



EMPLOYEE HANDBOOK

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ARTICLE I - INTRODUCTION

The Village of Marshall has prepared this handbook to acquaint you with the Village's employment policies, procedures, rules, and regulations. It is your responsibility to become familiar with all the provisions of the handbook and to follow the policies, procedures, rules and regulations contained in it. Most of your questions should be answered in this handbook. However, if you have questions regarding the handbook or matters that are not covered, please direct them to your immediate supervisor.

This handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained in this handbook constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. 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. The Village may modify or eliminate the provisions set forth in this handbook at any time with or without notice. This handbook supersedes all previous handbooks, statements, policies, procedures, rules, or regulations given to employees, whether verbal or written. The handbook may only be modified by an authorized representative of the Village in writing. This handbook does not constitute an express or implied employment contract. The policies set forth herein may change from time to time at the discretion of the Village Board. This handbook does not constitute a guarantee of operating procedures or terms of employment.

Some employees of the Village are covered by a collective bargaining agreement. In such cases, to the extent that the policies and procedures set forth herein conflict with the collective bargaining agreement, the collective bargaining agreement shall prevail.

ARTICLE II - EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

2.1 Village of Marshall Equal Employment Opportunity Policy Statement

The Village of Marshall is an equal-opportunity employer. It is the policy of the Marshall Village Board 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.

ARTICLE III - EMPLOYMENT PRACTICES

3.1 Probationary Period

Regular full-time employees and part-time employees hired after January 1, 2006 are required to serve an eighteen (18) month probationary period commencing on their date of employment. Employees remain at-will employees after completion of their probationary period. Employee performance will continue to be monitored and evaluated by the Village after completion of the probationary period.

3.2 Classification of Employment

The following establishes the categories of employees in the Village and will be used to determine an employee's status unless otherwise stated in this handbook. 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. It is recognized that regular full time 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.

3.3 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.

3.4 Official Personnel Files

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

- A. Employee Access to Their Personnel File

Employees are permitted to inspect and copy, at their own expense, their personnel 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 Clerk and an appointment will be set up with the Clerk to review the file. The Clerk shall be present with the employee while the employee inspects his/her personnel file. All medical information regarding an employee shall be kept in a medical file separate from the employee's 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.

B. External Disclosure of Personnel Information; Reference Requests

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 Clerk.

ARTICLE IV - HOURS OF WORK

4.1 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. They are not a guarantee of hours to be worked or a guarantee of pay for hours not worked. 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.

4.2 The Workday

Each department head establishes, with the approval of the Village Board, 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.

4.3 Rest Periods

All employees are entitled to a paid fifteen minute break for every four-hour shift worked. The break should be taken at the job site unless authorized by the supervisor. The scheduling of these periods and location is entirely discretionary with the department supervisor, and will be arranged as he/she feels is most compatible with departmental operations. These rest periods cannot be taken at the beginning of the day or end of the day and not in conjunction with lunch periods.

4.4 Meal Periods

A half ($\frac{1}{2}$) hour unpaid meal period will be provided for all employees who are scheduled to work six (6) hours or more in one (1) day. Meal periods are to be taken at a time as designated by their supervisors.

Police Officers will be provided with a 30 minute paid meal period during their shift. That time is to be taken within the village limits, unless out of the Village on police business. (Except on holidays provided the location is within five (5) miles of the Village limits). Upon request by an officer the distance may be extended by approval of the Village board.

4.5 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.

4.6 Attendance of Conferences

Attendance at professional conferences, seminars, technical meetings and/or training programs is considered part of the employee's normal duties. An employee may request authorization to attend such functions at Village expense.

4.7 Stand-By/Emergency Status (on call/pager)

- A. An employee shall be on a Stand-by/Emergency status if the employee is instructed verbally or in writing by his/her supervisor to be continuously available to report to work during an off-duty period. An employee who is instructed to be on Stand-by status must be:

1. Continuously available to be contacted by the Village Board through either a telephone or electronic signaling device. An Employee must be able to report to work immediately, but in no event no later than thirty minutes of receiving a request from the appropriate Village personnel.
2. Must report in a physical condition which allows the efficient performance of the employee's job classification.
3. Employees on Stand-By/Emergency Status are reminded that the Village of Marshall's Drug and Alcohol Abuse Policy (Section 8.3) and Drug and Alcohol Abuse Policy Statement (Appendix A) are fully in effect for the duration of the Stand-By Status period, including when the employee is on Stand-By/Emergency Status and when the employee is responding to an emergency.
4. Must report in uniform.

ARTICLE V - WAGE AND SALARY ADMINISTRATION

5.1 Employee Compensation

The wage and salaries for all village positions are determined by the Village Board.

5.2 Overtime Compensation.

Overtime will be paid in accordance with state and federal law which generally requires non-exempt employees to be paid one and one-half times their regular hourly wage for hours worked over forty (40) hours in a workweek. Special rules apply to law enforcement personnel. All overtime must be approved in advance. Failure to obtain such approval may result in disciplinary action.

