

## **AGENDA FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE**

**Date and Time:** Wednesday, September 2, 2020 – 3:00 P.M.

**Location:** Virtual meeting via Zoom

- *Written comments on the agenda can be sent to [info@shorewood-hills.org](mailto:info@shorewood-hills.org) before 8:00 am on September 2, 2020.*
- *To register to speak on an agenda item, send an email to [info@shorewood-hills.org](mailto:info@shorewood-hills.org) before 8:00 am on September 2, 2020 detailing which item is of interest. Your comments may be limited to 3 minutes.*
- *To listen to the audio of the meeting live, call 1-312-626-6799 US (Chicago)*  
*Meeting ID = 829 4361 4499 # / Passcode = #*

1. Call to Order
  - a. Note compliance with open meeting law
2. Approve previous meetings minutes
3. Status of DPW Crewperson recruitment process, establish interview panel and next steps
4. Report on Police Lieutenant hiring
5. Status of Police patrol officer recruitment process and next steps in process
6. Recommendation part-time police officer hires
7. Development of recruitment/hiring policies
8. Consider language and policies in position recruitment processes to encourage workforce diversity, equity and outreach to disadvantaged populations
9. COVID-19 update and related staffing/personnel matters concerning remote work and childcare needs
10. Adjourn

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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.

## **AGENDA NOTES FOR THE VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE**

### **Status of DPW Crewperson recruitment process, establish interview panel and next steps**

Seventeen applications were submitted in a widely circulated recruitment process. The Village Administrator, Public Works Crew chief and Personnel Chair independently reviewed the applicants and will develop a list of 5-7 finalists for interview. The committee should decide on an interview panel to recommend a hire to the Village Board. A tour of the facilities will also be arranged as part of the process and therein an ability to interact with the crew,

**Report on Police Lieutenant hiring** – A report will be provided on the promotion of Patrol Officer Pharo to the position of Lieutenant.

**Status of police patrol officer recruitment process and next steps in process** – Up to seventeen initial applicants were interviewed on Monday and Tuesday. An update and next steps will be provided.

**Recommendation on part time police officer hires** – Discussion and possible recommendation to hire JP Contreras and Ron Betley as part-time Police Officers for the Police Department. You will or have already received a memo from the Police Chief.

**Development of recruitment/hiring policies** – The extent and point of involvement of the Personnel Committee in the process of hiring new staff has not been standardized and maybe there is good reason for that given the small number of Village staff in any one-position class and a small management team as well. When openings arise, we have come up with a plan specific to the hire and circumstances at the time. At some point all hires run through the Committee unless other arrangements have been made, even non-management level and seasonal hires. On occasion, the Administrator has made a few seasonal LTE hires that have then been converted to regular status due to timing issues. It may be beneficial to have well understood procedures in the hiring process in order to avoid misunderstandings or feelings of being left out of the process. The personnel policy manual (chapter 3) does not go into much detail on this matter. A copy of the manual is included in this packet as well as the code section on the charges of Village committees.

**Consider language and policies in position recruitment processes to encourage workforce diversity, equity and outreach to disadvantaged populations** – The Village Personnel Policy Manual does not speak to the above-related matter other than we are an equal employment opportunity employer. We should consider being more deliberate in our processes and statements of policy regarding this matter. In our most recent recruitment process of a Public Works, crew person we included the following in our publicity:

#### **COMMITMENT TO EQUITY & INCLUSION**

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity, teamwork and open/honest communication is encouraged, continuous learning and improvement is fostered, teamwork, and meeting customer needs through quality service is a shared goal. Applicants from traditionally underrepresented populations including

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women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

The job was posted in these places

- Capital City HUES
- Madison 365
- Dane County Diversity Recruiter-Rodrigo Valdivia, which went to the Latino Support Network, Madison Network of Black Professionals and Latino Chamber of Commerce
- League of WI Municipalities
- Wisconsin Rural Water Association (WRWA)
- Urban League of Greater Madison
- Craigslist
- Wisconsin Municipal Clerks Association (WMCA)
- Facebook

The following were the places we tried to post it but due to time constraints, it was not posted with these.

- UMOJA
  - LaCommunida
  - SWAPS - Local DPW leadership organization
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**Village of Shorewood Hills**  
**Personnel Committee**  
Meeting Minutes  
Thursday, May 14, 2020 3:00 p.m.

**1. Call to Order** Chairperson Cokie Albrecht called the meeting to order at 3:01 p.m. virtually by Zoom. Present, in addition to Ms. Albrecht, were Committee member Mary Gulbrandsen, Greg Lampe, Laura Stephenson and Erica Moeser. Amy Neeno-Eckwall and Alan Goldenberg were excused. Chief Chapin, Marty Davis, Nancy Kolberg, Corey George, David Sykes, Tary Handschke and Village Administrator Karl Frantz and Village Clerk Karla Endres were also in attendance.

**a. Note compliance with open meeting law** Mr. Frantz confirmed the meeting had been properly posted and noticed.

Brief introductions of staff were conducted with new committee members.

**2. Approve previous meeting minutes-** January 27, 2020, February 3, 2020 Closed Session and April 14, 2020.

Mr. Lampe moved and Ms. Gulbrandsen seconded a motion to approve the minutes from January 27, 2020, February 3, 2020 Closed Session and April 14, 2020.

Motion passed unanimously. 5-0.

**3. Virtual meeting procedures-** Mr. Frantz explained the procedures of hosting a virtual meeting.

**4. Consider recommendation on hire/wages of seasonal Forestry staff**

Corey George gave a brief summary of his request to increase his seasonal staff wages. He explained the employees he is retaining are individuals that can work independently.

Ms. Moeser moved and Ms. Stephenson seconded a motion to recommend the Board of Trustees the hire of Annalisa Stephenson and Tory Armstrong at the proposed wages to be effective at the next pay period following approval at the Board Meeting.

**5. Consider recommendation on hire/wages of seasonal DPW staff**

Tary Handschke gave a brief summary of the request to hire three seasonal staff. The staff had been discussing cutting back to two seasonal staff due to the pandemic but prefers to have three seasonal with being one crew person short.

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to recommend the Board of Trustees to hire Joe Clark, Benjamin Rashid and Sawyer Ladd effective immediately.

Ms. Moeser clarified her motion for the higher wage rates for Forestry staff this summer, compared to the seasonal DPW help, was due to the skills and academic backgrounds those specific Forestry employees brought to the job. She also stated that in the future she would support the seasonal Forestry staff being on the same wage scale as the DPW seasonal.

Motion passed unanimously.

**6. Consider conditional hire/wages of seasonal Pool staff**

Mr. Lampe moved and Ms. Stephenson seconded a motion to recommend the Board of Trustees the hire and wages of the seasonal Pool staff.

Motion passed unanimously.

**7. Consider conditional hire/wages of seasonal Four Corners staff**

Ms. Gulbrandsen moved and Ms. Stephenson seconded a motion to recommend the Board of Trustees the hire and wages of the Four Corners staff.

Ms. Moeser suggested there is an argument to increase the Director's wages for future years similar to the Forestry or DPW Seasonal employees.

Motion passed unanimously.

**8. Consider conditional hire/wages of seasonal Land Recreation staff**

Ms. Moeser moved and Mr. Lampe seconded a motion to recommend the Board of Trustees hire the Land Recreation staff and requested by the Land Recreation Parent Committee at said wages included in the packet.

Motion passed unanimously.

**9. Consider conditional hire/wages of seasonal Tennis Program staff**

No staff/wages available.

**10. Status report on hire of Police Lieutenant**

Aaron Chapin gave a brief summary of the interview process and that he has three finalists. He is conducting Chief's interviews with each candidate next week and has requested a mandatory survey by all Police staff members on the three candidates. He expects to have his choice made by next week Thursday.

No further action was taken.

**11. Resignation of DPW Crewperson and recommend process to fill vacancy**

Mr. Frantz gave a brief summary of Bryan Bennett's resignation from the DPW Crew. He explained filling the vacancy may be delayed due to the current situation and the budgetary shortfalls the Village might face due to the pandemic.

No further action was taken.

**12. COVID-19 Update and staffing/personnel policies**

Mr. Frantz gave a brief update on how the Staff are preparing to potentially reopen and be back to full staffing levels in the near future. He mentioned the different sanitization methods the Staff has researched and that they are continuing to provide Village services as best as possible.

No further action was taken.

**13. Adjourn**

Ms. Moeser moved and Ms. Gulbrandsen seconded a motion to adjourn at 4:17 pm.

Motion passed unanimously.

Respectfully submitted,

Karla Endres  
Village Clerk



**TO: VILLAGE OF SHOREWOOD HILLS PERSONNEL COMMITTEE**

**FROM: AARON P. CHAPIN, CHIEF OF POLICE**

**RE: PART TIME PO CANDIDATE JP CONTRERAS, MASON HIGGINS AND  
RON BETLEY**

**DATE: SEPTEMBER 1, 2020**

During the past several month, there have been several things that have occurred which have highlighted the need for more part-time officers. There have been unanticipated leaves due to pregnancy, child birth, injury, and illness which have caused a shortage in staffing. In order to address this shortage I am proposing adding additional members to the part-time ranks of the SHPD.

The first candidate I would like to submit for consideration is JP Contreras. Contreras currently works full-time for the Town of Madison Police Department and part-time for the Maple Bluff Police Department. He previously worked for the UW—Madison Police Department for 3 years before being hired by TMPD. Contreras is bilingual in English and Spanish. From a training perspective, he would be able to fit in with the organization quickly and would require little training based on his familiarity with the Village from his prior experience at UWPD. He also utilizes the same records and computer systems at both TMPD and MBPD.

The second candidate I would like to recommend is Ron Betley. Betley retired from the Rock County Sheriff's Office and recently accepted a position with the WI Department of Justice. Betley is an instructor in many different disciplines and would be able to assist the PD with instruction at inservice training and in other capacities. From a training perspective, Betley would require training on geography/orientation in the village, computer systems, and the differences

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Chief Aaron P. Chapin  
810 Shorewood Boulevard  
Madison, WI 53705-2115  
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between Dane County and Rock County procedures. It would still be less involved than a new hire with no or limited experience.

