

DRAFT MINUTES FOR THE VILLAGE OF SHOREWOOD HILLS
PERSONNEL COMMITTEE

Date and Time: Tuesday, November 12, 2024 – 8:00 am

Location: Village Hall/Hybrid

1. **Call to Order.** Chair Carol Barford called the meeting to order at 8:01am.
2. **Roll Call.** Members present at roll call: Chair Carol Barford, Cokie Albrecht, Mary Gulbrandsen, Greg Lampe, Laura Stephenson and Erica Moeser. Also in attendance: Administrator Brian Mooney and Administrative Assistant Julie Wills.
3. **Note Compliance with Open Meetings Law.** Wills stated that the meeting was posted in compliance with the open meetings law.
4. **Public Comments** – No members of the public were present.
5. **Approval of Minutes – October 1, 2024.** Two corrections were noted to the draft October 1, 2024 minutes: (1) On item 11, corrected the last statement to read “no revisions have been made except COLA adjustments.”; (2) On item 13, corrected the 2nd last statement to read “add that the Personnel Committee can review job functions.” Motion by Lampe, seconded by Albrecht to approve the minutes as amended. Motion carried.
6. **Report and Discussion of Personnel Issues Addressed by the Village Board.** Chair Barford provided a table with recent ordinance changes including one relating to the Village Administrator’s hiring authority and read the motion approved into the record:

Motion Approved: The Village Administrator is responsible for the hiring, discipline, termination, and setting starting wages for all staff. Serves as Village personnel officer and delegates personnel tasks as appropriate. Ensures complete and current personnel records, including specific job descriptions for all Village employees, are maintained and updated as necessary.

Discussion arose regarding why these changes were made and how they will affect the recruiting and hiring process. Members of the Personnel Committee felt they should be part of the interview/hiring process to maintain a level of community involvement. Members were asked to provide interview questions prior to the upcoming Police Chief interviews.
7. **Discussion of Personnel Manual Revision Progress.** Discussion occurred regarding the status of the personnel manual update. Chair Barford indicated that she has been working on merging recent updates into the draft text and including items that are in current practice. After discussion it was noted that items addressing clothing reimbursements, employee bonus criteria and education reimbursement need to be clarified in the text. A positive tone, describing how an employee can be successful in their role, will be incorporated in the manual text. Items such as FMLA and defining sexual harassment and hostile workplace will be referenced with links to specific sites which will provide the most current and accurate information about these topics. Barford will bring the text back to the next meeting for review.
8. **Report on Position Vacancies.** Current vacancies are Police Chief, Police Officer and Forester. The Chief posting ends November 15th and the interview team will include Barford, John Imes and Bob Falk. The Police Officer recruitment has completed the interview process and forwarded a recommendation to the Administrator. Final approval will be considered at the November Village Board meeting. The Forester position continues to be open with the current job description and may have three applicants by the end of the week. An alternative option

under consideration is a reconfiguration where the position is strictly a forester. The assistant forester position would absorb the remaining duties and be more of a naturalist and possibly be a seasonal role.

9. **Closed Session - Please take note that the Personnel Committee may meet in closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider retirement benefits and open positions in the Village.**
10. **Reconvene to Open Session**
 - a. **Possible recommendation to the Village Board on conversion of accumulated leave at retirement from Village employment.** No action was recommended as a result of the closed session.
 - b. **Possible recommendation to the Administrator on the Village Forester job posting.** No action was recommended as a result of the closed session.
11. **Future agenda items**
 - a. **Personnel Policy Manual.** Moeser recommended equipment reimbursement for seasonal workers be discussed on a future agenda. She noted an example in which a seasonal worker was required to have composite boots and a bright shirt as a forestry intern and had to pay out of pocket. Stephenson asked to discuss the Personnel Committee's role and whether it has changed as a result of the governance project recommendations.
12. **Next Meeting Date: Tuesday, December 3, 2024 – 8:00am**
13. **Adjourn.** Motion by Lampe, seconded by Moeser to adjourn the meeting. Meeting adjourned at 10:32am.

Respectfully submitted,
Julie Wills
Recording Secretary

PLEASE TAKE NOTICE, that any person who has a qualifying disability as defined by the Americans with Disability Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 810 Shorewood Boulevard, or phone 267-2680, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of other governmental bodies of the Village of Shorewood Hills who are not members of the above committee may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above meeting other than the committee identified in the caption of this notice.

Readme / Personnel Committee meeting packet, Tuesday, Dec 3, 2024

In this packet you will find the latest version of the merged Personnel Manual. It includes Cokie's edits (thank you, Cokie!!) and some progress on the "time off" chapter.

In the packet there is also a personnel manual ("employee handbook") template from the League of Wisconsin Municipalities. You can find it online at:

<https://www.lwm-info.org/DocumentCenter/View/4023/SAMPLE-EE-HANDBOOK---FINAL1>

This template contains some language about sexual harassment and harassment in general that I would like to discuss. It would be great if we could also compare the rest of the content and general tone to what we have in our "merged" document so far.

Personnel_Manual_Plain

0.00 Preamble.

Teamwork. Each staff position has been created to accomplish and maintain a level of service specified by the Village Board in response to the demands and concerns of Village residents. This service level is reviewed annually during the Village budget process and is supported by property taxes. Each employee is a member of the Village service delivery team. All teamwork requires cooperation, communication and dedication to attainment of a goal. Successful teamwork often requires self-sacrifice for the good of the team goal, such as pitching in to "get something done" which may not ordinarily be expected. The success of the entire "Village team" — policy makers, taxpayers, and staff — depends on how well it bands together to accomplish its mutual goals. Attainment of the Village's goals can be a mutually satisfying experience for all.

1.00 Purpose of this manual.

This manual sets forth the Village of Shorewood Hills employee policies. Its purpose is to familiarize employees with the personnel policies and procedures of the Village.

Village officials and employees are expected to provide uniform, quality service to all residents regardless of their race, religion, ethnicity or social position. The attitudes and actions of each individual reflect directly on the image and reputation of the Village of Shorewood Hills.

It is the Village's policy to maintain competitive salary relationships with other municipalities of similar service levels and population, to provide an excellent work environment, to deal with employees fairly, equitably and honestly; to consider and treat each employee as an individual, to attract and retain qualified and conscientious personnel, and to maintain a high level of staff morale and job satisfaction.

Each service department has a unique job. For this reason, work schedules, work rules or procedures may vary from department to department. Every attempt is made by the Village to standardize procedures and treat all employees equitably. Concerns about Village procedures should be brought to the attention of an immediate supervisor and/or the Village Administrator.

The following policies do not constitute a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, expressed or implied. The provisions set forth below, unless mandated by law, may be altered, modified, changed, or eliminated by the Village. Any changes made in this manual will be brought to the attention of all employees by employee meetings, e-mail notification, and/or corrections in the Personnel Manual itself.

These policies supersede all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether verbal or

written. Final interpretation and implementation of these policies is vested in the Village Board of Trustees. Supplements to this manual will be issued as needed and approved by the Village Board.

2.00 History and government.

2.01 History.

The Village of Shorewood Hills was incorporated in 1927 and as of this writing has a population of approximately 2,500. The Village extends from the University of Wisconsin on the east to Indian Hills in the City of Madison on the west and Lake Mendota on the north and University Avenue on the south. The Village is part of County Supervisory District No. 11, State Assembly District No. 77, State Senate District No. 26 and United States Representative District No. 2. The Village is part of the Madison Metropolitan School District and District No. 4 of the Wisconsin Technical College System.

2.02 Village identity.

Village residents and employees are requested to list Shorewood Hills, as opposed to Madison, Wisconsin on official documents such as fire insurance, automobile registration and state income tax forms. The State of Wisconsin may use this information to assist in the determination of various state aids and population estimates. Identifying the Village in these official documents will help ensure the Village receives its fair share of state aids and that population estimates are accurate.

