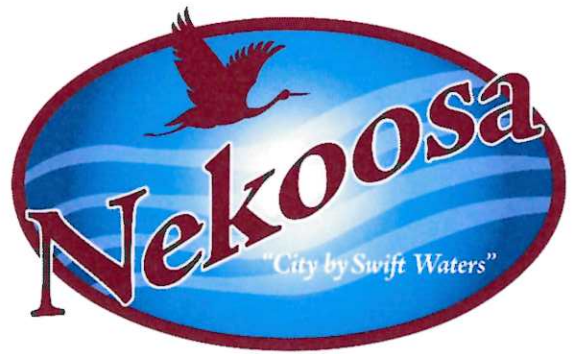




CITY OF NEKOOSA

UPDATED 11/11/25

EMPLOYEE HANDBOOK

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CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-1

SUBJECT: EMPLOYEE HANDBOOK AUTHORITY AND SCOPE

PURPOSE: To establish guidance on the authority and scope of the handbook as it relates to various employees and personnel.

POLICY:

This City of Nekoosa (hereafter referred to as "Nekoosa") Employee Handbook is designed to promote consistent human resource management throughout Nekoosa. This Handbook is intended to give you information about the main features of City employment policies, procedures, guidelines, benefits and certain other general information. It does not and is not intended to cover these matters in detail or serve as a contract between you and Nekoosa.

This Handbook shall govern human resource administration for all employees and departments of Nekoosa except:

- Elected officials (Common Council members)
- Members of commissions and committees
- Persons employed to conduct temporary and special inquiry, investigation or examination on behalf of the City, or a committee or commission thereof
- Contract, temporary or leased individuals

Employees covered by an employment contract, labor agreement or City Ordinance shall be governed by those provisions to the extent applicable. This Handbook shall govern employees to the extent that the conditions of employment are not addressed by the respective employment contract or labor agreement. Where a labor agreement or Ordinance provision has language dealing with any subject covered in this Handbook, the labor agreement or Ordinance will be considered as the full rights of the employees referenced in the labor agreement or Ordinance, and this Handbook will not extend those rights beyond the applicable language.

The Nekoosa Common Council retains the right to change this and any existing policies, when it is deemed to be in the best interest of Nekoosa. Departments may develop work rules consistent with this Handbook and existing policies.

Should any part of this Handbook be ruled obsolete or invalid, the balance of the document will remain in effect.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council. Nothing in this Policy is meant to, nor should it be interpreted to, in any way limit an employee's rights under an applicable federal, state, or local laws including but not limited to the employee's rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-2

SUBJECT: PERSONNEL POLICY PRINCIPLES

PURPOSE: To provide an overview of handbook policy principles and philosophy.

POLICY:

To ensure that our policies are well written, we have considered the following criteria.

Fairness. The guidelines should apply the same to all employees in a given situation. That does not mean that every department will administer everything exactly the same, but the basic principle of the guidelines should apply to all departments. (An example of this is that some departments might have a different starting time, but all employees should be expected to be at their workstation at their designated start time.)

Respectful of employees. Policies or guidelines should be written with the understanding that the great majority of our employees want to come to work and do a good job. We write our policies to help our employees understand how situations are expected to be handled.

Consistently applied. Policies should be administered consistently. "Consistently" means that the basic principles of the policy should remain constant from case to case without regard to personal feelings, friendships, or any discriminatory factors. However, good policy administration also requires that the individuals and their individual circumstances are considered to make sure the administration of the policy is also fair.

There should be no surprises. Employees have the right to be aware of a policy and how it will be administered up front. Employees also have the responsibility to learn the policy and ask questions if they are unclear about a policy. Management has the responsibility to make the policies available to the employees in a reasonable manner. The purpose of this Handbook is to make our Employment Policies available to all employees. We also will attempt to notify all employees if a basic policy changes or is added to.

If you feel you have a situation that warrants a deviation from the policy, you should discuss it with your supervisor as soon as you become aware of the situation. In cases of a longer term adjustment, these matters should be brought to the Personnel committee for consideration.

AT-WILL EMPLOYMENT

Employment with the City of Nekoosa is governed by the common law doctrine of "at-will" employment. This means that both you and the City have the right to end your employment at any time with or without cause or notice. No employee or agent of the City has the authority to

imply, negotiate, agree to, or sign a contract of employment regarding wages, hours or conditions of employment for a stated period of time except the Personnel Committee and City Council.

EQUAL OPPORTUNITY POLICY

The City of Nekoosa is in compliance with the equal opportunity policy and standards of the Wisconsin Department of Workforce Development, and all applicable state and federal statutes, and regulations relating to nondiscrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status or pregnancy, political belief, or affiliation, military participation or use or non-use of lawful products off the employer's premises during working hours. All employees are expected to support goals and programmatic activities relating to nondiscrimination in employment.

AMERICANS WITH DISABILITIES ACT

The City of Nekoosa is committed to providing equal opportunity to all qualified persons in all aspects of employment. This extends to our current employees and applicants for positions with the City of Nekoosa. As part of this commitment, we intend to fully comply with the guidelines established by the ADAAA and its amendments. A qualified person is an individual who meets the skills, experience, education and other job-related requirements of a position and who, with or without reasonable accommodation, can perform the essential functions of the job.

If you feel you need accommodation in accordance with this policy, you should contact your immediate supervisor to discuss what reasonable accommodations may be necessary. When a request for accommodation is made, we will initiate an interactive process to determine what reasonable accommodations may be made.

Any employee or applicant who feels they have not received full and fair consideration under this policy should meet with their Supervisor to discuss their complaint.

DEPARTMENTAL POLICIES

The City of Nekoosa has a number of departmental policies that have been approved either by the City Council or an appropriate oversight committee. These policies set the overriding principles of City operations and cannot be changed without action by the City Council.

Departments have the responsibility to set policies related to their specific operations. They may also set procedures, guidelines, or work rules related to their operations. Policies tend to be broad; procedures or guidelines tend to be more specific, and typically work rules are the most specific, but the terms may be used interchangeably. Departmental policies should not conflict with City policies; however, departments may request approval to deviate from City policy.

Any deviation from a City policy requires approval of the Personnel Committee. A department may also set a procedure or work rule on how City policy will be administered. An example of this would be start times for a department.

CONFIDENTIALITY

An employee may, because of his/her responsibilities, have access to confidential City or personal information. All employees have a strict and a legal responsibility to protect the confidentiality of this information. This may include information concerning the City's practices, employee records, client information, court records, and so forth. Failure to properly protect confidential information may result in legal action against the employee and/or the City of Nekoosa.

Any violation of this policy may subject the employee to discipline, including possible termination of their employment. If you have any questions regarding the confidentiality of information or your responsibilities, be sure to discuss them with your supervisor or the City Attorney at the earliest possible time.

Public Records Requests. As a governmental agency, we are subject to "Wisconsin Public Records" laws. This means that anyone may request specific information in writing, and in most cases, we are required to provide them with the information in a timely manner. However, in some cases, the information requested should not be released, or there may be several things that must be done before the information can be released. If you receive a request for information, whether the person calls it a "Public Records" request or not, you should discuss it with your supervisor or the City Attorney prior to providing the information.

DISCRIMINATION/HARASSMENT

Policy. The City of Nekoosa is an equal opportunity employer and as such is committed to maintaining a workplace free of discrimination against any protected group. The City will support both the spirit and intent of all State and Federal statutes relating to equal opportunity and specifically, sexual harassment.

In keeping with this commitment, the City will not tolerate discrimination, sexual harassment or other inappropriate actions by, or of, any of its employees. All employees are required to abide by this policy and all State and Federal statutes relating to equal opportunity.

If a complaint is received, or if a situation is thought to exist which could be construed as harassment or discrimination, the City will take the necessary steps to investigate the situation in a sincere and timely manner. If harassment, inappropriate actions, or any other violation of City policy, State or Federal statute by any person is determined to exist, the City will take the appropriate steps to correct the situation.

Sexual Harassment. Sexual harassment is unwelcome verbal or physical conduct of a sexual nature. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a condition of employment;
2. Submission to, or rejection of, such conduct is the basis for employment decisions;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or the conduct creates an intimidating, hostile or offensive working environment.

Examples of sexual harassment may include sexual propositions, sexual innuendos, suggestive comments, sexually orientated "jokes" or teasing, displays of sexually explicit pictures or cartoons, leering, whistling, making obscene gestures and physical contact such as touching, pinching, brushing against another's body, coercing sexual intercourse, continuous requests for dates after the recipient states he or she is not interested, name calling, or communications containing any of the above.

Sexual harassment is measured from the viewpoint of a reasonable woman if the victim is a woman, or a reasonable man if the victim is a man. It is not the intent of the person engaging in the activity that determines what constitutes sexual harassment, but rather, the effect the activity has on the victim. Thus, well-intentioned compliments may be considered sexual harassment if a reasonable person of the same sex as the recipient would perceive it to be harassing, whether or not the compliment-giver intended to harass.

Designated Contact Persons. Any employee who believes they have been subject to discrimination, including sexual harassment, should immediately report the matter to their supervisor, Department Head, appropriate committee chair or Mayor (whichever the employee is most comfortable with). If for any reason the complainant is uncomfortable reporting the action to any of these representatives, they may report it to the City Attorney. If any member of management receives a complaint or is aware of a situation that may constitute discrimination or harassment, they should immediately notify the appropriate committee chairperson.

Investigation/Resolution of a Complaint. The City of Nekoosa will investigate all complaints of harassment or discrimination promptly. The City will, to the extent possible, maintain the confidentiality of those involved in the complaint and investigation. If the investigation confirms

that harassment or discrimination has occurred, the City will take appropriate corrective action including, but not limited to, formal disciplinary action. The employee filing the complaint will be notified of the final determination prior to closure of the complaint.

Education and Training. Upon hire, during orientation, new employees will be required to participate in education and training regarding harassment and discrimination provided by the City. This training may be periodically required for existing employees by the Personnel Committee or department heads as needed.

The City of Nekoosa forbids intimidation of or retaliation against anyone for reporting harassment or discrimination, or otherwise assisting in the investigation of the complaint.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24, 11/11/25

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-3

SUBJECT: GRIEVANCE POLICY

PURPOSE: To provide guidance on employee grievance and response procedures

POLICY:

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats.