The third candidate I would like to recommend is Mason Higgins. Higgins is a former Madison Police Officer who was with MPD for about 18 months but resigned due to the demand of being a full-time police officer and a full-time law student. Higgins is continuing his study of law at UW—Madison and is looking to serve in a part-time capacity. Based on his background, Higgins would likely require a bit more field training but would be an excellent addition to the team.

I am requesting the Personnel Committee recommend to the board the hiring of all three candidates pending successful completion of a background investigation, medical/psychological exam, and drug test. I would request Contreras and Betley be hired ASAP and Higgins be delayed until near the end of the year to accommodate a more lengthy field training process.

Respectfully Submitted,

Aaron P Chapin, Chief of Police

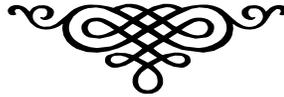
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# **PERSONNEL POLICY MANUAL**

## **VILLAGE OF SHOREWOOD HILLS**

*810 Shorewood Boulevard  
Madison, Wisconsin 53705-2115*

*Approved by Village Board of Trustees  
on December 13, 1999  
Effective: January 1, 2000  
Prior Revision Date: March 19, 2012  
Recent Revision Date: June 18, 2018*



## 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, tax payers, and staff, depends on how well each bands together to accomplish its mutual goals. The Village's attainment of its goals can be a mutually satisfying experience for all.



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2017-09-09



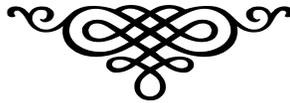
## **1.00 INTRODUCTION**

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 with or without notice. These policies supersede any and 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 as approved by the Village Board.



## **2.00 HISTORY & GOVERNMENT**

### **2.01 HISTORY**

The Village of Shorewood Hills incorporated in 1927. There are over 625 homes and 32 condominiums in Shorewood Hills with a population of approximately 1568. 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 to University Avenue on the south. The Village is part of County Supervisory District No. 10, 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 VILLAGE 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, Blackhawk Country Club Liaison, and Traffic. Special Committees include Pool and Waterfront. The Village President, with the approval of the Board, may appoint other Special Committees from time to time.

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 Wisconsin State Statutes. The Municipal Court is also regulated by 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. Membership is open to all residents of the Village.

The League sponsors social functions, welcomes new residents, provides classes and interest groups, and publishes the Shorewood Hills Directory.

#### **2.06 VOLUNTEER FIRE FIGHTERS ASSOCIATION**

The Village of Shorewood Hills Fire Department is supported by volunteers who are organized into an association which provides training and performs public service.

#### **2.07 EMERGENCY MEDICAL SERVICE ASSOCIATION**

Emergency medical care is provided through an emergency medical service (EMS) comprised of employees, residents and other volunteers. The EMS Association recruits and trains members and performs public services.

#### **2.08 GOVERNMENTAL ACTIVITIES AND COMMUNICATIONS**

The annual Village caucus, regular monthly meetings of the Village Board and the Municipal Court are held at the Village Hall. The Village Board meets on the third Monday of each month at 7:00 p.m. unless otherwise noticed. These meetings are open to the public and residents are urged to attend.

"The Village Bulletin" is the official Village publication edited by Village staff and is mailed to businesses and households in the Village for a small fee and is emailed at no cost. It is also posted on the Village website at [www.shorewood-hills.org](http://www.shorewood-hills.org). Copies of the Bulletin are available at the Village Hall at no charge.

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](http://www.shorewood-hills.org).

## **2.09 PARKS AND LANDS**

The Village of Shorewood Hills owns approximately 25 parcels of land within the Village boundaries. Although most of these parcels are in their natural state, 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:

- (a) 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 passive recreation.
- (b) Four Corners Park is located between Viburnum and Blackhawk Drives. This playground is used in the summer recreation program for the pre-school group. Playground equipment and a shelter with lavatory facilities are available.
- (c) Bradley Park, between Dartmouth Road and Amherst Drive, includes a coasting hill for sleds, saucers and toboggans. The top of the hill consists of an open grassy area surrounded by a mix of natural area and houses.
- (d) The Dudley Davis Quarry Park is an abandoned limestone quarry which has become a natural setting for wild flowers, plants, shrubs and woodland. Access is from Highbury Road. This was augmented by the donation of three lots on Topping Road by Tessa and Hans Reese.
- (e) 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.
- (f) 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.

- (g) 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 Scout "Shack," the Village Community Center, and the Village Pool.
- (1) 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.
  - (2) The Shorewood Hills Community Gardens provide approximately 80 20' by 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."
  - (3) The 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.
  - (4) 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.
- (h) Two outdoor tennis courts and a practice court (in addition to those at the Post Farm) 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.
- (i) The Shorewood Hills Marina is located just north of the sixteenth hole of the Blackhawk Country Club. 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.
- (j) The 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. These uses included the following: (1) residents can use the golf course for winter sports from December 1 to April 1; (2) the Village can construct and maintain a ski tow and/or a toboggan slide; (3) residents can use the bar and lounge during the winter months on Saturday and Sunday afternoons between noon and 5 p.m; (4) residents have dining privileges January, February and March, and the service charge cannot exceed the fee charged to members (currently 19%); (5) the Village can use the golf course for adult or children's golf instructions one-half day per week during the months of June, July and August; (6) residents can play golf 3 times per year subject to the approval of the Club pro, and will be charged half the standard green fees; (7) the Village can use the Clubhouse for

social functions for Village organizations up to 24 times per year, use the dishes and silverware of the Club and bring in its own refreshments (not liquor).”

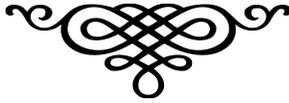
- (k) Tally Ho Lane walkway, at the west end of Tally Ho, provides access to the bike path and Garden Homes subdivision.
- (l) Big Foot Park is located between 3522 and 3534 Lake Mendota Dr. This area is designated as a stormwater outlet and natural area and should not be used for active recreation of any kind.
- (m) 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 active recreation. The property extends from Oak Way to the back of the properties on Circle Close.
- (n) 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.
- (o) The Entryway Parks are found just north of the railroad tracks to 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.

## **2.10 MAJOR DEPARTMENTS AND THEIR FUNCTION**

- (a) 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/Accounting Coordinator, Deputy Clerk, Records Clerk and Building Inspectors as well contracted professionals, such as Attorney, Engineer, and Assessor.
- (b) Fire Department & Emergency Medical Service - these departments provide equipment, training and administrative support for their volunteer departments. The Fire Chief/EMS Director oversees these departments. The Village Crew is part of the Fire Department during daytime emergency responses.
- (c) Police Department - provides full-time police coverage to the Village including traffic and parking control, security home checks, investigative follow-up and liaison with the County Sheriff's Department. The Police Chief manages this department.
- (d) 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 these activities.

- (e) Forester/Horticulturist - manages the urban forest and coordinates the stewardship of the parks and natural areas in the Village.



### **3.00 STARTING EMPLOYMENT**

#### **3.01 EMPLOYMENT QUALIFICATIONS**

Qualifications for employment with the Village are education or experience commensurate with the job and interest in and capability to perform the work of the position.

#### **3.02 EQUAL OPPORTUNITY STATEMENT**

The Village hires and promotes on the basis of qualifications, without regard to disability unrelated to the job in question, race, age, sex, religion or national origin or any other protected status under the laws.

#### **3.03 HIRING PROCEDURES**

- a) To be considered for employment with the Village, each prospective employee must complete and submit all written materials required for the position, such as application, resume, and certifications; complete required interviews; undergo a physical examination, in some cases; and fulfill any other requirements for the position. The Personnel Committee and Village Administrator may recommend candidates to the Board of Trustees. The Board of Trustees makes decisions to hire individuals for specific positions.
- b) Vacancies in staff positions other than department head vacancies and seasonal positions are 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.
- c) Department head position vacancies are posted simultaneously internally and externally.
- d) All vacancies for seasonal part-time and full-time positions will be listed in the Village Bulletin except as provided in subsection (b) above.
- e) Limited Term Employee Hiring Policy
  - (1) The Village Administrator may hire a limited term employee for a period not to exceed four (4) calendar weeks. Such limited-term employment may not be continued beyond four (4) calendar weeks

without the prior approval of the Personnel Committee or the Village Board, as set forth below. The Administrator promptly notifies the Personnel Committee of the hiring of all limited term employees.

(2) All limited-term employment extending beyond four (4) weeks is subject to the prior approval of the Personnel Committee (or, in circumstances where the Personnel Committee is unable to convene in a timely fashion so as to approve such employment, the hiring may be authorized by the chair of the Personnel Committee, subject to approval by the full Committee at the earliest opportunity).

(3) All limited-term employment extending beyond eight (8) weeks is subject to the prior approval of the Village Board.

f) Background checks

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 C-Cap for any convictions. A conviction will not necessarily disqualify an applicant from employment.

### **3.04 EMPLOYMENT CLASSIFICATIONS**

Employees are hired in various classifications as follows:

(a) 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.

(b) 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) or more are eligible for a pro-rated share of employment benefits.

(c) 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. When candidates are equally qualified, hiring preference is given to Village residents.

(d) Limited term employees - Employees are considered limited term employees when they are employed on a non-permanent basis, whether for a known or an

unknown period of time. Limited term employees, whether full-time or part-time, are not eligible for benefits unless otherwise provided by law.

### **3.05 COMMENCEMENT 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.

### **3.06 KEEPING RECORDS CURRENT**

Employment records must be kept up-to-date. Employees must notify the Village Clerk in a timely manner if there are changes in any of the following:

- (a) Employee name
- (b) Employee home address
- (c) Employee home telephone number
- (d) Employee marital status (as it affects health insurance coverage, income taxes, life insurance, etc.)
- (e) Employee Social Security Number
- (f) Employee's emergency phone number(s)
- (g) The number of employee dependents
- (h) Employee's beneficiary for group life insurance, retirement fund, or other benefit plan
- (i) Employee military status
- (j) Employee educational status
- (k) Employee training, courses, or experience

### **3.07 RELATIVES**

No employee, volunteer, or elected official may select, promote, or determine compensation of his or her spouse, significant other, or immediate family member as defined in Section 6.04(a).