2.03 Government.

Shorewood Hills is governed by an elected Board of Trustees. A President is elected in odd-numbered years for a two-year term. Six trustees are elected for two-year terms.

Terms alternate so that half the board turns over every two years. A Municipal Judge is elected in even-numbered years for a two-year term.

The duties and obligations of Village elected and appointed offices are described in Chapters 1 and 2 of the Village Ordinances and incorporated herein by reference.

Standing Committees of the Village are chaired by an elected Trustee and composed of Village residents. They include Recreation, Parks, Services, Personnel, Public Works, Finance, Public Health and Safety, and Blackhawk Country Club Liaison. Special Committees include Pool and Waterfront. The Village President, with the approval of the Board, may appoint Special Committees as needed.

General responsibilities of boards and commissions (i.e., The Board of Review, Zoning Board of Appeals, and Plan Commission) are described in

Chapter 1 of the Village Ordinances and are regulated by the Wisconsin Statutes. The Municipal Court is also regulated by the Wisconsin Statutes.

2.04 Foundation.

The Shorewood Hills Foundation is a non-profit organization for the Village in which all adult Village residents automatically hold membership. The purpose of the Foundation is to collect and disburse funds for approved Village and community projects. The Foundation's Board of Directors is listed in the Shorewood Hills Directory.

2.05 Community League.

The Shorewood Hills Community League's goal is to create an ideal place in which to live and rear children. The League endeavors to better our schools, provide safe and happy playgrounds, and promote a greater spirit of neighborliness, goodwill, and civic service. The League sponsors social functions, welcomes new residents, provides classes and interest groups, and publishes the Shorewood Hills Directory. Membership is open to all residents of the Village.

2.06 Emergency Medical Services (EMS) & Fire Association.

The purpose of the EMS & Fire Association is to promote the public good within Shorewood Hills and the broader community through service projects, assisting with the Village's Fourth of July celebration and fireworks, maintaining the Association's antique fire engine, and promoting public health and fire safety. Membership is open to anyone interested in fostering community service.

2.07 Governmental activities and communication.

Regular monthly meetings of the Village Board and the Municipal Court are held at the Village Hall. The Village Board meets on the third Tuesday of each month at 7:00 p.m. unless otherwise noticed. These meetings are open to the public; residents and employees are urged to attend in person or online. Agendas and other official notifications are posted on official Village bulletin boards located at the Village Hall, the intersection of Shorewood Boulevard and Topping Road, and the corner of Edgehill and Blackhawk Drives. They can also be found on the Village website at www.shorewood-hills.org.

The Village Bulletin is the official Village publication edited by Village staff. If requested, the Bulletin is mailed to businesses and households in the Village for a small fee. It is emailed at no cost. The Bulletin is also posted on the Village website at www.shorewood-hills.org. Hard copies of the Bulletin are available at the Village Hall at no charge.

2.08 Parks and lands.

Within its boundaries, the Village of Shorewood Hills owns approximately 25 parcels of land. Several are used for a variety of recreational purposes. All employees are expected to be familiar with these facilities so that

proper police, fire and maintenance service can be provided. A short description of several important sites follows:

2.08.1 Koval Woods is 1.85 acres natural area between Edgehill Drive and Wood Lane. A foot trail winds through this park and provides an area for walking and other recreation.

2.08.2 Four Corners Park is located between Viburnum and Blackhawk Drives. This playground is used in the summer recreation program for pre-school children. Playground equipment and a shelter with lavatory facilities are available.

2.08.3 Bradley Park, between Dartmouth Road and Amherst Drive, includes a sledding hill. The top of the hill consists of an open grassy area surrounded by a mix of natural area and houses.

2.08.4 Dudley Davis Quarry Park is an abandoned limestone quarry which has become a natural setting for wildflowers, other herbaceous plants, shrubs and woodland. Access is from Highbury Road.

2.08.5 Tessa and Hans Reese Woods is the hillside just east of Dudley Davis Quarry Park and between Highbury and Topping Roads. A foot trail winds through this natural area.

2.08.6 McKenna Park, located on the lake shore, has a covered pavilion and boathouse. It extends from Edgehill Parkway, where there is a parking area, through the ravine under the "rustic" bridge to the beach area. To the east of the beach area is a picnic area overlooking the lake. The pavilion may be reserved for meetings and parties.

2.08.7 Post Farm Park is an eight-acre parcel of land located north of the railroad tracks between University Station and Swarthmore Court on which are located tennis courts, a volleyball court, garden plots, picnic tables and benches, cooking grills, the Village Community Center, and the Village Pool. NB: INDENT

The Community Center may be used by any village organization without cost. Residents may use the building for a nominal fee for private functions. Non-residents may use the Community Center if sponsored by a resident. Arrangements for use of the Community Center may be made through the Village Hall.

The Shorewood Hills Community Gardens provide approximately eighty 20' x 20' plots for Village residents. A small fee is charged for the plots. Sign-up for the gardens is announced after the first of the year in "The Village Bulletin."

The Shorewood Hills Pool is a 50-meter swimming and diving facility adjacent to the Community Center. Family and single memberships are available to all Village residents for an annual fee. Non-resident memberships may be available. Full-time Village employees are given a free membership.

Three outdoor tennis courts are available. Court reservations may be made at the Village Hall for a fee. Instruction is offered to Village residents

and non-residents during the summer months. NB: Pickleball stripes coming soon to all tennis courts. NB: REDUCE INDENT

2.08.8 Two outdoor tennis courts and a practice court (in addition to those at Post Farm Park) are located on the north end of the school grounds and are maintained by the Village. Court reservations may be made at the Village Hall for a fee.

2.08.9 Shorewood Hills Marina is located just north of the sixteenth hole of the Blackhawk Country Club golf course. Residents and non-residents may rent enclosed locker space as well as dock space for boat hoists and mooring buoys. There are toilets and a phone.

2.08.10 Blackhawk Country Club buildings and grounds are owned by the Village and leased to Blackhawk Country Club Corporation. The lease permits certain use of the facilities for Village activities and Village-wide organizations.

2.08.11 Tally Ho Lane walkway, at the west end of Tally Ho, provides access to the bike path and Garden Homes subdivision.

2.08.12 Big Foot Park is located between 3522 and 3534 Lake Mendota Dr. This area is designated as a stormwater outlet and natural area and should not be used for recreation of any kind.

2.08.13 W.F. Kaeser Woods is on the north side of Oak Way and east of the intersection with Topping Road. Kaeser Woods is a natural area with a high cliff face and should not be used for recreation. The property extends from Oak Way to the back of the properties on Circle Close.

2.08.14 A public walkway is located between Crestwood Drive and Edgehill Parkway. One entrance can be found east of 3448 Crestwood Drive and the other is found west of 3447 Edgehill Parkway.

2.08.15 The Entryway Parks are found just north of the railroad tracks on either side of Shorewood Boulevard. The park on the east side is also known as Sam Roth Park and has a bike path that connects to Purdue Street. The park to the west has significant stormwater management features.

2.09 Departments.

2.09.1 Administration oversees the daily operation of Village government including assessment, payroll, personnel, insurance, budget, licensing, permits and record keeping. This department consists of an Administrator, Clerk/Treasurer, Deputy Clerk/Treasurer, Administrative Services Manager and Administrative Assistant and as well contracted professionals, such as Attorney, Engineer, and Assessor.

2.09.2 The Police Department provides full-time police coverage to the Village including traffic and parking control, home and business security checks, investigative follow-up and liaison with the County Sheriff's Department. The Police Chief manages this department.

2.09.3 The Public Works Crew oversees and maintains Village buildings, equipment, streets, parks and utilities and provides many services to Village residents such as: garbage disposal repairs, and brush and leaf pick-up. The Public Works Crew Chief manages this department.

