



Village of
Marshall

**VILLAGE OF MARSHALL
ADMINISTRATION
MANUAL**

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ARTICLE I – INTRODUCTION.....2

ARTICLE II - GENERAL PERSONNEL ADMINISTRATION PRACTICES.....

2.1 Employment At-Will Relationship.....

2.2 Collective Bargaining Agreements.....

2.3 Department Policies.....

2.4 Personnel Administration System.....

2.5 Employee’s Relatives.....

2.6 Approval and Distribution of Personnel and Administration Policies.....

2.7 Procedure for Review of Personnel Policies.....

ARTICLE III – RECRUITMENT AND HIRING PRACTICES.....

3.1 Village of Marshall Equal Employment Opportunity Policy.....

3.2 Authorization to Hire.....

3.3 Job Description.....

3.4 Recruitment.....

3.5 Submission of Applications.....

3.6 Review of Applications and Interview Process.....

3.7 Background Check.....

3.8 Post Job Offer Medical Examinations and Drug Testing.....

3.9 Residency Requirement.....

3.10 Probationary Period.....

3.11 Classification of Employment.....

3.12 Transfers.....

ARTICLE IV – WORK PERFORMANCE AND EVALUATION.....

4.1 Work Performance and Evaluation.....

ARTICLE V – PERSONNEL FILES.....

5.1 Official Personnel Files.....

ARTICLE VI – EMPLOYEE DISCIPLINARY PROCEDURE.....

6.1 Disciplinary Practices Generally.....

6.2. Procedure.....

ARTICLE VII - HOURS OF WORK.....

7.1 The Workweek.....

7.2 The Workday.....

7.3 Record-Keeping of Hours.....

ARTICLE VIII - WAGE AND SALARY ADMINISTRATION.....

8.1 Employee Compensation.....

8.2 Salary Plan.....

8.3 Overtime Compensation.....

8.4 Payroll Periods.....

8.5 Payroll Deductions.....

8.6 Compensation for Recalled Police Officers Returning to Work.....

ARTICLE IX - EMPLOYEE BENEFITS.....

9.1 Benefits Generally.....

9.2 Health Insurance.....

9.3 Mileage Reimbursement.....

9.4 Reimbursement for Employee Travel Expenses.....

ARTICLE X – WORKPLACE SAFETY.....

10.1 Notice of Work-Related Injuries and Medical Illnesses

10.2 On the Job Safety

10.3 Light Duty Work Status.....

ARTICLE XI – EMPLOYEE COMPLAINTS.....

11.1 Grievance Procedure

11.2 Harassment and Discrimination

11.3 Workplace Violence.....

ARTICLE XII – DRUGS AND ALCOHOL TESTING.....

12.1 Drug and Alcohol Abuse Policy

ARTICLE XIII – RETIREMENT, RESIGNATION AND LAYOFF.....

13.1 Resignation

13.2 Retirement.....

13.3 Continuation of Insurance

13.4 Lay-offs.....

13.5

Rehire.....

APPENDIX A – ADMINISTRATION FORMS.....

ARTICLE I - INTRODUCTION

1.1 Purpose.

This Administration Manual provides guidance to managers, department heads and supervisors (collectively referred to herein as “management”) regarding the administration of Village of Marshall operations. The goal of this Manual is to ensure that Village operations and services are consistently high quality, cost-efficient and in compliance with federal, state and local laws. If you have questions about these administrative policies or procedures or have suggestions on ways to improve Village operations, please bring them to the Village Administrator’s [AR1]attention.

This Manual has been prepared for informational purposes and for internal use only. None of the statements, policies, procedures, rules or regulations contained in this Manual constitutes a guarantee of any practice, procedure, right or benefit, or a contract of any kind, express or implied. The provisions herein may change from time to time at the discretion of the Village Board.

This Manual is designed to work in conjunction with the Village of Marshall Employee Handbook. Management is expected to be knowledgeable about the policies contained in the Employee Handbook and to fairly and consistently apply those policies towards Village employees they supervise and manage. If you have any questions regarding the policies in the Employee Handbook, please contact the Village Administrator.

ARTICLE II - GENERAL PERSONNEL ADMINISTRATION PRACTICES

2.1 Employment At-Will Relationship [JW2]

All of the Village’s employees are employed at will, and employment is not for any definite period. Termination of employment may occur at any time, with or without notice, and with or without cause, at the option of the Village or the employee. No manager or supervisor is authorized to alter the at-will employment relationship between the Village and its employees.

2.2 Collective Bargaining Agreements

Some employees of the Village are covered by a collective bargaining agreement. In such cases, to the extent that these administrative policies and procedures or the Village’s personnel policies conflict with the collective bargaining agreement, the collective bargaining agreement prevails. Management is expected to be familiar with the terms of collective bargaining agreements that cover the employees they manage.

2.3 Department Policies

Village departments may have administrative policies or personnel policies that are specific to the department. The policies in this Manual and the Employee Handbook control in the event of a conflict with a department policy unless the department has received approval from the Village Board to implement the policy.

2.4 Personnel Administration System

A. Village Organization Structure. Employees are to be responsive to all citizens of the Village as much as possible. The employees are accountable to their supervisors and all Village Board members. The Village Organization Structure shall be:

1. Village Board
2. Oversight & Finance Committee
3. Village Administrator
4. Assistant Administrator
5. Department Heads/Supervisors

6. Staff members/employees

- B. Administration. The overall authority and responsibility to administer the personnel policy is vested in the Marshall Village Board. The Village Administrator shall be responsible for the day-to-day administration of the personnel program.