### **3.08 SENIORITY**

Seniority is the length of continuous employment with the Village. Seniority is not a factor in deciding layoffs and recall.



## **4.00 COMPENSATION**

### **4.01 PAY PERIODS AND PAY DAYS**

The payroll year is made up of 26 bi-weekly payroll periods which do not correspond to the calendar year. Pay periods start on Sundays (12:00 a.m.) and end on the Saturday (11:59 p.m.) of the second week. Pay days are normally every other Friday. Employee time sheets and departmental payroll are submitted on the Monday preceding pay day. Checks will be distributed on Thursday when possible. Direct deposit of payroll checks is available. See the Clerk for details.

Upon request, payroll checks may be mailed to the employee's home. When a pay day falls on a holiday, checks will be distributed on the last work day before the holiday.

### **4.02 TIME SHEETS**

In order for any employee to receive a paycheck, all required forms must be completed. Time sheets must be signed by the employee and his or her supervisor. Time sheets are due on Monday preceding the Friday payday. An employee who fails to turn in his or her completed time sheet on time will be paid the next regular pay day.

### **4.03 PAYROLL 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.

### **4.04 COMPENSATION REVIEW**

The Village annually reviews employees' compensation. Annual changes in compensation may be recommended by supervisors and the Village Administrator to the Personnel Committee and are, if approved, granted by

the Board of Trustees in December of each year, based upon performance evaluations and other factors. Changes in compensation typically take effect at the start of the first full pay period in the new year.

#### **4.05 EMPLOYEE SUNSHINE FUND**

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

#### **4.06 EXPENSES FOR MEMBERSHIPS OR CONVENTIONS**

The Village recognizes that employee membership in certain technical and professional organizations can benefit the Village. All memberships, if paid by the Village, must be approved by the Village Administrator.

#### **4.07 EMPLOYEE REIMBURSEMENT**

Reasonable and necessary expenses to attend pre-approved meetings are paid by the Village. Examples of appropriate expenses are: registration fees, meals, room, and transportation.

Employees traveling on Village business in a personal vehicle are reimbursed at the current federal mileage rate, plus parking, and tolls. Lodging and meals are reimbursed at the current state rate. Alcoholic beverages are not reimbursed. The meal reimbursement may be averaged over the course of a multi-day conference to pay for the cost of a special conference lunch or dinner (e.g. annual awards/recognition meal).

#### **4.08 CLOTHING ALLOWANCE**

- (a) Uniforms are required to be worn at all times while on-duty by members (except chiefs) of the Police Department, Fire Department, Public Works Department, Forestry and Emergency Medical Service. All uniforms are intended for on-duty wear only. Clothing allowances are adjusted from time to time to reflect realistic costs and are approved by the Village Board.
- (b) The Public Works Crew is provided safety glasses and safety shoes, plus an allowance for shirts, trousers, overalls, outer clothing, rain gear and other items required by law.
- (c) The Village supplies a uniform to all police employees who are required to wear a uniform. Police employees are provided a uniform allowance in an amount to be determined as needed by the Board of Trustees, for shoes, outer jackets, sweaters and vests, hats, badges and emblems, trousers, shirts, leather goods and rain wear. Items damaged, other than by normal wear and tear or work related casualty, shall be replaced by the employee. Bullet-proof safety vests, handcuffs, a set of

Departmental keys, and metal collapsible batons are purchased by the Village, are not debited against an officer's clothing allowance, and remain the property of the Village. Each officer is responsible for the purchase and maintenance of a handgun, per Department specifications, which is not reimbursed by the Village.

- (d) The Fire Chief is provided a uniform allowance in an amount to be determined as needed by the Board of Trustees, for shoes, outer jackets, sweater and vest, hat, badges and emblems, trousers, shirts, belt, and rainwear. Protective clothing worn for fighting fires is provided by the Village and remains the property of the Village.

#### **4.09 LONGEVITY**

- (a) To recognize the value of length of service, the Village provides that after three (3) years continuous employment as a full-time benefitted employee, \$180 is added to an employee's annual salary. Thereafter \$108 is added per year. See section 3.04(b) for definition of part-time employee eligibility and pro rata share. Limited term employees are not eligible for longevity.
- (b) The calculation date is December first with no proration for partial years. The payment is made once per year and included on the first pay check after December first.

#### **4.10 SHIFT DIFFERENTIAL PAY**

Shift Differential pay is paid at a rate to be determined as needed by the Board of Trustees.



## 5.00 WORK SCHEDULES

### 5.01 HOURS OF WORK

The standard work schedule for full-time employees is as follows:

- (a) Office Staff - The standard is Monday through Friday, 8:00 a.m. to 5:00 p.m. with a one hour break for lunch, or as determined by the Village Administrator.
- (b) Police Department - Officers work a 27 day cycle, consisting of one daily shift per day for six days, followed by three days off-duty followed by six days on duty, etc. Meals are taken while the officers are on duty. Three daily shifts are established as follows:

7:00 a.m. - 3:00 p.m.  
3:00 p.m. - 11:00 p.m.  
11:00 p.m. - 7:00 a.m.

Officers are required to report fifteen minutes prior to each shift, and to remain for fifteen minutes after each shift for briefing and debriefing, respectively.

- (c) Public Safety Chiefs - Monday through Friday, 7:00 a.m. to 5:00 p.m. with one hour for lunch and such other hours as may be assigned by the Administrator or required for the effective performance of the duties and responsibilities of these positions. Variations from this schedule may be permitted, with the advance approval of the Administrator, for reasons including, but not limited to, shift duty substitutions by the Police Chief, training sessions, and fire and EMS drills conducted by the Fire Chief/EMS Director.
- (d) Fire/EMS Interns - Required to average 55 hours per week; the actual schedule set per Fire/EMS Director.
- (e) Public Works Crew - Monday through Friday, 7:00 a.m. to 3:30 p.m. with one-half hour off for lunch.
- (f) Seasonal and part-time - work schedules are determined by the immediate supervisor.

## 5.02 OVERTIME, COMPENSATORY TIME AND HOLIDAY PAY

- (a) Overtime work is limited to the minimum necessary for the needs of Village operations, and must be authorized either by the Department Head or by the Administrator. A record of all overtime hours is maintained as part of the Village payroll administration.
- (b) Overtime pay is in accordance with the provisions of the Fair Labor Standards Act (FLSA) and related federal regulations.
- (c) The Administrator, Clerk, and Police, Fire/EMS and Crew Chiefs are employees exempt from the overtime provisions of the FLSA and are classified as executive, professional or administrative employees. No overtime compensation is paid to them.
- (d) Employees not exempt from FLSA provisions are paid overtime for hours worked in excess of forty per week, except that police officers are paid overtime for hours worked in excess of six eight-hour shifts in a nine-day rotation schedule. For the purpose of this subsection, holidays (at straight time), paid leave, and compensatory time will be included in the forty-hour week or the six/three police rotation. However, leave time (e.g., sick, vacation, holiday, compensatory time) may not be added to hours worked in a day so that the total hours to be paid exceeds eight hours that day. Where overtime hours have been authorized, overtime is paid at the rate of one and one-half times the regular hourly rate of the employee. Employees may elect to take overtime in pay or as compensatory time off. Use of earned compensatory time must be authorized in advance by the appropriate department head.

Compensatory time earned before July 1, 2012, must be used or paid out by July 1, 2014. Compensatory time earned after July 1, 2012, must be used or paid out within the calendar year in which it is earned except as authorized in writing by the Administrator.

- (e) 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. Employees may elect to take premium time in pay or as compensatory time off.

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.

- (f) When a holiday falls on a weekend, police officers required to work on the day recognized as the Village holiday receive premium pay at the rate of one and one-half times their regular rate of pay for each hour worked. Because police officers

work 6 eight-hour days on a nine-day rotation, their holidays are banked as “police holiday.” Beginning May 1, 2013, police holiday hours must be used by December 31 of the year following the calendar year in which they were earned. Holiday hours not used within that time frame are lost and will not be paid out. Holiday time that was earned before May 1, 2013 must be used by October, 2014 or it will be lost and will not be paid out.

- (g) Part-time police officers who work on Village holidays receive premium pay at the rate of one and one-half times their regular rate of pay for each hour worked.

### **5.03 BREAK PERIODS**

All employees are permitted two fifteen minute breaks per eight hour shift.

### **5.04 ATTENDANCE AND LATENESS**

Employees are expected to report to work on time and to continue to work until the end of the workday.

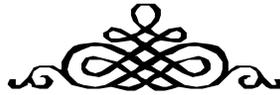
Employees who know they will be absent or late in advance are expected to notify their supervisor prior to their absence or lateness. During all absences, an employee is required to regularly contact his/her supervisor until his/her return to work. The only exception to this policy occurs when a written statement by a physician requires the employee to remain away from work for a specific period of time.

### **5.05 CALL-IN PAY**

When a nonexempt employee is called in and reports for work outside of normal working hours, the employee shall be guaranteed at least two hours pay at the applicable rate.

### **5.06 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.



## 6.00 Time Off

### 6.01 Vacation

Full-time employees are granted vacation with pay on the following basis.

- 0 - 1 Year: One day per month beginning at the start of the third month of employment up to ten days per year through the end of the first calendar year.
- 1 - 3 Years: Ten days per year, beginning each January 1st.
- 4 - 17 Years: Ten days per year plus one additional day per year over three years of employment, beginning each January 1st.
- 18 + Years: Twenty-five days 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 10.05, 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.

### 6.02 Paid Holidays

Personal time granted for holidays in this section must be taken after the holiday has been observed.

- (a) The Village recognizes the following as paid holidays at straight time.

New Year's	January 1	8 Hours
Martin Luther King Jr.	Third Monday of January	8 Hours
Spring Fever Afternoon	Varies	4 Hours
Memorial Day	Last Monday in May	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

- (b) 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).
- (c) 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.
- (d) An exempt employee required to work a holiday shall be authorized to take compensatory time off not to exceed 8 hours.
- (e) 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. Likewise, 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.