2.09.4 The Forester manages the urban forest and coordinates the stewardship of the parks and natural areas in the Village. This includes management of seasonal workers and contractors.

3.00 Starting employment.

3.01 Equal opportunity statement.

It is the policy of the Village of Shorewood Hills to provide equal opportunity in employment to all qualified employees and applicants for employment without regard to race, color, religion, sex, or other protected characteristics. Positive action is required from all employees to help ensure that the Village complies with its obligations under state and federal law. Equal consideration to all qualified persons includes, but is not limited to, the following functions: hiring, placement, promotion, transfer, demotion, recruitment, compensation for and conditions of employment, training, involuntary layoff or separation from employment.

The Village's policy is to employ individuals who are qualified for specific work by such job-related standards as experience, demonstrated attitude and skill, education, training, overall ability and other relevant considerations. When candidates are equally qualified, hiring preference is given to Village residents.

In addition, the Village of Shorewood Hills strives to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must demonstrate multicultural competence " the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

Applicants from traditionally underrepresented populations, including women and racial and ethnic minorities, are especially encouraged to apply.

3.02 Conflicts with union contracts.

In the event this manual conflicts with provisions of a union contract, the provisions of a union contract will take precedent. Given that wages and compensation are provided for in the union contract, compensation-related matters in the personnel manual are not applicable to union personnel unless specifically stated as such.

3.03. Role of management.

Certain rights and responsibilities are imposed on the Village by state and federal legislation. Many of these rights and responsibilities have implications for policies and procedures governing employment. For this reason, the Village reserves any and all management rights regarding employees' employment status.

3.04 Employment classification.

Employees are hired in various classifications as follows:

3.04.1 Full-time. Employees are considered full-time when they are employed for a full work schedule (usually 40 hours a week). Full-time employees, other than limited-term employees, are eligible for all employment benefits.

3.04.2 Part-time. Employees are considered part-time when they are employed fewer hours or days per week than a full-time employee. Part-time employees, other than limited-term employees, who work half time (i.e. 1040 hours per year) or more are eligible for a pro-rated share of employment benefits.

3.04.3 Seasonal. Employees are considered seasonal when they are employed for a specific period or time of year, or for a specific project of limited duration (no longer than six months). Seasonal employees are not eligible for any benefits unless specified at time of employment in accordance with Chapter 7 of this Manual. NB: IS IT STILL CHAPTER 7?

3.04.4 Limited-term. Employees are considered limited-term employees (LTE's) when they are employed on a non-permanent basis, whether for a known or an unknown period of time. LTE's, whether full-time or part-time, are not eligible for benefits unless otherwise provided by law.

3.05 Hiring procedures.

3.05.1 Position vacancy posting.

3.05.1.a Internal posting of vacancies. Vacancies in staff positions other than department head vacancies and seasonal positions will be posted internally for 5 business days to allow existing employees to be considered. This includes any position that is being changed from a part-time to a full-time position. In departments where employees do not have ready access to email, a paper notice will be posted. Postings will include the Equal Opportunity Statement (3.01).

3.05.1.b Village Bulletin. All vacancies for seasonal part-time and full-time positions will be listed in the Village Bulletin except as provided in 3.05.1.a.

3.05.1.c Department heads. Department head position vacancies will be posted simultaneously internally and externally to the Village.

3.05.1.d External posting of vacancies. External advertisements for position vacancies will include organizations and media that will reach traditionally underrepresented populations. The Village will maintain a

list of organizations to which recruitment announcements will be sent. The Equal Opportunity Statement (3.01) will be included in the advertisement. The Village retains the right to determine whether and when to recruit outside applicants and therefore may not post all open positions.

3.05.2. Application. To be considered for employment, each prospective employee must complete and submit all written materials required for the position, such as a completed application form, resume, and certifications; complete required interviews; undergo a physical examination, in some cases; and fulfill any other requirements for the position.

3.05.3 Background check. All applicants 18 years of age and over who have been recommended for hire will be subject to a background check. The review will include at a minimum a check with the Department of Transportation database to ascertain the status of the applicant's driver's license and with court records for any convictions. A conviction will not necessarily disqualify an applicant from employment.

3.05.4 Administrator's role.

3.05.4.a Hiring authority. The Village Administrator has full hiring authority over all other employees. This authority includes, but is not limited to, approving the position vacancy posting, determining and conducting the interview process, making offers of employment, and setting starting wages and other forms of compensation.

3.05.4.b Non-department head position interviews. The Administrator will compose a panel of interviewers for each vacant position comprising the Administrator and the relevant department head. A staff member, elected official or member of the Personnel Committee may be added to the panel at the Administrator's discretion. The Administrator will provide a report of new hires to the Personnel Committee and to the Board of Trustees, except in the case of summer seasonal employees.

3.05.4.c Department head position interviews. The Village Administrator will conduct interviews for department head positions using a panel comprised of the Village President, Administrator, Chair of the relevant Committee, and the Chair of the Personnel Committee. If the Chair of the Personnel Committee is also Chair of the relevant Committee, the Administrator may add another elected official or staff member to the panel. The Administrator will provide a report of the interview and hiring process to the Personnel Committee and the Board of Trustees.

3.06 Nepotism in hiring.

To avoid situations that create potential or perceived favoritism, or perceived or actual conflict of interest, it is the Village's policy to not hire persons related to Village employees within the same department or to elected officials for regular full-time or part-time positions. Such related persons are not barred from seasonal or temporary Village employment but will not be entitled to any preference because of their relationship.

3.06.1 Definitions. For purposes of this policy, related persons will mean spouse, parent, grandparent, guardian, ward, sibling, child, grandchild, parent-in-law, child-in-law, sibling-in-law.

3.06.2 Village Administrator Review. While the above definition identifies relationships that are likely to be perceived as a conflict of interest, employees should also guard against other superior-subordinate relationships that could be perceived as creating a conflict of interest. To safeguard the interests of both employees and the Village, the Administrator should be alerted to any employee relationships that pose, or potentially pose, a conflict of interest.

3.06.3 Recruitment & hiring. No employee may participate in the recruitment or hiring process if a relative is an applicant under consideration.

3.06.4 Post-hiring. An employee may not supervise, promote, discipline, terminate or determine compensation of a person to whom they are related.

3.07 Commencement of employment.

3.07.1 First day of employment. The first day an employee reports for work is considered the employee's date of employment, and becomes the date of eligibility for employment benefits, except where a waiting period is required.

3.07.2 Orientation Period.

3.07.2.a Information for new employees. Within the first week of employment, all new regular full- and part-time employees will meet with the Village Administrator or designee to introduce the employee to Village policies, rules, and benefit programs, and to review required employment paperwork. The employee's supervisor will continue orientation by introducing department co-workers to them, explaining hours of work, reviewing job duties and responsibilities, initiating training, and explaining departmental and safety rules.

3.07.2.b Evaluation of new employees. The orientation period is intended to give new employees and those who have received promotions the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The orientation period provides a period of intensive observation to determine the adequacy of the job performance, but the completion of the orientation period does not add any additional protections from termination of such employees, who continue as at-will employees. An orientation period applies to all newly hired and re-hired employees and employees seeking promotional vacancies. The length of the orientation period is three to six months for non-department head staff and twelve months for department heads.

3.07.3 Employee records. Department heads are responsible for ensuring that the employee's Biographical Information Form is properly completed, reviewed, signed and submitted to the Clerk-Treasurer in the required timeframe. Employees must notify the Clerk-Treasurer in a timely manner if there are changes in any of the following: NB INDENT

Name
Home address
Home telephone number
Emergency contact names and telephone number(s)
Marital status (as it affects health insurance coverage, income taxes, life insurance, etc.)
Social Security Number
Names of employee's dependents
Beneficiary of employee's group life insurance, retirement fund, or other benefit plans
Military status
Highest educational degree earned
Training, continuing education, licenses or experience (transcripts and certification must be submitted)

4.00 Wages and other compensation.

4.01 Total base wages and collective bargaining.

By state law, employers are prohibited from engaging in collective bargaining with general municipal employees on any form of compensation except for total base wages. Premium pay, merit pay, automatic pay progressions and any other form of supplemental compensation may be considered, but not bargained, by the Village.