2.5 Employee's Relatives

In order to eliminate the possibility or appearance of preferential treatment given in favor of close relatives or in favor of people with whom an employee has a close personal relationship, an employee shall neither (1) hire or promote as an employee of the Village, nor (2) advocate the Village's employment or promotion of, nor (3) exercise supervision or direction over a person to whom he or she is related as a spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, first cousin or who is a "significant other" or domestic partner (as defined under Wis. Stat. Chapter 770) of the employee. This prohibition shall also apply to step or adopted parents, children, sisters or brothers. A person considered to be a "significant other" of the employee includes a person with whom the employee cohabitates or with whom he/she maintains an intimate relationship. Nothing herein shall be construed to conflict with Wisconsin state law regarding discrimination based on marital status. Authorization to employ a relative defined in this section may be allowed at the discretion of the Village Board.

2.6 Approval and Distribution of Personnel and Administration Policies.

- A. Authority. The authority to approve personnel and administration policies is vested in the Finance & Oversight Committee with final approval by the Marshall Village Board^[AR3].
- B. Distribution. The Employee Handbook shall be issued by the Village Administrator and distributed to all Village employees. The Administration Manual shall be issued by the Village Administrator and distributed to all Village management employees.

2.7 Procedure for Review of Personnel Policies

- A. The Employee Handbook shall be independently reviewed every two years by the Finance & Oversight Committee.
 - 1. Begin review August 1 of each even-numbered year.
 - 2. End review by December 31.
 - 3. The Finance & Oversight Committee has the responsibility of:
 - a. Reviewing personnel policies
 - b. Setting up evaluation procedures
 - c. Evaluating salary schedules'
 - d. Obtain applicant's employment history for the past 10 years.
 - e. Implementing disciplinary actions
 - f. Recommending applicants to be interviewed by the Oversight committee. (The Village Board has designated the Oversight committee as the committee to interview employees for employment.)
- B. Recommendations for changes to the manual by management and staff shall be submitted to the Village Administrator by October 31.
- C. Recommendations for changes to the manual by the Village Administrator will be referred to the Village Board for review and final approval by the end of November.
- D. Approved changes will be made by the Administrator, dated, and distributed to employees.
- E. Employees must return a signed *ACKNOWLEDGMENT OF RECEIPT AND STATEMENT OF EMPLOYEE UNDERSTANDING* form for any changes made to the Handbook.

ARTICLE III – RECRUITMENT AND HIRING PRACTICES

3.1 Village of Marshall Equal Employment Opportunity Policy

The Village of Marshall is an equal-opportunity employer. It is the policy of the Village of Marshall to afford equal opportunity for employment with respect to recruitment, hire, termination, transfer, promotion, compensation, benefits, training, layoff, return from layoff, and all other conditions of employment.

This policy will be administered without regard to sex, age, race, color, creed, religion, national origin, ancestry, marital status, sexual orientation, handicap, membership in the National Guard or State Defense force, or any other reserve components of the military forces of the United States or any or other protected classification under state, federal, or local laws.

Equal employment opportunity notices are posted as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, Department Head or Village Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

3.2 Authorization to Hire

Below is a listing of various positions within departments of the Village of Marshall and the established hierarchy of authority for who is required to be involved in the selection and appointment of said employees. To ensure consistent application of the authorization to hire, in instances where the personnel administration authority lies with a body other than the Village Board or Oversight Committee, it is recommended that the Village Administrator be apprised of selection and discipline situations in order to provide necessary administrative support, offer recommendations to ensure consistency and serve in the intended role as supervisor for Village department heads.

Village Department	Position	Selection	Appointment
Police			
	Chief of Police	Village Administrator & Oversight/Finance Committee	Village Board
	Police Lieutenant	Chief of Police, Village Administrator, Oversight/Finance Committee	Village Board
	Full time and part-time sworn officers	Chief of Police, Police Lieutenant, Village Administrator	Village Board
	Non-sworn, hourly regular full-time and part-time employees	Chief of Police, Police Lieutenant, Village Administrator	Chief of Police
	Temporary and limited term employees	Chief of Police, Police Lieutenant, Village Administrator	Chief of Police
Public Works/Water Utility			
	Director of Public Works	Village Administrator & Oversight/Finance Committee	Village Board
	Hourly and part time employees	Director of Public Works, Village Administrator	Village Board
	Temporary and limited term employees	Director of Public Works, Village Administrator	Director of Public Works
Parks and Recreation			
	Park & Recreation Director	Village Administrator & Oversight/Finance Committee	Village Board
	Recreation Coordinator	Park & Recreation Director, Village Administrator	Village Board
	Hourly and part time employees	Park & Recreation Director, Village Administrator	Park & Recreation Director
	Temporary and limited term employees	Park & Recreation Director, Village Administrator	Park & Recreation Director
Village Administration			
	Village Administrator	Oversight/Finance Committee	Village Board
	Village Clerk/Clerk of Courts	Village Administrator & Oversight/Finance Committee	Village Board
	Village Treasurer	Village Administrator & Oversight/Finance Committee	Village Board
	Hourly and part time employees	Village Administrator , Village President	Village Administrator
	Temporary and limited term employees	Village Administrator, Village President	Village Administrator
Election Workers			
	Hourly and part time employees	Village Clerk, Village Administrator	Village Clerk
	Temporary and limited term employees	Village Clerk, Village Administrator	Village Clerk

3.3 Job Description

- A. When a new position is established by the Village, a position description shall be written by the appropriate department head or the Village Administrator. [AR4]
- B. The appropriate department head or the Village Administrator shall be responsible or maintaining an official copy of the Position descriptions.
- C. All job descriptions shall be reviewed and approved by the appropriate department head or Village Administrator every two years.