### **6.03 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.

### **6.04 Definition of Immediate Family**

- (a) For the purposes of Sections 3.07 and 6.05(b), "immediate family" is defined as a spouse, domestic partner, child, grandchild, parent, grandparent, parent-in-law, sibling, niece or nephew.
- (b) For the purposes of Chapter 6, "child" is defined as a natural or adopted child, stepchild or foster child.

### **6.05 Emergency and Bereavement Leaves**

- (a) In the event of the death of an employee's spouse, domestic partner, or child, bereavement leave is granted and pay is continued for up to five working days.

- (b) In the case of the death of other members of the immediate family, bereavement leave is granted and pay is continued for three working days.
- (c) In addition personal emergency leave of up to three days may be taken without pay or deducted from vacation, holiday or sick leave credit. Supervisors must be notified in advance of use of personal emergency leave, if possible, but not later than one day after departure from work.
- (d) When required and approved by the administrator, additional time off may be deducted from accrued holiday, vacation or sick leave time.

#### **6.06 Sick Leave**

The Village allows sick leave with compensation to employees whose absence from work is required by medical appointment, personal illness or injury.

The Village also allows sick leave with compensation to employees whose absence from work is required by the medical appointments, illness or injury of the employee's spouse, domestic partner or child.

- (a) Effective January 1, 2006 sick leave will be accumulated at a rate of one day (8 hours) per month, twelve days per year. The accrued hours will be given in two parts (4 hours each) to each employee on the first two payrolls each month. Eligible part-time employees shall receive pro-rated sick leave.
- (b) To be eligible for sick leave, an employee must notify his/her supervisor of his/her illness within the first hour of absence from work. If the employee is unable to give notice, notice must be given as soon as possible. A physician's certificate may be required at the discretion of the Village Administrator.
- (c) Accrued sick time may be used by an employee during pregnancy and after delivery.
- (d) Effective January 1, 2006 sick leave may be accrued to a maximum of 120 days. Employees that have accumulated in excess of 120 days of sick leave prior to January 1, 2006 will be capped at the amount they have accumulated as of December 31, 2005. Each employee who has more than 120 days accumulated as of January 1, 2006 will have that number of days as their personal cap.

- (e) If an employee retires, or if an employee is eligible for retirement and is terminated or laid off because the employee is determined to be permanently disabled and receives benefits under the Village's long-term disability policy, that employee may utilize unused accumulated sick leave up to the capped amount to pay for qualified health insurance premiums. These funds may be utilized to pay premiums for health and dental insurance premiums, subject to prevailing Employee Trust Fund rules. "Retirement" means that the employee has retired from the Village under the Wisconsin Retirement System criteria.

The total credit will be calculated on the basis of 100% of eligible sick leave hours multiplied by the employee's base hourly rate at the time of retirement. The Village does not provide for a cash payout of sick leave at retirement for any new or existing employees.

### **6.07 Military Leave**

A leave of absence is granted to employees called to active military 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 shall be filed in the Village office.

### **6.08 Jury Duty**

Employees called for jury duty must immediately advise the Administrator. The employee receives his/her regular wages less jury payment (not including travel time or meals). The employee needs to provide evidence of jury payment by providing a copy of the jury payment check. For overtime purposes, time served on jury duty does not count as time worked.

### **6.09 Family and Medical Leave**

Family and Medical Leave is defined as unpaid leave which an employee is entitled to use for specific purposes. Use of this leave, as specified below, guarantees the Village will protect the employee's job in case of Medical or Family Leave. Family and Medical Leave provisions apply only to an employee who has been employed by the Village for more than 52 consecutive weeks, and who has worked for at least 1,000 hours during the preceding 52 week period.

#### **Family Leave**

- (a) An employee is entitled to not more than six weeks of Family Leave within a 12 month period for either of the following reasons:

- (1) The birth of the employee's natural child, if the leave begins within 16 weeks prior to or following the birth,
- (2) The placement of a child with the employee for adoption, or as a precondition to adoption, if the leave begins within 16 weeks prior to or following the child's placement.
- (b) An employee is entitled to not more than two weeks of Family Leave within a 12 month period to care for the employee's child, spouse, domestic partner or parent with a serious health condition.
- (c) An employee is entitled to not more than eight weeks of Family Leave in a 12 month period for any combination of the reasons mentioned above, i.e. the birth or adoption of a child, or the care of a seriously ill child, spouse, domestic partner or parent.
- (d) Family Leave may be scheduled by the employee as a partial absence from employment, as long as it is scheduled so as not to unduly disrupt Village operations, and the employee abides by the time limitations specified.

### **Medical Leave**

If the employee has a serious health condition which makes the employee unable to perform his or her employment duties, he or she is entitled to not more than two weeks of Medical Leave during a 12 month period.

### **Family and Medical Leave in Relation to Other Leave**

An employee is not entitled to receive wages or salary while taking Family or Medical Leave. Family Leave may be used by an employee in addition to, or in place of, accrued vacation, holiday and/or personal leave. Medical Leave may be used by an employee in addition to, or in place of, accrued sick leave.

### **6.10 Leave Without Pay; Income Continuation**

Leave without pay may be granted due to personal or unusual circumstances. Such leave is granted on the assumption that the employee will be available to return to regular employment when the conditions necessitating the leave permit. Leaves up to twelve working days may be granted by the Administrator. Additional time must be approved by the Village Board.

Illness or off-duty injury requiring recuperation longer than accumulated sick leave will fall under this category. The Village provides Income Continuation Insurance for off-duty injury or accident for all eligible employees to assist in wage continuation.

The payment of the Village's share of insurance premiums, for which the employee is eligible, while the employee is on Income Continuation is as follows: if the employee has worked for the Village as a permanent part-time or full-time employee for more than five years, the Village will pay the Village's share of insurance premiums for six months; if the employee has worked for the Village as a permanent part-time or full-time employee for less than five years, the Village will pay the Village's share of insurance premiums for three months. Please see the Benefits Section, Income Continuation Insurance, for further information (See Section 7.04).

### **6.11 Leave While on Workers Compensation**

While an employee is off work for a work-related injury and, as a result, is receiving Workers Compensation benefits, sick leave and vacation hours will continue to accrue.

### **6.12 Bone Marrow or Organ Donor Leave**

Employees who have worked for the Village for more than 52 consecutive weeks and worked at least 1,000 hours in the last 52 weeks are eligible for up to six weeks unpaid leave in a 12 month period to be a bone marrow or organ donor. The employee must provide the Village with written certification: (1) that the recipient has a serious health condition that necessitates a bone marrow or organ transplant; (2) that the employee is eligible and has agreed to be a bone marrow or organ donor for the recipient and (3) the amount of time expected to be necessary for the employee to undergo and recover from the donation procedure.

The employee must give the Village reasonable notice of the need for leave and must make a reasonable effort to schedule the donation procedure so that it does not unduly disrupt Village operations, subject to the approval of the recipient's health care provider.

Leave under this policy is unpaid, but employees may substitute paid or unpaid time of any other type provided by the Village. Employee benefits will be retained as they would be in the event of a leave under the Wisconsin Family and Medical Leave Act. However, taking such leave will not entitle an employee to a right, employment benefit, or position to which the employee would not have been entitled had he/she not taken the leave, including accrual or seniority. Employees returning from a leave under this policy will be returned to their position, or, if their position is no longer vacant, to an equivalent position.

### **6.13 Light Duty**

The Village will attempt on a case-by-case basis to assist employees to return to work if they have medical restrictions which preclude them, on a temporary basis, from performing the duties of their Village position. This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act and the Wisconsin Fair Employment Act or available to employees under any applicable family and medical leave law. The

policy only applies to regular full time employees who have temporary restrictions with respect to the performance of their Village position.

Light duty is a temporary, modified work assignment within the employee's physical and/or mental capabilities, knowledge and skills. The Village will attempt to make light duty work available to eligible employees on a case-by-case basis. Factors relevant in the Village's consideration include, but are not limited to, the length of the temporary restrictions, the nature of the restrictions, the availability of work in the department in which the employee works, the qualification of the employee to do work in other departments, the availability of work in those departments, and the time of year. The Village does not guarantee the availability of light duty work and is under no obligation to offer or create light duty work.

If light duty work is provided to an employee, it shall be restricted to a limited number of weeks and reassessed based upon updated medical information. Any modifications to an employee's job to provide light duty are not intended by purpose or practice to be permanent. If light duty is provided to the employee, it may be at a rate of pay lower than the rate of pay for the employee's regular position to be determined at the discretion of the Village.

To obtain a light duty assignment, the employee must provide the Village with written documentation from the employee's health care provider requesting light duty work, identifying the nature of the employee's restrictions, acknowledging the temporary nature of the request, and identifying the length of time requested for the light duty assignment. The Village will determine whether to provide light duty work based upon the request and applicable factors. If the Village offers light duty, the employee must sign a form provided by the Village Administrator, accepting light duty under the conditions outlined in the form.

Upon Village request, or if any of the employee's restrictions change, the employee is required to provide the Village with updated medical information relevant to the employee's condition giving rise to light duty. The employee's supervisor will monitor the employee's light duty work performance to ensure that the employee is adequately and safely performing the duties and that the employee is not exceeding the employee's restrictions.



## **7.00 EMPLOYMENT BENEFITS**

### **7.01 AVAILABILITY OF BENEFITS**

All full-time and certain part-time employees are eligible for benefits. Seasonal and limited term employees, whether working full or part time schedules, are not eligible for benefits except as specifically provided in this section or as required by law. Informational brochures and applications are available for Village programs.

### **7.02 HEALTH AND DENTAL PLANS**

The Village offers a variety of standard and HMO health insurance plans. All policies provide coverage for injury, accident, hospitalization, and physicians' charges. Each policy is somewhat different. The employee should review policies carefully prior to choosing a health care plan.

Opt out incentive: Full time Village employees who provide proof that they have health insurance coverage through another source may choose to decline the health insurance offered by the Village. They then may receive an "Opt Out" bonus, currently \$2,000/year, paid over 24 equal installments coinciding with the biweekly Village payrolls.

