employee will continue to accrue PTO during a leave of absence as long as the leave is with pay. An Employee in an unpaid leave status shall not accrue PTO.

PTO ACCRUAL SCHEDULE. PTO shall be accrued and allocated on a bi-weekly basis with each pay period. PTO increases with years of service in accordance with the following schedule:

CREDITED YEARS OF SERVICE	BI-WEEKLY / ANNUAL PTO ELIGIBILITY	MAXIMUM ACCRUAL LIMIT**
< 1 YEAR	3.077 HRS BI-WEEKLY = 80 HRS / YR (10 DAYS*)	---
1 YEARS	4.615 HRS BI-WEEKLY = 120 HRS / YR (15 DAYS*)	160 HRS (20 DAYS *)
2 - 7 YEARS	6.154 HRS BI-WEEKLY = 160 HRS / YR (20 DAYS*)	200 HRS (25 DAYS *)
8 - 14 YEARS	7.692 HRS BI-WEEKLY = 200 HRS / YR (25 DAYS*)	240 HRS (30 DAYS *)
15 - 19 YEARS	9.231 HRS BI-WEEKLY = 240 HRS / YR (30 DAYS*)	280 HRS (35 DAYS *)
20 – 20+ YEARS	10.769 HRS BI-WEEKLY = 280 HRS / YR (35 DAYS*)	320 (40 DAYS *)

* Estimated for illustrative purposes only.

** During the first year of PTO for an employee group, the maximum accrual limit will be effective as of December 31 of the first year.

REIMBURSEMENT OF ACCUMULATED PTO LEAVE. Upon retirement or resignation in good standing from City service, employees who have worked at least six months shall be paid for all accrued but unused PTO leave (excluding Medical Leave Bank Leave hours). Employees may not utilize planned PTO to extend an Employee's last date of employment, nor may it apply towards the notice period which is intended as a working notice period. Employees who quit without a minimum of two weeks' notice shall forfeit their accrued PTO leave.

REQUESTS FOR AND USAGE OF PTO. PTO is a benefit to be used by every regular full-time and eligible part-time Employee. However, the scheduling of time off is dependent upon the judgment and discretion of the Employee's Department Head or his/her designee.

Employees are strongly encouraged to take at least one block of forty consecutive hours annually, but in any event must use a minimum of forty nonconsecutive hours during the course of the year. New employees having worked for the City for less than a year will not be subject to this requirement.

PTO can be requested to be taken in thirty minute increments, hourly increments, or daily increments as deemed necessary and desirable by the Employee with the agreement of the Department Head or designee. All PTO will be paid at the Employee's regular rate of pay.

If an Employee's accrued PTO days has been exhausted, additional time off, if granted and as allowed by FMLA, will be unpaid. Negative balances are not permitted. Any Employee who has exhausted PTO and is not eligible for FMLA may be subject to disciplinary action up to and including termination for any further absences.

UNSCHEDULED LEAVE. Unscheduled leave/absences are defined as unscheduled time off that is unapproved in advance by the Department Head or designee. If less than three working days notice are given for any requested time off, the absence is considered unscheduled. When unscheduled leave is necessary, employees shall notify their Department Head or designee prior to the beginning of their scheduled reporting time within the time period designated by the Department Head, and shall inform their Department Head or designee of an anticipated date of return. A Department Head or designee may grant approval of a request by an Employee to use PTO with less than three day notice if the Employee's absence does not negatively affect departmental workload, project completion, and sufficient staffing levels exists except for leaves covered by FMLA.

A medical certificate may be required for any absence greater than three consecutive working days as requested by the Department Head. In addition, the Department Head may request a medical certificate for an absence of less than three days, if in the reasonable discretion of the Department Head the Employee has abused the Unscheduled Leave provision. In these instances the Department Head must make every reasonable effort to provide the Employee with advance notice the certificate will be required. Medical certificates required for absences less than three days may be reimbursed by the Employer.