3.4 Recruitment

As vacancies occur in positions, every attempt will be made to fill them by promotion of present employees. Each interested employee must file an application with the appropriate department head or Village Administrator. Employment advertisements will be placed in local newspapers which serve the Village's recruiting area.

3.5 Submission of Applications

Candidates for positions with the Village of Marshall shall file employment applications with the appropriate department head or the Village Administrator.

Candidates selected for positions with the Village of Marshall shall file a release of information form prior to employment with the Village.

Any application which is false, untrue, or fraudulent in any manner will be subject to disqualification. If the candidate has been hired, he/she will be subject to immediate dismissal by the Village Administrator.

3.6 Review of Applications and Interview Process

A. Disqualification

The Village Board, Village Administrator or Department Head [AR5] may refuse to examine an applicant or, may find the applicant ineligible for reasons including, but not limited to, the following:

1. Does not possess the minimum job qualifications for the position.
2. Has made false or untrue statements of material facts in his/her application or resume.
3. Lacks the interpersonal skills necessary for the position.
4. Character or employment references are unsatisfactory.

B. Licenses and Certifications

Applicants for a position requiring certification and/or degree must either have the certification or be eligible to acquire it. An applicant who will operate a municipal/commercial vehicle is required to hold the proper and valid licenses.

C. Review of Applications

The Village Board, Village Administrator or Department Head [AR6] will review the applications received and determine if there are a sufficient number of qualified applicants for the position or whether the position must be re-advertised. If there are a sufficient number of qualified applicants, the Village Board, Village Administrator or Department Head [AR7] will select the most qualified applicants for interviews. The Village Board, Village Administrator or Department Head [AR8] at its discretion, shall determine the number of applicants to interview. It has been established by the Village of Marshall that best practice is to attempt to conduct 3 interviews at a minimum.

D. Interview Process

The Village Board, Village Administrator or Department Head [AR9] will evaluate those selected for interviews using methods designed to determine the best and most qualified candidate, which interview methods may include, but are not limited to, written examinations, oral interviews, and performance of required tasks.

E. Selection of Final Candidate

After the interview process is completed, the Village Board, Village Administrator or Department Head will [AR10] select the best and most qualified candidate to fill the position. The final candidate will be offered the position contingent upon the passing of a background check, medical examination and drug test (as required).

3.7 Background Check

The Village Board, or its designee, shall perform a background check as appropriate to confirm a final candidate's qualifications for the position and to verify information provided to the Village by the final candidate, including, but not limited to, contacting prior employers and references.

3.8 Post Job Offer Medical Examinations and Drug Testing

Every final candidate who is offered employment with the Village must pass a medical examination conducted by a licensed health care provider arranged by the Village. The cost of the examination will be paid by the Village. Hiring is contingent upon passing the medical examination. If the results of the examination demonstrate that the candidate has a disability that makes the candidate unable to perform the essential functions of the position with or without reasonable accommodation, or the candidate poses a direct threat due to a medical condition, the job offer shall be rescinded.

All employees are required to take a drug test prior to employment with the Village. The cost of the examination will be paid by the Village.

3.9 Residency Requirement

Any applicant who is hired to fill any position shall live within a distance for a reasonable response time within eighteen (18) months of said employment.

3.10 Probationary Period.

Regular full-time employees and part-time employees are required to serve an eighteen (18) month probationary period commencing on their date of employment. Upon completion of the probationary period and before an employee may be classified to non-probationary status, he/she must receive a letter of certification from the department supervisor. Employees remain at-will employees after the completion of their probationary period.

3.11 Classification of Employment

The following categories of employees in the Village will be used to determine an employee's status unless otherwise stated in this Manual. Once placed in a category, an employee shall remain in that category unless and until the Village formally changes the employee's status to another employment category. Employees may not automatically change employment categories.

- A. Regular full-time personnel. Regular full-time personnel is defined as an employee who is regularly scheduled to work a full-time schedule of thirty-two (32) to forty (40) hours per week depending on the department. Regular full-time personnel are eligible for fringe benefits, subject to the terms, conditions and limitations of each benefit program. Employees in law enforcement may be regularly scheduled to work full-time shifts in excess of forty (40) per week without incurring overtime under the partial law enforcement exemption of the Fair Labor Standards Act (FLSA).
- B. Part-time personnel. Part-time personnel is defined as an employee who is regularly or casually scheduled to work less than a full-time schedule in the employee's department. Part-time personnel are not eligible for fringe benefits unless required by law.
- C. Seasonal or temporary personnel (limited term employee). Seasonal and temporary employees are those who are hired for a specific period of time for the duration of a specific project or group of assignments. Seasonal or temporary employees that are hired to perform a specific job or for a specific time periods are not eligible for fringe benefits unless required by law.