4.01.1 Exception for public safety employees. Employers may bargain with units comprised exclusively of public safety employees, as defined by law, on any term or condition of employment, including any form of compensation.

4.02 Overtime and compensatory time.

4.02.1 Definitions. Each position is designated as either "Non-exempt" or "Exempt" by the federal Fair Labor Standards Act (FLSA) and state wage and hour laws. Employees should contact their supervisor if they are unsure of their position's designation.

NB INDENT

Non-Exempt. Positions that are paid on an hourly basis and are entitled to overtime pay for hours worked in excess of 40 hours per week.

Exempt. Positions that are generally paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.

4.02.2 Overtime.

4.02.2.a Non-exempt employees are eligible to receive overtime pay of one and one-half (1.5) times their regular hourly wages for approved hours over forty (40) hours in one (1) week. All overtime must be approved in advance by the employee's supervisor and should be recorded to the nearest quarter-hour.

4.02.2.b Hours worked includes time the employee actually performed work, holidays, and sick time. All other paid benefit time, including, but not limited to compensatory and vacation time, will not be considered as hours worked for purposes of determining overtime hours and pay.

4.02.3 Compensatory Time.

4.02.3.a Eligibility. Non-exempt employees may elect to earn and use compensatory time, i.e. time off from a regular work schedule, in accordance with specified guidelines. Hours worked in excess of the normal workweek may be used as compensatory time. Compensatory time will be earned at time and one half. All compensatory time must be approved in advance by the employee's supervisor and should be recorded to the nearest quarter-hour. Exempt employees are not eligible for compensatory time.

4.02.3.b Accrual. Employees are only eligible to earn compensatory time after the employee has reached forty (40) hours worked. Only hours worked as defined in subsection 3 NB IS THIS CORRECT? of this policy are counted for purposes of determining compensatory hours. Eligible employees may carry a maximum of eighty (80) hours of compensatory time at any one time. Once the maximum accrual has been met, accrued compensatory time will be paid out.

4.02.3.c Approval. Except in emergencies, all overtime and compensatory time must be approved in advance by management. The employee's supervisor will have the sole right to approve or deny overtime and compensatory time requests.

4.02.3.d Pay-out. Compensatory time pay-outs are made seven days after the first pay date of the month. Requests for pay-outs must be received by the noon on the first pay date of the month. For example, if the first pay date of the month is Friday the 11th, then pay-outs are made on Friday the 18th with the requests due by noon on the 11th. Any compensatory time not scheduled to be taken by the end of the calendar year will be paid out on the December compensatory payout payroll.

4.03 Payroll and deduction from payroll.

4.03.1 Types of deductions. Federal, state, and local taxes, social security, Medicare and Wisconsin Retirement System payments are deducted from gross earnings as required by law. These deductions may change as they are affected by changes in earnings, by legislation, or by the number of dependents declared on the W-4. Additionally, deductions may be made for health, life, and dental insurance, and court-ordered garnishments or support. Employees may choose additional deductions for Wisconsin Retirement Fund, subject to Internal Revenue Service regulations. The Village participates in voluntary deferred compensation plans, which permit employees to save for retirement with pre-tax earnings deducted from gross payroll. Deductions for gun purchases for full-time police officers are an option. All deductions for a gun purchase must be completed in the same calendar year as the original purchase. NB IS THIS STILL CORRECT?

4.03.2 Pay periods. The bi-weekly pay period runs from Sunday to the second Saturday. Paychecks are deposited by direct deposit the Friday following

the end of the pay period. Employees will not receive paper pay stubs as the Village has established online access to view advice of deposit. The usual pay period is 80 hours.

4.03.3 Employee responsibility. The employee must review all pay stubs and direct any questions or concerns to the Clerk-Treasurer. Items for review include, but are not limited to, salaried status and deductions that have been made from pay.

4.03.4 Employer responsibility. The Village will comply with applicable wage and hour laws and regulations and will investigate and resolve all complaints as promptly and accurately as possible. Consistent with the U.S. Department of Labor's policy, any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that an improper deduction from pay has occurred, the employee will be reimbursed and the Village will take whatever action it deems necessary to ensure compliance in the future.

4.04 Employee Sunshine Fund.

The Employee Sunshine Fund is comprised of the revenues from Village Hall soda sales. These funds may be used throughout the year for special occasions at the discretion of the Village Administrator.

4.05 Longevity pay.

To recognize the value of length of service, the Village provides that after three (3) years continuous employment as a full-time benefitted employee, \$200 is added to an employee's annual salary. Thereafter \$120 is added per year. Longevity bonus is paid on the last payroll of year. Part-time employees must work an average of at least twenty (20) hours per week to be eligible and would receive a pro rata share. The longevity bonus is not paid to those leaving employment midyear.

4.06 Shift differential pay. NB: NO GUIDANCE HERE!! Is this part of the police union contract (only)?

4.07 Holiday pay.

Non-exempt employees required to work on a Village holiday receive premium pay at the rate of one and one-half times their regular rate of pay for each hour worked, and in addition are paid for the holiday to a maximum of eight (8) hours for full-time employees and prorated for part-time employees. Thus, the maximum that an employee can be paid for a holiday on which the employee works is two and one-half (2.5) times the employee's regular rate of pay. Employees may elect to take premium time in pay or as compensatory time off.

4.08 On-call pay.

To ensure that a Public Works employee is available to respond to emergency situations as they arise, the Public Works Department Head has the discretion to decide whether a mandatory on-call schedule will be utilized. NB: THE CURRENT MANUAL ASSUMES A CONSTANT ON-CALL SCHEDULE.

4.08.1 Schedule. When the Department Head elects to use a mandatory on-call schedule, on-call status will be 24 hours a day for seven days. An employee on-call will receive one (1) hour of pay for each day the employee is scheduled for mandatory on-call status. When a nonexempt employee is called in and reports for work outside of normal working hours, the employee shall be guaranteed at least two (2) hours pay at the applicable rate.

4.08.2 Compensation type. On-call hours worked do not count as hours worked for the purposes of overtime calculation. On-call hours worked may be converted to compensatory time on a one-for-one basis, instead of pay. NB: IS THIS CORRECT?

4.08.3 Response time. Employees must be able to meet a thirty-minute response time while on-call, and consumption of alcohol is not permitted.

4.09 Bad weather closings.

If the office is closed because of bad weather, employees are paid for the day(s), and the time off is not be considered a personal day, vacation or sick day. Employees are not paid for the day(s) if the office is open but they cannot get to work due to weather conditions. In this case, the time off is considered a personal day, vacation day, compensatory time, or for employees who have no such accrued time an absence without pay. Sick time may not be used due to bad weather, except by employees who furnish a statement from a physician.

4.10 Out-of-title work.

Some vacated positions may require an interim appointment to be made in order to continue effective operations of the department or work unit. Employees may be assigned an interim position to assist in carrying out those duties which must be continued.

4.10.1 Assignment of duties. Assignment of employees to work out-of-title would normally be made by the employee's department head, with the approval of the Village Administrator. The Village Administrator may also make assignments.

4.10.2 Determination of pay status. The Village Administrator and the relevant department head will determine whether such employees will receive additional pay and what that pay will be. NB: THIS IS PRETTY VAGUE!

4.10.3 Effective date. If it is determined the employee will receive additional compensation, the effective date will be the first day where the exact duration of the assigned duties is known, or retroactive to the first day when the exact duration of the assignment was known.