MEDICAL LEAVE BANK. The other portion of the PTO program for employees is the Medical Leave Bank. The purpose of the Bank is to address the long term medical needs for an Employee's personal illness or the personal illness of an eligible family member. The Medical Leave Bank may be used under the following conditions:

- The medical needs must be for qualifying events as described in the Family and Medical Leave Act policy for personal or family medically related reasons (i.e. illness, injury, medical emergency or military exigencies for the Employee or family members) and consequently, the Employee must provide the City with an acceptable FMLA application.
- In the event the Medical Leave Bank is exhausted for qualifying events, Employee will use PTO. Time off without pay is not allowed, except for permitted absences.
- Employees who have a covered event that will require the Employee to be absent for longer than three working days, are required to contact their Department Head or designee.
- The Medical Leave Bank account may be accessed for an Employee's non-intermittent FMLA after the appropriate certifications have been received and approved by the Office of the City Administrator or designee.
- Using the Medical Leave Bank for intermittent leave may be allowed upon approval by the City Administrator or designee under certain circumstances such as prolonged therapies necessitating multiple appointments, travel requirements or symptomatic absences due to treatments.
- The Medical Leave Bank account may be used for the three day waiting period to cover time loss in the event of a Worker's Compensation time loss.
- The Employer reserves the right to require satisfactory proof of illness, which may include a physician's statement or other evidence. Unauthorized use of medical leave may result in loss of pay for the duration of the absence and may be considered grounds for disciplinary action.
- The Employer may require the Employee to provide a certificate of recovery before the Employee returns to work from a registered physician as named either by the Employee or the Employer.
- Employees may accumulate up to a maximum of 480 hours in their Medical Leave Bank. Once an Employee's Bank reaches the maximum hours, no more hours will be credited to the Employee's Bank until the accumulated hours fall below the hour maximum.
- Employees (hired prior to April 1, 2014) are eligible to convert any or all accumulated sick leave hours up to the maximum into the Medical Leave Bank. Upon an Employee's separation from employment, the Medical Leave Bank is not payable.

INCREASING MEDICAL LEAVE BANK ACCOUNT HOURS. After completing six months, an Employee may build hours in their account by rolling hours from their PTO into their Medical Leave Bank account. There are two ways in which to accomplish this:

- To the extent that the PTO balance exceeds the Accrual Maximum, those hours will be transferred to the Medical Leave Bank account.
- During the period of December 1 to December 15 each year, employees can elect to deduct hours from their PTO balance and transfer the hours to the Medical Leave Bank account.

EXTRAORDINARY LEAVE BANK. The purpose of the Bank is to address the instances where an individual Employee may have an extraordinary amount of accumulated sick leave. The Extraordinary Leave Bank may be used under the same conditions as the Medical Leave Bank, except:

- Employees may not accumulate hours in their Extraordinary Leave Bank. The Bank is created only at the time of conversion to the Paid Time Off program for Employees who have accrued sick leave.
- Employees (hired prior to April 1, 2014) are eligible to convert any or all of their accumulated sick leave hours into the Extraordinary Leave Bank. Employees who elect not to convert the balance of their sick leave hours to the Medical or Extraordinary Leave Bank, shall have these hours paid out toward future health insurance and medical costs upon the conversion date. The percentage of payout of these hours will be fifty percent, based upon the Employee's hourly rate at the time of conversion.
- Upon an Employee's death or retirement from City employment, the Extraordinary Leave Bank will be paid out at fifty percent of the remaining hours, based upon the Employee's hourly rate at the time of conversion..

6.2 HOLIDAYS

Non-represented full time employees will be paid up to eight hours (8.25 for Public Safety Employees) at the Employee's regular rate of pay for the hours (exclusive of overtime) scheduled to be worked during the weekday on which the holiday is observed, whether or not the holiday is worked. Public Safety Employees who are scheduled to work on a recognized holiday may be paid or accumulate the hours in their "Holiday Time Bank" at their option. Hours actually worked for Non-Public Safety Employees on such a weekday may be paid or accumulated as compensatory time (subject to the limitations on compensatory time outlined in Section 5.3), at the Employee's option,. In the event the holiday falls on a day taken as benefit time, then the holiday will not be charged against the PTO bank.