An employee working overtime shall have the alternative to be awarded compensatory time off at a rate of 1:1.5 times the number of hours worked. Compensatory time off may be accrued to a maximum of 40 hours of overtime (i.e. equivalent to 60 hours of straight time). Compensatory time off not used or scheduled to be used shall be paid out to the employee on the 1st pay period following December 1 of the year the compensatory time was earned. Compensatory time off shall be scheduled at the mutual convenience of the Village and the employee.

Flextime for hourly employees can be defined as any hours, below 40 hrs, where more hours are worked on one shift during a pay period and "flexed" at the mutual convenience of the Village, the employee, and department heads by shortening the hours worked during another shift during the pay period. Department heads must ensure that flextime is carried out within the constraints of Federal and State labor laws.

5.3 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.

ARTICLE VI - EMPLOYEE BENEFITS

6.1 Holidays, Holiday Pay & Personal Days.

A. Holidays and Holiday Pay. Regular full-time employees are eligible to receive the following paid holidays during the course of a calendar year:

New Year's Day	Thanksgiving Day
New Year's Eve Day	Friday after Thanksgiving
Independence Day	Martin Luther King Jr. Day
Memorial Day	Christmas Eve Day
Labor Day	Christmas Day

For employees working a standard workweek (Monday through Friday), a scheduled holiday that falls on a Saturday shall be observed the Friday before. A scheduled holiday that falls on a Sunday shall be observed the following Monday. For employees working a nonstandard workweek, a scheduled holiday shall be observed on the exact day that the holiday falls.

Holiday pay for a regular full-time employee will be equal to the number of hours of the employee is regularly scheduled to work on the day the holiday is observed. Holiday pay is paid at the employee's straight time rate at the time of the holiday.

Employees scheduled to work seven consecutive days, and their normal day off falls on a scheduled holiday, will be permitted to reschedule an alternative holiday in lieu of the scheduled holiday. The rescheduling will be subject to the approval of the Department head.

To be eligible for holiday compensation, employees must work their scheduled workday before the holiday and their scheduled workday after the holiday unless the absence is preapproved by the Department Head, such as the use of vacation time.

Under no circumstances are employees compensated with both holiday and sick leave pay when the employee is unable to report to work on a scheduled holiday.

B. Personal Leave. Regular full-time employees regularly scheduled to work 40 hours per week receive 16 hours of personal leave each calendar year. Regular full-time employees regularly scheduled to work between 32 and 40 hours per week shall receive a prorated amount for personal leave each calendar year. Personal leave is paid at the employee's straight time rate at the time the leave is taken.

The rules for personal leave eligibility in the first year of employment are as follows:

1. Regular full-time personnel who begin employment with the Village prior to July 1 of the year shall be entitled to the full amount of personal leave (16 hours of personal leave if regularly scheduled to work a 40 hour workweek, otherwise prorated).
2. Regular full-time personnel, who begin employment with the Village on July 1 and after, up until October 1, shall be entitled to one half of the personal provided under 1.
3. Regular full-time personnel who begin employment on or after October 1 shall not be entitled to any personal leave for that calendar year.

The rules for personal leave use are as follows:

1. In no event are employees eligible to receive pay for unused personal leave. Employees who do not use their entitled personal leave in the given calendar year will not receive additional compensation or additional time off as a carry-over into the next calendar year.
2. Personal holidays may be taken with the prior approval of the employee's department head.
3. Personal holidays may not be taken in less than one hour increments.

6.2 Vacation Policy.

Regular full-time employees (regularly scheduled to work 40 hours per week) are eligible for prorated vacation leave upon hire. The prorated amount of vacation will equal the number of days remaining in the calendar year from the date of the employee's anniversary date, divided by 365, then multiplied by 80 hours. On January 1st following the employee's date of hire, the employee will be granted vacation leave in the amount of 80 hours. An employee can carry over 40 hours of unused vacation time to be used by the first 6 months of the carried over year.

Thereafter, the employee will be granted vacation leave at the beginning of the calendar year (January 1) according to the following schedule:

<u>Years of Service</u>	<u>Starting PTO</u>
0 – 3 Years	10 days (80 hrs.)
4 – 8 Years	15 days (120 hrs.)
9 – 11 Years	20 days (160 hrs.)
12 – 19 Years	25 days (200 hrs.)
20+ Years	30 days (240 hrs.)

Regular full-time employees who are regularly scheduled to work between 32 and 40 hours per week are granted a prorated amount of vacation. For example, a regular full-time employee who is regularly scheduled to work 35 hours per week is granted initial vacation leave in the amount of 35 hours per week. On each January 1 following three years of continuous service the employee is granted an additional 6 hours of vacation until a total of 140 hours is reached. On January 1 following 15 years of continuous service the employee is granted an additional 6 hours of vacation until a total of 175 hours is reached.

Following the completion of one year of service, an eligible employee must be actively employed by the Village on January 1 of the year in which the vacation is granted in order receive vacation for that calendar year. For example, if an employee resigns on December 1, 2014 after three years of continuous service, the employee is not credited with any vacation that would be granted on January 1, 2015 because the employee is not actively employed on January 1, 2015.