4.10.4 Value of work. Where the Village Administrator and relevant Department Head determine that the assigned duties have a value at or below the non-represented employee's regularly assigned duties, there will be no additional pay. NB: WHAT IF THE EMPLOYEE IS SUDDENLY DOING 1.5 JOBS AT ONCE?

4.10.5 Time worked. The assignment can be for any length of time consistent with the work to be completed. If the duration is less than two weeks, then no additional pay will be provided, regardless of the additional duties assigned.

4.11 Clothing allowance. Clothing and other apparel provided by the Village are described in Appendix A.

4.12 Salary plan administration. NB: NOT DONE YET. Needs discussion.

POLICY 519 SALARY PLAN ADMINISTRATION DEPENDENT ON WHAT HAPPENS WITH PERFORMANCE EVALS

1. Purpose. The purpose of this policy is to administer a uniform employee salary plan. The salary and benefits provided by the Village to its employees are for the purpose of obtaining and retaining competent individuals to perform services which the Village is either required to or is discretionarily providing to its residents. The Village will provide these salaries and benefits on the basis of internal equity as well as external competitiveness, if fiscally feasible.

2. Salary plan administration.

2.1 New Hires and Promoted Employees. Will normally commence working at the entry level salary Step 1. New hires may start at a probationary rate, as determined by the Village Administrator. Additionally, an entrant may be assigned at a higher starting salary step subject to approval of the Village Administrator under the following conditions.

2.1.1 The entrant must have substantial experience immediately usable in the new position.

2.1.2 Market conditions must demand a higher starting salary step.

2.1.3 Salary compression from subordinate positions requires a higher starting salary.

2.2 Requests for Step Increases. The Village will consider step increases every even year for implementation in the following odd budget year.

2.2.1 Requests by Department Heads will be approved or denied by the Village administrator.

2.2.2 Such progressions will not be automatic, but will be based upon annual performance evaluations averaged over a two-year period and recommendation by the Department Head according to the following: Need to finalize scores once evaluation forms are done

Does Not Meet Expectations

Meets Expectations

Exceeds Expectations

Greatly Exceeds Expectations

No Step Increase One Step Increase No Step Increase Two One-Step Increase
Twothree Step Increase

Score < 1.0 Score = 1.00.8 but

<3.41.8 Score = 3.41.8 but

<5.02.8 Score 5.0-6.02.8-3.0

2.2.3 Employees must have a performance evaluation that indicates a minimum of a satisfactory performance and achievement in the accountabilities attributed to the position which they fill. An employee who has received an is serving a disciplinary suspension or who has been placed on a Performance Improvement Plan that includes a time limit within which the deficiencies must be corrected, will not be eligible for a step increase

until a minimum of three (3) months have passed after a satisfactory performance evaluation is received, the disciplinary suspension is completed, or the performance deficiencies are corrected within the time limit given.

2.2.4 Employees who receive a "Does Not Meet Expectations" on the second year evaluation is not eligible for a step increase regardless of the two-year average performance evaluation score.

2.2.5 Approval or denial of step increases will be at the discretion of the Village Administrator for all employees, except that threetwo-step increases must be approved by the Personnel

Committee and all step increases for the Village Administrator must be reviewed and approved by the Board of Trustees.

2.2.6 Employees must be employed for a minimum of 12 months before becoming eligible for a step increase.

5.00 Work schedules.

5.01 Timekeeping.

5.01.1 Work hours. Any hour of the day that is worked and authorized to be worked and should be recorded to the nearest quarter of an hour.

5.01.2 Time sheets. All non-exempt employees are required to complete their timekeeping records on a daily basis and should not do so in advance. Time sheets must show all time worked and absence from work with appropriate codes (hours worked, vacation, sick, etc) that were incurred for the pay period. All overtime or compensatory time must be clearly noted on the time sheet. Employees will mark their time sheets in fourths for the purpose of computing regular hours and shall do so to the nearest quarter of an hour. Time sheets for each two-week pay period must be completed accurately and submitted to the approving supervisor by all employees by the 9am on the Monday after the pay period ends. An employee who fails to turn in his or her completed time sheet on time will be paid the next regular pay day.

5.01.3 Work outside of normal work schedule. Employees on official business outside the normal work schedule should note it on their timekeeping records. Submission of appropriate documentation is necessary.

5.01.4 Supervisor approval. Supervisors will review time sheets for accuracy and completeness and verify overtime entries prior to submission for data input, sign in ink (if using paper times sheets) and forward to the Clerk-Treasurer's office by 1pm on the Monday after the pay period ends. NB: IS 1PM EARLY ENOUGH?

5.01.5 Unauthorized time. Working unauthorized overtime or compensatory time is prohibited and will subject an employee to disciplinary action.

5.01.6 Time worked. The following are included as time worked:

5.01.6.a Work away from premises or at home. A non-exempt employee is not permitted to perform work away from the premises, job site, or at home, unless approved in advance in writing by his or her department head and the Village Administrator. If approved, work performed off the premises, job site, or at home by a non-exempt employee will be counted as time worked, unless such time is de minimis.

5.01.6.b Break time. Authorized rest periods of 15 minutes or less are counted as time worked. All employees are permitted two fifteen minute breaks per eight hour shift.

5.01.6.c Travel/training time. Training and related travel time is considered and included as actual time worked, with the exception that travel within Dane County or within ten (10) miles of the employee's residence is not included as actual time worked unless travel originates at Village Hall or is otherwise authorized by the Village Administrator.

5.01.7 Time not worked. Per the Fair Labor Standards Act, the Village of Shorewood Hills does not count the following as time worked:

5.01.7.a Leaves. Approved absences, including but not limited to Family Medical Leave Act (FMLA) leave, military leave, and time off for voting are not counted as time worked, except holiday and regular sick leave. Employees who know they will be absent in advance are expected to notify their supervisor prior to their absence. During all absences, an employee is required to regularly contact his/her supervisor until his/her return to work. The only exception to this policy occurs when a written statement by a physician requires the employee to remain away from work for a specific period of time.

5.01.7.b Meal periods. Uninterrupted time off for lunch or dinner is not counted as time worked.

5.01.7.c Lateness. Employees are expected to report to work on time and to continue to work until the end of the workday. Employees who know they will be late in advance are expected to notify their supervisor prior to their lateness.

5.01.8 Timekeeping responsibilities.

5.01.8.a Employee responsibilities. All employees, when completing their time sheet, will adhere to the following procedures: NB INDENT
Record correct overtime and benefit codes.

Maintain an honest and accurate daily record of hours worked and the correct time codes recorded on the time sheet. All absences from work schedules should be appropriately recorded and coded. Entries should be made daily. Obtain prior approval for any overtime or compensatory time earned in the pay period.

Sign, if using paper time sheets, and submit the completed time sheet to the supervisor in the time period required for approval.

5.01.8.b Supervisor responsibilities. Each supervisor will adhere to the following procedures: NB INDENT

Ensure that employees reporting to them have the correct time codes.

Ensure that all employees maintain accurate time sheets.
Provide approval for overtime or compensatory time.
Approve time sheets and submit to Payroll by 1pm on Monday following the completion of the pay period.

5.01.8.c Exempt staff. Department heads and exempt supervisory staff, when authorized by their respective Department Heads, are not required to document time worked, but they are required to document and submit any paid benefit time (vacation, sick leave, etc.) on the approved payroll sheet. Work schedules may be adjusted according to operational needs of the department/work unit.

5.02 NEED SOMETHING HERE ABOUT NORMAL WORK HOURS

6.00 Training and development.

6.01 Training and development philosophy.

The Village recognizes and desires that its employees seek training and educational opportunities to broaden their knowledge, skills, and abilities enabling them to obtain and retain the competencies essential to job satisfaction and high-quality performance of their duties.