Holiday Time Bank. Public Safety Employees are typically required to work a scheduled holiday. As a result the "Holiday Time Bank" exists to allow these employees to "reserve their holiday" for a later date by banking the hours at their regular rate of pay rather than taking them as pay at the time of accumulation. Public Safety Employees may accumulate Holiday Time credit of not more than 24.75 hours. Employees shall be paid for Holiday Time in excess of this limit.

Recognized Holidays. The following holidays are recognized for pay:

- All Employees: New Year's Day, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day, Christmas Day,
- Sworn officers and dispatch add: Good Friday, Easter, Christmas Eve
- Employees other than sworn officers and dispatch add: (½ day) New Year's Eve, Day after Thanksgiving Day, (½ day) Christmas Eve,

With the exception of Public Safety Employees who observe holidays on the actual date of occurrence; if a holiday falls on a Sunday, the following Monday shall be observed as the holiday and if a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. In the instances where 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.

Compressed Schedules. In the instances where Employees are working a compressed schedule (e.g. four – ten hour days) and the holiday falls on a "regular" workday outside of the compressed schedule the closest adjacent workday will be observed as the holiday. Employees working a compressed schedule may use benefit time available to make up the difference in scheduled hours or take it as unpaid, at their discretion.

6.3 LEAVE OF ABSENCE

Purpose. Leaves of absence may be requested by employees to provide time off work for an Employee to attend to pressing personal issues which, by way of illustration, might include, but are not limited to, extended illness of the Employee or extended illness or death of a family member. Leaves of absence shall be without compensation unless the Employer, in its discretion, permits substitution of accrued compensatory time off or benefit time reduced as provided for below. Requests for substitution of benefit time shall be made at the conclusion of the leave of absence. Each day of leave shall be equivalent to a number of hours of accrued compensatory time, flex time, or vacation hours equal to the number of hours for which the Employee would otherwise have been scheduled to work on such day. During the period of absence, the Employee shall not engage in gainful employment. Failure to comply with this provision shall result in immediate discharge.

Request Procedure. An Employee desiring a leave of absence from employment shall submit a written request for such leave to the Department Head, setting forth the reasons for which the leave is requested. A leave of absence less than five days, but a minimum of two hours may be granted or denied by the Department Head, in his/her sole discretion. Leaves of absence without pay for more than five days may be granted or denied by the City Administrator, in his/her sole discretion. An initial leave of absence shall be for a maximum of thirty calendar days. The length of a leave of absence may be extended, by the Salary and Personnel Committee, for additional periods, each not to exceed thirty calendar days. In the event that a leave of absence results in one or more shifts of service, emergency or otherwise, required to be provided as determined by the Department Head in his/her sole discretion, and which cannot be filled by the Department Head without the payment of overtime or an equivalent hourly rate, and with reasonable regard by the Department Head for commitments made by the Employee who has been granted a leave of absence, the Salary and Personnel Committee may request that an Employee cancel or modify the period of a leave of absence previously granted.

Health Insurance. Prior to commencing a leave of absence, the Employee must make arrangements for continuation of health insurance coverage during the leave, if available. The cost of health insurance coverage attributable to the unpaid period of the leave of absence shall, at the option of the Employer be paid by the Employee or reimbursed by the Employer to the Employer.

Benefit Time. The amount of benefit hours which the Employee would otherwise have earned during any period of service during which any portion of a leave of absence occurs (according to Section 6.1) shall be reduced by the number of hours resulting when the number of benefit hours is multiplied by the fraction whose numerator is the number of days of leave of absence taken during such year (other than days of leave of absence for which compensatory time is substituted), and whose denominator is 365. For purposes of determining the number of benefit hours to be earned in subsequent years of service, the number of full years worked by the Employee shall be otherwise unaffected by the taking of a leave of absence.

Holidays and Funerals. Holidays and funerals which occur on or between the first and the last unpaid days of a leave of absence shall be unpaid.

6.4 FUNERAL LEAVE

When a death occurs in his/her immediate family full-time employees in classified, regular positions shall receive paid funeral leave benefits which occur after their first full day on the job. All other types of employees shall be eligible to take unpaid funeral leave in accordance with the schedules outlined below. No funeral leave shall be paid to any Employee while he is on paid time off or any other leave of absence without the express permission of the City Administrator.