An employee may appeal any level of discipline under this grievance procedure.

For purposes of this policy, “workplace safety” is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

PROCEDURE:

Step 1 – Informal Discussion with Superior. Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

Step 2 – Written Grievance Filed with City Personnel Committee. The employee must prepare and file a written grievance with the City Personnel Committee within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance must contain the name and position of the employee filing it, a statement of the grievance, the issue involved, the relief sought, the date the event giving rise to the grievance took place, the employee’s steps to orally review the matter with the employee’s supervisor and the employee’s signature and the date.

The City Personnel Committee or its designee will investigate the facts giving rise to the grievance and inform the employee of its decision, if possible, within ten (10) business days of receipt of the grievance. In the event the grievance involves the City Personnel Committee, the grievance shall be filed with the Mayor and the Mayor or his/her designee shall conduct the Step 2 investigation.

Step 3 – Impartial Hearing Officer. If the grievance is not settled at the first step, the employee may request in writing, within five (5) business days following receipt of the City Personnel Committee’s decision, a request for written review by an impartial hearing officer.

The City shall select the impartial hearing officer. The hearing officer shall not be a City employee. The impartial hearing officer will determine whether the City acted in an arbitrary and capricious manner. In all cases, the grievant shall have the burden of proof to support the grievance.

Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed.

Step 4 – Review by the Governing Body. If the grievance is not resolved after Step 3, the employee or the City Personnel Committee shall request a written review by the City Council within five (5) business days of receipt of the written decision from the hearing officer.

For Library employees, the appeal shall be filed with the Library Board.

For all other employees, the appeal shall be filed with the City Council.

The City Council shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the City Council’s next regular meeting. The City Council will inform the employee of its findings and decision in writing within ten (10) business days of the City Council meeting. The City Council shall decide the matter by majority vote and this decision shall be final and binding.

If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-4

SUBJECT: SAFETY AND FACILITY SECURITY

PURPOSE: To provide guidance on establish a safe and secure work environment

POLICY:

The City of Nekoosa is committed to providing a safe work environment for employees and customers.

The City of Nekoosa supports the following:

- The City intends to comply with all applicable safety regulations.
- The safety of City employees and the public are of greatest importance.
- Safety will take precedence over shortcuts.
- Every attempt will be made to reduce the possibility of accidents or recurrence.
- All employees are expected to follow established rules of safety and use safety equipment and Personal Protective Equipment (PPE) that has been provided.

The City will take appropriate actions to provide safe working conditions for its employees. To do this, the City and our employees must both be aware of conditions in all work areas that can produce injuries. Employees are expected to perform their duties in line with established safety procedures, correct any unsafe conditions they see, and should inform their supervisor immediately of any unsafe situation beyond the employee's ability or authority to correct.

If an employee feels that their work environment is not safe, the employee should contact their supervisor immediately. Persons violating this policy or violating established safety procedures or practices, will be subject to disciplinary action, including but not limited to, termination of their employment.

The City recognizes its responsibility to provide a safe environment for employees and to safeguard property and equipment. The two principal objectives in the acknowledgment of facilities security are

1. to ensure that unwanted people who would seek to cause harm to individuals or steal property are unable to do so and,
2. mitigate risk and liability created by non-employee access to facilities.

Due to the various levels of security required for each of the City's facilities, specific security measures are determined by site. Each department director shall be responsible for determining security needs for the specific space or spaces occupied by his or her staff

members. Security measures may include locks, alarms, security hardware and security rules and procedures.

All keys and city provided electronic devices must be collected for those no longer employed or serving as an elected official. Each department head shall be responsible for collecting keys from their respective employees. The city clerk shall be responsible for issuing and collecting keys and electronic devices from elected officials. The City network administrator or designee shall be notified by the city clerk upon hire or termination of any employee or elected official with city network access or email.

If doors with locking mechanisms, codes, swipe or proximity cards or other devices are utilized, they shall not be shared or used by non-employees. Codes shall be changed periodically to help maintain a higher level of security.

Visitors or contractors shall not access city facilities without being accompanied by a city employee or having first acknowledged their need to be in a facility. Juvenile children shall not be allowed to access or remain unaccompanied by a city employee.

Employees must ensure that all doors that are designated as "locked doors" remain closed, locked and latched upon ingress and egress. Any malfunction of locks, doors, lights or other building security enhancement should be immediately reported to a department head.

VIOLENCE IN THE WORKPLACE PREVENTION

The City of Nekoosa is committed to providing a safe work environment free from the risk of violence to our employees and customers.

The City will not tolerate any form of threats, threatening behavior, verbal abuse, or violence by anyone at any City owned or leased facility or any City sponsored activity. Violence/threats include, but are not limited to: striking another, pushing, kicking, throwing things, abusing/destroying property, physical threats of violence, stalking or harassment. Such action by or directed at City employees, customers or visitors will lead to disciplinary and possible legal action. The City will take immediate corrective action in the case of a threat of violence.

Employees are responsible to immediately report anything they feel is physically threatening towards themselves or another person or City Property.

POSSESSION OF FIREARMS

Employees are restricted from possessing any weapon or dangerous item that is in violation of City, department policy, or state law while at work, or on duty. Employees need to be aware of the City's restrictions on carrying concealed weapons and are responsible to abide by those

restrictions. Any employee who becomes aware of a violation of the City's restrictions regarding carrying weapons, should immediately report it to their supervisor.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-5

SUBJECT: COMPUTER USAGE AND PERSONAL COMMUNICATION DEVICES

PURPOSE: To provide directives to maintain integrity of vital digital records and to protect the reputation and image of the City.

POLICY:

It is the purpose of this policy to provide employees with guidance on the proper use of personal computers, communication devices and related equipment. These technologies are utilized by City employees for the purposes of disseminating electronic mail, utilizing services of the Internet, and storing and maintaining official records.

The availability and use of technology within the work environment have provided many opportunities for enhancement of productivity and effectiveness. These technologies also provide the opportunity for rapid transfer and broad distribution of sensitive information that can also have damaging effects on the City, employees, and the public if not managed properly. Therefore, it is the policy of the City that all members abide by the guidelines set forth herein when using personal computers, communication devices and the services of the Internet and external databases, information exchange networks, and electronic mail.

Network. All computer software and hardware is to be installed by or authorized by the City Network Administrator or designee. All computer documents, including e-mail, may be subject to inspection by the City. Most employee-deleted files can be recovered, including e-mail, even if not sent.

No computer equipment shall be removed from City of Nekoosa premises without express permission from the employee's Department Head. Permission can only be granted for the purposes of City business.

Employees must not allow another person to work under their login. Employees must always logoff when away from their terminal or computer, unless in a secured area.

Internet Guidelines. Internet access is primarily provided as a business tool. Employee use of the Internet may be monitored. Actions of employees, while online, may be identified as those of the employer and should be handled appropriately. This is particularly true for e-mail, since a business e-mail address will identify the organization. Employees will be held responsible for any inappropriate communications while using department computers.

Social Media Guidelines. It is generally accepted that anything posted on or transmitted over the Internet is open to the general public as information and may be retained indefinitely. Personal

use of social media during work time is prohibited. Individual departments may authorize employees to access social media sites for work related reasons during work hours. The parameters of such authorizations are a departmental responsibility.

Employees using the Internet, or any form of social media must ensure that they do not represent themselves as speaking for the City of Nekoosa or as a representative of the City unless they are authorized to do so. Any personal views or opinions expressed by employees related to the City, its facilities, operations, policies, initiatives, activities, or past or present employees must be clearly identified as personal opinions and not those of the City. Even if the poster does not identify themselves as an employee, simple silence on not representing the City is not sufficient; a clear statement that the information or opinion is the poster's personal view and not that of the City is required.

No information related to the City of Nekoosa may be posted that violates the "Health Insurance Portability and Accountability Act" (HIPAA), proprietary information, copyright or other confidential or protected information, or in any other way violates state or federal law.

E-mail Guidelines. E-mail and related documents may be subject to inspection by the City. E-mail security tools, such as special passwords or encryption, are prohibited unless prior approval has been given by the Department Head.

Prohibitions. Employees are prohibited from:

- Copying, disseminating or printing copyrighted materials. This includes articles, images, games, or other software.
- Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten, or embarrass others or that is sexually explicit, fraudulent or otherwise inappropriate in a professional environment.
- Transmitting statements, language, images, or other materials that are reasonably likely to be perceived as offensive or disparaging of others based on race, national origin, sex, sexual orientation, age, disability, religious, or political belief.
- Engaging in non-employer related activities, for gain or profit. Examples include consulting for pay or advertising or selling goods or services for personal gain.
- Engaging in illegal activities or using the Internet for any illegal purposes, including initiating or receiving communications that violate any laws or regulations.
- Interfering with or disrupting work of others.
- Gaining or improperly gaining access to the Internet by using any access control mechanism not assigned to the particular user or permitting another person to have access to the Internet by using the employee's access control mechanism.
- Hacking. Hacking means gaining or attempting to gain unauthorized access to any computers, computer networks, databases, data, or electronically stored information.

- Copying software, data files, etc. owned by or licensed to the City of Nekoosa for personal use.
- Installing or copying personally owned or licensed files or programs to City of Nekoosa owned computer equipment.

Visual Image Devices. To ensure the privacy of our employees and customers, avoid disruption in the workplace, and protect the confidentiality of certain information, the use of any photographic equipment or device to take pictures in any City of Nekoosa facility is expressly prohibited without specific approval of the Department Head.

Use of Electronic Recording Devices. No conversation, communications or similar activities may be recorded without prior notice to all parties involved in the communications. Exceptions may be approved by the Police Chief or designee for investigative purposes. Employees do not have any right to record any conversations or meetings without prior and specific approval of their supervisor and the parties involved.

Disciplinary Action. An employee determined to be in violation of this policy will be subject to disciplinary action based on the severity of the violation, up to and including, possible termination of their employment.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-6

SUBJECT: DRUG AND ALCOHOL-FREE WORKPLACE POLICY

PURPOSE: To provide guidance on workplace standards and requirements concerning drugs and/or alcohol in the workplace

POLICY:

The City of Nekoosa desires to provide a safe workplace for all employees. The City declares any location at which the City conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge.