Village employees who decline the opportunity to enroll in the Village's health or dental insurance plans and decide to enroll later will be subject to enrollment requirements of the Wisconsin Department of Employee Trust Fund/the Village's dental insurance provider.

Upon termination of employment, employees may continue to maintain their health insurance coverage for up to 36 months at their own expense as per our contract with the Wisconsin Department of Employee Trust Funds.

Upon retirement only is an employee eligible to use sick leave credits for premium payment. This is only available for retirees per Section 6.06 Sick Leave.

### **7.03 LIFE INSURANCE**

An employee may be included at his or her option in the State Life Insurance Plan managed by the State of Wisconsin Group Insurance Board.

#### **(a) Eligibility**

A new employee is eligible for group life insurance after a six month waiting period. If the person has been covered by Wisconsin Retirement System for at

least six months prior to employment with the Village, coverage will begin at the start of employment.

(a) Types of coverage

- (1) BASIC - This is life insurance coverage for an employee under the age of 65. The amount of coverage will equal the gross amount of total municipal earnings for the previous calendar year adjusted to the next higher thousand. Upon retirement, an employee is eligible for a total amount of insurance based on earnings reduced by 25% for each year commencing with their retirement birthday with a maximum reduction of 75%.
- (2) SPOUSE & DEPENDENT - This plan allows the employee to add his or her spouse and children. There are two units of coverage. Refer to the appropriate handbook for specific information.
- (3) SUPPLEMENTAL PLAN - This plan enables the employee to add up to three more units of coverage. Refer to the appropriate handbook for specific information.
- (4) ADDITIONAL PLAN - This plan further allows the employee to add another three units of coverage. Refer to the appropriate handbook for specific information.

(c) Benefits

Group life insurance is provided at low cost without a medical examination. The insurance is payable when death occurs from any cause at any time or in any place. Accidental death and dismemberment benefits will be paid in addition to the amount of group life insurance in effect on an employee's life as of the date of injury.

(d) Premiums

Premiums vary by age and wage level of employee. The Basic premium is paid by the Village. Consistent with the Employee Trust Fund requirements, the Village also pays an additional 20% of the total monthly premium to fund life insurance coverage for retired employees. Employees who select Spouse and Dependent, Supplemental, and/or Additional Insurance pay the premiums for the additional coverage.

#### **7.04 INCOME CONTINUATION INSURANCE**

Income continuation insurance coverage is provided for employees participating in the Wisconsin Retirement System, subject to a waiting period determined by the Village's insurance carrier. Provisions of the current policy prevail. Coverage is affected by other benefits such as Social Security and Workers Compensation. For further information see Section 6.10.

## **7.05 WORKERS' COMPENSATION INSURANCE**

Workers' Compensation insurance is provided pursuant to Wisconsin law for all categories of employees at Village expense.

An injured employee must report the injury to the supervisor or the Village Clerk immediately or as soon as the employee becomes aware of a problem.

## **7.06 WISCONSIN RETIREMENT SYSTEM**

All employees, anticipated to work over 1200 hours per year, are automatically included in the Wisconsin Retirement System immediately upon being hired by the Village. For more specific and complete details of the plan, please refer to the Handbook published by the Wisconsin Retirement System available in the Village Office and the Village Summary of Benefits.

## **7.07 SOCIAL SECURITY**

Federal regulations require an employer to withhold Social Security Tax from an employee's wages and also make a contribution to social security on behalf of the employee. Because of the complexity of Social Security law, it is not possible to specify all of the benefits provided. If additional specific information is desired, contact the local Social Security office.

The Fire Chief may follow a different set of rules per the Wisconsin Retirement Fund.

## **7.08 FLEXIBLE BENEFITS PLAN**

Full-time employees and part-time employees that are eligible for pro-rated benefits are eligible to participate in the flex plan. This is a program in which the employee has the opportunity to have money deducted from his or her paycheck on a pre-tax basis. This money is then put into an account which is used to pay medical expenses and child care expenses of this employee and his or her family. This program is optional.

## **7.09 EDUCATIONAL BENEFITS**

The Village Board recognizes the value of a better-educated workforce, especially when the education or training enhances the employee's performance in his or her position.

Training, such as seminars and conferences, that raise the employee's specific skill level in their job for the direct benefit of the Village will continue to be paid in full by the Village on a case-by-case basis. These training opportunities must be approved by the Department Heads and Administrator and will be subject to budget constraints. Nothing in this policy should limit the Village from paying only part of the costs of the course, lodging, or meals.

Eligible for reimbursement by the Village are college-level classes from an accredited institution that lead to a degree or certification in a field related to the employee's job.

For example, courses in Police Science at MATC that are part of the Associate Degree program would be eligible. A criminology course at Edgewood College whose credits would be counted toward a bachelor's degree would also be eligible. Non-degree/certification courses and courses unrelated to the employee's position are not eligible for reimbursement.

The Village will, upon recommendation by the Department Head and the approval of the Administrator, reimburse employees for approved courses on a dollar for dollar matching basis up to \$500 per employee per calendar year. In other words, for a course fee of \$500, the Village will reimburse the employee for \$250 upon proof of payment to the school bursar and upon proof of a grade of at least a 'C' on an ABCDF grade scale. Reimbursement will be paid for a 'pass' grade on a Pass-Fail scale. Reimbursement will be made on the next payroll after final approval or by separate check at the discretion of the Village.

Employees should submit a *Request for Educational Reimbursement* form to their Department Head prior to course registration if possible. Employees may register and begin courses prior to approval of the reimbursement, but understand that they will be responsible for all costs and fees if the course is not approved for any reason.

Police officers are given an educational incentive: after three years service, a one step increase on the pay grid for a bachelor's degree and another step increase for a master's degree. This increase would be given upon proof of graduation from an accredited institution.

Fire department interns are reimbursed for 25% of their fire classes for grades B or above.

#### **7.10 RECREATIONAL BENEFITS**

Full-time employees are provided free annual memberships, single or family, to the swimming pool during their employment. Summer recreation directors are provided single memberships at no cost and may purchase family memberships by paying the difference in resident rates. Part-time police officers may purchase the appropriate seasonal membership (single, family or domestic partnership) at the current resident rate when they have worked at least 100 hours over a 12 month period from the last pool opening in May.

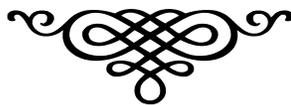
Full-time employees may elect to have their children or grandchildren participate in the Four Corners and Land Recreation programs upon payment of the applicable fees.

- (1) Four Corners Park Pre-School Recreation - a morning recreation program for pre-school children for eight weeks during June and July under the direction of a committee of residents. A director and assistants are hired by the Village to run the program. A charge is made to cover the costs.

- (2) Land Rec Program - An afternoon recreation program that is open to all children of the Village, University Houses, Eagle Heights, and who are enrolled at Shorewood Hills Elementary who are age 7 by September 1<sup>st</sup> through age 10 or entering 5<sup>th</sup> grade. This program is managed by a group of parent volunteers. The director and assistants are hired by the Village. Fees are charged to cover costs.

#### **7.11 VILLAGE RECOGNITION DINNER**

The Village annually hosts a Village Recognition Dinner to which all regular employees and current volunteers are invited.



## **8.00 RULES OF CONDUCT**

### **8.01 INTRODUCTION**

The Village maintains rules of conduct in order to foster a safe, productive, supportive work environment, based on mutual respect and high ethical standards. Violation of the work rules set forth in this chapter may result in disciplinary action ranging from reprimand to immediate discharge. These rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, administrative code, and Village policies and procedures. Additional work rules may be established by the Village to meet special requirements of departments or work units or as circumstances require.

### **8.02 SAFETY AND HEALTH**

For the purpose of insuring the health and safety of all, employees shall follow all safety regulations and rules including but not limited to:

- (a) wearing safety shoes, safety goggles, hard hats, gloves, ear protection, face shields and protective clothing, as appropriate, in any work situation where risk of injury is present;
- (b) using all equipment guards, shields or safety guards as provided;
- (c) requesting assistance or advice if necessary;
- (d) reporting safety hazards, defective equipment or unsafe practices of others to the supervisor and/or Administrator immediately.

### **8.03 SOLICITATIONS AND PUBLIC EXPRESSION**

- (a) Unauthorized solicitations of employees on the premises are prohibited.
- (b) All employees must always maintain a clear distinction in public expression, whether written or oral, between an individual viewpoint and that of the Village.

#### **8.04 VILLAGE EQUIPMENT AND PROPERTY**

- (a) Care of Village property
  - (1) Employees are expected to exercise due care in the use of Village property and to utilize such property only for authorized purposes.
  - (2) Employees are required to use Village supplies prudently and economically.
  - (3) The Village reserves the right to restrict or prohibit personal use of Village equipment and supplies.
- (b) Cash Advances - an employee is allowed a cash advance only when necessary for conventions or approved travel on Village business. Cash advances are subject to the approval of the Administrator. Upon return from Village business, any employee who has received a cash advance will immediately present receipts totaling the amount advanced, or reimburse the Village for the amount of the unexpended funds.
- (c) It is the right of the Village to inspect lockers, desks, and other personal areas at any given time, when a safety hazard, violation of law, or a policy infraction is suspected.

#### **8.05 PROHIBITED CONDUCT**

- (a) Work Performance
  - (1) Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions,
  - (2) Loafing, loitering, sleeping or engaging in unauthorized personal business,
  - (3) Unauthorized disclosure of confidential information or records,
  - (4) Falsifying records or giving false information to state agencies or to employees responsible for record keeping,
  - (5) Failure to provide accurate and complete information whenever such information is required by an authorized person,
  - (6) Failure to comply with health, safety and sanitation requirements, rules and regulations,
  - (7) Negligence in performance of assigned duties,
  - (8) Failure to provide accurate and complete information whenever such information is required.

(b) Attendance and Punctuality

- (1) Failure to report promptly or leaving before the scheduled quitting time, without the specific approval of the supervisor,
- (2) Unexcused or excessive absenteeism,
- (3) Failure to observe the time limits and scheduling of lunch, rest or wash-up periods,
- (4) Failure to notify the supervisor promptly of unanticipated absence or tardiness.