IMMEDIATE FAMILY. In the event of a death in an Employee's immediate family, an Employee is eligible for bereavement leave for up to three working days without loss of pay to attend the funeral and to attend to matters of the estate. Immediate family is defined as the Employee's spouse, child/step- child, parent, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, legal guardian, grandparents, and grandchildren.

EXTENDED FAMILY. In the event of the death of an Employee's aunt, uncle, niece, nephew, or those of his spouse; spouse grandparents, brother-in-law, and sister-in-law, the Employee shall be given one day paid bereavement leave.

ATTENDANCE, OTHER THAN FAMILY. Employees wishing to attend the funeral of a friend shall use paid time off or time off without pay.

6.5 JURY DUTY

Any full time employee selected to perform jury duty will continue to receive pay at the Employee's regular hourly rate of pay for all hours away from work due to jury service. Any compensation (other than mileage) which an Employee receives from the court system for jury service shall be reimbursed to the Employer. When serving on jury duty, the Employee will contact their supervisor upon release from jury duty to determine if they are to report to work for the remainder of the day. Employees are to present jury duty hours and pay voucher or other payroll document for the calculation of pay during this time.

Exempt employees will not be deducted wages for jury duty in a week in which the Employee performs any work. However, in instances where juries are served for extended periods of time, exempt employees will not be paid for workweeks in which they perform no work.

6.6 MILITARY LEAVE

Employees who are members of the National Guard or any of the recognized reserve components of the Armed Forces are entitled to military leave for the purpose of attending military course of instruction, annual training, or performing active duty for training.

Employees in service in the uniformed services of the United States, as defined by the provisions of the Uniform Services Employment and Re-employment Rights Act (USERRA), Title 38, U.S. Code Chapter 43, shall be granted all rights and privileges provided by USERRA and/or other applicable state and federal laws. This shall include continuation of health coverage to the extent required by USERRA, and continuation of pension contributions for the Employee's period of service

as provided by USERRA. Employees shall be subject to all obligations contained in USERRA which must be satisfied for the employees to be covered by the statute.

6.7 HEALTH INSURANCE

Health care insurance of the type, to the extent and at a rate determined at the discretion of the Common Council will be paid for all full time employees working at least 2,008 hours. At the time of adoption, the City of Monroe is participating in the Wisconsin Public Employers Group Health Insurance Program under the Coinsurance HMO option. The rate for the Employer portion of health insurance at the time of adoption is eighty-eight percent of the average premium cost of the qualified Tier I health plans for Green County for the coinsurance HMO option toward the premium of either a single or family health insurance plan for full time employees.

At the time of adoption, the rate for the Employer portion of the health insurance premium is fifty percent for employees working between 1,044 to 2,007 hours and twenty-five percent for employees working 1,043 hours or less.

On an annual basis the Common Council shall review and establish the Employer portion of health insurance. Any adjustments to the rate will be effective beginning in January of the succeeding year. Employees should refer to the City Comptroller for the Employer's current rate of coverage in years succeeding this agreement.

Eligibility and coverage shall be subject to the insurance policy contract, including participation in the Wisconsin Retirement System. Eligible employees shall receive this benefit within thirty days of hire. There shall be no additional benefit given to newly hired employees denying health insurance coverage or current employees electing to void their coverage.

6.8 LIFE INSURANCE

The Employer shall pay the premium cost for a twenty thousand dollar group term life insurance policy for each full time employee. Regular part time employees may be eligible for similar life insurance benefits through the City. Please contact the Comptroller's office for an explanation of potential benefits. Upon termination the City of Monroe shall pay the premium for the policy through the end of the month in which termination occurs.

6.9 WISCONSIN RETIREMENT

Wisconsin Retirement benefits are provided to full time and eligible part time employees as per current regulations of the Wisconsin Retirement System. Eligible employees shall receive this benefit upon hire; no introductory period is required.