PROCEDURE:

Although this policy prohibits the use of any controlled substance not lawfully prescribed by a physician, any drug test required under this policy will analyze an individual's urine to test for the presence of the following substances:

- Cannabinoids (Carboxy-TEIV)
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine

Use of Prescription Medication. This policy, however, does not prohibit an employee from ingesting a medically prescribed drug. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his/her immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties. No employee shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair his/her abilities, without a written release from his/her physician. Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

Reporting for Duty. Employees shall not report to work if:

- Any alcohol has been consumed and it is reasonably believed that a test would reveal a positive result.
- Medication has been consumed in excess of limits allowable that would adversely affect their mental or physical abilities.

Affected employees shall notify their supervisor as soon as the employee is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort

should be made to have a representative contact the supervisor in a timely manner. A return-to-work timeline may be implemented at the discretion of the supervisor for the effects of diminutive amounts of alcohol or medications to subside. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work.

Reporting Drug Related Convictions. Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City of Nekoosa of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Work Restrictions. An employee may be required to obtain clearance to return to work from his/her physician in the event they are prescribed medications that may cause impairment. If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

Employee Assistance Program. A voluntary employee assistance program may be available to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the **Personnel** Committee, their insurance provider or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance deficiencies.

Compliance with the Drug Free Workplace Act. No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving an employee, the City will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

Confidentiality. The City recognizes the confidentiality and privacy due to its employees. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process. The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained separately from the employee's other personnel files.

Drug and Alcohol Testing. A City employee may be required to submit to drug and alcohol testing in the event of the following occurring within the scope of employee's duties for the City:

- A supervisor reasonably believes, based on objective facts, that an employee is impaired by the consumption of alcohol or other drugs.
- An accident of any nature that results in the employee or other person seeking immediate medical treatment.
- An accident or incident that results in the damage of City or personal property.
- Per DOT requirements

- Random

(In a situation where a citation is issued to the employee for an accident or incident occurring within the scope of employee's duties for the City, the employee must immediately notify their Department Head.)

In the event of any occurrence above, the employee is prohibited from consuming any alcohol until he or she has been tested and must remain available to the Department Head or designee for testing (unless emergency medical treatment is required). In the event a Department Head has an occurrence as described above, they must remain available to the Mayor or designee. All efforts shall be made to test for alcohol within two (2) hours after the occurring event. A drug test shall also be conducted within 32 hours of the occurring event or the Department Head or his/her designee shall be required to document the reasons for the failure. The Department Head or their representative will determine which method will be used to transport the employee to the testing site.

Refusal to Submit. Any employee who refuses to submit to any drug or alcohol test required under this section will be treated as if he/she had tested positive in any such test. Behaviors that constitute refusal to submit a test:

- Refusal to take the test (verbal refusal or physical absence); or
- Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation; or
- Tampering with or attempting to adulterate the specimen or interfere with the collection procedure; or
- Not reporting to the collection site in the time allotted; or
- Leaving the scene of an accident without a valid reason before the tests have been conducted; or
- Failure to sign DOT-required testing forms for urine collection.

Refusal and/or interference to test, or a positive result, shall result in disciplinary action, up to and including termination.

Discipline. The following discipline will be taken in the event of a positive test result under any of the following circumstances.

- Pre-Employment: Any employee who tests positive as a result of a pre-employment drug or alcohol test will be disqualified from further consideration for employment.
- Reasonable Cause: Any employee who tests positive as a result of a reasonable cause drug or alcohol test will be subject to discipline, up to and including termination.
- Post-Accident: Any employee who tests positive as a result of a drug or alcohol test taken after an accident will be subject to discipline, up to and including termination.
- Random: Any employee who tests positive as a result of a random or alcohol drug test will be subject to discipline, up to and including termination.

Return to Work. Any employee who tests positive in a return to work or follow up drug or alcohol test will be discharged.

Any employee who refuses to provide a urine sample, adequate breath sample, refuses to execute any relevant documentation (e.g., urine custody and control form, release and consent form), fails to properly cooperate with a collection site personnel or engages in any conduct which creates reason to believe a urine specimen has been altered or substituted, will be subject to discipline, up to and including discharge.

Testing Procedure. In the event an employee is required to be tested, the following providers shall be used:

- Trutest Drug and Alcohol Testing (Fran Clussman) 1019 Squire Ct – Nekoosa (715) 325-7210, if Trutest is unavailable, use
- Aspirus Riverview Occupational Health West Medical Office Building - 2nd Floor 410 Dewey Street - Wisconsin Rapids (715) 421-7960
After hours, Aspirus Riverview Emergency Department 410 Dewey Street – Wisconsin Rapids (715) 423-6060

Test Checklist for Supervisor.

1. Ensure medical needs of the employee are met.
2. Confirm there is good cause to conduct a test.
3. Employee to be tested must remain with the supervisor or designee throughout the testing event.
4. Employee to be tested must not consume alcohol or drugs during the testing event.
5. Make a copy of completed and signed employee Drug Testing Consent form from personnel file for test provider.
6. Contact the appropriate testing provider and arrange for the test.
7. When readily available, notify the employee of the result and implications.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA REQUEST/CONSENT FORM FOR INFORMATION FROM PREVIOUS EMPLOYER(S) FOR ALCOHOL AND CONTROLLED SUBSTANCES TESTING RECORDS

SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

Print Name (First, MI, Last) _____

Signature: _____ Date: _____

I, the above-mentioned signed, hereby authorize that my previous employer, _____ to release and forward all information on my Alcohol and Controlled Substances Testing/Training records to the City of Nekoosa.

INSTRUCTIONS: Federal Highway Administration (FHWA) regulations (49 C.F.R. Section 413) require motor carriers for whom a driver previously worked to provide companies to whom a driver has applied for work with the following drug and alcohol test result information concerning that driver, if provided with the driver's written authorization to release those results: (i) all verified positive drug tests during the previous 2 years; (ii) all alcohol test results of 0.04 or greater during the previous 2 years; (iii) all alcohol test results of 0.02 or greater but less than 0.04 during the previous 2 years; (iv) all instances in which the driver refused to submit to a drug and/or alcohol test during the previous 2 years. FHWA regulations require that a written record be kept whenever a company refuses to provide this required information. This form should be used for that purpose.

SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER

1. Has this individual ever tested positive for a controlled substance in the last two years?
☐ Yes ☐ No
2. Has this person ever had an alcohol test with a Breath Alcohol Concentration 0.04 or greater in the last two years?
☐ Yes ☐ No
3. Has this person ever refused a required test for drugs or alcohol in the last two years?
☐ Yes ☐ No

SECTION 3: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

RELEASE OF INFORMATION

Person interviewed from previous employer:

Interviewed by:

Date: _____

CONSENT FORM

☐ Faxed ☐ Mailed ☐ E-mail

Interview Method:

☐ Phone

☐ Mail

☐ E-mail

☐ Personal

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 1-7

SUBJECT: WISCONSIN AND FEDERAL FAMILY AND MEDICAL LEAVE

PURPOSE: To provide guidance on workplace standards and requirements concerning drugs and/or alcohol in the workplace

POLICY:

Child rearing, family illness, employee medical leave, and military call-to-duty and military caregiver leave are available to employees as specified below. The intent of this Policy is to comply with both the Wisconsin and federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, the statutes, or regulations shall control. This policy applies to all employees who qualify for mandated FMLA benefits.

PROCEDURE:

I. Eligibility.

Federal--To be eligible for the federal leave discussed below, the employee must have worked for the City for twelve (12) months and worked at least one thousand two hundred fifty (1,250) hours during the preceding fifty-two (52) weeks.

Wisconsin--Employees who have been employed by the City for one (1) year and who have worked at least one thousand (1,000) hours during the preceding fifty two (52) weeks are eligible for the leaves provided under Wisconsin law.

This policy assumes that an employee is eligible for both federal and state leaves. This may not always be the case.

II. Length of Leave.

The federal Family and Medical Leave Law provides a combined total of twelve (12) weeks of family and medical leave for various purposes described below in a calendar year and an additional fourteen (14) weeks of military caregiver leave as described below.

Wisconsin law provides six (6) weeks of child-rearing leave, two (2) weeks of family illness leave, and two (2) weeks of employee medical leave in a calendar year.

Wisconsin, federal, and City leaves provided for the same purposes run concurrently; that is, they do not "stack." If the leave is a City provided leave, plus federal and state FMLA leave as well, the leaves run concurrently. For example, an absence for a work or non-work related illness or injury that qualifies as employee sick leave is also deducted from an employee's

FMLA leave entitlements under the state and federal laws if the medical condition qualifies as a “serious health condition” under those laws.

III. Notice of Eligibility For and Designation of FMLA Leave.

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (1) their rights and responsibilities in connection with such leave; (2) the City’s designation of leave as FMLA qualifying or non-qualifying, and if not FMLA qualifying, the reasons why; and (3) the amount of leave, if known, that will be counted against the employee’s leave entitlement.

The City may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the City’s failure to designate leave as FMLA qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA leave.

IV. Employee FMLA Leave Obligations.

A. Notice of the Need for Leave.

Employees who take FMLA leave must timely notify the City of their need for FMLA leave. Employees should request FMLA leave in writing whenever possible. The following describes the content and timing of such employee notices.

1. Content of Employee Notice.

To trigger FMLA leave protections, employees must inform the City of the need for FMLA qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA qualifying. For example, employees might explain that:

- A specific medical condition renders them unable to perform the functions of their job;
- They or a covered family member are under the continuing care of a health care provider for a specific medical condition;
- A specific medical condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness incurred in the line of duty;
- They are pregnant or have been hospitalized overnight; or

- The leave is due to a qualifying exigency caused by a covered military member being on active duty or called to active duty.

Calling in “sick,” without providing the reasons for the needed leave, will NOT be considered sufficient notice for FMLA leave.

Employees must respond to the City’s questions to determine if absences are potentially FMLA qualifying. If an employee fails to explain the reasons for FMLA leave, the leave may be denied. When an employee seeks leave due to FMLA-qualifying reasons for which the City has previously provided FMLA-protected leave, he or she must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice.