6.01.1 Administrator's roles. The Board of Trustees expects the Village Administrator to monitor the level and implementation of employee training and development of all Village employees and department heads by periodically analyzing the overall needs for employee training and development, to ensure employees are informed of available training opportunities and encouraging participation in training that will provide career enhancement and professional growth, and to ensure department heads properly credit each employee with indications of such training and development in their personnel files, and to budget for the cost of such training when feasible.

6.01.2 Department heads' roles. The Board of Trustees expects Department Heads to provide active leadership in the training and development of their respective employees by submitting annual budget requests and scenarios that adequately address the training and education needs of their staff, by granting employees under their supervision with sufficient time and opportunities to participate in training programs provided that such participation does not unduly interfere with the necessary operations of the department, and by suggesting broad level training needs to the Village Administrator that would be beneficial to all Village employees beyond the needs for any single department.

6.02 Conferences and Conventions.

Village employees are encouraged to attend conferences, conventions, training and educational opportunities with approval of their department head if attendance is expected to add to their job-related knowledge and skills. Approval to attend conferences, conventions, or training seminars in Wisconsin is at the discretion of the department head so long as it is a budgeted expense. Approval of the Village Administrator is required to

attend any out of state or un-budgeted conferences, seminars, or training opportunities.

6.02.1 Reimbursement. The Village will pay or reimburse for the cost of an employee attending approved training including registrations costs, mileage or airline fare (whichever is lower), motels, meals, parking, and toll fees. To the extent possible, department heads are expected to account for these annual costs in their department's annual operating budget so that these expenses are not an unexpected cost to the Village.

6.02.2 Village vehicle use. For travel by car, mileage is not authorized if a Village vehicle is available for use. Exceptions to this policy may be authorized by the Village Administrator in advance of the travel.

6.02.3 Taxes on expenses. Reimbursement of expenses not subject to payroll tax will be made through the accounts payable process. Reimbursement for expenses that are considered taxable will be made through the payroll process. Generally speaking, meal reimbursements for same-day travel are considered taxable income.

6.03 Continuing education and coursework.

6.03.1 General. Changes in job requirements and individual responsibilities including potential future job assignments and/or desirable cross training of employees, technological advances, and certification or recertification requirements warrant the Village to provide financial assistance to employees who need to improve or develop job-related knowledge and skills through attendance of a class or classes at an accredited college or university. The employee who is requested by their department and agrees to attend this type of post-secondary training will be eligible for the following reimbursement from the Village, based on evidence of successful completion of the course, provided this reimbursement is pre-approved by the Village Administrator before enrolling and attending such classes.

6.03.2 Pre-approval. Coursework or degree programs must be substantially related or aligned with the employee's current job assignment, potential future job assignment, or desirable employee cross training, and shall be determined to be advantageous for the Village by the Village Administrator to authorize enrollment and reimbursement.

6.03.3 Grades earned and reimbursement. NB INDENT
Reimbursement of 100% of the cost of tuition, books, and associated direct course costs will be made if the employee receives a grade of 3.8 or higher on a 4.0 scale.

Reimbursement of 75% of the cost of tuition, books, and associated direct costs will be made if the employee receives a grade of 3.4 but less than 3.8 on a 4.0 scale.

Reimbursement of 50% of the cost of tuition, books, and associated direct class costs will be made if the employee receives a grade of 3.0 but less than 3.4 on a 4.0 scale.

6.03.4 Pre-payment and repayment. The Village Administrator may, on a case-by-case basis, authorize pre-payment of a course so long as the employee signs a letter of understanding that repayment of pre-paid costs must be

repaid to the Village immediately should the employee fail to meet the grade standard as listed in Section 5.03.3 of this policy. Repayment will be restricted to that which would apply based on the grade received. For example, if an employee receives a grade of 3.0, then the employee would be required to repay 50% of the total pre-payment made. If an employee receives a grade of 2.4, then the employee would be required to repay the full amount of the pre-payment.

6.03.4.a Payroll reduction for repayment. Employees may elect to have any repayment deducted from their paychecks and may spread repayment over no more than two four pay periods.

6.03.4.b Post-course service. For every credit hour the Village pays for in part or in whole under this policy, the employee must work for two months beyond completion of the class, program, or degree. If the employee leaves employment either voluntarily or as a result of termination, the employee shall be liable for repaying a prorated portion of the amount the Village paid for that class, program, or degree. For example, if the Village reimbursed or prepaid 100% of the cost of a three-credit hour class, the employee would have to remain employed by the Village for six months after completion of the class. Should the employee voluntarily leave or be terminated three months after completion, the employee would be required to repay 50% of the total amount paid or reimbursed by the Village.

6.03.4.c Exceptions. Exceptions to this repayment policy may only be approved by the Village Administrator, who will report all exceptions to the Board of Trustees and the Personnel Committee.

6.03.4.d Scheduling. Department Head approval is required to attend optional training events. Work schedules will be determined in advance of the training event.

6.03.4.e Lunchtime. Employees will take an unpaid meal period as outlined in Policy XYZ (NB: FIND THIS). Lunch break will be taken and office work will not be done during this period unless approved in advance by the supervisor. An exception will be made if lunchtime training is on the course agenda. In this case, include the lunchtime on the time sheet and attach a copy of the agenda showing the lunch hour training.

7.00 Travel and expense reimbursement.

7.01 Authorizing party.

The Village Administrator authorizes travel and reimbursement with respect to department heads; the department heads with respect to subordinate employees; the Village President with respect to the Village Administrator; the Board of Trustees with respect to Trustees and any other public officials such as citizens serving on Village committees.

7.02 Personal Automobile Insurance.

All Village employees who drive their personal vehicles on Village business will be required to maintain, at a minimum, personal automobile liability insurance in the amount of \$100,000/\$300,000 or as required by state statutes, whichever is higher. Department Heads are responsible for maintaining records showing proof of insurance for any employee authorized to use personal vehicles for official use.

7.03 General Travel Policy.

Each person will be reimbursed for reasonable, necessary, and actual travel expenses incurred in the performance of authorized official duties. Each authorizing party will be responsible for ensuring that employees plan their travel with the principles of fiscal austerity and energy conservation in mind. Department Heads and the Village Administrator will determine departmental travel and training needs and authorize expenditures.

7.03.1 State or third-party reimbursements. Employees being reimbursed for travel expenses from a third party will not be reimbursed by the Village.

7.03.2 Out-of-state Travel. All out-of-state travel at Village expense must have the prior approval of the Village Administrator. Employees will submit a request for out-of-state travel to the Village Administrator as far in advance of the time of travel as possible.

7.03.3 Travel cost approval. The employee's authorizing party is responsible for auditing the travel voucher and will review travel expenditures. Travel reimbursement will not exceed the budgeted amount unless approved by the Village Administrator. Expenditures in excess of the budgeted amount will not be reimbursed unless approved by the Village Administrator.

7.03.4 Lodging.

7.03.4.a Lodging choice. The choice of lodging will be based primarily on cost with consideration given to convenience of conducting business. When traveling alone, a person will make use of a single room rate. Only travel expenses for the authorized person will be reimbursed and at the rate for a single room. Any expenses incurred by the employee above the single room rate are the responsibility of and at cost to the employee. Same sex employees are required to share a room when the selected lodging provides two beds in a room.

7.03.4.b Lodging documentation. All lodging expenses will be supported by the original machine printed receipts or an original handwritten receipt.

7.03.5 Private vehicle mileage allowance. The mileage allowance for use of private vehicles will equal the U.S. Internal Revenue Service (IRS) rate and will automatically be adjusted each time the IRS rate is adjusted.

7.03.5.a Travel from the employee's residence. Travel between the employee's residence and place of employment will not be reimbursed. Direct travel between the employee's residence and the location of an

offsite location for official purposes is reimbursed based on the distance between Village Hall and the offsite location or between the Employee's residence and the offsite location, except that travel within Dane County to offsite locations directly from the employee's residence on a regular work day are not reimbursed if the travel distance is less than the regular commute to the place of employment.