3.12 Transfers

A regular full-time employee may transfer to another vacant job if they are qualified. However, no more than one transfer in a twelve-month period is permitted.

ARTICLE IV – WORK PERFORMANCE AND EVALUATION

4.1 Work Performance and Evaluation

All employees are expected to satisfy or exceed the levels of performance required of the positions in which they are employed. Employee performance may be reviewed annually or more frequently if deemed appropriate by the Village. An employee must maintain Village standards of work quality and must accomplish work within the time limits established by the Village. Employees who do not satisfy the levels of performance expected by the Village, who exhibit poor work performance, or who are unable to work with other employees may be disciplined, up to and including termination.

ARTICLE V – PERSONNEL FILES

5.1 Official Personnel Files

The Village Administrator is responsible for the maintenance of the official personnel files for all employees. Personnel files shall be confidential, unless disclosure is required by law. The personnel file is the complete employment history of the employee, including, but not limited to: employment application, reference checks, commendations, reprimands, performance evaluations, wage data, promotions, education and special training received at Village expense, records of absences and vacations, written resignations, or any other items, within law, that may be deemed necessary.

Employee medical records shall be kept in a separate file from the personnel file and shall remain confidential.

The employee's personnel file will be governed in accordance with federal and state laws and administered as follows:

A. Collection and Storage of Confidential Records

The Administrator is responsible for ensuring that all personnel documents (as defined above), pertaining to the Village is stored in a file cabinet located in the Village office. All personnel records will be locked up when not in use and during non-working hours.

B. Employee Access to Their Personnel Records

Employees are permitted to inspect and copy, at their own expense, their personnel file and medical records file in accordance with Wis. Stat. § 103.13. An employee who wishes to inspect his/her personnel file must submit a written request to his/her supervisor. The request shall be forwarded to the Administrator and an appointment will be set up with the Administrator to review the file. The Administrator shall be present with the employee while the employee inspects his/her personnel file.

If an employee disagrees with certain items in his/her file, such as disciplinary action, the employee may submit a concise statement of disagreement for inclusion in his/her personnel file. No documents or other information shall be removed from an employee's personnel file without authorization from the Village Board or Village Administrator^[AR11].

- C. External Disclosure of Personnel Information/Reference Requests
 - 1. Only limited information may be given upon request for business or reference purposes. This information will be strictly limited to employment status, date(s) of employment and job title. No other information will be given unless the employee executes an authorization and release in favor of the Village. All reference requests for information must be referred to the Village Administrator.
 - 2. If requested in writing by an employee, the employee's salary information, address and telephone number shall be furnished to credit agencies.
- D. Internal access to employee's personnel records shall be limited to the employee, the Administrator, Village Board, and Village Attorney. This access shall include the employee's personnel file and any personnel information that may be stored in the computer.
- E. A request to access or copy personnel information by a public records requester must be referred to the Administrator. The Administrator, in consultation with the Village attorney, will provide access to the personnel records to the extent required by the Wisconsin Public Records Law, Wis. Stat. §§ 19.31-19.39.

ARTICLE VI – EMPLOYEE DISCIPLINARY PROCEDURE

6.1 Disciplinary Practices Generally.

The goal of the Village's disciplinary procedure is to administer adverse employment action for nonperformance or misconduct in a fair and consistent manner.

The Village reserves the right to take any adverse employment action it deems appropriate under the circumstances. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, express or implied and does not create tenure or a property interest in employment. Unless specifically required otherwise by statute or code, the Village's employment relationship with employees is at will and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the Village or the employee. This procedure may be modified or eliminated by the Village Board at any time.

6.2. Procedure.

- A. Adverse Employment Action Due to Nonperformance.

If an employee's performance in one or more job duties becomes unacceptable, the employee's supervisor is expected to place the employee on notice of the performance issue in a timely manner. In most cases, the employee will be given an opportunity to improve performance by placing him or her on a Performance Improvement Plan (PIP). The PIP should advise the employee of the performance standards of the position for which his or her performance is unsatisfactory and be given a reasonable opportunity to demonstrate improvement. The employee should also be advised of the consequences of failing to improve and the type of assistance to be provided by the supervisor during the PIP. If the employee fails to meet minimally acceptable standards by the end of the PIP, action should be taken to separate the employee from employment unless another less adverse employment action is deemed advisable at the discretion of management.

- B. Disciplinary Action Due to Misconduct

The Village's Employee Handbook contains a policy on employee misconduct along with examples of conduct that will lead to disciplinary action. Management should familiarize themselves with the various types of misconduct in the policy that can lead to disciplinary action. The list is not intended to be exclusive. The Village reserves the

right to take disciplinary action under any circumstances where such action is determined to be in the best interests of the Village. Generally, the employee's immediate supervisor is responsible for investigating misconduct and issuing disciplinary action when necessary. Before issuing disciplinary action, the supervisor must investigate the incident and obtain witness statements, as appropriate, and any other documentation relating to the misconduct. This documentation should include a written or oral explanation from the employee. If the supervisor personally witnesses the misconduct, he or she should prepare a memorandum for the record summarizing the incident.