Regular full-time employees who retire or who resign with ten (10) working days' advance notice will be paid out for any unused vacation time. Regular full-time employees who are terminated by the Village for disciplinary reasons or for poor work performance or who do not give the Village ten working days' advance notice of their resignation will not be paid out their unused vacation time.

Vacation scheduling is subject to the following rules:

- A. Vacation leave must be taken in no less one-hour increments.
- B. Vacation cannot be used by an employee unless it is pre-approved by the employee's department head, absent extenuating circumstances. Department heads must notify the Village Administrator of their planned absence.

- C. Vacation schedules are to be determined by the Department Heads. While due consideration may be given to the employee's convenience, the needs of the Village in scheduling work shall be the controlling criterion.
- D. An employee will be paid at their regular straight-time rate at the time they take their vacation.
- E. Use of vacation leave:
 - 1. An employee may carry over up to 40 hours of unused vacation time into the new calendar year. Those hours must be used within the first 6 months of the carried-over year. Only in extenuating circumstances and with prior written approval of the Village Board may an employee carry over additional unused vacation time, in addition to the allotted 40 hours mentioned above, into the next calendar year for a short period of time.
 - 2. No more than two (2) weeks of vacation may be taken consecutively unless prior approval is received from the Village Board.

6.3 Health Insurance

The Village provides medical health insurance for regular full-time employees and their dependents as prescribed within the terms and conditions of the policy in effect.

6.4 Income Continuation Insurance

The Village is a participating employer under the Wisconsin Public Employers Income Continuation Insurance program. An employee must be participating in the Wisconsin Retirement System and have at least 6 months of participation under the Wisconsin Retirement system to be eligible for income continuation insurance. The Village will contribute the minimum amount toward premiums for Income Continuation Insurance as established by the program. The employee is required to pay all other amounts if they elect coverage.

6.5 Flexible Spending Plan

The Village provides employees the opportunity to participate in a program (IRS Section 125) which allows certain medical and/or child/dependent care expenses to be paid with pretax dollars. Details are available through the Village Administrator.

6.6 Retirement and Pension

The Village is a participating employer under the Wisconsin Retirement System. Eligible employees must pay the entire employee-required retirement contribution as determined by state law.

6.7 Deferred Compensation Plans

The Village provides Deferred Compensation Plans through the following companies: North Shore Bank and The State of Wisconsin Deferred Compensation Plan. Participation in a plan is voluntary and receives no contributions from the Village.

6.8 Sick Leave

Regular full-time employees become eligible for sick leave pay immediately upon hire and accrue sick leave as follows:

Regular full-time employees regularly scheduled to work 40 hours per week accrue eight (8) hours of sick leave for each full month of service. Sick leave is awarded on first day of the month following the month in which the sick leave is accrued. Regular full-time employees regularly scheduled to work between 32 and 40 hours per week shall receive a prorated amount of sick leave pay for each full month of service. For example, a regular full-time employee whose regular work week is 35 hours per week accrues 7 hours of sick leave for each full month of service. Sick leave is paid at the employee's straight time rate as of the date the sick leave is taken.

There is no set maximum on the number of sick days an employee can accrue. Sick leave is not paid to an employee upon termination or resignation of employment. An employee, upon retirement, may be paid out his or her accrued and unused sick leave if the requirements of Section 9.4 below are met. Retiring employees who are eligible under Section 9.4 will be paid out their accrued and used sick leave at the rate of six dollars and twenty-five cents for each hour of accrued sick leave, up to a maximum of one thousand two hundred (1,200) hours, for a total maximum payout of seven thousand five hundred dollars (\$7,500). Retiring employees who do not meet the eligibility requirements under Section 9.4 below will not be paid any accrued and unused sick leave.

Sick leave will be granted to an employee who is unable to report to work due to non-work related illness or injury which physically prevents him/her from effectively performing his/her job. Sick leave cannot be used for absences due to any occupational sickness or injury, occurring as a direct result of outside employment unless required by state or federal law. The Village Board reserves the right to require an employee to produce a medical certification for any use of sick leave.

Sick leave can only be used for legitimate illness or injury, including any preventative medicine or treatment, which requires the employee to take time off during normal working hours, to see his/her doctor, receive hospital or clinical services, dental care, or any other similar medical attention. Such usage must be requested and approved prior to leaving the work station and must be used at a minimum of half-hour increments.

If sick leave is necessary, the employee must notify his or her immediate supervisor as soon as possible but no later than one hour before the employee's scheduled shift. When notifying the Administrator, the employee must indicate what illness and/or injury prevents him/her from reporting to work, when they will be able to return to work and identify the location that he/she will be recovering at.

Employees must work the day before and the day after their scheduled vacation. Employees who are absent from work the day before and/or the day after their scheduled vacation shall not be eligible for sick leave compensation for the absence(s) unless the absence(s) is approved by the Department Head.