7.03.5.b Exceptions. Mileage reimbursement is not permitted when a Village vehicle is available for use. Exceptions to this policy require the pre-approval of the Village Administrator.

7.04 Use of Village vehicles.

This policy applies to all regular full-, part-time, and temporary employees conducting business of the Village of Shorewood Hills (i.e. authorized employees) and to all owned, non-owned, rented, or leased vehicles. Users of Village vehicles must possess and maintain the proper Wisconsin Driver's License and must notify their supervisor and department head of any changes in their driver's license (i.e. revocation, suspension).

7.04.1 Restrictions. Only authorized employees conducting official Village business will use Village vehicles. Passengers in Village vehicles must be engaged in Village business. Family members who are not Village employees will not ride in Village vehicles unless prior authorization is requested and approved by the Village Administrator. All vehicles will be clearly marked with municipal plates and a Village logo. Exceptions for vehicles assigned to sensitive jobs will require approval from the Chief of Police to be unmarked.

7.04.2 Safety and health. Drivers of Village vehicles are responsible for operating vehicles in a safe and prudent manner and are responsible for their own actions when occupying a vehicle, including responsibility for violations of the law. Drivers may not: NB INDENT

Drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages and any illegal drugs are not permitted in Village vehicles at any time.

Operate a cell phone or other electronic communication device while driving. Emergency Services personnel are exempt from this requirement when said use is for official business.

Use or allow the use any of tobacco products, including e-cigarettes in a Village vehicle.

7.04.3 Incidents. Drivers of Village vehicles must comply with all federal, state, and local laws relative to the operation of a Village vehicle, and must notify their supervisor and department head of any traffic citations, etc. received while operating a Village owned vehicle. Drivers must report all accidents or incidents within two (2) hours of the accident to the driver's immediate supervisor. Accidents involving personal injury or significant property damage must be reported to the Village Administrator immediately when possible but no later than two (2) hours after the event. Failing to report accidents will result in disciplinary action. Drivers

bear all responsibility for citations or moving violations while operating a Village vehicle.

7.04.4 Commuting. Use of Village vehicles for commuting between an employee's residence and principal place of work, provided such use is in the best interests of the Village, requires written authorization of the Department Head and the Village Administrator.

7.04.4.a Record keeping. In order to ensure appropriate fiscal control, a reporting system including vehicle identification, vehicle mileage, purpose, principal operator of the vehicle, and business and commuting mileage driven, will be developed by the Village Administrator and will be reviewed and approved annually by the Village Administrator.

7.04.4.b Tax liability. Employee use of Village vehicles for commuting between their residence and principal place of work will be subject to the applicable provisions of the Internal Revenue Code and Regulations as may be subsequently amended or modified.

7.04.5 Supervision and compliance. Department Heads and supervisors are responsible for ensuring vehicle operators maintain a current Wisconsin Driver's License for the class of vehicle they are assigned to operate, that all vehicle use is in accordance with this policy, and that vehicles are maintained in accordance with fleet vehicle operating procedures. At a minimum, checks with the Police Department should be performed annually. Abuse of the vehicle or policies by an employee may result in but not be limited to disciplinary action, reimbursement of the cost of repair and/or cleaning, or suspension of vehicle use privileges.

7.05 Meals.

Employees will be reimbursed for meals if the employee is attending an approved meeting, convention, or seminar, unless a meal is provided. Should a meal be provided, exceptions to this policy may only be authorized by the Village Administrator. No reimbursement will be made for the cost of or tip on alcoholic beverages.

7.05.1 Reimbursement limits. The claim for meals will represent actual, reasonable, and necessary costs expended for meals, including tax and 20% maximum tip. Receipts showing actual expenditures must be submitted. Maximum reimbursable amounts are shown in the following schedule: NB INDENT

Breakfast (Required to leave before 6:00am)	\$14.00
Lunch (Required to leave before 11:30am & return after 1:30pm)	\$19.00
Dinner (Required to leave before 4:30pm and return after 6:30pm)	\$26.00
Maximum daily total of	\$59.00

7.05.2 Multiple meals. If the employee is required to purchase one meal while on Village business, they will be limited to the amount stated per meal. If more than one meal is purchased, the employee will be allowed the total of these meals with the total being split among the meals and food/beverage items between meals (such as coffee) at the employee's

option. Exceptions to the individual meal or daily amount may be authorized by the Village Administrator in advance of the travel.

7.05.3 Per diem. For overnight travel requiring a hotel stay, an employee may request, subject to Village Administrator approval, a per diem payment for meals in the amount of the maximum daily travel, excluding any meals provided by the host of the travel event. Under this exception, receipts are not required but the per diem payments are considered taxable income.

7.05.4 Credit card use. If an employee exceeds the meal authorization when using the Village credit card, the employee must immediately reimburse the Village for the difference between the approved amount and the amount charged to the credit card.

7.06 Claiming reimbursement of authorized expenditures.

All claims for reimbursement of authorized expenses must be submitted within fourteen (14) calendar days on a Travel and Expense Reimbursement Form provided by the Clerk-Treasurer's office.

8.00 Time off.

8.01. Vacation.

Full-time employees are granted annual paid vacation according to their length of employment:

0 - 2 Years: 80 hours.

3 - 17 Years: 80 hours per year plus 8 additional hours per year for each two years of employment, beginning each January 1st.

18 + Years: 208 hours per year, beginning each January 1st.

Vacation time is earned and accrued on a monthly basis. Accumulated vacation and personal time from the prior year must be used by June 1st of the following year, unless written permission is granted by the Administrator to carry such unused time for a longer period.

When a holiday observed by the Village falls within an employee's vacation period, the day is considered holiday pay and not charged against vacation leave.

If the employment is terminated other than pursuant to Section XYZ (NB: DISCHARGE), an adjustment is made in the final pay check for any vacation and personal time to which the employee may be entitled. Vacation for partial years of service is also prorated. A payroll deduction, if appropriate, is made from the last pay check for unearned vacation time used.

8.01.1 Eligibility. Regular full-time employees are eligible for all the benefits documented here. Regular part-time employees working an average

of at least 20 hours a week will receive a prorated portion of vacation hours. Temporary and seasonal employees are not eligible for paid vacation.

8.01.2 Accrual. Vacation is earned and accrued on a monthly basis. If an employee is terminated, an adjustment is made in the final paycheck for any vacation and personal time the employee used but to which the employee was not entitled, prorated based on each full month of service completed, and a payroll deduction, if appropriate, will be made from the last paycheck. Vacation will not accrue during unpaid leaves unless authorized by the Village Administrator.

8.01.3 Carry-over. For non-exempt staff, vacation shall be used during the calendar year in which it is awarded. If not used, it is forfeited unless a carryover of vacation has been approved by the Village Administrator. Exempt employees are entitled to a vacation carryover from one year to the next of a maximum of forty (40) hours. The Village Administrator may authorize, on a case-by-case basis, an additional carryover or a cash payout of up to twenty-four (24) hours of vacation beyond the carry-over amount if an exempt employee is unable to use sufficient vacation hours to not be subject to forfeiture. Exceptions for the Village Administrator must be approved by the Village President (unless otherwise stated in the employment contract).

8.01.4 Vacation falling on a holiday. When a holiday observed by the Village falls within an employee's vacation period, the day is charged against the holiday bank and is not charged against vacation leave.

8.02 Personal days.

All regular full-time (EXEMPT?) employees will receive twenty-four (24) hours of personal time each year. Regular part-time employees working an average of at least 20 hours a week will receive a prorated portion. These hours are deposited into the employee's vacation bank and considered effective as of January 1st. NB: WHAT ABOUT NON-EXEMPT EMPLOYEES?