(c) Use of Property

- (1) Unauthorized or improper use of Village property or equipment including vehicles, telephone or mail service,
- (2) Unauthorized possession or removal of Village or another person's private property,
- (3) Unauthorized posting or removing of notices or signs from bulletin boards,
- (4) Unauthorized use, lending, borrowing or duplicating of Village keys,
- (5) Unauthorized entry to Village property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

(d) Personal Actions and Appearance

- (1) Threatening, attempting, or doing bodily harm to another person,
- (2) Threatening, intimidating, interfering with, or using abusive language towards others,
- (3) Unauthorized possession of weapons,
- (4) Making false or malicious statements concerning other employees, supervisors, residents, or the Village,
- (5) Use of alcoholic beverages or illegal drugs during working hours,
- (6) Reporting for work under the influence of alcoholic beverage or illegal drugs,
- (7) Unauthorized solicitation for any purpose,
- (8) Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard,
- (9) Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits,
- (10) Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, residents or the general public,
- (11) Theft or misuse of Village funds and/or property,
- (12) Willful negligence resulting in excessive waste, inferior work, breakage of tools or equipment, or wasting materials or supplies.

## 8.06 SEXUAL HARASSMENT

- a. It is the policy of the Village of Shorewood Hills to ensure for all Village employees, volunteers, and other persons, a work place and work environment free from sexual harassment. "Sexual Harassment" includes all unwelcome sexual advances, or physical contact of a sexual nature which includes, but is not limited to, the deliberate or repeated making of unsolicited gestures and verbal or written comments, and the display of offensive sexually graphic materials other than for a necessary and legitimate business purpose.
- b. The following persons are guilty of misconduct and shall be subject to disciplinary action, pursuant to Section 9.03 of the Village Personnel Policy Manual, up to and including discharge:
  - i. Any employee who engages in sexual harassment;
  - ii. Any employee who permits other employees under his/her supervision to engage in sexual harassment;
  - iii. Any employee who retaliates or permits retaliation against an employee who has reported sexual harassment;
  - iv. Any employee who retaliates or permits retaliation against employees, witnesses, or other persons who participate in the investigation of sexual harassment.
- c. Every Village employee is encouraged to promptly report instances of sexual harassment to his/her department head or to the Village Administrator. Village employees may also make such complaints directly to the Chair of the Personnel Committee. While reporting of instances of sexual harassment is encouraged, employees are also encouraged to resolve interpersonal difficulties arising in the workplace in informal fashion, communicating with other employees regarding difficulties and resolving those difficulties without formal management involvement when appropriate and to the extent possible.
- d. All Village department heads and the Village Administrator shall make affirmative efforts to ensure that the Village of Shorewood Hills provides to all Village employees a work environment which is free from sexual harassment. All department heads and the Village Administrator shall be responsible for taking the following steps:
  - i. Accepting and announcing responsibility for maintaining, free from sexual harassment, the work environment in his/her department or, in the case of the Administrator, the Village workplace as a whole;
  - ii. Providing to all Village employees, at least annually, a copy of the Village's policy against sexual harassment;
  - iii. Cooperating with the Village Board and Personnel Committee in providing such orientation, training, education as may be necessary in order to define and prevent sexual harassment;

- iv. Announcing that all reported incidents of sexual harassment will be promptly and fully investigated, and where substantiated, will be met with appropriate remedial steps including, where necessary, formal disciplinary action.
  - v. In the case of department heads, reporting all instances of alleged sexual harassment to the Village Administrator and Personnel Committee Chair; in the case of the Village Administrator, reporting all instances of alleged sexual harassment to the Personnel Committee Chair;
  - vi. Assuming responsibility for the investigation of complaints of sexual harassment, including cooperation with the Village Administrator and/or Personnel Committee and its Chair where necessary; the Village Administrator and/or, where appropriate, the Personnel Committee Chair in consultation with the Personnel Committee, shall bear final responsibility for disciplinary decisions.
  - vii. Informing every Village employee that he/she may, where appropriate, utilize formal grievance procedures, as set forth in the Village Personnel Policy Manual, as well as formal complaint procedures under the Wisconsin Fair Employment Act and Federal employment and civil rights laws.
  - viii. Informing sexual harassment complainants of the time limits for filing complaints before State and Federal agencies, or alternatively be provided with information on contacting such agencies to obtain that information.
- e. All Village employees are required to cooperate in sexual harassment complaint investigations. Sexual harassment complaint investigation and resolution shall be conducted with the greatest confidentiality which is possible and appropriate. Every Village employee participating or cooperating in the investigation and resolution of a sexual harassment complaint shall keep his/her communications with investigators confidential and shall disclose those communications only to Village managers and officials who require disclosure in order to perform their duties.

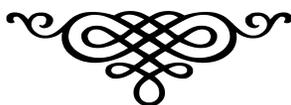
## **8.07 VOLUNTEER/EMPLOYEE SEXUAL HARASSMENT**

- A. It is the policy of the Village of Shorewood Hills to secure for the benefit of those performing volunteer services for the Village a workplace and work environment free from sexual harassment, as that term is defined in Section 8.06 of the Village Personnel Policy Manual.
- B. Village volunteers are prohibited from engaging in conduct described Section 8.06 of the Village Personnel Policy Manual, with respect to both employees and other volunteers, and are protected in the same manner as Village employees from those, including employees and other volunteers who may engage in such conduct. Village volunteers engaging in such prohibited conduct are subject to reprimand, suspension or dismissal from volunteer service (including, without limitation, Village Boards, committees, Fire Department, emergency medical service, etc.), at the discretion of the Village Board.
- C. Village volunteers may have resort to the same reporting procedure specified in Section 8.06 of the Village Personnel Policy Manual, with respect to both Village employees and other Village volunteers who engage in conduct prohibited by this policy. With respect to Village volunteers, department heads and the Village Administrator shall have the same obligations as are set forth in Section 8.06 of the Village Personnel Policy Manual with respect to Village employees.
- D. All Village volunteers are expected to and required to cooperate in sexual harassment complaint investigations. Sexual harassment complaint investigation resolution shall be with conducted the greatest confidentiality possible and appropriate. Every Village volunteer participating or cooperating in the investigation and resolution of a sexual harassment complaint shall keep his/her communications with investigators confidential and shall disclose those communications only to Village managers and officials who require disclosure in order to perform their duties.

## **8.08 Procedures to Handle Complaints about Employees**

- (a) The Village's policy is that employees strive to provide quality service in a safe, efficient and professional manner. Except as provided in (b), any person may bring a complaint about an employee to the Administrator who, as he or she deems appropriate, shall look into the matter and respond to the person. The Administrator may refer the matter to the appropriate department head or committee, and shall inform the chairperson of the Personnel Committee and the Village President of the complaint and its disposition. A complaint against the Administrator shall be directed to the Village President, who, as he or she deems appropriate, shall look into the matter and respond to the person.

- (b) A complaint against police department employees is governed by Section 6.02, “Complaints Against Police Department And/or Personnel” of the police department’s policy and procedural manual. The chief of police shall inform the Administrator of any complaint against a police department employee.



## **9.00 EMPLOYEE PERFORMANCE & DISCIPLINE**

### **9.01 GRIEVANCES**

#### **A. Purpose**

The Village has established this Grievance System ("System") for employees to utilize for matters concerning discipline, termination, or workplace safety. The Village prefers that employees and management interact in a reasonable manner for purposes of resolving employment issues prior to engaging this System.

This System is intended to comply with §66.0509, Wis. Stats., and does not apply to disciplinary actions of a law enforcement officer covered by §61.65(1)(am), Wis. Stats.. In addition, employment disputes that are covered by state or federal statutes and administrative enforcement mechanisms are not covered by this System.

This procedure does not create a contract of employment. Village employees are employed at-will and may resign or may be terminated with or without reason, subject to applicable law.

#### **B. Definitions**

- (1) Grievance means an issue related to the discipline or termination of an employee or an issue related to "workplace safety."
- (2) Termination means a separation from employment by the Village for disciplinary or quality of performance reasons. "Termination" does not include layoff, failure to be recalled from layoff, furlough or reduction in workforce, job transfer, non-disciplinary demotion, reduction or position elimination based on failure to meet qualifications, resignation, voluntary quit, abandonment, retirement, nonrenewal of contract, death, separation as a result of physical or mental inability to perform the essential functions of the job, action taken pursuant to an ordinance created under §19.59(1m), Stats., or the end or completion of temporary employment, seasonal employment, contract employment, or assignment.
- (3) Employee discipline means an employment action which results in disciplinary suspension, with or without pay, disciplinary termination, or disciplinary demotion. "Employee discipline" does not include oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension with pay, non-disciplinary wage, benefit or salary adjustments, changes in

assignment, action taken pursuant to an ordinance created under §19.59(1m), Stats., or other non-material employment actions.

- (4) Employee shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, elected officials, and independent contractors.
- (5) Workplace safety shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. "Workplace safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

#### C. Process

- (1) Written Grievance Submission. Only the employee subject of the discipline or termination or directly impacted by the issue of workplace safety may file a grievance. The employee must file a Grievance within seven (7) calendar days of the termination, employee discipline or actual or reasonable knowledge of the workplace safety issue. The Grievance must be in writing and must be filed with the Village Administrator. The Grievance shall contain:
  - (a) a clear and concise statement of the relevant facts and dates;
  - (b) the identities of people with material knowledge;
  - (c) relevant documentation;
  - (d) steps taken to informally resolve the dispute and the results of those discussions;
  - (e) rationale supporting the Grievance; and,
  - (f) the remedy that should be issued.
  - (g) a Grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated, if applicable.
- (2) Administrative Response. The Village Administrator (or Village President if the Grievant is the Administrator) shall review the grievance and provide Grievant with a written response within fifteen (15) business days of receipt of the written Grievance. The written response shall contain a statement of

the basis for the decision to sustain or deny the Grievance, and, if denied, the deadline for the Grievant to appeal the Grievance to an Impartial Hearing Officer. The Village Administrator is encouraged to meet with the Grievant to discuss the Grievance.