In order to administer a fair and consistent disciplinary system, it is essential that the Village have a reasonable basis to believe the employee committed the misconduct. Therefore, records of disciplinary action should always include witness statements or other relevant documentation which demonstrates that the employee committed the misconduct. Disciplinary action should not be issued if there is no documentary evidence or credible witness corroboration to support the adverse action.

Once the relevant documentation has been compiled and witnesses have been interviewed, the employee should be notified of the alleged misconduct and be given an opportunity to respond. The employee's oral response to the allegations should be well documented. Any written statements submitted by the employee in response to the charges should be included as part of the investigation file and the employee's personnel file.

If, upon completion of the investigation, the supervisor finds there is sufficient evidence to believe the employee committed the alleged misconduct, then the supervisor should determine the appropriate disciplinary action. The disciplinary action should be designed to correct the employee's conduct and to make the employee aware of the importance of abiding by Village policies and procedures. In deciding whether to take disciplinary action and what disciplinary action to take, there shall be no discrimination against an employee for disability, sex, race, religion, color, national origin, age or any other any classification protected by state or federal law.

In selecting a penalty, all of the specific circumstances of the case must be taken into account. Careful judgment must be used to ensure that the penalty is not out of proportion to the character of the offense, especially a first offense, and to ensure that penalties are imposed with consistency and equity throughout the organization. Past offenses may form the basis for proposing a higher penalty for subsequent offenses. The offenses need not be identical or even similar in nature. When determining the appropriate discipline, the supervisor should consider the following factors:

1. The nature and seriousness of the offense and its relation to the employee's duties, position, and responsibilities, including whether the offense was intentional or technical or inadvertent, or was committed maliciously or for gain, or was frequently repeated.
2. The employee's job level and type of employment including supervisory or fiduciary role, contacts with the public, and prominence of the position.
3. The employee's past disciplinary record.
4. The employee's past work record, including length of service, performance on the job, ability to get along with fellow workers, and dependability.
5. The effect of the offense upon the employee's ability to perform at a satisfactory level and its effect upon supervisor's confidence in the employee's ability to perform assigned duties.
6. Consistency of the penalty with those imposed upon other employees for the same or similar offenses.
7. The notoriety of the offense or its impact upon the reputation of the Village.
8. The clarity with which the employee was on notice of any rules violated in committing the offense, and whether he or she had been warned about the conduct in question.
9. Mitigating circumstances surrounding the offense such as unusual job tensions, personality problems, or harassment, bad faith, malice, or provocation on the part of others involved in the matter.
10. The adequacy and effectiveness of alternative sanctions.

Disciplinary action will normally take the form of an oral warning, written warning, suspension or

termination, but other disciplinary action may be taken if the supervisor deems the action appropriate. Severe disciplinary action such as suspension or termination requires the approval of the supervisor's department head. Alternative non-disciplinary corrective action may also be taken in the form of training, coaching, or Performance Improvement Plans. Action taken by the Village on an individual case does not establish a precedent in other circumstances. The Village reserves the right to take any disciplinary or corrective action it deems appropriate under the circumstances of the individual case.

Any disciplinary or corrective action must be reduced to writing and delivered to the employee in person or by certified mail to the employee's last known address. A copy of any disciplinary or corrective action should be placed in the employee's personnel file.

ARTICLE VII - HOURS OF WORK

7.1 The Workweek.

The normal work week for regular full-time personnel will be determined in the discretion of the Village but will generally be between thirty-two (32) and forty (40) hours per week. The normal work week for law enforcement may be in excess of forty (40) hours per week as provided under state and federal law. These are hours of work under normal circumstances. The actual number of hours worked by an employee will be determined based on the needs of the Village. Hours actually worked are paid in accordance with state and federal law.

7.2 The Workday.

Each department head establishes, with the approval of the Village Administrator, the working schedules for employees within the department. Department heads may be required to work longer than an eight-hour workday. Upon occasion, other personnel may be requested to work longer than an eight-hour workday or less than an eight-hour day.

Any proposed change in the work schedule on a permanent basis shall first be submitted to the Village Administrator for review and approval in conjunction with any recommendations from the Village Board. Any changes in the work schedule, on a temporary basis, which lasts longer than seven (7) calendar days, shall be submitted to the Administrator within forty-eight (48) hours of the occurrence of the temporary change.

7.3 Record-Keeping of Hours

It shall be the responsibility of the Department Heads or their designee, to assure proper recording of hours worked. Before records of time worked are submitted to Payroll, they are to be reviewed, approved and signed by the Department Head or authorized designee. All Village employees will be provided with a time sheet for the recording of hours worked.

ARTICLE VIII - WAGE AND SALARY ADMINISTRATION

8.1 Employee Compensation

The wage and salaries for all village positions are determined by the Village Board. Wage and salary increases will be considered on a per department basis and at the discretion of the Village Board. Employee compensation has the greatest impact upon the total operating cost of the Village Board. Thus, employee compensation must be accurately planned and intelligently controlled.

8.2 Salary Plan

The Village generally follows the guidelines below when considering wage and salary increases:

- A. Any increases will take place on January 1 of the following year. The only exception to this will be when employees are recommended off probation or qualify for a higher job classification.
- B. The Village Administrator, at budget time, will review all department wages and salaries and will determine the amount of any raise or benefit changes to be given to employees and recommend to the entire Village Board for its inclusion in the budget for the coming year(s).