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City with notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ notice for foreseeable leave, without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

V. **Childbirth/Adoption Leave.**

- A. Purpose: Unpaid child rearing leave may normally be used within sixteen (16) weeks prior to, or within twelve (12) months following:
 1. The birth of the employee’s natural child; or
 2. The placement of a child with the employee for adoption or as a precondition to adoption under section 48.90(2) of the Wisconsin Statutes, but not both; or
 3. The placement of a child with the employee for twenty-four (24) hour foster care that is made by or with agreement of a government agency.
- B. Length of Child Rearing Leave: No employee may take more than twelve (12) weeks of federal child rearing leave in a calendar year. In addition, no more than twelve (12) weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the City, and they both desire child rearing leave, they are generally only entitled to a combined total leave of twelve (12) weeks. Child-rearing leave provided under federal law runs concurrently with the six (6) weeks of child-rearing leave provided under Wisconsin law.

C. Intermittent/Partial Leave Absences:

For the first six (6) weeks of leave within sixteen (16) weeks prior to or after the child-rearing event (e.g., birth of child), an employee may take child rearing leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of intermittent or partial absences no less than one (1) week before the schedule of absences is to commence. The schedule must be of a sufficient definiteness that the City is able to schedule replacement employees, if necessary, to cover the absences. Partial or intermittent leave must commence within sixteen (16) weeks before or after the birth, adoption, or foster placement of a child. Leave cannot be taken intermittently or as a partial absence before or beyond sixteen (16) weeks of the event, unless previously approved in advance. Rather, any remaining child-rearing leave must be taken in a single block.

- D. Scheduling Child Rearing Leave: An employee is expected to submit a written request for child rearing leave no less than thirty (30) calendar days before the leave is to commence and must schedule the leave after reasonably considering the City's needs. If the date of the birth, adoption, or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as practicable.

VI. Family Illness Leave.

- A. Purpose: Unpaid family illness leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law), or domestic partner as defined by law or a domestic partner's parent as defined by law, who have a serious health condition.
- B. Length of Family Illness Leave: No employee may take more than a total of twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents in a calendar year. Wisconsin provides a total of two (2) weeks of family illness leave for these same purposes. The two (2) weeks of family illness leave provided under Wisconsin law in a calendar year for these same purposes runs concurrently with the federal leave.

As part of the two (2) weeks of family illness leave provided under Wisconsin law, an employee may take up to two (2) weeks of leave to care for a spouse's parent (i.e., a parent-in-law), a domestic partner, or a domestic partner's parent who has a serious health condition, in addition to the twelve (12) weeks of federal FMLA leave. Use of family illness leave under state law for parent-in-law and/or for domestic partner purposes reduces an employee's two (2) week family illness leave entitlement provided under state law for other purposes (i.e., to care for spouse, parent, or child); however, it does not reduce the employee's twelve (12) week federal leave entitlement.

VII. Employee Medical Leave.

- A. Purpose: Unpaid medical leave may be used by an employee who has a serious health condition which renders the employee unable to perform his or her job duties.
- B. Length of Medical Leave: No employee may take more than twelve (12) weeks of federal employee medical leave in a calendar year. This leave generally runs concurrently with the two (2) weeks of employee medical leave provided under state law in a calendar year.

VIII. Military Call to Duty Leave.

- A. Purpose: Federal unpaid call-to-duty leave may be used as a result of a qualifying exigency arising from an employee's spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation.

Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- B. Length of Leave: An eligible employee is entitled to twelve (12) weeks of call-to-duty leave in a twelve (12) month period.

IX. Injured/Ill Service Member Caregiver Leave.

- A. Purpose: In addition to the basic FMLA leave entitlements discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up 26 weeks of military caregiver leave during a single 12-month period to care for the service member with a serious injury or illness incurred in the line of duty.

A "covered service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness renders the service member medically unfit to perform duties of the member's office, grade, rank or rating.

"Next of kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered service member has specifically

designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

- B. Length of Leave: Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. For purposes of military caregiver leave, the single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member. A separate caregiver leave can be taken for each covered service member and/or for each new injury/illness.

X. Scheduling Family Illness/Employee Medical/Military Caregiver Leave.

- A. Medical Necessity: An employee may schedule family illness, employee medical, or military caregiver leave as medically necessary. An employee must consider the needs of the City when scheduling leave. When medically necessary, an employee may take the leave as an intermittent or as a partial absence from employment in increments of less than their full normal work day. The lowest increment may be the lowest increment that the City permits for any other type of leave, paid or unpaid. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the City's operations. To comply with this requirement, an employee is to provide the City, in writing, with the employee's proposed schedule of partial absences as soon as possible after the employee learns of the probable necessity of such leave.
- B. Planned Treatment: When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations, subject to the approval of the health care provider. Employees should consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employee, subject to the approval of the health care provider. If an employee providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglects to fulfill this obligation, the City may require the employee to attempt to make such arrangements, subject to the approval of the health care provider.
- C. Intermittent/Reduced Schedule Leave: When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, employees must, upon request, advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave

schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the health care provider.

XI. Serious Health Condition/Medical Certification Supporting Need for Leave.

- A. Submission of Certifications: Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications establishing that a "serious health condition" (described below) is involved and supporting their need for FMLA leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests an employee to provide a FMLA medical certification, the employee must provide the requested certification within 15 calendar days after the City's request, unless it is not practicable to do so despite the employee's diligent, good faith, efforts. The City shall inform the employee if a submitted medical certification is incomplete or insufficient and provide the employee with at least seven calendar days to cure deficiencies. The City may deny FMLA leave to an employee who fails to timely cure deficiencies or otherwise fails to timely submit requested medical certifications.

With the employee's permission, the City (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify medical certifications. If an employee chooses not to provide the City with authorization allowing it to clarify or authenticate a certification with a health care provider, the City may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

- B. Types of Certifications.

1. Initial Medical Certifications.

Employees requesting leave because of their own, or a covered relative's, serious health condition, or to care for a covered service member, must supply a medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If an employee provides at least 30 days' notice of medical leave, he or she should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

A “serious health condition” is considered to be a disabling physical or mental illness, injury, impairment, or condition involving any of the following:

- a) Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or
- b) Outpatient care that requires continuing treatment or supervision by a health care provider.

The federal FMLA leave includes a more detailed and expansive definition of a “serious health condition” described in the medical certification form, which is provided to an employee if the employee is required to submit a medical certification form from his/her physician, certifying that a “serious health condition” within the meaning of law is involved.

If the City has reason to doubt an initial medical certification, it may require an employee to obtain a second opinion at the City’s expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require an employee to obtain a third, final and binding, certification from a health care provider designated or approved jointly by the City and the employee.

2. Medical Recertifications.

Depending on the circumstances and duration of FMLA leave, the City may require an employee to provide a recertification of a medical condition giving rise to the need for leave. The City will notify the employee if recertification is required and will give the employee at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications.

An employee returning to work from FMLA leave that was taken because of the employee’s own serious health condition that made the employee unable to perform his/her job duties must provide the City with a medical certification confirming the employee is able to return to work and the employee’s ability to perform the essential functions of the employee’s position. The City may delay and/or deny job restoration until an employee provides a requested return to work/fitness-for-duty certification.

C. Certifications Supporting Need for Military Family Leave.

Upon request, the first time an employee seeks leave due to a qualifying exigency arising out of the active duty or call to active duty status of a covered military member, the City may require the employee to provide: (1) a copy of the covered military member’s active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member’s active duty service; and (2) a certification from the employee setting

forth information concerning the nature of the qualifying exigency for which leave is requested. An employee shall provide a copy of new active duty orders or other documentation issued by the military for qualifying exigency leaves arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the City may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, the City may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

XII. Using Paid Leave While on Unpaid FMLA Leave.

Wisconsin FMLA - While on Wisconsin FMLA leave (including when running concurrently with federal FMLA leave), an employee may elect to use any accrued City provided paid time while taking unpaid FMLA leave.

Federal FMLA - When solely utilizing federal FMLA leave, the employee must use any accrued sick time to continue paid status, and after exhausting that balance the employee may elect to utilize other accrued City provided paid leave (i.e. vacation, comp-time) while on such leave.

The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave - the paid time runs concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a paid or unpaid disability leave plan, or worker's compensation injury/illness, run concurrently with any FMLA leave entitlement. Upon written request, the City may allow employees to use accrued paid time to supplement any paid disability or worker's compensation benefits.

XIII. Insurance and Benefits.

A. Payment of Premiums.

While an employee is on FMLA leave, the City will maintain group health insurance coverage under the conditions that applied before the leave began. If prior to the leave, the employee was required to participate in the premium payments, the employee is required to continue with payment of his/her share of the premiums while on leave. An employee's failure to make the required payments may result in termination of the employee's insurance coverage.

Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during FMLA leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the City.

B. Termination of Benefits.

The City's obligation to maintain health benefits will stop if and when: (1) an employee informs the City of intent not to return to work at the end of the leave period; (2) the employee fails to return to work when the leave entitlement is used up; or (3) the employee fails to make any required payments while on leave after appropriate waiting periods and time periods as specified by law. The City's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date.

C. Recovery of Premium Payments.

If the City chooses to do so, it may pay an employee's required premium payments while the employee is on leave. If the City does so and an employee does not immediately repay the City upon the employee's return to work, the City will deduct the amount of the payments from the employee's paycheck.

Also, the City has the right to collect from an employee the health insurance premiums the City paid during a period of unpaid leave if the employee does not return to work after the leave entitlement has been exhausted or expired. Such premium amounts may be deducted from any compensation owed to the employee upon termination of employment. An employee must return to work for at least thirty (30) calendar days in order to be considered to have "returned" to work. However, an employee's liability to repay health insurance premiums does not apply if his/her failure to return to work is due to a serious health condition or specific circumstances beyond the control of the employee.

XIV. Return From Leave.

An employee returning from family and/or medical leave can return to his or her old position, if vacant, at the time the employee returns to work. If the position is no longer vacant, the employee may be offered an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

The determination as to how an employee is to be restored to “an equivalent position” upon return from FMLA leave is made on the basis of established policies and practices, and provisions of the federal FMLA.

XV. Outside Employment.

An employee who is solely utilizing federal FMLA leave (i.e., Wisconsin FMLA leave has been exhausted) is prohibited from working for another employer while on federal FMLA leave.