- (3) **Impartial Hearing.** The Village Administrator's decision shall be final unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the Village Administrator within seven (7) calendar days of receipt of the Administrative Response. The hearing shall take place within a reasonable time, but in no case more than twenty-eight (28) calendar days from the filing of the written appeal. The Impartial Hearing Officer shall file a written decision within fourteen (14) calendar days of the close of the hearing.
- (4) **Appeal for Review.** The non-prevailing party may file a written request for review by the Village Board within seven (7) calendar days of receipt of the Impartial Hearing Officer's written response.
- (5) **Decision of the Governmental Body.** The Village board shall issue its written decision on the Grievance within twenty-eight (28) calendar days of receipt of the appeal.
- (6) **Time Deadlines.** No grievance shall be advanced if not filed or appealed within the System's time deadlines. The parties may mutually agree to extend any time deadline, which extension shall not be precedential.
- (7) **Meetings/Hearings.** Any meeting or hearing held under this System shall be during off-duty hours unless specifically agreed to by the Village.

#### D. Hearing

- (1) **Selection of Hearing Officer.** Following receipt of the Appeal for Review, the Village shall select an Impartial Hearing Officer, who shall not be a Village employee.
- (2) **Representation.** The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative shall not be a material witness to the dispute.
- (3) **Nature of the Hearing.** The Impartial Hearing Examiner will determine the scope of the hearing based upon the nature of the Grievance so as to provide the Grievant with an appropriate level of procedural due process. Thus:
  - (a) The hearing may consist of testimony (not under oath) from witnesses with the opportunity for questioning by all parties and the

Impartial Hearing Examiner, informal presentation by the Village and the Grievant, or submission on paper record. The Impartial Hearing Examiner shall advise the parties of the manner in which the hearing will be held within seven (7) calendar days of appointment;

- (b) The Grievant shall have the burden of proof;
  - (c) The hearing shall not be subject to the rules of evidence, however, depending on the nature of the hearing, a material fact may not be supported solely by hearsay evidence;
  - (d) The parties are not entitled to discovery; and,
  - (e) The impartial hearing examiner may compel witnesses as permitted under §788.06(2), Stats.
- E. Record of Proceedings. The Impartial Hearing Officer shall conduct the proceedings and make a record of the proceedings. Following the issuance of the decision, the record shall be provided to the Village Administrator for preservation for a period of at least seven (7) years. The record shall consist of the Grievance, the Administrative Response, a recording (written or audio) of any testimony or statements from the parties and witnesses, and any documents received into the record by the Impartial Hearing Examiner.
- F. Hearing Costs. Costs involved in the hearing, included any fees charged by the Impartial Hearing Examiner, shall be borne by the Village with the exception that the Village is not responsible for any costs incurred by the Grievant for representation or consultation and production of evidence at the Impartial Hearing (including fees to compel witnesses and photocopying expenses).
- G. Written Decision. After the close of the hearing, the Impartial Hearing Officer shall issue a written decision containing findings of fact, analysis and an answer to the following question: "Based on the preponderance of the evidence presented, has the Grievant proven the decision of the Village was arbitrary or capricious?"
- H. Powers of the Hearing Officer. The Impartial Hearing Officer shall have the power to issue a Written Response to the Grievance as set forth in section 9.01(C)(3) above. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and approval of the Village Board, and shall be addressed by the Village Board in the event the Grievance is sustained.
- I. Appeal

- (1) Written Appeal. The Notice of Appeal shall be in writing and contain a statement explaining the reasons for the appeal and a copy of the Grievance, the Village's response to the Grievance, the record of the hearing as defined in section 9.01(E), above, and the Impartial Hearing Officer's Written Decision. The Notice of Appeal may not include information that was not presented at the hearing. The request shall be filed with the Village Administrator and with a copy to the prevailing party.
- (2) Review. The Village Board shall review the materials submitted under section 9.01(I)(1) above and determine whether a rational basis exists for the Impartial Hearing Officer's decision. The findings of fact of the Impartial Hearing Officer shall not be overturned unless clearly erroneous.

In the event the Village Board sustains the grievance, the Village Board shall determine an appropriate remedy for the Grievant.

In the event the Village Board does not sustain the Impartial Hearing Officer's decision, the Village Board may render a new decision and remedy or request the Impartial Hearing Officer to take further evidence.

Any review by the Village Board shall be subject to Wisconsin's Open Meetings Law.

- (3) Decision. All decisions of the Village Board involving the Grievance shall be by simple majority vote of those members present and voting, reduced to writing and filed with the Village Administrator within ten business days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant. The Village Board's decision is final and is not subject to appeal.

## **9.02 PERFORMANCE EVALUATION**

Each employee's job performance is evaluated at least once every twelve months by his/her immediate supervisor. The result of the performance evaluation is discussed with the employee, reviewed by the Administrator and reported to the Personnel Committee. The Village maintains records on the work performance of each employee in a permanent position.

## **9.03 DISCIPLINARY PROCEDURES**

- (a) Except for (b) of this section the Village of Shorewood Hills is an "at will" employer. Employment with the Village is subject to termination by either the employee or the Village at any time for any reason consistent with applicable laws. Discipline may be administered for violation of rules of conduct specified in, or authorized under Section 8 or other provisions of the Personnel Policy Manual.

- (b) All sworn members of the police department serve a twelve-month probationary period from the date of hire. Such period may be extended by the Chief of Police for any reason for up to an additional twelve months. Such period may be shortened to no less than six months by the Board of Trustees, upon recommendation of the Personnel Committee and the Chief of Police.

Pursuant to Section 61.65 (1)(am), Wis. Stats., a person shall be appointed by the Board of Trustees to act under Section 62.13 (5), Wis. Stats., in place of a board of police and fire commissioners for the purpose of hearing appeals and making decisions in disciplinary actions against sworn members of the police department.

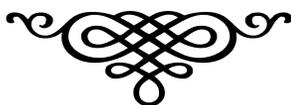
- (c) The disciplinary action to be imposed in any situation is a matter solely within the discretion of the Village.
- (d) The range of disciplinary actions is as follows, but may start at any level from oral reprimand to discharge. The levels listed need not be followed in any sequential manner.

Oral reprimand	Supervisory and administrative level
Written reprimand	Supervisory and administrative level
Suspension with pay	Administrative level, at supervisory level, reported to Personnel Committee
Suspension without pay	Administrative level, at supervisory level, reported to Personnel Committee
Demotion with permanent cut in pay	Administrative level, with recommendation at supervisory level, subject to review and approval of Personnel Committee
Discharge from employment	Administrative level, or higher, subject to review by appeal to the Village Board

**9.04 PERSONNEL RECORDS**

The Village follows the requirements of Equal Employment Opportunity laws and other state and federal regulations, regarding the collection and retention of information from job applicants and employees.

- (a) Appropriate information to be included in employee personnel files:
  - (1) Application forms, reference checklists and forms, interviewers' reports and test results.
  - (2) Letters of commendation.
  - (3) Written performance evaluations.
  - (4) Notices of suspension, disciplinary action or termination for the past five years.
  - (5) Attendance records, including leaves of absence.
- (b) Access to employee records is restricted to the Village Administrator or Village Clerk, the Personnel Committee, the Board of Trustees and the employee's immediate supervisor (except as required by law). Appropriate information will be released to the Village Clerk for compensation purposes (W-4s, Garnishments, Court ordered payroll deductions for child support, etc.).
- (c) An employee may examine his or her personnel records upon reasonable notice. An employee has the right to write a statement of disagreement with any item in the file. An employee may not remove any item from the file.
- (d) All requests for information about a current, retired or terminated employee are referred to the Village Administrator. The Administrator may disclose public information relative to all employees. Information is given to duly authorized requests from law enforcement agencies, including investigations, summonses, subpoenas and judicial orders. The Village need not inform an employee that personal information has been disclosed.



## **10.00 ENDING EMPLOYMENT**

### **10.01 RESIGNATION**

Resignation is defined as voluntary termination of employment initiated by the employee. At resignation the employee is eligible for payment on the next regular pay day of prorated, accrued vacation holiday or compensatory time, as long as two weeks notice is given prior to the termination. If an employee terminates without giving two weeks written notification or reasonable explanation, she/he may be liable to forfeiture of any prorated accrued vacation, holiday or other benefits. No sick leave is paid to an employee during the last two weeks of employment unless such sickness is verified by a physician. A resigning employee may be eligible for Wisconsin Retirement Fund benefits and may continue both life and health insurance benefits by completion of the continuation/conversion notices for each insurance and a timely submission to the Department of Employee Trust Funds. The necessary forms can be obtained from the Village Clerk.

### **10.02 AUTOMATIC RESIGNATION**

Any employee who is absent from work without reporting for more than three days is considered to have resigned.

### **10.03 RETIREMENT**

Retirement is defined as voluntary termination of employment with eligibility for benefits under the Wisconsin Retirement System. For those employees considering retirement, it is recommended that they contact the Wisconsin Department of Employee Trust Funds well in advance of their planned retirement date.

### **10.04 DEATH**

Upon the death of an employee, payment is made for any prorated accrued vacation, holiday and compensatory time. Payment is made to the estate of the deceased employee on the next regular pay day.

### **10.05 DISCHARGE**

- (a) Except as otherwise provided by law, as in section 9.03(b), the Village is an "at will" employer. Employment may be terminated at any time with or without cause at the discretion of the Village. Termination may occur without advance notice. Severance pay is at the option of the Village.

- (b) Discharged employees may be eligible for Wisconsin Retirement Fund benefits and may continue health and life insurance benefits by completion of both continuation/conversion notices and a timely submission to the Department of Employee Trust Funds. The necessary forms can be obtained from the Village Clerk. Discharged employees are eligible for prorated accrued vacation and compensatory pay, but not sick leave. The payment will be done on the next regular pay day.

#### **10.06 CONTINUATION OF HEALTH AND DENTAL INSURANCE BENEFITS UPON SEPARATION FROM VILLAGE EMPLOYMENT**

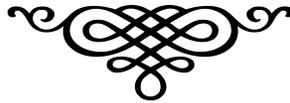
Employees separating employment from the Village shall be afforded such post employee benefits as required by law.