6.9 Donation of Sick Leave Benefits

1. Any employee with accumulated and unused sick leave may donate up to 25% of his/her leave to a group sick leave bank. Employees of the Village who are absent due to severe illness, injury, or other medical condition of the employee or an immediate family member and who has exhausted his or her accumulated sick leave, including lapsed unused sick leave may request a donation of sick leave.
2. All employees who have worked for the Village for a minimum of twelve (12) months, and qualify for sick leave benefits, shall be eligible to request a donation of sick leave time from the group sick leave bank.
3. To request a donation of sick leave, an employee shall submit a written request to the Village Administrator along with written verification from a physician certifying that the employee or the employee's child, spouse, or parent has a serious health condition which prevents the employee from working. Employees will be permitted to request donation of leave only one time during any 12 month calendar period. No information regarding the employee's or family member's illness, injury, or medical condition will be divulged without the employee's consent.
4. After verification that the employee meets the qualifications to receive donated sick leave, the Administrator shall make other employees aware of the request. All donations of eligible leave shall be voluntary and no employee shall receive compensation of any kind for donated leave. No employee may

intimidate, threaten, or coerce any other employee with respect to donating or receiving leave under this policy.

5. Employees wishing to donate leave time to the group sick leave bank shall complete the Leave Donation form and indicate the amount of leave time they wish to make available for donation. Donations must be in four (4) hour increments. 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.
6. 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.
7. The aggregate amount of leave that may be donated to one employee shall not exceed 12 weeks during any 12 month calendar period.
8. The donated leave shall be credited to the recipient at the recipient's rate of pay regardless of the donor's rate of pay.
9. Donated leave will be subject to all tax liability associated with regular pay and shall be the responsibility of the recipient.
10. The recipient, while using donated leave, will continue to accrue sick leave, and other relevant employee benefits.
11. The recipient, while using donated leave, will continue to receive health insurance benefits.
12. This policy is not intended to replace any provision of the Family Medical Leave Law.

6.10 Personal Leave of Absence

A leave of absence is any period in which an employee is not working for or receiving earnings from an employer and has not terminated the employer-employee relationship.

If an employee finds it necessary to be away from work for an extended period (over two weeks), they may apply for a leave of absence. An employee is not eligible for a leave of absence until all paid leave benefits have been exhausted unless the leave of absence is required by law.

A regular full-time employee may upon written request to the Village Board be granted a leave of absence, without pay or the accrual of any benefits for one of the following reasons:

- A. personal illness or disability due to an accident requiring a long-term recuperation period;
- B. Illness, accident, or death in your immediate family;
- C. military or government service;
- D. personal reasons.

A leave request must be submitted in writing to the employee's Department Head and approval will be determined by the Village Board. The requesting employee shall state the reasons why in his/her opinion the request should be granted, the date when he/she desires the leave to begin, and the probable date of his/her return.

If an employee takes another job, except military service, the leave will be immediately canceled and the employee subject to termination of their Village employment.

The length of leave will be granted at the discretion of the Village board.

The Village Board may approve or disapprove such request based upon the operational needs of the department, the availability of temporary substitute employees, the performance and attendance record of the individual, the reason

for the request or such other reason as the board deems appropriate. All leaves of absence will be granted or denied in accordance with state and federal law.

If an employee does not report for work at the end of a leave, they will be considered to have voluntarily terminated their employment.

6.11 Military Leave of Absence

Employees will be granted a military leave of absence in accordance with state and federal law.

6.12 Family Leave/Medical Leave

Permanent full-time and part-time employees who have been employed by the Village of Marshall more than 52 consecutive weeks and at least 1000 hours during that 52-week period may request Family Leave/ Medical Leave as follows, subject to approval by the Village Board:

- A. Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.
- B. Up to two (2) weeks of leave in a calendar year for the care of a child, spouse or parent with a serious health condition.
- C. Up to two (2) weeks of leave in a calendar year for the employee's own serious health condition. Use of family leave/medical leave may be taken as unpaid leave unless the employee elects, or the Village requires the employee to substitute accrued and available sick leave, vacation or personal leave for the unpaid leave.

6.13 Jury or Witness Duty Leave

An employee whose service on a jury or appearing as a witness in any case and causes the loss of regularly scheduled work shall receive full pay for such time lost. To be eligible for full pay the employee shall turn over to the Village Treasurer all fees paid to him/her by the court, except the sum paid for travel expenses.

6.14 Bereavement Leave

Regular full-time employees will be allowed time off with pay in the event of the death of a relative as follows:

- Four Days: Parents, Spouse, Child and Grandchild, Significant Other/Domestic Partner [minimum five (5) years shared, continuous residency], stepparents, and stepchildren.
- Three Days: Siblings, Grandparents, Parent in law
- One Day: Aunts and Uncles, "first" cousins, nieces and nephews. Siblings-in-law; Grandparents-in-law;

In some cases foster parents and foster children may be authorized by the department supervisor.

6.15 Firefighter Leave

Employees who serve as volunteer Firefighters may leave their place of employment, for a fire call, and be compensated at their normally hourly rate as long as they are not the only employee working in that department for the Village at the time of said call.

6.16 Uniforms

A. Uniform Allowances:

1. Employees required to wear steel toed shoes will be reimbursed up to \$100.00/year for the purchase of steel toed shoes.
2. Utility and Street Department employees will be provided a uniform. The uniform will consist of pants and shirts. The employer will provide one summer and one winter jacket for the employee at no charge. Upon termination of employment, employees are required to return all uniforms and jackets purchased by the Village.