RESPONSIBILITY: Employees should contact the Clerk if they have any questions regarding this policy.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-1

SUBJECT: EMPLOYEE CLASSIFICATIONS

PURPOSE: To provide a description of employee classification and corresponding benefits

POLICY:

Exempt Full-Time Employee. A full-time employee whose job duty meets the FLSA minimum wage and overtime exemption. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. Employees receive all employment benefits from the City unless specifically identified in the City's policies or as required by law to include:

- Health (with HSA), Dental, and Vision Insurance
- Life Insurance
- Short-Term and Long-Term Disability
- Deferred Compensation Program
- Paid Time Off as described in Employee Benefits section

Non-Exempt Full-Time Employee. A full-time employee whose job duty does not meet the FLSA minimum wage and overtime exemption and works a regular "40-hour" schedule. Full-time employees receive an hourly rate and all employment benefits from the City unless specifically identified in the City's policies or as required by law to include:

- Health (with HSA), Dental, and Vision Insurance
- Life Insurance
- Short-Term and Long-Term Disability
- Deferred Compensation Program
- Paid Time Off as described in Employee Benefits section

Regular Part-Time Employees. A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty-three (23) but less than forty hours per workweek. A regular part-time employee receives an hourly rate and limited employment benefits from the City unless specifically identified in the City's policies or as required by law to include:

- Life Insurance
- Deferred Compensation Program
- Paid Time Off as described in Employee Benefits section

Part-Time Employee. A part-time employee is an employee is paid an hourly rate and whose schedule consists of an average of twenty-three (23) hours or less per week. A part-time

employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal Part-Time Employees. Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year. The persons hired for these positions are primarily, but not limited to college students from Nekoosa.

All employee benefits listed above in this policy are to be administered by the City Clerk to ensure proper documentation and processing of PTO and all other benefits.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24, 11/11/25

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-2

SUBJECT: EMPLOYEE RECORD KEEPING

PURPOSE: To provide guidance on appropriate record keeping for employees

POLICY:

EMPLOYMENT DOCUMENTS

At the time of hire, you are asked to fill out tax withholding forms, insurance forms, proof of employability and any other necessary forms regarding your employment with the City of Nekoosa. We assume that your responses on these forms, or any other forms you are required to complete during your employment, are complete, factual and honest. Any attempt to mislead or conceal relevant information or give false or incorrect answers to any requested information related to your application, qualifications, benefits or other employment related questions, may result in the City of Nekoosa terminating your employment with no warning.

PERSONNEL FILE

Copies of important papers relating to your employment are kept in a central file by the City, called your "personnel file". An example of the type of information that is kept includes your employment application, insurance enrollment forms, annual performance reviews, disciplinary actions, if any, and any relevant employment test scores. You have the right to review your file during normal business hours, but on unpaid time. If you wish to do so, you should inform your supervisor in writing, and arrangements will be made within seven business days for you to review the non-confidential parts of your personnel file. You may supplement any papers in the file with a written statement.

PERSONAL INFORMATION

If you have a change in any personal information, such as your address or telephone number, you should inform the City Clerk and Department Head in writing, as soon as possible. The most recent address you have provided will be considered your "address of record".

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Nekoosa reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-3

SUBJECT: INTRODUCTORY PERIOD

PURPOSE: To provide guidance on expectations for new employees

POLICY:

A newly hired employee must complete an introductory period of six months. During this time, each employee should receive appropriate “on-the-job” training, together with information on the operation of the department and City. The introductory period provides the employee with an opportunity to “learn” the new position, and gives the Department Head a chance to assess if the employee has the skills and aptitude to successfully perform the job. Completion of the introductory period does not waive the “at-will employment” status discussed in this Handbook. Under certain circumstances, a supervisor may extend the introductory period with approval of the appropriate Oversight Committee.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-4

SUBJECT: **HOURS OF WORK**

PURPOSE: To provide guidance on expectations for new employees

POLICY: Certain positions require appropriate scheduled hours and shifts relating to their particular job description

PROCEDURE:

- Department of Public Works:
 - The regular/normal work schedule consists of Monday through Friday, with weekends off.
 - The normal workday for employees covered by this policy is 7:00 a.m. to 3:00 p.m., which includes a thirty (30) minute paid lunch period. Lunch period time and location shall be at the direction of the Director.
 - At the Directors discretion, employees may opt to work a “summer hour” schedule from 6:00 a.m. to 4:00 p.m, four days per week between Memorial Day and Labor Day.
 - The Director of Public Works shall decide workday assignments/hours to allow for a reduction of overtime.
 - Employees shall be allowed a fifteen (15) minute clean-up period at the end of the workday.
 - Employees authorized by the Director of Public Works are eligible for the Nekoosa Fire Department Fire Call Response Incentive Program. Employees are FLSA overtime exempt per 29 C.F.R. § 553.30(a) and governed by public works department policy and fire department qualification compensation levels.
- City Office Employees (including City Clerk and City Treasurer):
 - City office is to be open 8 a.m. to 4:30 p.m. Monday through Friday. (Any variance in these hours shall be approved in advance by either the Mayor or Personnel Committee Chair.) Summer hours are 8 a.m. to 3 p.m. on Fridays from the week of Memorial Day through the Friday before Labor Day. The Treasurer and City Clerk will stagger their working hours so that at least one person is in the office to cover these hours.
 - Office closing: If only one person is in the office, it is up to the Treasurer and the City Clerk whether or not to have the City Office open during their half-hour unpaid lunch.
- Part-Time Employees hours shall be set by their supervisor to most efficiently meet the needs of the position.

- Break Time
 - Normally a thirty (30) minute unpaid lunch break will be scheduled for all employees.
 - Part-time employees may receive breaks based on their daily work schedule. Part-time employees scheduled to work less than four hours would not normally be scheduled for any breaks. Part-time employees working between four and eight hours in any day may be scheduled for fifteen-minute breaks and an unpaid lunch break.
 - In some cases, departments, shifts, or specific positions may be required to have a different lunch or break schedule. In those cases, the Department Head has the authority to approve the adjusted break time.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-5

SUBJECT: LENGTH OF SERVICE

PURPOSE: To define implications of employee length of service

POLICY:

Length of service is defined as the amount of continuous employment since your most recent hire date. Your most recent hire date is considered your “anniversary date”. Some of your City benefits, such as vacation, are based on your length of service with the City of Nekoosa. Your length of service ends when you end your employment with the City. If you terminate your employment and are rehired, you start over with no accrued length of service. In some cases, you may not accrue service credit while on a leave of absence. You will be notified of those cases in advance, and will return to work with an “adjusted” length of service date.

Full or part-time employees transferring from a non-represented (non-union) or represented (union) position to a non-represented position, will retain their anniversary date and length of service rights.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-6

SUBJECT: WORKFORCE REDUCTION

PURPOSE: To define workforce reduction and related protocols

POLICY:

A workforce reduction, commonly called a “layoff” is a method of reducing the number of employees either on a permanent, temporary, or emergency basis. Layoffs are usually used to reduce the cost of operating a business. If the City needs to reduce costs by layoff, we will meet with employees to ensure that they understand their rights and responsibilities. Employees to be laid off will be given as much notice as practical prior to the effective date of the layoff.

PROCEDURE:

Permanent Layoff. If a permanent reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs, past performance and discipline. Length of service with the City will be considered as a secondary factor in the determination of who will be laid off. Permanent layoffs must be approved by the Common Council.

Employees being permanently laid off will be given at least fourteen calendar days’ notice.

Temporary Layoff. In the case of a temporary layoff, employees will be notified of the date they are expected to return to work when they are laid off. If a temporary reduction in the number of employees is necessary, the decision of who will be laid off will be based primarily on department needs, position title, skill needs and past performance. Length of service with the department will be considered as a secondary factor in the determination of who will be laid off.

Temporary layoffs must be initiated by the Department Head and approved by the Common Council. A temporary layoff may not exceed six months. Employees being placed on temporary layoff will be given at least three days advance notice.

Termination of a temporary, seasonal or casual work assignment is not considered as a layoff, if possible, and the employee retains no re-employment rights.

If an employee is recalled to work within two years of a layoff, time on layoff will be considered as time worked for calculation of future benefits. However, vacation and sick days will not accrue while on layoff status.

Reduction Notification. Employees being placed on permanent or temporary layoff status will receive written notification of the effective date of the layoff, their benefit rights, and their recall rights. A copy of the layoff notification will be kept in the employee's personnel file.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-7

SUBJECT: **MANAGEMENT RIGHTS**

PURPOSE: To define management authority and scope

POLICY:

As your employer, the City of Nekoosa reserves certain rights of management including, but not limited to: the right to direct all operations of government; hire, promote, transfer, assign, retain and terminate employees; establish and enforce work rules and determine work schedules; suspend, demote, discharge, and take other disciplinary action against employees; relieve employees from their duties because of lack of work or for other reasons; maintain the efficiency of government operations; introduce new or improved methods or facilities; change existing methods or facilities; contract out for goods or services; determine the methods, means and personnel by which such operations are to be conducted; take whatever action may be necessary to carry out the functions of government in situations of emergency; and take whatever action is necessary to comply with state or federal laws.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-8

SUBJECT: **POSITION DESCRIPTIONS**

PURPOSE: To provide a framework for department heads to structure operations and employees to understand their duties, tasks, and requirements.

POLICY:

Each job in the City of Nekoosa has a position description on file with the Department Head and City Clerk. The position description shows the title of the job, the department, basic purpose of the job, key or essential duties of the position, required qualifications and educational/physical requirements of the job. You should be very familiar with your individual position description.

The position description is a general document, but in no way is intended to be a full or final list of your duties. Other duties may occasionally be added or deleted. If your position description is changed, the change will be discussed with you and you will be asked to sign the revised copy to document that the change was discussed with you. If you have any questions regarding your position description, you should discuss them with your supervisor.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-9

SUBJECT: **EMPLOYMENT OF RELATIVES**

PURPOSE: To provide guidance on employment conflicts of interest involving family or personal relationships.

POLICY:

The City must ensure that all decisions made in the course of City business are free of bias and that appropriate steps are taken to ensure the decisions made are perceived as free of bias. The City of Nekoosa does not have a policy of total restriction of employment of relatives. Typically, it is a decision between two (2) persons if they wish to be employed in the same organization, provided it does not conflict with appropriate management of the City. Therefore, employment of relatives is permitted within the City, provided the relationship does not interfere, nor appear to interfere with appropriate management of the City or its activities.