8.3 Overtime Compensation/ Flexible Time Off Compensation/

The Following Exempt (salaried) employees are eligible to accumulate flextime.

Police Chief, Police Lieutenant, Director of Public Works, Park & Recreation Director, Village Administrator

Flextime accumulated shall be based on hours worked beyond forty (45) hours per week on a straight-time basis. Flexible time off may be accrued to a maximum of 60 hours. Up to forty (40)-hours of flex-time may be carried over to the following year with approval from the Village Administrator. Carried-over flextime must be used by March 31 of the following year. Eligible exempt employees shall have the ability to take three consecutive flex days. Accumulated flextime will not be paid out at termination.

While any hours worked between 40 and 45 hours per week may not be accrued, they can be "flexed" by shortening work carried out on a future shift so long as the shift occurs within the same pay period the hours were worked.

8.4 Payroll Periods

The Village uses a bi-weekly payroll period. Paychecks will be distributed on the appropriate payday, except when the payday is an official holiday. In such cases, the paychecks will be distributed the day after the holiday. For purposes of calculating employees' paychecks the following policies will be followed:

- A. Sworn personnel and personnel who work variable shifts shall have their salaries computed on a seven (7) day pay period.
- B. General personnel who are paid a base salary shall have their pay computed on a bi-weekly time period.
- C. Hourly employees shall be paid on the basis of the hours that are actually worked during the pay period.

8.5 Payroll Deductions

Automatic payroll deductions shall be made as required by statute. Authorized payroll deductions shall only be allowed when such deduction is approved by the Village board.

8.6 Compensation for Recalled Police Officers Returning to Work

- A. Police Officers no longer employed by the Village of Marshall, who left employment with the Village in good standing, and are recalled pursuant to a subpoena or for other official means for the Marshall Police Department shall receive an hourly rate equal to that which they received at the point of leaving employment with the Village of Marshall for time spent working in response to such a recall.
- B. All recall hours shall be approved by the Police Chief.
- C. Mileage expenses will not be paid by the Village. Mileage expenses occurred from a subpoena should be submitted by the officer to the Victim/Witness Unit at the Dane County District Attorney's Office for any reimbursement.

ARTICLE IX - EMPLOYEE BENEFITS

9.1 Benefits Generally

Refer to the Employee Handbook for a description of fringe benefits offered to regular full-time employees. Part-time, seasonal and temporary personnel are not eligible for fringe benefits unless required by law.

9.2 Health Insurance

- A. As of January 1, 2019, the Village had become a participating employer under the Wisconsin ETF IYC Local Deductible Health Insurance and Dental Plan. Employees have the option of participating if they meet the eligibility requirements under Wis. Stat. § 40.51, as amended.
- B. Health Coverage during Leave of Absence or Layoff: The criteria as set by the Wisconsin Dual Choice Health Insurance Enrollment plan will be used for coverage during a leave of absence or layoff.
- C. Non takers of health insurance: (amended 10-13-2020, RES 2020-08) Employees who elect not to^[AR12] receive group health insurance coverage are required to sign a statement stating they do not wish to receive coverage. Full-time employees, who are non-takers, will be compensated 26.3% of the Village's premium cost in our service area, payable per pay period.

9.3 Mileage Reimbursement

Village officials & employees will be reimbursed on a per-mile basis, when using their own vehicle, at the rate as set by the United States Government-IRS code.

9.4 Reimbursement for Employee Travel Expenses

The Village will provide travel reimbursements for attendance at professional conferences, seminars, technical meetings and/or training programs if provided in the current year's budget. See the Employee Handbook for more details.

ARTICLE X – WORKPLACE SAFETY

10.1 Notice of Work-Related Injuries and Medical Illnesses

Employees injured on the job must report the injury immediately to his/her supervisors or Department Head, but not later than 24 hours subsequent to the injury. If a supervisor or Department Head is not available, the Village Administrator^[AR13] & Village Board President must be notified. The supervisor or Department Head must complete a report on the injury and immediately submit it to the Village Clerk's office for insurance purposes.

10.2 On-the-Job Safety

It is the interest of the Village to provide a safe environment for employees and to properly manage any conditions, hazards or incidents that do develop so as to minimize injury and other forms of loss. It is the responsibility of every employee who has knowledge of any unsafe condition or work practice to immediately report such condition

or practice to their immediate supervisor, department head or the Village Administrator. Reports should be in writing using the Village's Unsafe Condition or Hazard Report form attached as Appendix B-2 to the Employee Handbook. Management shall promptly investigate reports of unsafe conditions and take necessary action to correct any unsafe condition. Management shall train employees on best safety practices that apply to their positions.

10.3 Light Duty Work Status

It is in the best interest of the Village and its employees to have injured or ill employees return to work as soon as they are physically capable. Therefore, following the occurrence of either an on-the-job injury/illness or and off-the-job injury/illness, an employee who is determined to be capable of working at some level and capacity other than his/her normal capacity may be assigned such work and conditions as may be beneficial to the Village.