B. Uniform or Personal Item Damage Claims:

1. Policy: Reimbursement may be requested for repair or replacement of personal items damaged or destroyed in the course of employment if the damage or destruction was not caused by the employee.
2. Procedure: Employee shall make a request for reimbursement on a form provided by the Village Treasurer. Village Treasurer shall submit employee's request to the Village Board. The board shall review the request and may approve or disapprove the request at its discretion.

6.17 Mileage Reimbursement

Village officials and employees will be reimbursed on a per mile basis at the rate as set by the United States Government-IRS code when authorized to use their own vehicle for Village business.

6.18 Education & Travel Reimbursement

- A. If the Village requires an employee to attend an education course or program, the Village will pay the cost of course or program, plus employee expenses as set forth below
- B. If an employee takes an educational course or program on their own time, which is job-related and improves their job performance, the Village may approve paying up to 100% of the tuition upon the successful completion of the course. In order to receive tuition reimbursement, the employee must receive approval from Village Board prior to commencing the course or program and the employee must present documentation that he or she received a passing grade.
- C. Expense reimbursement. The Village will reimburse employees for reasonable lodging and meal expenses incurred by employees while on authorized work assignments away from the employee's normal work location to the extent such expenses would be deductible by the employee under current Internal Revenue Service (IRS) regulations. All business travel must be approved in advance by the employee's supervisor and/or department head. Employees are expected to limit lodging and meal expenses to reasonable amounts. Meal and lodging expenses will be paid upon the filing, with the Village treasurer, of a travel/expense log with receipts of expenses incurred. Receipts are mandatory. The purchase of alcoholic beverages will not be reimbursed. The following maximums will be paid for expenses filed:
 1. 100% of lodging (based on double occupancy)

2. \$40 per diem

When required by the Internal Revenue Service, meal reimbursements paid to employees will be taxed.

ARTICLE VII - WORKPLACE INJURIES, ILLNESS AND SAFETY PROCEDURES

7.1 Notice of Work-Related Injuries and Medical Illnesses

Employees injured on the job shall report the injury immediately to his/her supervisors or Department heads, but not later than 24 hours subsequent to the injury. If a supervisor or Department Head is not available, the Village Board President must be notified. The supervisor or Department Head will complete a report on the injury and immediately submit it to the Village Administrator for insurance purposes.

7.2 Worker's Compensation as Provided Under Wisconsin State Statutes

Village employees operate under and are subject to the Wisconsin Worker's Compensation Act which compensates employees who suffer a workplace injury or illness.

All related billings and record of time off, due to accidental injuries or occupational illness, must be forwarded to the Village Administrator. Benefits will be paid under Worker's Compensation and not under the Group Insurance Plan.

7.3 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 this handbook. Failure to promptly report unsafe conditions or practices may result in disciplinary action.

7.4 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 shall make a recommendation to the Village Board indicating whether the employee should be classified in a Light Duty Work Status. If Light Duty is recommended by the Department Head, 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 each case and shall decide if a 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 Board 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 Board. 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 Board based on the circumstances of each specific case and in accordance with state and federal law.

ARTICLE VIII - EMPLOYEE CONDUCT POLICIES

8.1 Political Activity

To serve the best interests of the employee, taxpayers, and Village government, it is the policy of the Village of Marshall to restrict certain types of political activity without infringing upon the employee's right and it is important to safeguard the interest of the public whom all municipal employees must serve without political bias and without regard to their political opinions or affiliations.

1. No person shall be appointed to, demoted, or dismissed from any Village position, or in any way favored or discriminated against with respect to employment with the Village, because of political opinion or affiliations.
2. No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure for any person an appointment or advantage in appointment to a position in Village government service, or an increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person, or for any other political consideration.
3. As an individual, each employee retains all rights and obligations of citizenship provided under state and federal law. However, no employee of the Village shall:
 - a. Take any active part in a political campaign while on duty or within any period of time during which they are expected to perform services for which they receive compensation from the Village. This includes, but is not limited to, making or distributing flyers or other campaign or political items in the workplace or making use of any Village property, equipment, service or facility in furtherance of any campaign or political purpose.
 - b. Use the authority of their position to secure support for or oppose any candidate, party or issue in an election or affect the results thereof.
 - c. Use any promise or reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate or party.
4. Employees who have job duties in connection with a federally grant-aided program are subject to prohibitions of the federal Hatch Act as amended.

8.2 Outside Employment

No full-time, part-time or temporary employee shall be employed in outside employment that will affect the performance of their duties or conflict with the interests of the Village. Village uniforms, vehicles, equipment and supplies shall not be used in connection with outside employment positions.

8.3 Accepting Gifts or Gratuities

Employees are not to accept gifts or gratuities from businesses or individuals who are soliciting business from the Village or whom the Village is doing business with.

8.4 Use of Village Property, Equipment and Supplies

Employees shall be responsible for the proper care and use of the equipment and supplies and shall report promptly to the Department Head any accidents, breakdowns, or the malfunction of any equipment so that the repairs can be made. No employee will be allowed to use Village property, equipment or material for personal use.