6.10 OPTIONAL BENEFITS

Optional benefits must be applied for within thirty days after beginning employment with the City of Monroe or within thirty days of a change of family status. If you do not sign up within the thirty-day timeframe, you must wait until the annual enrollment period, which takes place in November or December. The only exception to this is the deferred compensation program(s), which is available for enrollment at any time.

Contact the Comptroller's office for information regarding enrollment of optional benefits. The following benefits are optional and are available for purchase by employees at their expense through payroll deduction(s):

- **FLEXIBLE SPENDING PLAN.** You may have a portion of your paycheck deducted and set aside to pay for certain medical, insurance and dependant care expenses. The money that you have deducted for this is not taxed, therefore saving you substantial money. This plan is administered through Employee Benefits Cooperative.
- **WISCONSIN DEFERRED COMPENSATION PLAN.** This is a deferred compensation program that allows you to save and invest for your retirement on a pre-tax basis through payroll deductions.
- **ICMA RETIREMENT PLAN.** This is a deferred compensation program that allows you to save and invest for your retirement on a pre-tax basis through payroll deductions.
- **SECURITY BENEFIT PLAN.** This is a deferred compensation program that allows you to save and invest for your retirement on a pre-tax basis through payroll deductions.

- **VISION INSURANCE and DENTAL INSURANCE.** Vision and Dental insurance plans are available for purchase through the Clerk's office at Employee expense.
- **AFLAC SUPPLEMENTAL INSURANCE.** This is additional insurance that you may purchase for cancer, personal accident, and hospitalization. Additional life insurance may also be purchased through this plan.
- **CELL PHONES.** Cell phone service is available for purchase through the City of Monroe's contract with U.S. Cellular. For information regarding the cost and plan available contact the City Clerk's office.

6.11 WORKERS COMPENSATION

All City employees are covered by the Worker's Compensation Act (WC). The WC covers those injuries sustained by employees on the job or on City property during the course of their workday. Generally, it does not include injuries received traveling to or from work or during lunch hours or any other deviation of work duty. No premium is charged for this coverage and no individual enrollment is required.

An Employee who is injured on the job must strictly follow the City's accident reporting procedures, including immediate notification to their supervisor that an accident has occurred. All legal requirements established by the State and Federal Governments must be followed.

The City expressly reserves all rights it has pursuant to the WC. For more information on what is covered under workers' compensation and what is not, contact the City of Monroe Safety Director.

VII. GRIEVANCE AND DISCIPLINE POLICIES

The policies outlined in this Manual reflect the City of Monroe's general philosophy about disciplinary matters regarding non-represented employees of the city. (Represented employees should refer to their current Collective Bargaining Agreement for a description of discipline and discharge policies). Each situation involving potential discipline or discharge presents its own unique circumstances and considerations; therefore, common sense dictates that such situations be reviewed and decided based upon facts and contexts peculiar to the case at hand.

A complete written account of the circumstances and all subsequent actions will be placed in the employee's permanent employment file. The written account will include details of both the problem and the steps needed and taken to correct it.

7.1 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.

7.2 GRIEVANCE PROCEDURE

It is the goal of the Employer to provide Employees with an easily accessible procedure for expressing dissatisfaction, and to foster sound Employee/supervisor relations through communication and reconciliation of work related problems. 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 not 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 not include the following personnel actions:
 - Voluntary quit;
 - Layoff or failure to be recalled from layoff at the expiration of the recall period;
 - Retirement;
 - Job abandonment, "no-call, no-show", or other failure to report to work; or
 - Termination of employment due to medical condition, lack of qualification or license, or 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 should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and Employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with the Department Head. The Employee must prepare and file a written grievance with the Department Head within five (5) 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 practicable 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. The failure of the City to provide a response within the period provided above shall not be deemed to be a default or waiver of the City's ability to respond to the grievance.
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 practicable within ten (10) business days of receipt of the grievance. The failure of the City to provide a response within the period provided above shall not be deemed to be a default or waiver of the City's ability to respond to 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. 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.
4. Step 4 – Review by the Governing Body If the grievance is not resolved after Step 3, the Employee or the City Administrator shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by 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 must process his/her grievance outside of normal work hours, unless the Employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance through the various steps of the grievance procedure.