The Department Head shall review each on an individual basis and shall determine if the employee's health status and the Village's work environment are such that the injured/ill employee could fill a light-duty work status. The Department Head shall consult with the employee and such medical and/or professional personnel as may be appropriate. After carefully reviewing the circumstances of each case, the Department Head may initially authorize light duty with the approval of the Village Administrator. If Light Duty is recommended, the recommendation must include a written medical opinion from a qualified doctor, stating that the employee is able to return to work in a Light Duty Work Status. Based on the doctor's written statement, the Department Head shall identify the duties that would be performed by the employee, as well as, the recommended length of the Light Duty Work Status and the employee's work schedule.

The Village Board shall review and shall decide if a Long term Light Duty Work Status will be authorized. The employee may be directed by the Village Board to any medical authority (at Village's expense) for a medical examination when it is considered appropriate for job-related purposes.

The Village Administrator and Department Head, in conjunction with the Village President, shall establish the terms and conditions, as well as, the duration of the Light Duty Work Status, based on the circumstances in each specific case and the availability of light duty work. Upon receiving authorization to place an employee on a Light Duty Work Status, the Department Head shall immediately advise the employee and direct the employee to report for Light Duty Work as defined and authorized by the Village. An employee who is authorized and assigned a Light Duty work Status shall continue in his/her status as an employee of the Village with the same wage and benefits that were assigned to his/her regular position. Failure to report for or to carry out the assignment of the Light Duty Status shall be considered misconduct unless prohibited by law.

Light Duty Work Status shall not exceed a twelve (12) month period of time in any thirty-six (36) consecutive month period. An employee who is placed on a Light Duty Work Status and is physically unable to resume full duties (as defined by the employee's official job description) at the end of the twelve (12) month period of time, shall either be permanently reassigned at approved level or pay rate; placed on a Medical Leave of Absence without compensation; or terminated. Such decisions shall be made by the Village based on the circumstances of each specific case and in accordance with state and federal law.

ARTICLE XI – EMPLOYEE COMPLAINTS

11.1 Grievance Procedure

The Village has adopted a grievance procedure in accordance with Wis. Stat. § 66.0509(1m). The grievance procedure outlines the actions which may be grieved, the employees who are eligible to utilize the grievance procedure and the procedures and processes for resolving grievances. The Grievance Procedure is set forth as an Appendix B to the Employee Handbook. If you have questions regarding the policy, please contact the Village Administrator ~~Clerk~~ ^{AR14}.

11.2 Harassment and Discrimination

The Village maintains a positive work environment, free from harassment, discrimination and retaliation. Please see the Village's Harassment, Discrimination and Retaliation Policy in Appendix C of the Employee Handbook for information on how incidents of harassment, discrimination or retaliation are reported and investigated.

11.3 Workplace Violence

The Village of Marshall is committed to providing a work environment that is free from violence. Any acts or threatened acts of violence will not be tolerated. Anyone engaging in violent behavior will be subject to discipline, up to and including termination, and may also be personally subject to other civil or criminal liabilities.

Any employee who believes that he/she has been the subject or has been a witness of workplace violence should immediately report the matter to his/her immediate supervisor, department head or the Village Administrator. It is the policy of the Village to investigate reports of workplace violence for all acts occurring on Village property or against an employee acting in their capacity as an employee. Employees are expected to cooperate with the investigation of any workplace violence incidents. Employees who fail to cooperate with an investigation, who gives false information or who retaliates against an employee for making a report of workplace violence or for participating in a workplace violence investigation will be subject to disciplinary action, up to and including termination of employment.

It is the responsibility of managers and supervisors to make safety their highest concern. When made aware of a real or perceived threat of violence, management shall immediately inform the Village Administrator. Management shall conduct a thorough investigation and take specific actions to help prevent acts of violence.

ARTICLE XII – DRUGS AND ALCOHOL TESTING

12.1 Drug and Alcohol Abuse Policy

Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substance. Employees may be disciplined, up to and including termination, for possession, consumption, not being free of, or use of any drugs, drug paraphernalia, intoxicants, alcohol, narcotics, or any other controlled substance, on or about the Village premises at any time.

It is the employee's responsibility to notify his or her immediate supervisor if he or she is taking legal prescription drugs that may affect job performance. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under certain circumstances, the Village may require an employee to undergo a drug and/or alcohol test when the Village has reasonable suspicion that the employee is in violation of this policy. The employee should be referred to a certified laboratory for completion of the test.

Depending on the seriousness and circumstances, and at the Village's sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation, or employee assistance program, at the employee's expense. Refusal to cooperate in this program may result in discipline, up to and including termination.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Village of a criminal conviction for drug-related activity occurring in the workplace. The report must be

made within five days of the conviction.

Refer to Appendix A in the Employee Handbook for the Village's Drug and Alcohol Abuse Policy and Testing Procedures for employees subject to the federal Dept. of Transportation drug and alcohol testing regulations.

ARTICLE XIII – RETIREMENT, RESIGNATION AND LAYOFF

13.1 Resignation

An employee shall file a written letter of resignation to their department head or the Village Administrator and the effective date of the resignation. Employees must provide written notice a minimum of ten (10) working days [JW15] prior to their termination date which excludes vacation, holidays and any other paid time off. Failure to provide the proper notice of resignation as identified in this section shall cause the employee's personnel record to indicate that the employee did not leave the Village in good standing. The Village Board retains the right to waive the resignation notice requirement if it is in the best interest of the Village to do so.

Regular full-time employees who resign or retire will be paid for any accrued and unused vacation time if the Village is given ten (10) working days advance notice of such resignation or retirement as provided in this section.