8.5 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 law regarding discrimination based on marital status.

8.6 Housekeeping, Dress and Cleanliness

All employees are expected to maintain their work areas in a clean and safe condition. In any job that requires meeting the public, such as reading meters, police, clerks, library, etc., employees are expected to wear neat and clean clothes or uniforms.

8.7 Name and Address Changes

It is the responsibility of the employee to notify the Village Clerk of a name, address change or change in insurance or tax situation.

8.8 Tobacco Free Workplace

In accordance with state law, the Village of Marshall shall be a tobacco-free workplace. The following guidelines shall be observed to provide a healthy work environment:

1. There shall be no smoking or use of smokeless tobacco in a Village building.
2. There shall be no smoking or use of smokeless tobacco while on duty or in vehicles or equipment that are owned, leased or rented by the Village.
3. All Village-owned buildings shall have signage located at each entrance to the building stating it to be a smoke free building.
4. Anyone wishing to smoke or use smokeless tobacco during a scheduled break in their workday may only do so in a designated area. Employees shall properly dispose of tobacco refuse in outside trash containers provided at all designated areas on Village property.
5. Any violations of this policy will subject the employee to discipline in addition to fines and forfeitures under state law.

8.9 Discipline and Discharge

Employees who violate Village rules, regulations, policies and procedures, including, without limitation, those listed in this handbook, or who have unsatisfactory work performance are subject to disciplinary action up to and including discharge from employment. At the sole discretion of the Village, various types of employee discipline may be imposed which include oral reprimand, written reprimand, suspension and discharge. None of these disciplinary measures are required to be used before discharge from employment occurs, nor are the listed actions required to be used in any specific order. Nothing in this handbook shall be construed as establishing a "just cause" standard for discipline or discharge of employees or to require the Village to follow progressive discipline before taking any action.

Listed below are examples of behaviors or actions which, in the absolute discretion of the Village, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive:

- A. Work Performance
1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions in reference to supervisory personnel.
 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 other governmental 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. Failure to do the job assigned or carry out the orders of your supervisor or other management personnel.
 8. Failure to maintain licensure or certification required for the employee's position.
- B. Attendance and Punctuality
1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
 2. Unexcused or excessive absenteeism.
 3. Failure to observe the time limits and scheduling of lunch and rest periods.
 4. Failure to notify the supervisor promptly of unanticipated absence or tardiness.
- C. Safety and Health
1. Failure to follow all the safety rules and procedures that relate to the employee's job.
 2. Failure to use safety equipment, clothing.
 3. Failure to use safety guards or devices.
 4. Failure to promptly report unsafe conditions or practices or work-related injuries or illness.
 5. Failure to wear seat belts when driving municipal vehicles.
- D. Smoking and Fire prevention
1. Smoking in non-designated smoking areas.
 2. Failure to report a fire or fire hazard to the appropriate parties immediately.
- E. Personal actions and appearance
1. Threatening, attempting, or doing bodily harm to another person.
 2. Threatening, intimidating, interfering with, or using abusive language toward others.
 3. Unauthorized possession of weapons.
 4. Making false or malicious statements concerning other employees, supervisors, officials or the Village.
 5. Possession or use of alcoholic beverages or illegal drugs (controlled substances) on the job during working hours.
 6. Reporting for work under the influence of alcoholic beverages or illegal drugs (controlled substances).
 7. Employees in possession or on duty within four (4) hours of consuming alcohol, or having any measured blood alcohol concentration above zero will be ordered out of service for 24 hours without compensation.
 8. Unauthorized solicitation for any purpose.
 9. Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
 10. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
 11. Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, or the general public.
 12. Removing Village property from the work area without authorized permission, or the unauthorized possession of Village or another employee's property.

8.10 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 this handbook. If you have questions regarding the policy, please contact the Village Administrator.

8.11 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 for information on how to report incidents of harassment, discrimination or retaliation.

8.12 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.

8.13 Drugs and Alcohol 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. 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.

8.14 Commercial Driving License Policy

Any employee who operates a Commercial Motor Vehicle will be required to hold the proper and valid licenses. Refer to Appendix A for the Village's Drug and Alcohol Abuse Policy and Testing Procedures for employees subject to federal Dept. of Transportation drug and alcohol regulations.

- A. Any job applicant submitting application for a position requiring a Commercial Motor Vehicle license will be required to provide their employment history as a commercial motor vehicle operator for the past ten (10) years.
- B. The following offenses shall disqualify employees from employment with the Village of Marshall:
 1. Operating while intoxicated (OWI) in a Commercial Motor Vehicle.
 2. Knowing and willfully leaving an accident scene involving a Commercial Motor Vehicle.
 3. Use of a Commercial Motor Vehicle in commission of a felony.
 4. Refusing chemical testing while operating a Commercial Motor Vehicle.
 5. Commercial Motor Vehicle drivers who are addicted to the use of intoxicating liquor or controlled substances.
- C. Employees in possession or on duty within four (4) hours of consuming alcohol, or having any measured blood alcohol concentration above zero will be ordered out of service for 24 hours without compensation.
- D. Employees who have been convicted with any of the following shall be subject to termination of employment:
 1. Operating a commercial motor vehicle while under the influence with BAC of .04% or more.
 2. Disqualification from operating a commercial motor vehicle.
 3. Any offenses committed in section C of this commercial motor vehicle policy.