While the City of Nekoosa does not intend to unduly restrict personal relationships that have no effect on the City, any relationship between City employees or a relationship between a City employee and another person that, real or perceived, disrupts City business, causes a conflict of interest or jeopardizes the public image of the City of Nekoosa, will be considered to be a violation of this policy.

PROCEDURE:

1. To avoid conflict of interests, whether real or perceived, no person may hold a position where there is a direct or indirect reporting relationship with a spouse, parent, child, sibling, grandchild or other similar family relationship. "Similar family relationships" include, but are not restricted to "in-law", "step", "partner" or "significant other" relationships. An "indirect reporting relationship" is when a decision made by a person may affect the wages, hours of work, work assignments or other conditions of employment of another employee.
2. No employee may hold a position where there is a direct or indirect approval relationship of financial transactions of a spouse, parent, child, sibling or other similar family relationships.
3. This policy may affect a person's eligibility to be hired into, transfer into, or be employed in a specific department. In cases where a violation of this policy exists or develops, preference will be given to the employee with the longest service in the department. The City Council has final review authority regarding this policy.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-10

SUBJECT: JOB VACANCIES

PURPOSE: To provide guidance on incidences of open employment opportunities

POLICY:

The City of Nekoosa encourages employees to continually find ways to improve their careers. Improving your career may be defined in several ways: more responsibility, more income, another shift, or a type of work you like better.

PROCEDURE:

Job Announcements. All vacant positions are posted on a designated bulletin board in the City Office and the appropriate department for at least ten calendar days. The vacancy announcement will include the job title, department, basic position description and application instructions. If you want to be considered for the position, you should submit written correspondence to your department head. If you are interested in a vacant position, you can learn more about the job by reading the position description or talking to someone doing the job. Your employment application and any other supporting documentation will be reviewed and if qualified, you may be scheduled for pre-interview or pre-employment testing and an interview. The selection of the person to fill the vacancy will be made based on skill, ability, experience and other job-related criteria.

Reassignment of duties or caseloads between persons within the same department and job title, is not considered a vacancy or position opening. These types of changes are normal departmental duties and do not require vacancy announcement.

If you are interested in a future vacancy with the City of Nekoosa, you may want to learn about the requirements and duties of the position and then prepare for an opening before it occurs. The preparation may include taking some classes on your own. There is no guarantee that you will be awarded the position when it becomes vacant, but by preparing you will have a much better chance of meeting the requirements of the position when it becomes vacant. Please remember that the City must hire the best qualified applicant based on a number of factors, and the fact that you are currently a City employee, does not guarantee that you will be awarded the position.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-11

SUBJECT: PAY PLAN AND DEDUCTIONS

PURPOSE: To provide guidance on employee compensation structure

POLICY:

The City of Nekoosa uses a two (2) week payroll cycle and employees are paid every two (2) weeks. Payroll direct deposit is at the discretion of the department head.

Certain payroll deductions and/or withholdings are mandated by law. These include:

- 1. FICA (Social Security Tax).** The Federal Insurance Contribution Act (FICA) requires that a percentage of gross wages be deducted from paychecks each pay period. In addition, employer contributions to the Fund equal or exceed what the employee contributes each year.
- 2. Federal Income Tax Withholding.** Federal law requires that a portion of your wages be withheld for taxes. The amount deducted is based upon the amount of earnings and the number of dependents claimed as deductions. An annual statement of earnings and taxes withheld will be provided to each employee by January 31, for the preceding calendar year.
- 3. State Income Tax Withholding.** In Wisconsin, State law also requires that a portion of your wages be withheld for taxes. Like Federal withholding, the amount deducted is based on earnings and the number of dependents claimed.

Your pay for each pay period is based on the timekeeping method approved by the Personnel Committee. If you feel a mistake has been made on your check, you should first discuss it with your supervisor.

All benefit payouts to retirees or employees leaving city employment shall be reviewed by the Ways & Means Committee and approved by Common Council prior to issuing the payout(s).

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-12

SUBJECT: ATTENDANCE

PURPOSE: To set expectations on employee attendance.

POLICY:

Regular attendance is expected of all employees. Hours, workdays, and schedules shall be detailed within department policy and procedure. Regular attendance includes arriving on time, taking breaks at the proper time and working until the end of your designated shift.

If you are absent from work, you cause a hardship for the rest of your department, and an unsatisfactory attendance record will not be tolerated. However, we understand that occasionally it is necessary for employees to be absent because of illness or other unforeseen emergencies.

PROCEDURE:

If you will miss work, you must inform your supervisor within the “notice time” that has been established for your department. The “notice time” will be based on the department and work assignment needs. Your supervisor has the right to know the basic reason for your absence and when you anticipate being able to return to work. If an employee is required to be off work due to surgery, a return-to-work release form from the physician will be required. The Department Head will determine if the employee is able to return to work.

In some cases, including but not limited to, an absence of three days or more, or due to contagious disease, your supervisor may require medical certification that you are able to return to work.

If your attendance record is unsatisfactory, your supervisor will take appropriate disciplinary action to make you aware that your attendance must improve. Disciplinary action may include termination of your employment. Failure to report for work for three consecutive workdays without notifying your supervisor will be considered voluntary termination of your employment.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-13

SUBJECT: OVERTIME

PURPOSE: To provide guidance on conditions that require overtime compensation

POLICY:

Non-Exempt Full-Time employees shall be paid at the rate of time and one-half for all time worked in excess of the normal workday and double time for all time worked on Sundays and holidays.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-14

SUBJECT: COMPENSATORY TIME

PURPOSE: To provide guidance on administration of compensatory and flex time

POLICY:

Non-Exempt Full-Time employees have the option of taking overtime pay or converting overtime to compensatory time off at the rate of one and one-half hours of compensatory time off for each one hour of overtime worked. Employees may accrue up to 80 hours of compensatory time that may be taken at a later time.

Exempt Full-Time employees do not receive compensatory time but may accrue up to 120 hours of flex time at an hour for hour rate for time worked in excess of the normal workday. Work schedules may be flexed provided it does not disrupt the operation of the department.

For all employees, additional time may not be accrued unless the "bank" is below the accrual maximum amount.

Non-Exempt Full-Time Employees have the option to take monetary payment for their compensatory bank only if it is done in the same year that that it was earned.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-15

SUBJECT: CALL-IN TIME

PURPOSE: To provide guidance on compensatory time

POLICY:

An employee who is required/requested to report for duty outside of his/her normal/regular scheduled hours shall be compensated for such call-in.

PROCEDURE:

Non-Exempt Full-Time employees shall receive two hours of regular straight time pay for the call-in. In addition to the compensation defined above, employees shall receive two hours of straight time pay for a call-in which requires one hour of work or less. The total compensation, including that provided for above, shall be four hours of straight time pay.

In addition to the compensation defined above, employees shall receive time and one-half (1-1/2) pay for hours worked for a call-in which requires working more than one hour of work. The total compensation, including that provided for above, shall be two hours of straight time pay, plus time and one-half (1-1/2) pay for actual time worked.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-16

SUBJECT: FITNESS FOR DUTY

PURPOSE: To establish guidance for a safe work environment for all employees

POLICY:

For your safety and the safety of those you work with, all employees are expected to be mentally and physically ready for work when they report to work. If for any reason you feel you are not able to report for work, you should notify your supervisor according to your department policy, but at least prior to the start of the shift.

PROCEDURE:

If you are at work and your supervisor feels that you are not able to mentally or physically perform your duties in a safe manner, you may be required to submit to an examination by a qualified person to determine your fitness for duty. This includes, but is not restricted to, a qualified medical practitioner or drug and/or alcohol testing. If the provider determines you are able to perform your duties, you will be paid for all missed work hours. If the provider determines that you are not fit for duty, you will not be paid for any time missed after the determination that you are not fit for duty, and you may receive disciplinary action up to and including termination of your employment. Failure to submit to mandatory fitness for duty testing will be considered voluntary termination.

Some positions, including any position requiring a Commercial Driver's License (CDL), are subject to random drug/alcohol testing, due to the nature of their duties or state/federal laws.

An employee's off-duty physical or mental condition is a private issue, unless it affects or impairs their ability to perform their duties in a satisfactory manner. In that case, the City may take corrective action.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-17

SUBJECT: **RETURN TO WORK PROCEDURE**

PURPOSE: To establish a path for employees to return to work following illness or injury

POLICY:

The City of Nekoosa believes that the prevention of injuries and illnesses cannot be overemphasized. The protection of our number one resource, our employees, is of paramount importance.

In the event of an injury, illness, or surgery the City of Nekoosa believes that it is the City's responsibility to accommodate an employee by maintaining a Modified/Light Duty Program. This program is designed to provide meaningful work activities for an employee during the time that they are rehabilitating and able to return to their normal work assignment.

This program is designed to have the employee back to their normal work assignment and to not exceed a six-month period.

PROCEDURE:

When any employee is on light duty, they will go to the bottom of the list for call time and overtime as allowed per medical restriction(s). A department head may be able to call in an employee for hours for consultation purposes only.

In order for this program to continue its success, a coordinated effort between the employee, their health care provider and the City of Nekoosa is necessary.

Process Order:

- Injury, Illness or Surgery occurs
- Prompt medical attention
- Department head talks to City Clerk
- Employee fills out Accident/Incident Report
- Department head fills out the Supervisor Incident Report
- Letter and Transitional Statement is sent to the medical provider
- When the Transitional Statement is return, the Department head will sit down with the employee and go over the light duty tasking list
- Department head and employee fills out and signs the modified work schedule
- The Department head and employee will meet weekly to modify the work schedule

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-18

SUBJECT: TERMINATION OF EMPLOYMENT

PURPOSE: To provide guidelines in the event there is a termination of employment.

POLICY:

Voluntary Termination. Any employee who voluntarily resigns is expected to provide at least fourteen (14) calendar days advance written notice to his/her immediate supervisor. This notice should include the effective date and reason for resignation. It is assumed that you will continue to work during this fourteen (14) day period. However, should the City choose for any reason, other than misconduct, to release you sooner, you will be paid for your remaining time up to your anticipated last day of work, but not to exceed two (2) weeks. Employees giving fourteen (14) calendar days' notice prior to voluntary termination will be paid for earned or accrued vacation. Failure to do so may result in loss of accrued benefits such as vacation.