#### **10.07 EXIT INTERVIEWS**

The Village shall request exit interviews of all terminating full-time employees. Participation in an exit interview by a terminating employee is voluntary. Information obtained by the Village during an exit interview shall be treated confidentially. No permanent written record of any exit interview will be maintained by the Village, and information obtained during an exit interview shall not become part of a former Village employee's personnel record. Exit interviews will ordinarily be conducted by the Village Administrator, but may be conducted by the Personnel Committee Chair, or his or her designee, if so requested by the terminating employee and special circumstances exist. A terminating employee's exit interview shall be conducted prior to termination of employment whenever possible, and in any case, not later than ten (10) working days after the terminating employee's last day of work.

#### **10.08 RETURN OF VILLAGE PROPERTY**

Village property, including keys issued to an employee, must be returned to the Village at the time the employee terminates employment or when it is requested by a supervisor or designated representative.



## **11.00 DEPARTMENT HEADS**

### **11.01 APPOINTMENT**

Supervisors are appointed by the Village Board, at the recommendation of the Personnel Committee and administrator, to insure the efficient, effective and successful implementation of Village Policy within their respective departments.

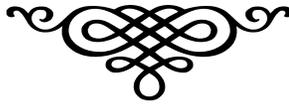
Supervisors are selected on the basis of demonstrated professionalism, experience, initiative, reliability, past performance, conscientiousness and appropriate training.

### **11.02 RESPONSIBILITIES**

Supervisors are responsible for the performance of their respective department(s).

A supervisor's value lies in the skill (s)he possesses to solve problems at the appropriate level and to identify problem areas which require greater resources. As problems become more complex, higher level management should be utilized, up to and including the Administrator, the appropriate committee and the Board of Trustees.

Supervisors are expected to work closely with all supervised personnel, maintaining a high level of morale and making each employee feel that he or she is a valued member of the team. A supervisor is regarded as a problem solver. An effective supervisor will encourage and stimulate his/her employees to improve performance through a combination of progressive responsibility, additional training and mutual problem solving.



## **12.00 GENERAL DUTIES AND JOB DESCRIPTIONS OF EMPLOYEES**

Current Job Descriptions are maintained at the Village Hall with the Administrator and/or the Village Clerk.

## Chapter 2

### THE GOVERNING BODY



- 2.01 Meetings
- 2.02 Standing Committees
- 2.03 Ordinances and Resolutions
- 2.04 Parliamentary Rules

#### 2.01 Meetings.

- (1) **Regular Meetings.** Regular meetings of the Village Board shall be held in the Village Hall, Dane County, Wisconsin, on the third Monday of each month at 7:00 p.m. or at a date and time to be determined by the Village Board, except that the first regular meeting after the spring election shall be held no sooner than the third Monday after the election.
- (2) **Special Meetings.** Special village board meetings shall be held in accordance with the provisions of Wis. Stats. §61.32.
- (3) **Quorum.** A majority of the members- elect shall constitute a quorum in accordance with Wis. Stats. §61.32.
- (4) **Presiding Officer.** The village president shall preside at all meetings of the board as provided by Wis. Stats. §61.24.

#### 2.02 Standing Committees.

Every committee created by the village board or existing under the ordinances of the village shall comply with the following provisions:

- (1) **Open Meetings Law.** Each committee shall comply with open meeting laws and requirements established by Wis. Stats. Chapter 19 for regular and special meetings;
- (2) **Minutes.** Each committee shall keep minutes of its proceedings. The secretary of the committee shall file a copy of the minutes with the clerk.
- (3) **Appointment.** The members of all standing committees shall be appointed by the village president subject to confirmation by the village board.
- (4) **Residency.** All members of village committees shall be residents of the village, except where noted. Any member who moves from the village shall be removed from the post, but may be appointed to serve in an advisory capacity, unless otherwise specified by this code.

- (5) **Removal.** The members of all committees may be removed prior to the end of their terms under the provisions of Wis. Stats. §17.13 and §17.14.
- (6) **Vacancies.** Vacancies on village committees shall be filled in accordance with Wis. Stats. §17.24.
- (7) **Compensation.** Appointed members of committees shall serve without compensation.
- (8) **Term of Office.** The terms of office for all citizen members of all standing committees and subcommittees shall be three years. The terms of the committee members other than the trustee chairperson shall be staggered so that one-third of the membership is appointed annually, beginning on May 1 of each year. Members may be reappointed to successive terms, without limitation as to total years of service.
- (9) **Supplemental Membership.** The standing committees may be supplemented upon recommendation of the chairperson as follows:
  - (a) A second trustee may, from time to time, be appointed as a voting member of any standing committee.
  - (b) A representative of the garden club may be appointed to the parks committee; however, the garden club representative shall not enlarge the membership of the committee.
  - (c) One representative from the Firefighters Association and the Emergency Medical Services Association, each, may be appointed to a voting position on the Public Health and Safety committee.
  - (d) The village treasurer shall be an ex-officio, voting member of the finance committee, however, the treasurer's membership shall not enlarge the membership of the committee.
- (10) **Committees.**
  - (a) **Committee of the Whole.** The village board in its entirety shall constitute the committee of the whole. The village president shall be its presiding officer and meetings shall be conducted in an orderly manner. The committee of the whole shall be called to meet at the discretion of the village president.
  - (b) **Standing Committees.** Members of standing committees of the village board shall be appointed by the village president, subject to confirmation by the village board. Except as provided otherwise below, such committees shall consist of one trustee and six citizen members. The trustee, appointed annually, shall be the chair of the committee. The standing committees and their powers and duties shall be as follows:
    - 1. Finance. The village finance committee shall: review the proposed annual budget and recommend the level of the annual tax levy to the village board; develop and recommend to the village board

financial policies including: management of village funds, investments, accumulation of reserves, financing of debt, and other related matters.

2. **Parks.** The village parks committee shall: review the maintenance and improvement of parks and other land owned by the village, plantings, replacement plantings, trimming of trees and other vegetation, and the protection of vegetation, and landscaping improvements for the beautification of the village. The parks committee shall also aid in the screening of candidates for positions such as horticulturist and parks manager and the assistant to the horticulturist. This committee shall also review the activities of the village forester and horticulturist and advise residents on the care of trees, plants, and plant disease.
3. **Personnel.** The personnel committee shall review and recommend to the village board: personnel policies and procedures; personnel transactions including hiring, evaluation, discipline, and termination of village employees; compensation and fringe benefits including annual wage increases and compensation structure; employee grievances; and federal, state, and other regulations affecting village employees.
4. **Public Health & Safety.** The public health and safety committee shall advise the village board on matters involving police, fire, emergency medical services, and emergency government operations. This committee also advises on public safety personnel matters involving candidate screening and staffing levels, equipment needs, and federal, state, and other regulations affecting village employees.
5. **Services.** The services committee shall review and advise the village board on matters related to village services for residents, refuse collection, recycling, and village buildings and facilities.
6. **Public Works.** The public works committee shall review and advise the village board on matters related to maintenance, repair, and installation of all public works in the village including streets, alleys, stormsewer and sewer facilities, and water utility and shall review and advise the village board on traffic control issues including the regulation and flow of automobile, bicycle, and pedestrian traffic through the Village, appropriate parking and speed restrictions, and other traffic safety issues and modifications related to roads and intersections.
7. **The Blackhawk Country Club Liaison Committee** shall consist of one trustee and two citizen members, and shall review and advise the Village Board on matters of mutual concern to the Village and Blackhawk Country Club, including use and maintenance of leased

facilities and good neighbor relations.

8. Recreation. The recreation committee shall oversee, coordinate, and advise the Village Board on the operations of all village recreation programs, related to staffing and budget development and implementation issues, capital improvements planning for all recreational facilities, and assessing the recreational needs of the Village.

(c) ***Other Committees.***

1. Recreation (Repealed see 2.02(10)(b)9).
2. Pool. Members of the pool committee shall be appointed by the village president subject to confirmation by the village board. This committee shall consist of one trustee, five citizens and three non-resident pool members. The pool committee shall elect a chair, subject to confirmation by the village board. The pool committee shall oversee and advise the village board on the operations of the pool and its various programs, related staffing and budget development and implementation issues, and capital improvements planning.
3. Waterfront. Members of the waterfront committee shall be appointed by the village president; subject to confirmation by the village board. This committee shall consist of six resident marina users and one non-resident marina user. The waterfront committee shall elect a chair, subject to confirmation by the village board. The waterfront committee shall review and advise the village board on matters relating to beach and water activities at McKenna Park and the Shorewood Hills marina, budget and fee issues, and improvements planning.

- (d) ***Special Committees.*** The village president may, from time to time, appoint special committees as needed, with the approval of the village board.

**2.03 Ordinances and Resolutions.**

- (1) The style of all proposed ordinances shall be in accordance with Wis. Stats. §61.50. When ordinances contain more than one subject, the subjects shall be clearly explained in the ordinance title.
- (2) All ordinances shall have three readings in at least two separate meetings.
- (3) Upon the first reading of the ordinance, the village president may refer it to the appropriate committee for consideration. The committee may make a germane recommendation to amend the ordinance originally referred to the committee. If the ordinance originates in committee, this referral to committee may be waived by the village president.

- (4) Upon the second reading of the ordinance, the village president shall declare it ready for adoption.
- (5) Ordinances and resolutions shall be numbered with: a letter prefix, "L" for Law (ordinance), "R" for resolution; the number of the year in which it is passed; and with the chronological number of that year, for example, ordinance number one, of 1999, shall be L-1999-1.

#### **2.04 Parliamentary Rules.**

Meetings of the village board shall be conducted according to the most current edition of Robert's Rules of Order, Newly Revised.

- (1) When a motion is made and seconded, it shall be deemed to be before the village board and shall be stated by the village president or, if in writing, shall be read by the administrator.
- (2) The ayes and nays may be required by any trustee and the clerk shall call the roll, take, and record the vote.
- (3) All ordinances and resolutions shall require a majority vote of the village board unless otherwise specified by this code or statutes.
- (4) The assent of two-thirds of all the members of the board shall be required to suspend, alter, or modify the foregoing rules.