This policy shall be interpreted consistent with state and federal regulations relating to commercial driver's licenses and shall be considered modified in a manner consistent with such regulations if the regulations are modified.

8.15 Computer Use Policy.

A. General. The guidelines and prohibitions established in this policy are meant to protect the Village's computer equipment, software, and data from damage caused by the unauthorized use of the Village's computers and networks by Village employees or unauthorized access by third parties to the Village's computers and networks. This policy is also intended to protect Village employees from harm that may result from the improper use of the Village's computers and networks by other employees or unauthorized third parties.

B. Security. Employees shall obey the following security rules:

- All user passwords will be required to be changed every 90 days.
- Passwords must not be accessible to any other users.
- Each user is solely responsible for all computer transactions, such as internet use, emails and file access, which take place using their username & password.
- Users are prohibited from sharing access to their computer or password.
- Users must notify the Village Administrator immediately if they feel their password or account has been compromised.
- Users are responsible to manage their files by storing them in the correct location as directed by the Village Administrator.

C. Personal Use of Computer System. Incidental and occasional personal use of the Internet or the Village e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with

the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the Village's reputation.

D. No Right of Privacy. Employees have no right of privacy when using the Village's computer system, including all e-mail activity and internet use. The Village of Marshall reserves and intends to exercise the right to monitor, review, audit, access and disclose any and all files created on any Village computer. Passwords are not an indicator of personal privacy from employer monitoring. The Village's failure to monitor in particular situations is not a waiver of the Village's right to monitor in the future.

E. Prohibited Conduct. Village employees are responsible for preserving the integrity of the Village computer network and computer systems and agree not to interfere with or disrupt the Village's computer network, other network users, services, programs, software, or equipment. "Interference or disruption with the Village network, other network users, services software or equipment" includes, but is not limited to the following:

1. Allowing unauthorized users to use Village equipment;
2. Use of the Village system and/or networks to gain unauthorized access to remote systems;
3. Use of the Village system to copy and/or distribute unauthorized system files or copyrighted material, such as third-party software, pictures, documents;
4. Intentionally attempting to "crash" the Village computers or computer networks systems or program, attempting to secure unauthorized higher level privileges on the networked systems;
5. Willfully or negligently introducing computer viruses or destructive programs that could adversely affect the Village computers or networks;
6. Sharing User ID's and password information with any other person. If a Village employee does share his or her User ID and password with another person, the employee shall be solely responsible for the actions that other person has appropriated and discipline may occur;
7. Deleting, examining, or modifying files or work product belonging to other users without their prior consent; or
8. Using the computers or computer networks or any of its authorized software for personal gain or solicitation, to harass or threaten others; to send junk mail or "for-profit" messages.

It is also against Village policy for an employee to engage in the following conduct on the Village computers or networks:

1. To use the computers or networks for unlawful activities;
2. To use abusive or obscene language in any messages transmitted on the computers or networks, including any internal or external e-mail messages, sexually explicit messages, cartoons, ethnic or racial slurs, Internet communications, or other transmissions that could be construed as the harassment or disparagement of others;
3. To engage in behavior on the computers or networks that is inappropriate, including pornography or any other inappropriate web surfing;
4. To engage in behavior on the computers or networks that is prohibited under the Village personnel policies, including but not limited to, harassment, workplace violence, etc.; or
5. To engage in any other conduct that could cause congestion and disruption of the Village's computers or networks and systems.

Many Village policies apply to the use of electronic and telephonic communication systems, including those concerning courtesy, harassment, reporting absences, and solicitation. The Village reserves the right to revise or expand its definitions of prohibited communications and place additional restrictions on e-mail/Internet usage at any time. Employees who fail to comply with the computer use policy or other Village policies may be subject to disciplinary action, up to and including, termination of employment.

F. Social Media. Instant messaging, blogs, and social networking sites are a popular means of communications but pose a significant security risk to the Village network and can become a distraction from work. Therefore, employees are prohibited from using social media or accessing social media sites on Village equipment or while on-duty unless such use or access is for Village business purposes and approval is given by the employee's Department Head. Employees who wish to use social media or access social media sites using their personal electronic devices must do so on scheduled works breaks. Unauthorized use of social media using Village equipment or accessing social media sites while on-duty will result in discipline, up to and including termination.

Employees who use social media while off-duty are encouraged to use sound judgment and common sense. Online, an employee's personal and business personas are likely to intersect. Keep in mind that when publishing content online, information that was originally intended just for friends and family can be forwarded on and may be viewed by others. An employee's online conduct which negatively impacts the reputation of the Village or presents a conflict of interest may subject the employee to discipline. Employees must never disclose non-public information of the Village, including confidential information, nor use social media in a harassing, discriminatory or defamatory manner. Employees should always be clear that the opinions they express are their own and not that of the Village. Employees are not allowed to speak on the Village's behalf unless expressly authorized by the Village Board.