Involuntary Termination. Individuals whose employment is involuntarily terminated will receive no accrued and/or prorated benefits except for earned but unused vacation.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-19

SUBJECT: SMOKING/E-CIGARETTES/VAPORIZER DEVICES

PURPOSE: To provide guidelines for employee health and smoking courtesies.

POLICY:

Medical evidence has shown that smoking/vaping is harmful to your health. Therefore, in order to consider the needs and concerns of both our smoking and non-smoking employees, the City abides by elements of the "Wisconsin Clean Indoor Air Act". If you must smoke, we ask that you be respectful of the rights of those who do not smoke.

PROCEDURE:

Smoking/vaping on the premises is permitted only in designated areas and only when an employee is on a break or lunch period. Smoking/vaping in other areas of the Municipal Building, Safety Center, other City facilities, or City vehicles is strictly prohibited. Employees found violating this policy will be subject to disciplinary action.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-20

SUBJECT: **UNEMPLOYMENT COMPENSATION**

PURPOSE: To provide knowledge of Wisconsin Unemployment Compensation.

POLICY:

Wisconsin Unemployment Compensation laws cover employees of the City of Nekoosa. If you lose your job, or have a reduction in work hours, you have a legal right to file for Unemployment Compensation through the State of Wisconsin Unemployment Insurance Division. The state laws will then determine if or how much benefits you will receive. The City of Nekoosa does not determine if you are eligible to receive benefits and all questions regarding your claim should be addressed to the State of Wisconsin Unemployment Insurance Division.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-21

SUBJECT: **WORKER'S COMPENSATION**

PURPOSE: To provide knowledge of Wisconsin Worker's Compensation for workplace injuries.

POLICY:

Wisconsin Workers' Compensation laws cover employees of the City of Nekoosa. If you are injured while performing your job, you have a legal right to file for Workers' Compensation benefits. All questions regarding your claim should be addressed to the City Clerk.

PROCEDURE:

If injured on the job, no matter how insignificant or regardless if medical attention is sought, you must immediately notify your supervisor (or another member of management) that a work-related injury has occurred. Failure to report an injury in a timely matter may cause the original injury to become worse and may also result in disciplinary action. No employee will suffer any retaliatory action as a result of filing a Workers' Compensation claim. If you have any questions regarding Workers' Compensation, be sure to discuss them with your supervisor or the City Clerk.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-22

SUBJECT: TRAVEL

PURPOSE: To provide employees direction on work-related travel reimbursement

POLICY:

The City will reimburse employees for actual necessary and reasonable itemized travel costs incurred while on authorized City business other than to a location that is considered part of your normal duty site. The City may specify the mode of travel used to ensure that travel costs are reasonable. Commuting expense between an employee's residence and your normal place of employment is not reimbursable.

PROCEDURE:

All travel must be pre-authorized by your Department Head in order to be eligible for reimbursement. You may receive mileage reimbursement based on the IRS rate for all authorized travel in your personal automobile. You will need to complete a travel expense voucher and submit it to your supervisor before reimbursement will be made.

Receipts are required for air, train, or rental car travel, hotel and motels, conference registration and other items.

To cover meals and other costs such as parking, etc., the following expense per diem is authorized and can be obtained in advance from the City Clerk:

All Full-Time Employees receive mileage, lodging expenses, and \$75.00 per day (taxable) for authorized conferences, training, and conventions requiring overnight stays.

If City business is required to be conducted out of town during the normal meal periods of a single workday, the City shall compensate the employee for mileage and meal expenses only.

All other employees who do not receive City wages while attending conferences, training and conventions shall receive \$200 per day to cover expenses in addition to mileage and lodging expenses.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-23

SUBJECT: PERSONAL CONDUCT AND DISCIPLINE

PURPOSE: To establish standards for employee conduct and disciplinary action

POLICY:

City of Nekoosa employees are expected to follow established work rules, policies and procedures. In addition, they are expected to make reasonable decisions in performing their job duties in line with the mission of their department and the City as a whole. Supervisors have the responsibility to ensure that the work expectations are clearly understood by our employees, and that they have had adequate opportunity to learn the required skills and duties. In the great majority of cases, City employees meet or exceed these expectations. However, when employees fail to perform to the expected level, their supervisor will be responsible to take corrective action.

PROCEDURE:

Supervisors administering corrective discipline should document the performance issue to be corrected, and each step of the disciplinary process. Copies of disciplinary actions will be provided to the employee, and will be kept in the employee's personnel file. Demotions and terminations must be approved by the City Council, or their designee, before such actions are taken. In the event that dismissal is anticipated and the Department Head or their designee cannot be reached, the employee shall be suspended by the appropriate committee chair, pending review. Normally the disciplinary process starts with a verbal warning. However, in severe cases, it may be necessary to take a higher level of disciplinary action including termination of a person's employment immediately. Employees are considered to be "at-will" employees, nothing in this or any other City of Nekoosa policy changes that "at-will" status.

Causes for Disciplinary Action. The following nonexclusive examples will be grounds for disciplinary action ranging from a warning to immediate discharge:

- Dishonesty or falsification of records.
- Possession of alcoholic beverages or illegal drugs on City premises or while performing City business. This includes off-duty use of alcoholic beverages or drugs that affect a person's job performance.
- Unauthorized use, theft, abuse or destruction of City equipment, property, or supplies.
- Insubordination or refusal to comply with the proper order of an authorized supervisor.
- Violation of, or refusal to comply with, pertinent laws or regulations.
- Conduct that impairs the efficiency of City services and/or impairs, or is perceived to impair, the ethical operation of the City of Nekoosa.
- Habitual tardiness, unauthorized or excessive absence, or abuse of sick leave.

- Use of official position or authority for personal or political profit or advantage.
- Disregard for, or violations of work rules or procedures, safety rules or regulations.
- Possession of any weapon or dangerous item that is in violation of the City, or department policy, or state law while at work or on duty.

Other circumstances may warrant disciplinary action and will be treated on a case-by-case basis. Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City.

Progressive Disciplinary Action. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-24

SUBJECT: PERSONAL ATTIRE

PURPOSE: To provide guidance on attire standards for city employees

POLICY:

The appearance of all employees is important to project a positive public image to the citizens we serve. Without unduly restricting individual tastes, it is the policy of the City to require personal cleanliness, good grooming, and appropriate attire while employees are on duty. It is your responsibility to dress appropriately for your job. Appropriate attire is determined by the type of work you are doing, and the people you will most likely interact with. Appropriate attire may change from day-to-day based on a number of factors. Each Department Head is responsible to establish what attire, jewelry, or manner of dress is appropriate for what situation.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 2-25

SUBJECT: DEATH OF PRESENT AND RETIRED CITY EMPLOYEES

PURPOSE: To provide guidance on protocol for employee deaths

POLICY:

Upon the death of an elected official or covered present or retired City employee, a memorial of \$100 shall be presented to the spouse or next-of-kin of the elected official or covered employee on behalf of the City of Nekoosa.

A customary bouquet of flowers shall also be sent when appropriate.

Personnel covered by this policy shall be:

- Elected Officials while in office.
- Present or retired full-time City employees.
- Part-time employees who die while in performance of their City duties.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 3.1

SUBJECT: LEAVE POLICIES

PURPOSE: To provide a plan for employees that require extended leaves of absence

POLICY:

The City of Nekoosa may authorize a leave of absence from your duties based on the reason for the leave. Your rights, responsibilities, and benefits under various types of leave are discussed below. While not wanting to infringe on your personal issues, the City reserves the right to verify the need for the leave.

PROCEDURE:

Medical Leave. Unpaid leaves are intended to allow employees to resolve medical problems without loss of their job. To qualify for a medical leave, an employee must have completed at least one (1) year of service prior to the start of the leave.

- Medical leaves may be granted after both state and federal Family Medical Leaves have been exhausted if the employee qualifies for such leave.
- Medical leave may be granted by the City Council up to six months.
- The total leave time granted should not exceed one year.
- To be considered for a Medical leave, employees must have exhausted all paid time off benefits.

Family Medical Leaves. An employee is eligible for FMLA leave if they meet three basic criteria: (1) they have been employed by a covered employer for 12 months; (2) they have worked for 1,250 hours during the 12-month period before their requested leave begins; and (3) they work at a location where their employer employs 50 or more employees within a 75-mile radius of that location. If an employee does not satisfy all three criteria, they are not entitled to leave or any protections under the FMLA.

The City of Nekoosa agrees to be subject to the requirements of federal or state FMLA.

If the City determines that an absence qualifies for FMLA leave, a leave will be granted even if you have not requested one. This is done to ensure that we fully comply with both the State and Federal laws. Employees granted a Federal FMLA leave will be required to use any accrued sick time starting the first day of the FMLA leave. Employees granted State FMLA leave may use any accrued sick time starting the first day of the FMLA leave. If an employee is granted both State and Federal FMLA leaves, they will run concurrently. In this case, the employee has the option to use paid time or not for the combined State/Federal portion of the leave. Once the State portion

of the leave runs out, the employee will be required to use accrued sick time and vacation time if they have any.

See attached document for additional information about FMLA eligibility and usage.

Personal Leaves. Employees may be granted personal leaves to resolve urgent personal issues other than medical matters. Such leave is not intended to be used as unpaid vacation time off.

- Unpaid leaves may be granted only after you have used all your accrued or banked paid time (vacation, compensatory time, etc.).
- Your Department Head may grant an unpaid leave of up to ten days.
- Your department's Oversight Committee may grant an unpaid leave of thirty days or less.
- The Common Council may grant an unpaid leave of up to six months.
- The total time away from work for a personal leave should not exceed six months.
- Personal leaves should be requested and responded to in writing with a copy to the City Clerk.

Military Leave. The City of Nekoosa promotes the defense of the United States by adhering to applicable state and federal laws pertaining to the granting of leave to employees for service in the United States Armed Forces. Military service is defined as active duty, initial active duty for training purposes, and/or active and inactive military training duty. Requests for military leave should be submitted in writing, accompanied by your order to report to active duty, to your supervisor. You must notify your supervisor of the need for a military leave of absence as soon as the Order(s) are published, or the Inactive Duty Training schedule is available.