8.03 Holidays.

The Village recognizes the following as paid holidays at straight time:

New Year's Day	January 1	8 Hours
Martin Luther King Jr.	Third Monday of January	8 Hours
Spring Fling Afternoon	Friday after April election	4 Hours
Memorial Day	Last Monday in May	8 Hours
Juneteenth	June 19	8 hours
Independence Day	July 4	8 Hours
Labor Day	First Monday in September	8 Hours
Thanksgiving Day	Fourth Thurs. in November	8 Hours
	Friday after Thanksgiving	8 Hours
Christmas Eve	December 24	8 Hours
Christmas Day	December 25	8 Hours
New Year's Eve	December 31	8 Hours
Personal Days (3 days) As Scheduled		24 Hours

8.03.1 Holidays on weekends. For employees on a 5/2 (Monday - Friday) schedule: when a holiday falls on a regularly scheduled off day (e.g. Saturday or Sunday), the holiday is observed on the closest occurring workday (e.g. Friday or Monday, respectively).

8.03.2 Non-weekend days off. Up to eight hours personal time is granted to other employees, on work schedules other than 5/2, whose regularly scheduled day off coincides with a holiday listed above.

8.03.3 Holiday comp time. An exempt employee required to work a holiday shall be authorized to take compensatory time off not to exceed 8 hours.

8.03.4 Illness on holidays. If an employee's normal workday falls on a holiday, or if an employee has been pre-scheduled to work on a holiday, the employee is entitled to use sick time if he/she becomes ill and is unable to report to work. However, an employee who becomes sick on a scheduled day off, including holidays, personal days and/or vacation days, is not entitled to substitute sick time for the scheduled day off.

8.04 Religious holidays.

The Village respects the right of each employee to worship as his or her faith dictates. Any employee wishing to observe a religious holiday may use vacation, personal holiday, or compensatory time to substitute on an hour for hour basis.

8.05 Planned absences.

Employees must request approval from their department head for paid planned absences as far in advance as practicable but not less than twenty-four (24) hours in advance. Department heads may approve planned absence requests of less than twenty-four (24) hours-notice on a case-by-case basis. Employees will follow established procedures for requesting vacation. Vacation requests may be denied based on the needs of the department.

8.06 Sick leave.

Sick leave is accumulated at a rate of eight (8) hours per month for a total of 96 hours per year. Unused sick pay is accumulated and carried over into the subsequent calendar years for future use but shall not exceed 960 hours of accumulation. Sick leave cannot be utilized before it is earned unless approved by the Village Administrator. Sick leave will not accrue during unpaid leaves. Any employee with more than 960 hours of sick leave as of the effective date of this manual will retain their excess sick leave hours but will not be permitted to accrue additional sick leave until their balance falls below 960 hours.

8.07 Certification of medical absence.

8.07.1. Information required. After a medical absence, a physician's statement may be required. Statements will be submitted to the Village Clerk/Treasurer on the employee's first day back to work, indicating:
(NB: INDENT)

the date the employee was seen
the date the employee may return to work
statement that the absence from work was medically necessary
attestation of the employee's ability to return to work and safely perform
the essential functions of the job with or without reasonable accommodation

If the absence qualifies under the Family Medical Leave Act (FMLA), the Policy NB:XYZ will apply. The appropriate medical certification form(s) will be required.

8.07.2 Longer absences. A physician's statement will be required for unplanned absences after three consecutive days of illness and will be required prior to returning to work.

8.07.3 Work restrictions. Any work restrictions must be stated clearly upon the employee's return to work. Employees who have been asked to provide such a statement may not be allowed to return until they comply with this provision. Sick leave may be denied for any employee failing to meet this requirement.

8.07.4 Second opinion. The Village has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or illness claim, or to obtain information related to restrictions or an employee's ability to work. The Village will arrange and pay for an appropriate medical evaluation when it has been required by the Village.

8.08 Bereavement and emergency leave.

8.08.1 Immediate family. In the case of bereavement and emergency leave, immediate family is defined as spouse, domestic partner, or child. Employees are eligible for up to forty (40) hours of funeral bereavement leave for the death of an immediate family member.

8.08.2 Extended family. Extended family member is defined as parent-in-law, grandparent, guardian, ward, sibling, grandchild. Employees are eligible for up to twenty-four (24) hours of bereavement leave for the death of an extended family member.

8.08.3 Other family. The Village Administrator may authorize eight (8) hours of funeral bereavement leave for a family member not listed if the Village Administrator determines that the employee had a relationship with the deceased that would warrant funeral leave based on the recommendation of the Department Head.

8.08.4 Use of sick leave. Employees may use up to twenty-four (24) hours of sick leave to attend the funeral of a family member not covered by bereavement leave. Extensions of the use of sick leave for this purpose or for an additional bereavement period for the death of an immediate family member may be authorized by the Village Administrator under limited circumstances.

8.09 Military leave.

A leave of absence is granted to employees called to active military duty or training for a period of fifteen consecutive days or less. This leave is in addition to the normal vacation to which the employee is entitled. The employee's Village salary for the period shall be reduced by the amount of the military base pay earned during the service period; but, the reduction shall not be more than the total amount of the Village salary. A copy of the military order and earnings statement must be filed in the Village office in order to receive paid military leave.

8.10 Jury and witness duty.

Employees are excused from work to fulfill their civic responsibilities when required.

8.10.1 Jury duty. Employees called for jury duty must immediately advise the Administrator. The employee will receive regular wages less jury payment (not including travel time or meals). Total time paid for jury duty by the Village will not exceed 160 hours per year, unless authorized by the Administrator. The employee must provide a copy of the jury payment check and a statement from the court describing the employee's hours of attendance. For overtime purposes, time served on jury duty does not count as time worked.

8.10.2 Witness duty. Employees are required to provide copies of the subpoena to their supervisors as soon as possible. Employees are expected to report for work whenever the court schedule permits and to provide court documentation for all time away from work. As much as possible, employees are to work their regularly scheduled hours that do not conflict with the witness duty. Paid time off benefits will accrue during unpaid witness duty leave.

8.10.2.a Village business. If employees have been subpoenaed or otherwise requested to testify as witnesses in connection to business with the Village of Shorewood Hills, but not as a plaintiff against the Village, they will receive time off with pay for the entire period of witness duty.

8.10.2.b Non-Village business. Employees will be granted unpaid time off to appear in court as a witness when requested or subpoenaed to appear in litigation which is not connected with Village business. Employees may use any available paid leave benefit to receive compensation for the period of this absence.

8.10.3 Return to work. Should an employee not be selected to serve on a jury panel or should jury duty end prior to the end of the employee's work day, the employee will report back to work within one hour of dismissal by the court, except in limited circumstances with approval of the Department Head or Village Administrator. When possible, employees are to work their regularly scheduled hours that do not conflict with the jury or witness duty.

X. APPENDICES

Pre-payment of Educational Courses Letter of Understanding (Appendix 511 A)

Reimbursement and Length of Service Agreement (Appendix 511 B)

Clothing allowance

Travel/Expense Reimbursement Form (Appendix 513 A)

Pull maximum meal reimbursement amounts into a table in the Appendices (7.05.1)?

Table of Village paid holidays:

New Year's Day	January 1	8 Hours
Martin Luther King Jr.	Third Monday of January	8 Hours
Spring Fling Afternoon	Friday after April election	4 Hours
Memorial Day	Last Monday in May	8 Hours
Juneteenth	June 19	8 hours
Independence Day	July 4	8 Hours
Labor Day	First Monday in September	8 Hours
Thanksgiving Day	Fourth Thurs. in November	8 Hours
	Friday after Thanksgiving	8 Hours
Christmas Eve	December 24	8 Hours
Christmas Day	December 25	8 Hours
New Year's Eve	December 31	8 Hours
Personal Days (3 days) As Scheduled		24 Hours