13.2 Retirement

Retirement refers to an employee who qualifies and applies for retirement under the Wisconsin Retirement System.

13.3 Continuation of Insurance

Upon the termination of any employee for any reason, all benefits, except medical insurance will cease. The medical insurance will remain in effect until the end of the month in which the employee terminates. Continuation of insurance will be in accordance with state and federal law.

13.4 Lay-offs

Employees are selected for layoff at the discretion of the Village Board based on the best interests of the Village.

13.5 Rehire

The Village may give preference in hiring to individuals who have previous service with the Village and who left in good standing.

APPENDIX A – ADMINISTRATION FORMS

**Village of Marshall, Marshall, Wisconsin
Opt Out Form: Group Health Insurance Plan**

In accordance with Village of Marshall’s Eligible Opt-Out Arrangement Policy, Village employees who elect not to participate in the Village’s Group Health Insurance Plan, including medical, pharmacy, dental, and vision coverage, will be entitled to receive a monthly payment.

Employee’s Name: _____

I fully understand and attest to the following:

1. I have and will maintain minimal essential coverage during this plan year for myself and all my tax dependents, not including coverage obtained in the individual market.
2. My election to opt out of the group health insurance plan is entirely voluntary. The Village of Marshall is not responsible for any expenses incurred after my insurance termination date for my dependents or myself. Furthermore, my covered dependents and I are not eligible for COBRA continuation coverage.
3. This election is only for the current plan year. My attestation that I am eligible to opt out of the health benefit plan must be provided to the Village again during the next open enrollment period if I am eligible and choose to continue to opt-out.
4. If I wish to reenroll as a member of the Village’s group health insurance plan at a later date, I understand I will no longer be eligible for the monthly payment. I also understand I may reenroll only during the next open enrollment period unless my current minimal essential coverage ends prior to open enrollment.
8. I agree to return all payments made in error or for fraudulent acts which include, but are not limited to, my (a) failure to report change or loss of minimal essential coverage in a timely manner; (b) falsifying information in order to receive opt out payments. I understand that payments made to me in error may be recovered by the Village as special deductions of up to \$200 from my biweekly paychecks until the balance is paid in full.
6. I understand that if I become ineligible to opt out due to loss of other coverage, I must reenroll in the Village’s group health insurance plan within 30 days of loss of coverage.

Information about Employee’s minimal essential coverage.

Name of covered person _____

Name of covered person’s employer _____

Policy # _____ Insurer _____

I attest that I am covered under another group medical plan and I wish to opt out from the Village of Marshall’s group health insurance.

Employee Signature _____

Printed name _____

Date: _____

Coverage Reinstatement Attestation

I previously waived coverage because I had other minimum essential coverage for myself and all my tax dependents. As of _____ I am no longer covered and request reinstatement with the Village.

Employee Signature: _____ Date: _____

**DRIVER BACKGROUND CHECK
REQUEST FOR INFORMATION**

I _____ Hereby authorize
(Print name)

(Previous employer name & mailing address)

approximate dates of employment: _____
(within 2 years of date listed below)

to release drug and alcohol test information as required by 49 CFR part 382.413, to the Village of Marshall upon receipt of this request. This information must include information on alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years.

Please refer all applicable information to:
Village of Marshall
Attn: _____
130 S. Pardee Street, P.O. Box 45
Marshall, Wisconsin 53559-0045

Phone: 608-655-4017 ext 203 Fax: 608-655-4273

Thank you for your cooperation with this request.

Driver Signature

Date

**Acknowledgement of Receipt of Policy
and
Supplemental Educational Materials**

I have reviewed the Drug & Alcohol Policy and Supplemental Educational Materials put forth by the Village of Marshall.

The information that I reviewed included:

- The identity of the person to answer my questions about drug and alcohol testing and policies.
- The categories of drivers covered by the Rules.
- The explanation of safety sensitive functions.
- Prohibited conduct.
- Circumstances for testing.
- Procedures used for testing; ensuring driver safeguards; and ensuring the integrity, identity and validity of results.
- The requirement that I must submit to drug and alcohol testing according to the Rules.
- What constitutes a refusal to submit to test and its consequences.
- The consequences of violations.
- The consequences for a Breath Alcohol Content of greater than 0.02 but less than 0.04.
- Information concerning effects of alcohol and controlled substances on health, work and personal life; signs of problems; methods of intervention.

Print Name

Signature

Date

SICK LEAVE DONATION FORM

FORM TO MAKE A DONATION TO THE GROUP SICK LEAVE BANK

Employee: _____

Date: _____

Department: _____

I wish to contribute _____ hours of sick leave to the group sick leave bank.

(Contributions must be in four (4) hour increments)

I understand that once leave time is donated, said leave may not be returned to the donor employee's account until the recipient employee verifies in writing that the leave request is terminated or the end of the calendar year, whichever occurs first.

Any donated leave time not used by the recipient employee prior to terminating the leave request or prior to the end of the same calendar year, whichever occurs earlier, shall be returned to the donor employees' respective accounts on a prorated basis.

Signature of donating employee _____

Date: _____

Office use only:

Total hours of sick leave on books for employee: _____

of sick leave hours eligible for donation (25% of total): _____

Total hours donated: _____

Hours used _____

_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____
_____	on _____

_____ Hours returned to donor on _____.