General Conditions of All Leaves:

- Unpaid leave status will be effective from the date immediately after the expiration of paid time (sick time, vacation, etc.) or FMLA, whichever is longer, and until the date the employee is able to return to work, or the maximum approved leave time expires. Intermittent leave time or partial day leaves should not be granted without prior approval of the Supervisor.
- Unpaid leaves should be requested and approved in writing. The City may require medical or other verification of the need for the leave. The City may also require periodic verification of the need for the leave.
- You are expected to return from leave as soon as possible, regardless of the expiration date of the leave. If you are unable to return to work on the first regularly scheduled work day after your leave expires, you must notify your supervisor as soon as possible, but no later than the start of the scheduled work shift.
- Leaves are not to be used for other employment, or purposes other than the reason given at the time the leave was granted.

- We will attempt to keep your position open until you return from unpaid leave status, however, if business conditions warrant, the position may be filled on either a permanent or temporary basis at the City's discretion.
- Continuation of your health insurance is explained in the Insurance Plan Booklet. However, you are responsible to ensure that your benefits are maintained and provisions have been made for the premiums to be paid.
- Leaves for medical reasons, FMLA, or military service will be counted as "time worked" for length of service purposes.
- The benefits described in this section do not change the "at-will employment" relationship with the City of Nekoosa.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.1

SUBJECT: BENEFIT ELIGIBILITY

PURPOSE: To provide guidance for employees that are eligible for benefits

POLICY:

Employees classified as “**Full-Time**” or “**Regular Part-Time**” qualify for benefits discussed in this Handbook. Nothing in this Handbook prohibits the City at its sole discretion and an employee from negotiating benefits.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.2

SUBJECT: FEES

PURPOSE: To provide guidance for employee fees paid by the City

POLICY:

CDL Fees. The City shall pay the renewal fees for all employees required to carry a Commercial Driver's License.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.3

SUBJECT: JURY DUTY

PURPOSE: To provide guidance for employees called for jury duty.

POLICY:

An employee who is required to serve as a juror shall be paid the difference between jury duty fees (excluding mileage) and regular wages for the time period involved.

PROCEDURE:

To be eligible for compensation, return the completed jury duty form issued to you from the Clerk of Courts office, along with your payroll to your Department Head.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.4

SUBJECT: BEREAVEMENT LEAVE

PURPOSE: To provide guidance on the administration of bereavement leave.

POLICY:

Employees shall receive funeral leave, with pay, of up to three consecutive workdays in the event of a death in the employee's immediate family. Immediate family is defined as: spouse, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, stepfather, stepmother, stepson, stepdaughter, son-in-law and daughter-in-law.

Employees shall receive a funeral leave, with pay, of one eight-hour workday in cases of death of any of the following: grandparents, grandchildren, brother-in-law and sister-in-law.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.5

SUBJECT: SICK LEAVE

PURPOSE: To provide guidance on the administration of sick leave.

POLICY:

Exempt Employees shall accumulate sick leave at a rate of one day per month up to a maximum of 170 days.

Non-Exempt Full-Time Employees shall accumulate sick leave at a rate of one day per month up to a maximum of 144 days.

Regular Part-Time Employees sick leave is calculated at a percentage of their normal work week pro-rated from 40 hours. Employees shall accumulate sick leave at the pro-rated percentage from 8 hours per month up to a maximum of 80 hours.

In order to be eligible for sick leave, an employee must report his/her absence from work no later than one hour before his/her scheduled starting time; except that, this provision shall not apply where an employee is incapable of so reporting.

A Supervisor may require a doctor's certification of illness for absences of longer than three (3) consecutive workdays. If the Supervisor requires such a certificate, the cost of obtaining the same shall be borne by the employee. The employee may obtain such a certification from a physician of his/her choice. The certification contemplated under this provision shall include certification of ability to return to work.

Employees or the employee's estate, shall, only upon retirement or death, be compensated for one hundred percent (100%) of their unused sick leave credits by converting one hundred percent (100%) of his/her accumulated unused sick leave to pay for a Health Reimbursement Account (HRA) exclusive to North Shore Bank.

CATASTROPHIC ILLNESS BANK

Employees who have reached the cap for sick leave accumulation shall have all additional earned days placed in a personal catastrophic illness bank. These days may be used, should the employee have an illness and exhaust all other time available. The days may be used for the employee's illness only.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.6

SUBJECT: NECESSARY (PERSONAL) TIME

PURPOSE: To provide guidance on the administration of necessary time.

POLICY:

Exempt Employees shall receive 40 hours off, with pay, per year for personal reasons with no reduction from sick leave bank.

Non-Exempt Full-Time Employees shall receive 32 hours off, with pay, per year for personal reasons, subject to approval of the Department Head. Such time shall be deducted from sick leave credits.

Regular Part-Time employees shall receive 16 hours off, with pay, per year for personal reasons, subject to approval of the Department Head.

First year employees shall have Necessary Time prorated (monthly), then administered by calendar year.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.7

SUBJECT: DEFERRED COMPENSATION

PURPOSE: To encourage employees to prepare for retirement through investment offering.

POLICY:

Employees need to plan for retirement. In addition to the Wisconsin Retirement System (WRS) plan, City employees are eligible to defer wages to a legally qualified tax-sheltered savings plan that has been approved for payroll deduction by the City Council. This plan allows employees to invest some of their earnings for future use. To learn more about this program, contact the City Clerk.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.8

SUBJECT: HOLIDAYS

PURPOSE: To provide guidance on the administration of allotted holidays.

POLICY:

Full-Time Employees shall receive eight hours of straight time wages, whether working or not. In addition to these eight hours of straight time compensation, Non-Exempt employees shall receive double time (2x) for all time worked on a holiday.

The following holidays are hereby designated as paid holidays:

- New Year's Day
- Memorial Day
- Third of July
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

In addition to the holidays listed above, each employee shall also receive the afternoon of the Friday before Easter off as a paid holiday; provided work assignments are completed.

If any of these holidays fall on a Saturday the preceding Friday, or if any of these holidays fall on a Sunday, the following Monday shall be considered a holiday for pay purposes.

In addition to the holidays and compensation referred to above, full-time employees shall receive their respective birthdays as holidays. The day is to be time off with pay. If a Non-Exempt full-time employee is required to work the day, he/she shall receive a normal day's pay for the holiday, in addition to pay received for working. This birthday holiday compensation (one day's pay) is also to be paid in addition to normal wages when the holiday falls on a Saturday, Sunday or another paid holiday.

Regular Part-Time employees shall receive a proration of holiday pay based on their number of hours worked. In order to be eligible for holiday pay, a part-time employee must be on the active payroll the week of the holiday.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.9

SUBJECT: INSURANCE

PURPOSE: To provide guidance on the administration of insurance coverage.

POLICY:

Health/Optical/Dental Insurance. The City shall provide Health/Optical/Dental Insurance for those employees who are eligible and electing to be covered by such insurance. The Employer reserves the right to, from time to time, change carriers and/or self-fund such insurance.

The City will pay ninety percent (90%) of the monthly premium and the employee will pay ten percent (10%). All deductible or uninsured medical expenses, which are part of the current levels of coverage, shall be the responsibility of the employee. The City may offer options for the employee including tax-advantaged medical savings accounts.

Life Insurance. The City provides a life insurance program for full and regular part-time employees, including employee selected premium contribution rates, which are 100% paid by the employer.

Disability Insurance. The City provides short-term and long-term disability insurance programs for regular full-time employees, which are 100% paid by the employer.

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POLICY UPDATED: 11/12/24, 11/11/25

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.10

SUBJECT: **RETIREMENT**

PURPOSE: To provide awareness of employee retirement plan.

POLICY:

The City participates in the Wisconsin Retirement System and will pay the current rate of employer contribution set by the Wisconsin Employee Trust Fund for those positions meeting the participation requirements.

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POLICY UPDATED: 11/12/24

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.11

SUBJECT: VACATION

PURPOSE: To provide guidance on the administration of employee vacation.

POLICY:

Employees qualify for vacation based on their length of service with the City of Nekoosa. A “week” of vacation is defined as five (5) working days.

Full-time Employees begin their employment with one week of vacation with pay (prorated monthly).

Regular Part-Time employees begin their employment with one week of vacation with pay (prorated monthly) pro-rated based on their normally scheduled hours in one normal work week to equal a “week” of vacation.

Employees are then entitled to the following vacation schedule administered by calendar year:

<u>Weeks of Vacation</u>	<u>Beginning Calendar Year</u>
1	2
2	3
3	8
4	12
5	18
6	25

Part-Time employees hired after November 12, 2024 shall not be eligible for vacation benefits.

Administration of Vacation

Payments to regular, full-time employees for vacation shall be in an amount equal to the regular, full-time employee’s basic wage. Employees shall receive an additional four hours of pay or time off for each week of vacation earned, paid the first pay periods of July and December.

An employee may use vacation benefits by way of submission of a vacation request to the department head or designee.

The time for giving vacations will not be restricted to any particular season of the year. However, the City reserves the right to determine the schedule of vacations consistent with the requirements of the City.

All vacations shall be taken within the year and neither the whole nor any part thereof shall be permitted to accumulate to be taken in a subsequent year, except where the vacation in question has been denied by management.

Upon termination for any reason, any regular, full-time employee will be reimbursed for earned, but unused vacation. In the event an employee is resigning from employment, the employee shall give the City notice of resignation at least two weeks prior to their last date of employment, or the employee shall forfeit all accrued vacation benefits.

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POLICY UPDATED: 11/12/24, 11/11/25

CITY OF NEKOOSA EMPLOYEE POLICY AND PROCEDURE

POLICY NO.: 4.12

SUBJECT: LONGEVITY

PURPOSE: To provide guidance on the administration of longevity incentive.

POLICY:

Employees hired before January 1, 2011 shall receive longevity pay on the first payday in December of each year.

Full-Time Exempt employees shall receive \$5.00 per month for each year of continuous service.

Full-Time Non-Exempt employees shall receive the following per month for continuous service:

1-10 years of service	-	\$2.00 per month
11-15 years of service	-	\$3.00 per month
16 or more years of service	-	\$4.00 per month

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POLICY UPDATED: 11/12/24