G. Etiquette. All e-mails should be written in a professional and respectful manner. Users of e-mail systems shall not send email messages that contain profanity, obscenity, defamatory or abusive language.

8.16 Use of Village Telephones and Cellular Telephones

A. Use of Village Telephones and Village-Issued Cell Phones. Office telephones are a vital part of our business operation. Because of the large volume of business transacted by telephone, incidental personal use of the Village telephone should be limited and brief (for example, to contact home to inform them you will be working late). When personal long distance calls are necessary in exceptional cases, the calls must be billed to the employee's home phone or credit card or placed collect.

Cellular telephones are furnished to certain employees in connection with their job duties. Employees who are issued cellular telephones by the Village should make all long distance telephone calls while traveling from their cellular telephone. Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. Employees that have excessive cellular usage for personal calls will be subject to corrective action up to, and including, termination.

The Village requires the safe use of its cellular telephones by employees while conducting business. All employees should not use the cellular telephone while driving because of safety concerns but should instead pull to the side of the road to make or receive telephone calls. If a Police department employee is unable to pull over or stop before receiving a cellular telephone call, and it is warranted that the call be taken immediately they should use the earphone/microphone for increased safety, keep the business conversation brief, and immediately locate a safe area to park their vehicle. The Village does not permit employees to drive while using a hand-held cellular telephone.

B. Use of Personal Cell Phones. During work time, employees are not permitted to use personal cellular telephones, either for communicating or for internet use, except for limited incidental use (for example, to call home to let them know you will be late from work). Personal cell phones should be used only during breaks and meal times.

ARTICLE IX - RETIREMENT AND RESIGNATION

9.1 Resignation

An employee shall file a written letter of resignation to the Village Administrator and the effective date of the resignation. Employees must provide written notice a minimum of ten (10) working days 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.

9.2 Retirement

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

9.3 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.

9.4 Village Sponsored Retirement Benefits - Eligibility Requirements

A. Village Sponsored Retirement Benefit. An employee, upon retirement, may be paid out his or her accrued and unused sick leave if the employee satisfies the Rule of 76 below and all other eligibility requirements in Section 9.4.B. below. Retiring employees who are eligible under Section 9.4.B. will be paid out their accrued and used sick leave at the rate of six dollars and twenty-five cents for each hour of accrued sick leave, up to a maximum of one thousand two hundred (1,200) hours, for a total maximum payout of seven thousand five hundred dollars (\$7,500). Retiring employees who do not meet the eligibility requirements under Section 9.4.B. below will not be paid any accrued and unused sick leave.

B. Eligibility for benefits:

1. To be eligible to receive Village Sponsored Retirement Benefits the employee must be able to satisfy the Rule of 76 (seventy-six). The Rule of 76 allocates 1 point for each full year of age and 1 point for each full year of service with the Village. In effect, for each year that passes while employed by the Village the employee earns 2 points. To satisfy the Rule of 76 the points accrued for the employee's age plus the points accrued for the employees service time must equal or exceed 76.

2. Examples:	Employee's Age	+	Yrs. of Service	=	Points	Eligible
	55	+	25	=	80	Yes
	59	+	17	=	76	Yes
	50	+	25	=	75	No
	62	+	12	=	74	No
	48	+	30	=	78	Yes

3. The employee must have a minimum of 5 (five) years of service to be eligible for Village Sponsored Retirement Benefits.
4. Zero dollars (\$0) in Village Sponsored Retirement Benefits are payable to employees who leave the employment of the Village and do not satisfy the Rule of 76.

5. The Village Board may provide for exceptions to this requirement if:
 - i. The employee has attained a minimum of 72 points and their departure is the result of a certified and verifiable medical or disability condition; or
 - ii. The employee has attained a minimum of 72 points and has become eligible for full benefits under the Wisconsin Retirement System.
6. For part-time employee's, one (1) full year of service is attained for each 2080 hours worked.
7. Village Sponsored Retirement Benefits are payable only to the employee and only upon the employee's full retirement from the Village.
8. Village Sponsored Retirement Benefits are not payable to employee's whose employment is terminated by the Village whether or not the Rule of 76 has been satisfied.

**ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK AND
STATEMENT OF EMPLOYEE UNDERSTANDING**

I acknowledge that I have received a copy of the Village of Marshall's Employee Handbook. I agree to read it thoroughly, including the statements in the introduction describing the nature of employment with the Village. I agree to comply with all policies, procedures, rules and regulations in the Handbook, as modified from time to time by the Village. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Village Administrator. I understand that the Village is an "at will" employer and as such employment with the Village is not for a fixed term or definite period of time and may be terminated at the will of either party, with or without cause. No supervisor, department head, Village official or other individual has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states the Village's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Village for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time with or without notice.

I acknowledge that this Handbook is accessible in electronic form on the Village computer server and that a paper copy is available for inspection and copying from the Village Clerk. I agree to keep the Handbook in good condition and to update the Handbook as changes are made.

Employee's Signature

Date

Print name: