

# **HUMAN RESOURCES POLICIES AND PROCEDURES**

## **INTRODUCTION**

**These policies and procedures have been written to serve as the guide for the employer/employee relationship. The manual is a source of reference for supervisors and employees of the City of Wisconsin Rapids. The manual contains only general information and guidelines and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.**

**There are several things that are important to keep in mind about this manual:**

**First, it is a series of policies and procedures that are designed to provide a foundation for consistent human resources administration throughout the City.**

**Second, to assure the City's ability to respond to changing business needs, regulations and laws, the procedures, policies and benefits described here may be modified or discontinued from time to time. The Human Resources Director will have the primary responsibility to develop, revise, update and discontinue these Human Resources Policies and Procedures; however, every manager, supervisor and employee is strongly encouraged to suggest any revisions or changes. Modifications will be made in writing and the Human Resources Committee and Common Council will approve any modification to these policies. The Human Resources Director will try to inform you of any changes as they occur. Regardless of the date of hire, employees are subject to any amendments, deletions and changes in the manual.**

**Third, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this manual only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling and if there are any discrepancies between this manual and the insurance documents, the insurance documents supersede the manual.**

**Fourth, neither this manual nor any other City document, confers any contractual right, either express or implied, to remain in the City's employee. Nor does it guarantee any fixed terms and conditions of your employment. The City of Wisconsin Rapids is an at will employer. No supervisor or other representative of the City has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above, without the approval of the Common Council.**

**This manual supersedes any previous handbook or written policies.**

# **NON-REPRESENTED EMPLOYEES – POLICIES AND PROCEDURES**

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# HUMAN RESOURCES POLICIES AND PROCEDURES

## RECEIPT FOR MANUAL

I acknowledge that I have received a copy of the Human resources Policies and Procedures Manual. I agree to read it thoroughly, including the statements in the introduction describing the effect of the policies. I agree that if there is any policy or provision in the human resources Policies and Procedures Manual that I do not understand, I will see clarification from the Human Resources Department.

I understand that the City of Wisconsin Rapids is an “at will” employer and as such employment with the City of Wisconsin Rapids is not for a fixed term or definite period.

I understand that the Human Resources Policies and Procedures are in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating promise of future benefits or a binding contract with the City of Wisconsin Rapids for benefits or for any other purpose. I also understand that the policies and procedures are continually evaluated and may be modified or terminated at any time. Modifications will be made in writing and the Human Resources Committee and Common Council will approve any modification to these policies.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Please sign and date this receipt and return it to the Human Resources Department.

# HUMAN RESOURCES POLICIES AND PROCEDURES

## APPEARANCE AND HYGIENE POLICY

### 1. SCOPE

This policy applies to all City employees.

### 2. PURPOSE

To provide employees with appropriate guidelines for personal appearance including the areas of dress, grooming and personal cleanliness standards.

### 3. POLICY

Employees are expected to present a clean and neat appearance and dress according to the requirements of their positions. In the absence of any specific departmental requirements, City employees are expected to dress in a manner that is business casual and is appropriate and acceptable for the function being performed.

Examples of appropriate and acceptable attire are:

Shirts and tops for both men and women should remain modest and should cover the chest, stomach, and shoulders. T-shirts with slogans and athletic or workout clothing should not be worn. The transparency of garments should also be considered, and shirts that expose skin or undergarments should be avoided. Shirts with holes or stains are not appropriate for office wear. Polo shirts and knit tops are good choices. Pants and skirts should also have no holes or stains on them. Skirts should not be so short that the wearer risks unwanted exposure during normal office tasks. Jeans are permitted but should not be worn or dirty.

Sweatpants, shorts, backless clothing, transparent clothing, bare midriffs, and torn, frayed or soiled clothing and/or shoes are examples of inappropriate attire and considered unacceptable.

All employees are requested to be aware and conscientious of their personal hygiene, neatness of attire and cleanliness of apparel. Strong odors or excessive use of perfumes or cologne is inappropriate.

It is not possible to list all items that may be considered unacceptable and employees are directed to check with their supervisor before wearing anything thought to be questionable. Employees who fail to follow personal appearance and hygiene guidelines will be sent home and directed to return to work in proper form. Under such circumstances, employees will not be compensated for the time away from work.

The City reserves the right to determine the appropriateness of an employee's attire. Failure to comply with this policy may result in disciplinary action, up to and including unpaid suspension and/or termination.

**PROCEDURES:**

1. Employees should inform supervisors of any problems that might conflict with the personal appearance policy.
2. Employees should apply standards of neatness, practicality and safety in judging what is or is not appropriate appearance or hygiene.

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**HISTORY**

Version No.	Revision Description
1.0	Revised from 5/22/02 policy

**DOCUMENT PROPERTIES:**

Primary Author: Dawn Urban  
Approver(s): HR Committee – 7/14/20  
Common Council – 7/14/20

<b>POLICY DATE:</b>	2/1/05	<b>SIGNATURE:</b>	Marion Hokamp
<b>REVIEW DATE:</b>	7-15-14	<b>SIGNATURE:</b>	Chad Wirl

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: ATTENDANCE AND PUNCTUALITY**

**SCOPE:** This policy applies to all employees of the City of Wisconsin Rapids.

## **PURPOSE:**

To provide employees with appropriate guidelines regarding employee attendance and punctuality.

## **POLICY:**

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work.

Absenteeism and tardiness place a burden on other employees and on the City. The City realizes that the majority of employees take a responsible attitude toward attendance and punctuality and that there are those times when attendance and punctuality might be beyond the control of the employee. In the rare circumstances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. A minimum of ½ hour notice is expected.

Excessive absenteeism and tardiness are disruptive; either may lead to disciplinary action, up to and including unpaid suspension and/or discharge. Employees who are absent from work for three (3) consecutive days without giving proper notice to their supervisors will be considered to have voluntarily resigned.

Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work and may be required to use vacation, personal or sick time. All employees are required to notify their immediate supervisor of the usage of vacation, floating holidays, sick leave, funeral leave, leave of absence and other paid or unpaid time off work in advance if the leave is planned, or as specifically provided for in policies of each leave.

Additionally, employees attending conventions, seminars, training, professional organizations and City business outside the City requires prior notification to the immediate supervisor.

## **PROCEDURES:**

1. Employees should notify their immediate supervisor or designee, in advance, (minimum of a ½ hour advance notice) of any tardiness or absence. Tardiness or lateness is described as arriving to work after the scheduled time, regardless



of how many minutes are involved.

2. An employee who calls in ill after the scheduled work time will also be considered tardy.
3. The City realizes that extenuating circumstances may occur and these will be looked at on a case-by-case basis and taken into consideration when evaluating employee absenteeism and/or tardiness.
4. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that continued absences or tardiness will lead to corrective action.
5. An employee is subject to disciplinary action for excessive tardiness and/or absenteeism, up to and including unpaid suspension and/or termination. Normally, employees will be counseled for tardiness. Formal disciplinary action will be initiated for a fourth tardy within a calendar year.

Violation of this policy will result in discipline, up to and including unpaid suspension and/or discharge. This policy/procedure/manual does not in any way constitute an employment contract; and the City of Wisconsin Rapids reserves the right to amend this policy/procedure/manual at any time, subject only to approval by the Common Council.

#### **4. DOCUMENT HISTORY**

##### **Version No. Revision Description**

**1.0 Revised from 2-1-05 Attendance and Punctuality Policy**

#### **5. DOCUMENT PROPERTIES**

**Primary Author: R. Hartman**

**Approver(s): HR Committee –**

**Common Council – 1-15-2022**

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: BULLETIN BOARDS**

**PURPOSE:**

To provide employees with appropriate guidelines regarding the posting of information of City bulletin boards.

**POLICY:**

The City attempts to communicate to employees in a variety of ways, including the usage of bulletin boards. Most departments have bulletin boards for posting legal information, building evacuation information and City business. Any information posted on these bulletin boards must have the approval of the department head. Information posted on the bulletin board in the City Hall cafeteria must have the approval of Human Resources. There are certain bulletin boards designated for Union business and any information posted on these designated bulletin boards should be approved through the respective Union. All information posted on City bulletin boards is expected to be appropriate for the work environment.

**PROCEDURES:**

1. Employees should request approval for posting items on City bulletin boards through their department head.
2. Department heads should review the material for appropriateness in the work environment. Any questionable material should be referred to Human Resources.
3. Department heads should initial and date any information posted on the bulletin board and periodically check the bulletin board to ensure only appropriate information is posted.

**POLICY DATE:** 5-22-02

**SIGNATURE:** Robert Nash

**REVIEW DATE:** 2-1-2005

**SIGNATURE:** Marion Hokamp

**REVIEW DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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policy/procedure/manual at any time, subject only to approval by the Common Council.

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: CODE OF ETHICS**

**PURPOSE:**

To encourage high standards of ethics among City public officials and employees to promote the confidence of City residents in their public officials and employees.

**POLICY:**

The Code of Ethics for local government officials and employees prohibits, local government officials from using their position “to obtain financial gain or anything of substantial value for the private benefit of himself or herself, or his or her immediate family,” Wisconsin Statutes 19.59 (1)(a). Employees of the City are held to the same standard by City Ordinance Chapter 26, Code of Ethics. Employees will be expected to follow the standards of conduct adopted by the City Of Wisconsin Rapids Ethics Board.

City public officials and employees are prohibited from:

1. Using City-owned equipment, vehicles, materials, or property for personal reasons without authorization.
2. Giving special treatment to any citizen beyond that available to any other citizen.
3. Soliciting or accepting anything of value given to influence official actions or job duties.
4. Engaging in any substantial, official business or transaction in which he or she has a personal or financial interest and which presents a conflict with official duties.
5. Engaging in private employment or service for personal interest, which is incompatible with official job duties, unless permitted by law or prior disclosure is made.
6. Disclosing or using confidential information for private gain.
7. Using City office to obtain unlawful benefits, gifts, favors, or services.
8. Entering into public contracts without previous disclosure of personal interest.

9. Taking official legislative action where material conflict of interest is present without prior disclosure to Council.
10. Not complying fully with Wisconsin Statutes concerning campaign contributions.

**PROCEDURES:**

1. Employees with questions pertaining to the appropriateness of any matter, of which he or she is a party, may request written advice from the Ethics Board.
2. A City public official may request the Ethics Board to investigate his or her own conduct or allegations made by other persons as to his or her conduct.
3. All requests for advice are confidential.
4. A verified complaint that is in writing, is signed under oath and states a plain and concise set of facts upon which the complaint is based may begin a proceeding against a City public official.
5. Complaint forms may be picked up and returned to the Human Resources Department.
6. The Ethics board may investigate a code violation. If the Board finds probable cause of Code's violation, it may conduct hearings that may result in a recommendation for disciplinary action including reprimand, unpaid suspension, and/or discharge or removal from office.
7. Questions about Ethics Codes may be directed to a member of the Ethics Board or the City Clerk.

**POLICY DATE: 5-22-04**

**SIGNATURE: Robert Nash**

**REVIEW DATE: 2-01-05**

**SIGNATURE: Marion Hokamp**

**REVIEW DATE: \_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_**

**REVIEW DATE: \_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_**

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## HUMAN RESOURCES POLICIES AND PROCEDURES

### **SUBJECT: COMMUNICATIONS POLICY**

### **PURPOSE:**

The City of Wisconsin Rapids strives to provide the public, including the media and representatives or investigators of federal, state and local regulatory agencies, accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

This policy provides guidelines for all external communications from the City using various mediums including:

- Printed materials such as newsletters, articles, and brochures.
- Electronic materials such as email, postings to websites or social media sites.
- Media relations such as constituent communication, requests for interviews, news releases, and media inquiries.

The City also recognizes that employees may sometimes comment on City matters outside of their official role as an employee of the City of Wisconsin Rapids. Therefore, this policy also provides guidelines for employees when communicating as a private citizen on matters pertaining to City business.

### **POLICY:**

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the City Attorney or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc. Employees must also follow all city policies that may apply. These may include, but are not limited to:

- **Information Systems Policy.** For example, City employees may use City technology for personal reasons on a limited basis provided it doesn't interfere with normal work. The City reserves the right to inspect any electronic data made by a City-owned computer or related system. Additionally, employees cannot publish information that is discriminatory, harassing, threatening, or sexually explicit. This policy should be reviewed and complied with in full.
- **Political Activity Policy.** For example, employees cannot use City resources or participate in personal political activity while on City time or while discharging City responsibilities. No employee may act in a manner that suggests that the City either supports a particular candidate or political issue, or endorses the personal political opinions of the employee. This policy should be reviewed and complied with in full.
- **Code of Ethics Policy.** For example, employees cannot give special treatment to any citizen beyond that available to any other citizen. Additionally, employees cannot engage in any

substantial, official business or transaction in which he or she has a personal or financial interest and which presents a conflict with official duties.

City employees shall not disclose any information gained during the course of, or by reason of their employment with the City in a confidential capacity, unless expressly authorized to do so, or as required by the Wisconsin Public Records law. Employees shall not use any information gained during the course of their service in a confidential capacity for their own personal financial gain, unless such information is, or becomes a public record.

### **PROCEDURES:**

1. All staff is responsible for communicating basic and routine information to the public in relation to their specific job duties. Requests for information outside of the scope of an individual's job duties should be routed to the appropriate department.
  2. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor's office. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and websites. When responding to media requests, employees should follow these steps:
    - A. If the request by media is for routine or public information (such as a meeting time or agenda) provide the information.
    - B. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if you are unsure if it is a "routine" question, forward the request to the Mayor's office. *An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information\* and submit your request to the appropriate person who will get back to you as soon as he/she can."*
    - C. All communications that refer to the Human Resources area will be referred to the Human Resources Department for investigation and response. Requests from federal and state agencies, such as the Department of Workforce Development, Federal Wage & Hours, NLRB, Department of Commerce, EEOC, etc., should be referred to Human Resources. Additionally, all requests for employment references are to be referred to the Human Resources Department.
- \*Ask the media representative's name, questions, deadline, and contact information.
3. Subject to the guidelines above, the Mayor, City Attorney and or department heads are authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. Other employees may represent the City if approved by one of these

individuals to communicate on a specific topic, where appropriate. When approved to communicate on behalf of the city:

- A. Employees must identify themselves as representing the City. Account names on social media sites must clearly be connected to the City and approved by the Director of Innovation and Technology.
  - B. All information must be respectful, professional and truthful. Corrections must be issued when needed.
  - C. Personal opinions generally don't belong in official City statements. One exception is communication related to promoting a City services. For example, if an employee posted on the City's Facebook page, "My family visited Mead Field this weekend and really enjoyed it." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the Director of Innovation and Technology on this topic.
  - D. Employees need to notify the Information Technology Office if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that the data transmitted or stored may be subject to public records laws.
4. It is important for employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business. The following guidelines apply to personal communications including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.
- A. Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
  - B. The City of Wisconsin Rapids expects its employees to be truthful, courteous and respectful toward supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling or personal attacks.
  - C. If you publish something related to City business, identify yourself and use a disclaimer such as, "I am an employee of the City of Wisconsin Rapids. However, these are my own opinions and do not represent those of the City of Wisconsin Rapids."
  - D. City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber.



E. Personal social media account names or email names should not be tied to the City. (e.g. Using a City email for your personal Facebook account.)

5. Violations of this policy may result in discipline, up to and including unpaid suspension and/or termination.

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

**POLICY DATE: June 3, 2014**

**SIGNATURE: Chad Wirl**

**POLICY DATE**\_\_\_\_\_

**SIGNATURE**\_\_\_\_\_

## **COPY AND FAX MACHINE USE**

1. **SCOPE:** This applies to all employees of Wisconsin Rapids

2. **PURPOSE:**

To provide employees with appropriate guidelines regarding the personal use of copy and fax machines.

3. **POLICY BODY:**

Employees may use the copy and fax machines for personal use. Employees will be charged \$.25 per page for copies and faxes unless the Department Head waives the charge for any number less than 10 copies.

4. **PROCEDURES:**

1. Employees will notify the Department Head when making personal copies or sending personal faxes.
2. Department Head must approve the charges.
3. Employees will make payments for charges to the Finance Department.

**Author- Ryan Hartman**

**Approved-**

**HR Committee- 12.13.21**

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## **HUMAN RESOURCES POLICIES AND PROCEDURES**

### **SUBJECT: DISCIPLINARY APPEAL PROCESS- APPOINTED EMPLOYEES**

**PURPOSE:** To provide non-elected, appointed, disciplined employees with the appropriate guidelines regarding an appeal opportunity with an impartial third party.

### **POLICY:**

All non-elected, appointed employees may appeal disciplinary action to the Human Resources Committee. If the disciplinary action is termination, non-elected, appointed employees may appeal to the Common Council Committee of the Whole, with the Council President presiding.

### **PROCEDURES:**

1. A request for appeal to discipline is to be made in writing, within 10 working days of the disciplinary action. The original request shall be submitted to the Human Resources Director and a copy is to be submitted to the Mayor. The Human Resources Director, Mayor and employee shall meet in an attempt to resolve the matter. If the issue is not satisfactorily resolved, the employee continues the appeal as described below.
2. The Human Resources Director shall schedule a meeting with the Common Council's Human Resources Committee within 30 calendar days of receipt of the employee's written letter of appeal. The meeting shall be in closed session unless the employee requests an open meeting.
3. In case of dismissal of employment for non-elected, appointed employees, the appeal process for employees appointed by the Mayor and confirmed by the Council shall be to the Common Council Committee of the Whole with the Council President presiding.
4. Employees appointed by a Board or Commission shall make their appeal through the Human Resources Director to the Board or Commission with authority to hire.
5. Disciplinary Appeals by protective service employees shall be governed by State Statute 62.13 and handled by the Police and Fire Commission.

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**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: EMERGENCIES/POWER OUTAGES**

**PURPOSE:**

To provide employees with appropriate work guidelines during emergencies, power outages, and other City building shutdowns.

**POLICY:**

Employees unable to work due to inclement weather conditions, a City building shut down or power outage must use personal, vacation, floating holiday, flex, compensatory time or unpaid personal time, if applicable. Employees unable to work due to a City building shutdown will be paid according to the options noted above.

**PROCEDURE:**

1. Follow the normal call-in procedures if unable to work due to inclement weather conditions.
2. Notify the Supervisor the form of time-off to be used.
3. The Mayor will determine and communicate building shutdowns due to power outages or other emergencies.

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: 3-18-14**

**SIGNATURE: Robert Nash**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

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## Workplace Expectations

### 1. SCOPE

All City employees, volunteers, Elected Officials, and City Council or Commission members

### 2. PURPOSE/ DEFINITIONS

The City is committed to providing a productive work environment that fosters communication, team work, accountability, and a cooperative attitude. All employees, volunteers, Elected Officials, Council, and Commission members are expected to display appropriate behavior at all times. The intent of this policy is to provide general guidelines about conduct that is inappropriate in the workplace.

**Disrespectful or Inappropriate Workplace Behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from his or her Department Head or Human Resources.

**Discriminatory Behavior** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, gender, marital status, age, veteran status, or sexual orientation. This is further addressed in the Workplace Harassment policy.

**Violent Behavior** includes the use of physical force, harassment, or intimidation.

### 3. POLICY

This policy outlines general workplace conduct and behavior expectations. Nothing contained in this policy is in any way intended to interfere with employees' protected speech.

**3.1 General Expectations.** The City strives to ensure that all employees, volunteers, Elected Officials, and Council or Commission members are treated in a respectful and fair manner. It is not possible to list all forms of behavior that are considered unacceptable. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Disclosing confidential business information (other than public records) not known to the general public;
- Exhibiting uncooperative or inappropriate conduct or disrespectful behavior towards other employees, volunteers, or Council or Commission members
- Engaging in any type of harassment or inappropriate conduct. The City has a zero tolerance policy for harassment in the workplace.
- Using profanity or offensive language in the workplace.

POLICY

[Document Status]

- Reporting for work or performing job duties while under the influence of alcohol, illegal drugs, or medications that affect job performance.
- Theft of City property.
- Willfully damaging City property or another employee's personal property.
- Possessing dangerous or unauthorized materials or objects, such as firearms or other weapons on City property.
- Engaging in any type of illegal activities on City premises.
- Intentionally falsifying records in connection with a Workers' Compensation claim.
- Falsifying City records, time and attendance records, or other documents. This includes tampering with other employees' timecards.
- Possessing, selling or using alcohol or illegal/controlled drugs in the workplace, while on duty, or while operating City-owned vehicles or using rental vehicles or City equipment.
- Taking excessive absences not in connection with approved family medical leave.
- Engaging in conduct that causes or contributes to disruptive or conflicting team relationships.
- Engaging in conduct which is offensive towards citizens, other employees, elected officials, vendors, Council, or Commission members.

The City reserves the right to modify the above list at any time or determine whether any other conduct is contrary to the interests of the City and warrants disciplinary action.

**3.2 Abusive Customer Behavior.** While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a Manager or Department Head intervene when a customer is abusive, or he/she may defuse the situation by ending the contact. If there is a concern over the possibility of physical violence, a Department Head should be contacted immediately and all steps outlined in the Violence in the Workplace policy should be followed.

**3.3 Employee Response to Disrespectful Workplace Behavior.** Employees who believe that inappropriate behavior is occurring are encouraged to handle the situation in one of the following ways:

- Inform the individual who is engaged in disrespectful behavior how you feel. Politely request that the behavior stop immediately. If practical, ask a third party to witness this discussion.
- If you fear adverse consequences may result from addressing this issue yourself, inform your Department Head or Human Resources. The person to whom you speak is responsible for documenting the issues and providing a status report in a timely manner.
- In the case of violent behavior, inform your manager or Department Head immediately and follow the process as outlined in the Violence in the Workplace policy.
- If, after a reasonable period of time, you feel that inadequate action is being taken, the next step is to report the incident(s) to Human Resources and/or the Mayor.

**3.4 Manager's and Department Head's Obligations to Respond to Allegations of Inappropriate Workplace Behavior.** Managers and Department Heads will appropriately handle all allegations of inappropriate workplace behavior in a timely manner. Depending on the incident, a Manager or Department Head may be able to informally address and resolve the incident himself or herself. If a formal investigation is necessary, Human Resources will conduct the investigation in a timely manner and communicate the findings and resolution to all parties who are involved. For any allegations of harassment, the Manager or Department Head must bring the issue to Human Resources within 24 hours of knowledge of the incident(s). If the

issue or concern is harassment, all procedures within the Workplace Harassment policy shall be followed.

**3.5 Special Reporting Requirements.** If a Department Head is perceived to be the cause of inappropriate workplace behavior, a report will be made to the HR Director. The HR Director will notify the Mayor and conduct a timely investigation. Upon conclusion of the investigation, the HR Director and Mayor will make a determination and notify all parties who are involved. Resolution may include disciplinary action, suspension, or termination.

If a Council or Commission member is perceived to be the cause of inappropriate workplace incident involving a City employee, a report will be made to the HR Director and City Attorney. The City Attorney and HR Director will jointly conduct an investigation and report the findings to the Mayor. The Mayor will take a recommendation to the Council, and the Council will take the action it deems to be necessary. If action needs to be taken against a Commission member, the Mayor will work with the appropriate parties who have authority over the Commission. If an Elected Official is perceived to be the cause of an inappropriate workplace incident, the HR Director will work directly with the HR Committee Chairperson and/or a Council member.

**3.6 Confidentiality.** A person reporting an incident of inappropriate workplace behavior cannot be guaranteed anonymity. However, the person conducting an investigation will be as discreet as possible. All complaints and investigative materials will be stored in a file separate from the employees' personnel files. If disciplinary action occurs as a result of the investigation, the results of the disciplinary action will become a part of the employee's personnel file.

**3.7 Retaliation.** Consistent with regulations set forth in Federal or State laws and the City's policies, the City will discipline any individual who retaliates against any person who reports alleged violations of this policy. The City also reserves the right to discipline any individual who retaliates against any participant in an investigation or hearing related to the report of alleged violations.

#### 4. ADDITIONAL RESOURCES

4.1. References:

- Workplace Harassment policy
- Violence in the Workplace policy

#### 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 12/18/12 Employee Conduct and Work Rules policy

#### 6. DOCUMENT PROPERTIES

Primary Author: Dawn Urban  
Approver(s): HR Committee – 3/6/18  
Common Council – 3/20/18

POLICY

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: EQUIPMENT USE**

**PURPOSE:**

To provide employees with appropriate guidelines regarding the personal use of City equipment.

**POLICY:**

No employees will be allowed to use the facilities or tools owned by the City, for personal business at any time. This includes all City buildings and City equipment. (Copy and Fax machines may be used for personal use, according to the established policy). Employees are not allowed to park their own vehicles in City-owned buildings at any time.

City equipment may be used for parades and the annual Labor Day picnic with approval from the Department Head.

**PROCEDURE:**

1. Questions regarding this policy should be referred to the Department Head or Human Resources.
2. Violation of this policy will result in discipline, up to and including unpaid suspension and/or discharge.

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

**POLICY DATE:** 5-22-02

**SIGNATURE:** Robert Nash

**REVIEW DATE:** 2-02-05

**SIGNATURE:** Marion Hokamp

**REVIEW DATE:** 7-15-14

**SIGNATURE:** Chad Wirl



# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: GRIEVANCE PROCEDURE**

## **PURPOSE:**

This policy is intended to comply with Section 66.0509, Wisconsin Statutes, and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination, covered by this grievance procedure. This policy applies to all employees covered under Section 66.0509, Wisconsin Statutes, other than police and fire employees subject to Section 62.13(5), Wisconsin Statutes. This discipline and grievance procedure does not create a legally binding contract or a contract of employment.

## **POLICY:**

This Grievance Procedure provides the employee with the individual opportunity to address concerns regarding workplace safety, employee discipline and termination matters covered by this Grievance Procedure, to have those matters reviewed by an Impartial Hearing Officer, and to appeal to the Common Council. The City of Wisconsin Rapids expects an employee and Supervisor/Department Head to exercise reasonable efforts to resolve any questions, problems or misunderstandings, prior to utilizing the Grievance Procedure. For purposes of this policy, the following definitions apply:

1. "Employee" shall not include employees subject to a collective bargaining agreement addressing employee discipline, termination and workplace safety, statutorily appointed individuals identified specifically in statute as serving at the pleasure of an appointing authority, seasonal employees, temporary or limited term employees, elected officials and independent contractors.
2. "Employee discipline" means an employment action that results in disciplinary suspension with or without pay, disciplinary termination, or disciplinary demotion, but does not include the following items:
  - Oral reprimands or warnings;
  - Written reprimands or warnings;
  - Performance evaluations or reviews;
  - Non-disciplinary wage, benefit or salary adjustments;
  - Placing an employee on a paid administrative leave pending an internal investigation;
  - Counselings, meetings or other pre-disciplinary action;
  - Actions taken to address work performance, including use of a performance improvement plan or job targets;
  - Non-disciplinary demotion, transfer or change in job assignment or assignment location;
  - Documentations of employee acts or omissions;
  - Action taken pursuant to an ordinance created under Statute 19.59(1m).
3. "Employee termination" means separation from employment by the employer for misconduct or performance reasons, but shall not include the following personnel actions:

- Voluntary quit or resignation;
  - Furlough;
  - Layoff or failure to be recalled from layoff at the expiration of the recall period;
  - Job transfers or non-disciplinary demotions;
  - Job abandonment, "no-call, no-show", or other failure to report to work;
  - Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties;
  - Action taken pursuant to an ordinance created under s. 19.59 (1m);
  - Retirement;
  - End of employment and/or completion of assignment of temporary, seasonal; contract or part-time employees;
  - Death.
4. "Workplace safety" shall be narrowly construed and not construed to include basic conditions of employment unrelated to physical health and safety. "Workplace Safety" means conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risk. "Workplace safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, sick, family, or medical leave, work schedules, breaks, termination, vacation, performance reviews, and compensation.

### **PROCEDURES:**

1. 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.
2. Written Grievance Submission: The employee must file a written grievance within ten (10) working days (Saturdays, Sundays, and holidays excluded) of the employee discipline, employee termination or actual or reasonable knowledge of the workplace safety issue. The grievance must be in writing and must be filed with the Department Head and with a copy to the Human Resources Director. The grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the grievance in possession of the grievant, the steps taken to informally resolve the dispute and the results of those discussions, all reasons why the actions of the supervisor should be overturned, if applicable, and the remedy that should be issued. A grievance alleging a workplace safety issue shall also identify the workplace rules allegedly violated if applicable. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible, within ten (10) working days (Saturdays, Sundays and holidays excluded) of receipt of the grievance. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Human Resources Director, who shall conduct an investigation.
3. Review by Human Resources Director: If the grievance is not settled, the employee may appeal the grievance to the Human Resources Director within ten (10) working days

(Saturdays, Sundays and holidays excluded) of the receipt of the decision of the Department Head. The Human Resources Director or his/her designee will meet with the Grievant within ten (10) working days (Saturdays, Sundays and holidays excluded) of receipt of the written grievance to discuss voluntary resolutions of the grievance. If those discussions do not resolve the grievance, then the Human Resources Director will provide a written response to the grievance within ten (10) working days (Saturdays, Sundays and holidays excluded) of the meeting. The written response shall contain a statement of the date the meeting between the Human Resources Director and the Grievant occurred, the decisions to sustain or deny the grievance, and the deadline for the Grievant to appeal the grievance to an Impartial Hearing Officer.

4. Impartial Hearing: The response of the Human Resources Director shall be final, unless the Grievant files a written appeal requesting a hearing before an Impartial Hearing Officer. The written appeal shall be filed with the Human Resources Director within five (5) working days (Saturdays, Sundays and holidays excluded) of the response. The City shall provide the Grievant with a list of names of persons who are available to serve as an Impartial Hearing Officer. The City and Grievant shall select a name from the list. If the parties cannot mutually agree on an Impartial Hearing Officer from the list, then the parties shall strike names from the list with the Grievant striking the first name. The remaining name shall be selected and assigned as the Impartial Hearing Officer. Any associated costs will be split between the City and the Grievant. The Impartial Hearing Officer shall not be a City employee.

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 City Administration, the Grievant and the Impartial Hearing Officer shall select a date for hearing or submission of written documents absent a hearing within 30 working days (Saturdays, Sundays and holidays excluded) from the date of the written appeal.

The Grievant shall have the right to representation during the grievance procedure at the Grievant's expense. The representative shall not be a material witness to the dispute.

The Impartial Hearing Officer shall conduct the proceedings and make a record of the proceedings. Following the issuance of the response, the record shall be provided to the Human Resources Director for preservation.

The Grievant shall bear the burden of production and burden of proof. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence.

After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written decision within ten (10) working days (Saturdays, Sundays and holidays excluded) of the close of the hearing. The decision shall contain findings of fact, analysis and a recommendation. The Impartial Hearing Officer must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of the City Administration was arbitrary or capricious?

The Impartial Hearing Officer shall have the power to sustain or deny to the grievance. The Impartial Hearing Officer shall have no power to issue any remedy, but the Impartial Hearing Officer may recommend a remedy. Remedial authority shall be subject to the determination and approval of the Common Council, and shall be addressed by the governmental body in the event the grievance is sustained.

5. Written Appeal: The non-prevailing party may file a written request for review by the Common Council within ten (10) working days (Saturdays, Sundays and holidays excluded) of the receipt of the written decision from the Impartial Hearing Officer. A written notice of appeal shall contain a statement explaining the reasons for the appeal and a copy of the grievance, City Administration's response to the grievance and the Impartial Hearing Officer's decision. The written notice may not include information that was not presented at the Hearing. The request shall be filed with the Human Resources Director. Upon appeal of the decision of the Impartial Hearing Officer, a copy of the record shall be provided to the members of the Common Council.

6. Review by Governing Body: The Common Council shall make a decision regarding whether or not a meeting will be held within thirty (30) working days (Saturdays, Sundays and holidays excluded) of the appeal. The City Council shall not take testimony or evidence; it may only determine whether the Impartial Hearing Officer reached an arbitrary or incorrect result based on a review of the record before the Hearing Officer. A decision by the governmental body will be made within sixty (60) working days (Saturdays, Sundays and holidays excluded) of the filing of the appeal unless the governmental body extends this timeframe. All decisions of the governing body involving the grievance shall be by simple majority vote and in writing and filed with the City Clerk of the governmental body within five (5) business days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant and the Human Resources Director. The Common Council's decision is final and is not subject to appeal.

7. Limitations of the Scope of the Grievance Procedure: The scope of a grievance that is subject to the jurisdiction of a governmental body or specific procedure by other Wisconsin Statutes shall be governed by those statutes and not the Grievance Procedure. The scope of a grievance that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this policy. The scope of a grievance that is subject to other policy or ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this policy.

8. Importance of Timelines and Process: A grievance will be processed pursuant to the established timelines. A Grievant may advance a grievance to the next step if a response is not provided within the designated timeframes. A Grievant may not file or advance a grievance outside of the designated timeframes. The Human Resources Director may advance a grievance to the next step, at the written request of either the Grievant or City Administration. The timelines may be modified by mutual agreement of the Grievant and City Administration. If the Grievant fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible for the City to comply with deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date.

Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in grievance meetings and hearings will not be considered a compensable work time.

Any grievance filed regarding workplace safety must relate to issues personal to the Grievant filing the grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A grievance filed regarding workplace safety must be filed by the grievant claiming he or she has been personally affected by the alleged workplace safety violation.

POLICY DATE: 10/20/11 SIGNATURE: Robert Nash

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: INFORMATION SYSTEMS POLICY**

**PURPOSE:** The City of Wisconsin Rapids encourages the use of information systems because they can make communication more efficient and effective. They provide access to valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the City of Wisconsin Rapids are City of Wisconsin Rapids property and their purpose is to facilitate and support City of Wisconsin Rapids business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

**POLICY:** To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express the City of Wisconsin Rapids' philosophy and set forth general principles when using electronic media and services.

Failure of employees to conform to the stipulations of this policy could result in corrective action in accordance with applicable procedures defined in labor contracts or City of Wisconsin Rapids policy, up to and including possible unpaid suspension and/or termination of employment, legal action, and criminal liability. Additionally, violations of this policy could result in account lock out, account termination, or removal of system from workspace.

### A. PROHIBITED COMMUNICATIONS

1. Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:
  - a. Discriminatory or harassing
  - b. Derogatory to any individual or group
  - c. Obscene, sexually explicit or pornographic
  - d. Defamatory or threatening
  - e. In violation of any license governing the use of software
  - f. Used for any purpose that is illegal or contrary to City of Wisconsin Rapids policy or business interests

Exceptions authorized by the department head can be made for legitimate purposes; however, a log for these purposes will be maintained by the effected department and should record the date, time, web site and purpose.

**B. PERSONAL USE OF INTERNET AND E-MAIL**

The department head will determine the need for Internet access for employees. The computers, electronic media and services provided by the City of Wisconsin Rapids are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use, as defined by the department head, of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

**C. DISCLOSURE OF EMPLOYEE COMMUNICATIONS**

Generally, the City of Wisconsin Rapids does not review electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, Internet, and similar electronic media. However, the following conditions should be noted:

1. The City of Wisconsin Rapids does routinely gather logs for most electronic activities or monitor employee communications directly for the following purposes:
  - a. Cost analysis
  - b. Resource allocation
  - c. Optimum technical management of information resources
  - d. Detecting patterns of use that indicate employees are violating City of Wisconsin Rapids policies or engaging in illegal activity

The City of Wisconsin Rapids reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other City of Wisconsin Rapids policies. A review of this type will take place at the request of the Mayor or department head.

Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

**D. SECURITY/APPROPRIATE USE**

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by City

of Wisconsin Rapids management, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Employees should take the appropriate steps to protect the security of networks and files by the use of passwords and by taking all necessary steps to maintain the integrity of those passwords. Passwords should not be shared or posted.

#### E. DATA PROTECTION

The systems administrator or administrator's designee shall be responsible for daily and monthly backups of City of Wisconsin Rapids servers under the following guidelines:

1. Daily backups will be performed Monday through Friday, excluding City of Wisconsin Rapids holidays.
2. Monthly backups will be performed on the last workday of each month.
3. A log will be kept stating the date, tape number and status for each backup performed.
4. If the systems administrator cannot perform the backup a designee must be appointed no later than the workday prior to scheduled days off or the day of, for sick days.



City of Wisconsin Rapids computer systems will be kept virus free by following these guidelines:

1. The systems administrator will ensure that all City of Wisconsin Rapids computer systems are protected with up-to-date virus protection software.
2. Users will scan for viruses on all diskettes from home or any other outside source, e-mail attachments and files downloaded from the Internet.
3. Users will immediately inform the systems administrator of any virus activity or suspected virus activity.
4. Users should not open any e-mail message or attachment where they do not know the sender.

The systems administrator shall create and maintain a functional log for each city owned computer or information systems device. The log shall detail the system configuration and authorized software for each individual computer. The log shall also include an entry each time the systems administrator monitors a computer, makes a configuration change, or troubleshoots a problem. The log shall be available to the department head for review upon request.

#### F. SOFTWARE

Employees are prohibited from installing or copying, for personal use, software, data files, and templates that are owned by or licensed to the City of Wisconsin Rapids without the approval of the information systems administrator and department head.

Employees are prohibited from installing or copying personally owned and licensed software or files to City of Wisconsin Rapids owned computer equipment without the approval of the system administrator and the department head.

Demonstration, screen saver and shareware software may not be installed on City of Wisconsin Rapids owned computer systems without being authorized by the systems administrator and the department head.

#### **PROCEDURE:**

##### SOFTWARE

1. The systems administrator shall inform the department head of any addition, alteration or removal of software.
2. Software standards are as follows:
  - a. Microsoft Windows 98/Windows NT/ Windows 2000
  - b. Microsoft Office 97/Office 2000

c. McAfee VirusScan Security Suite

3. City standard software shall be loaded by the information systems administrator. The systems administrator shall assist in loading department specific software and applications.
4. Department heads shall be responsible for determining their specific, specialized computer software and application needs. They may prioritize and budget for specialized software in their respective departmental outlay.
5. Departments shall designate a lead person within the department to function as the department resource for that software application. The department shall take the lead in determining the number of application seats required and which departmental computers upon which to load the application. The department resource lead in coordination with the information systems administrator will be responsible for loading and maintaining the application. No software will be loaded without the direct assistance of the information systems administrator.
6. Prior to departmental specific software purchase, the department head shall review the selected software with the information systems administrator. The systems administrator shall review the software applications to determine:

- Compatibility with current applications
- Hardware requirements
- Licensing restrictions
- Maintenance agreement conditions
- Capability for upgrades

#### HARDWARE

7. No City of Wisconsin Rapids owned computer equipment shall be removed from City of Wisconsin Rapids premises without permission from the department head or the systems administrator. Permission shall only be granted for purposes of City of Wisconsin Rapids business.
8. Any upgrade and/or installation of hardware will be requested by the department head and then performed by the systems administrator or the administrator's designee.
9. Employee owned computers will not be connected to any City of Wisconsin Rapids network.
10. The systems administrator shall inform the department head of any addition, alteration or removal of hardware.

REPLACEMENT, ACQUISITION AND INSTALLATION

- 11. City of Wisconsin Rapids network, server and workstation software and hardware is to be ordered, installed, maintained, and removed by the systems administrator or the administrator's designee.
- 12. All information system purchases will be coordinated through the systems administrator.
- 13. Computer system and equipment replacement will occur under the following guidelines:
  - a. The system's warranty has ended.
  - b. The system has become outdated according to the current industry standards.
  - c. The system has become inoperative and it is more cost effective to replace the system rather than to repair it.
  - d. The system can no longer perform the tasks for which it was purchased.

All of the criteria need not be met for replacement to occur.

**POLICY DATE:** 7/24/2001 **SIGNATURE:** Robert Nash

**POLICY REVIEW:** 2/1/2005 **SIGNATURE:** Marion Hokamp

**POLICY REVIEW:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**POLICY REVIEW:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: LIGHTING POLICY**

**PURPOSE:**

To direct employees to turn lights off when rooms are not occupied, in an effort to save energy and in compliance with Focus on Energy and the City of Wisconsin Rapids' support of Wisconsin's vision for energy independence.

**POLICY:**

All employees are asked to turn off the lights when leaving an area that will then be unoccupied (other than hallways and common areas).

All general work spaces will be operated on an occupancy sensor.

Each employee is encouraged to optimize their use of day-lighting to minimize the use of their office lighting when available.

**PROCEDURES:**

1. Employees should turn off the lights when leaving an area that will be unoccupied (other than hallways and common areas).

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

**POLICY DATE:** 6-2-11 **SIGNATURE:** Robert Nash

**POLICY DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**POLICY DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**POLICY DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** MEMORIALS

**SCOPE:**

This policy applies to all non-seasonal employees of the City of Wisconsin Rapids.

**PURPOSE:**

To provide employees with appropriate guidelines for sending flowers or memorials to City employees and/or relatives of City employees.

**POLICY:**

It is the policy of the City of Wisconsin Rapids to send flowers or a memorial for the death of an employee or elected official or their spouse, child or parent; in the event of the death of a retired employee or an elected official or their spouse a memorial will be sent whenever practical.

**PROCEDURE:**

1. The Human Resources Department is appointed to administer this policy and shall arrange to send flowers or a memorial upon being given notice of one of the above events.
2. The value of the floral arrangement or memorial is authorized to be no more than \$75.00. This policy/procedure/manual does not in any way constitute an employment contract; and the City of Wisconsin Rapids reserves the right to amend this policy/procedure/manual at any time, subject only to approval by the Common Council.

**DOCUMENT HISTORY**

Version No.	Revision Description
1.0	Revised from 7/15/14 Memorials Policy

POLICY DATE: 5-22-02	SIGNATURE: Robert Nash
REVIEW DATE: 2-01-5	SIGNATURE: Marion Hokamp
REVIEW DATE: 7-15-14	SIGNATURE: Chad Wirl

**DOCUMENT PROPERTIES:**

Primary Author: Dawn Urban  
Approver(s): HR Committee – 7/14/20  
Common Council – 7/14/20

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** PARKING

**PURPOSE:**

To provide employees with guidelines regarding City Hall parking.

**POLICY:**

Parking space is provided at all City buildings. Specific parking spaces are designated for employee parking at City Hall.

A map indicating the designated parking spaces is attached.

**PROCEDURES:**

1. Human Resources will provide directions regarding parking to all new hires within City Hall.
2. Department Managers of other City buildings will provide directions regarding parking to all new hires.

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

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2-01-05

SIGNATURE: Marion Hokamp

REVIEW DATE: 7-15-14

SIGNATURE: Chad Wirf

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: PERSONNEL DATA CHANGES**

**PURPOSE:**

To provide employees with appropriate guidelines regarding updating personnel records to reflect changes in personnel data.

**POLICY:**

It is the policy of the City of Wisconsin Rapids to maintain current and accurate records on all employees. Employees are required to submit any changes affecting their personnel records to their Supervisor and the Supervisor is to use the Human Resources Change Notice to record such changes.

Notifications of changes affecting employee personnel records include, but are not limited to, changes in:

Name	Job Title
Address	Salary
Telephone Number	Grade
Marital Status	Performance Rating
Emergency Numbers	Any Leave of Absence
Education	Any other subject listed on the Human Resources
Department	Change Notice

Failure to comply with this policy may result in disciplinary action, up to and including unpaid suspension and/or termination.

**PROCEDURE:**

1. Employees should immediately notify their supervisor of all changes in personnel information.
2. The Supervisor should generate and sign any Human Resources Change Notice and forward the completed form to Human Resources.
3. Any and all pay changes must be approved through the Human Resources Department.
4. Human Resources will notify the appropriate departments, including payroll, and update personnel records.

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

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_



# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: PERSONNEL FILES**

**PURPOSE:**

To provide employees with information regarding the custodianship of employee personnel files.

**POLICY:**

An official personnel file will be established and maintained in a confidential and secure manner under the custodianship of the Human Resources Director, in the Human Resources Department. Only the appropriate representatives of the City will have access to personnel records. Access will be restricted to the following individuals on a need-to-know basis: Human Resources Director and designated Human Resources clerical support; Mayor; City Attorney or other appropriate officer when needed in connection with any action brought by the employee against the City; an attorney or designee of the employee; department heads or supervisors who need to have access to the records as part of their supervisory responsibilities; and other persons acting in compliance with federal, state, or local laws, such as auditors, EEO investigators, etc. The Human Resources Committee, as Committee acting on behalf of the Common Council, may have general access to personnel files. An individual Council or Committee member would not have access to the personnel files unless he or she was acting on behalf of the Human Resources Committee and received proper delegation from the Human Resources Committee or Common Council. No person shall access the individual personnel files without the permission of the Human Resources Director. Employees will be notified of any request to review his/her personnel file by anyone other than their supervisor.

Employees may review their personnel file by making an appointment with the Human Resources Director. The employee may obtain copies of personnel file information by paying the appropriate copying cost.

**PROCEDURE:**

1. Employees wishing to review their personnel file must establish a reasonable time to review the file with the Human Resources Director.
2. Council representatives wishing to review a personnel file must have proper delegation by means of an approved recommendation from the Human Resources Committee.
3. If an employee feels his or her personnel file contains an item or piece of information that the employee feels should not be included, the employee should bring it to the attention of the Human Resources Director. If the inclusion of the

item or piece of information in the personnel file is found to be warranted by the Human Resources Director, the employee may provide a written, signed note to be attached to the item or piece of information clarifying or disputing any statements or facts. This note would become a permanent part of the document.

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

POLICY DATE: 5-22-04

SIGNATURE: Robert Nash

REVIEW DATE: 5-01-05

SIGNATURE: Marion Hokamp

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: POLITICAL ACTIVITY**

## **PURPOSE:**

The City recognizes that, as a governmental entity, its operations do occasionally include items/issues that are political in nature. To that end, the City respects the right of its employees, as individuals, to become involved in the political process and does not prohibit any City official or employee from engaging in political activity, if the activity is conducted on the employee or official's own time and at their own expense. City employees are expected to recognize the unique position they hold as a public employees. The City serves all citizens without regard to political affiliations. This policy outlines the City's expectations regarding employee political activity in the workplace.

## **POLICIES:**

City employees or elected officials may not engage in political activity in their workplace. City employees or elected officials may not use City supplies or equipment in support of political activity. City employees may not include their City title in an endorsement of any candidate for political office. Additionally, no City employee, City Official or candidate for an elected City position may require any City employee or official to endorse, assist, finance or support a candidate for political office, or retaliate against any employee or official in any manner because of that employee's or official's personal political activity. The wearing of political badges or buttons and the distribution of printed matter during working hours or their placement on City property is prohibited at any time.

## **PROCEDURES:**

1. Any employee who is contemplating running for an elective office may consult with the City Attorney before doing so to assure there is no prohibition under the Hatch Act. This Act may prohibit an employee whose principal employment is in a federally grant-aided program from becoming a candidate for an elective office, unless the employee is an incumbent elected official. Such inquiries shall be kept in strict confidence.
2. Violations of this policy may result in discipline, up to and including unpaid suspension and/or termination.

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

POLICY DATE: June 3, 2014 SIGNATURE: Chad Wirl

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: PURCHASE ORDERS AND CONTRACTS**

**PURPOSE:** To provide employees with appropriate guidelines when making purchases for City Business.

## **POLICY:**

1. It shall be the policy of the City of Wisconsin Rapids that all purchases shall be supported with proper documentation and approvals. All purchases made other than from established petty cash accounts require purchase orders and purchase requisitions.
2. All contracts must be signed by the Mayor.
3. Small purchases paid from a departmental petty cash account must be approved by the department head. All petty cash purchases shall be substantiated by receipts and petty cash accounts reconciled periodically with the city's accounting staff.
4. Failure to comply with this policy will result in disciplinary action, up to and including unpaid suspension and/or termination.

## **PROCEDURE:**

### A. Purchase Orders

1. Local Purchase Order – To be used for routine daily purchases, budgeted stock purchases, and emergency purchases.
  - a. The local purchase order may be used for purchases authorized through the stock room at the city garage.
  - b. Local purchase orders shall be on preprinted and pre-numbered forms and contain necessary information for the purchase, to include name and address of any designated vendor, a name and/or description of the item or items to be purchased, and a price, if available.
  - c. Local purchase orders shall be signed by the authorizing stock room person.
  - d. All local purchase orders shall be reviewed by the Business & Finance Manager within a week after issue.
2. Regular Purchase Order – To be used for major purchases and non-routine budgeted purchases.
  - a. Regular purchase orders must be obtained from the Business & Finance Manager.
  - b. A purchase requisition must be completed by the department head or department member designated by the department head. The purchase requisition must be

submitted to the Business & Finance Manager, who will then generate a purchase order.

- c. Regular purchase orders shall be on preprinted and pre-numbered forms and contain necessary information for the purchase, to include the account number to which the purchase is to be charged and the name and address of any designated vendor.
- d. All regular purchase orders must be signed by the Business and Finance Manager.
- e. Purchase requisitions signed by the department head or department head's designee are required before the Business & Finance Manager will generate a regular purchase order.
- f. Purchase requisitions shall contain all information necessary to effect the purchase, including the account number to which the purchase is to be charged and the name and address of any designated vendor, the item(s) to be purchased and the cost of the item(s), if available.
- g. Purchase requisitions shall be in two parts. The first part shall be retained in the Finance Department and the second part returned to the requesting department.

B. Invoices

- 1. Invoices for purchases shall be turned in to the Finance Department on a daily basis, with a notation denoting the appropriate account number and, where applicable, appropriate cost account and job number.
- 2. Invoices shall be compared with purchase orders and purchase requisitions to verify receipt of ordered merchandise and that proper purchasing procedures were followed.

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

POLICY DATE: 5/22/02

SIGNATURE: Robert Nash

REVIEW DATE: 2/1/05

SIGNATURE: Marion Hokamp

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: SALE TO EMPLOYEES**

**PURPOSE:**

To provide employees with appropriate guidelines regarding the sale of City property.

**POLICY:**

No department, alderperson, committee member or employee shall sell, or procure for sale, to any employees or any subdivision thereof, any article, material, product or merchandise of whatsoever nature, excepting meals, public services and such specialized appliances and paraphernalia as may be required for the safety or health of the employees. The City may sell industrial safety eye glasses and safety shoes, or other safety items required by the employee in the performance of employment for the City.

Surplus City property is liquidated via an annual sealed, silent auction process. Employees may acquire surplus City property via this process.

**PROCEDURE:**

1. Any questions regarding this policy may be referred to the Mayor's Office.
2. Any City employee engaged in the sale or purchase of City property in violation of this rule will be disciplined, up to and including unpaid suspension and/or termination.

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

**POLICY DATE:** 5-22-02

**SIGNATURE:** Robert Nash

**SIGNATURE:** 2-01-05

**SIGNATURE:** Marion Hokamp

**SIGNATURE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_



## Separation of Employment

### 1. SCOPE

All City employees

### 2. DEFINITIONS & EXPLANATIONS OF TERMS

- 2.1. Voluntary Resignation: A resignation by the employee on the employee's own initiative.
- 2.2. Retirement: A separation of employment initiated by the employee for purposes of retirement.
- 2.3. Involuntary Termination: Any situation in which the City initiates the dismissal of an employee.

### 3. POLICY BODY

This policy applies to employees who are separating employment with from the City voluntarily or involuntarily. The purpose of this policy is to provide guidelines for employees who are leaving the City.

Employment is at will, and the City reserves the right to terminate an employee consistent with applicable federal and state laws.

#### 3.1 Voluntary Resignations

- A. Employees should provide as much notice as possible when leaving employment for an alternate position, and a minimum of two weeks' notice is requested. Employees are required to provide written notice to their immediate manager and HR.
- B. Failure to provide at least two weeks' notice when resigning may be cause for denying future employment with the City and ineligibility for certain benefits which are given only if adequate notice is provided.
- C. HR will coordinate the employee's departure from the City and an exit interview will be conducted whenever possible. Generally, benefits will end on the last day of the month in which the employee leaves or retires. Certain employees may be eligible for continued health and dental insurance as outlined in the Retiree Insurance Benefit

policy.

### 3.2 Retirement

- A. Employees who are retiring are encouraged to give as much advance notice as possible, and a minimum of 30 days is required. Employees who are considering retirement should contact HR and Wisconsin Retirement System to inquire about transition of or continuation of their benefits. Certain employees may be eligible to participate in retiree health insurance.
- B. Failure to provide at least 30 days' notice when retiring may be cause for denying future employment with the City and ineligibility for certain benefits which are given only if adequate notice is provided.
- C. Employees who wish to return to employment in any capacity after retirement must wait the required WRS time period between their retirement date and reinstatement date.

### 3.3 Involuntary Terminations

- A. Prior to involuntary termination, Department Heads and managers must receive approval for termination from HR. Involuntary terminations in the Police or Fire Department shall be referred to the HR Director and City Attorney, as collective bargaining agreements and the Police and Fire Commission are implicated in those situations.
- B. The HR Director or his/her designee will be present when an employee is involuntarily terminated from employment. The Director shall be present to advise the Supervisor and to ensure that the employee is made aware of his/her appeal rights and other procedural information. Nothing in this section is intended to invalidate the involuntary termination of an employee if requirements of this section are not met. This section does not create any additional procedural or substantive due process rights.
- C. Unless extenuating circumstances exist, termination should be preceded by counseling steps, such as written warnings or a performance improvement plan. In certain situations (such as workplace violation or serious violations of policy), immediate dismissal may be necessary without prior warning.

### 3.4 Limited Term Employees

- A. Employees who are hired for temporary, limited-term positions shall be separated upon completion of their assignment for which the position was established. As much notice as possible will be given to limited-term employees.



### 3.5 Separation Procedures

- A. The Manager is responsible for collecting all City property (badge, lap top, cell phone, keys, tools, etc.) from employees who separate employment.
- B. HR and Payroll will ensure that the final paycheck is correct and is delivered within the time period required by law. Managers will approve all work hours and ensure that any reimbursements due to the employee are submitted to Payroll prior to processing the final paycheck.
- C. HR will conduct an exit interview and notify the employee of benefits end dates and any continuing benefit options that are available. If applicable, HR will advise the employee of appeal or grievance procedure rights.
- D. HR will respond to all unemployment inquiries. Managers are not to respond to unemployment inquiries.
- E. HR will respond to all requests for employment verification for former employees.

## 4. ADDITIONAL RESOURCES

### 4.1 Supporting documents available:

- Retiree Insurance Benefits policy
- Grievance Procedures policy

## 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	New Document

## DOCUMENT PROPERTIES

Primary Author: Dawn Urban  
Approver(s): HR Committee – 6/5/19  
Common Council – 6/18/19

**SUBJECT: City of Wisconsin Rapids Social Media Policy**

**PURPOSE:**

This policy sets forth guidelines for the establishment and use by the City of Wisconsin Rapids of social media sites as a means of conveying City of Wisconsin Rapids information to the public. The intended purpose behind the use of City of Wisconsin Rapids social media sites is to disseminate information from the City, about the City, to the public in a civil and unbiased manner.

**POLICY:**

The City of Wisconsin Rapids has an overriding interest and expectation in deciding what is “spoken” on behalf of the City on City social media sites. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation, blogs, wiki’s, content hosting sites such as Flickr and YouTube, and social networking sites such as Facebook, LinkedIn and Twitter. This policy is in addition to and complements any existing or future City of Wisconsin Rapids policies regarding the use of technology, computers, smart phones, email and the internet. Any existing or future departmental Social Media policies are subject to the review and approval of the Director of Innovation & Technology.

**GUIDELINES**

1. The establishment and use by any City department of City social media sites are subject to approval by the Director of Innovation & Technology or his/her designees. The department site administrator or his/her designees shall be responsible for the City of Wisconsin Rapids social media site of his or her department.
2. City social media sites shall make clear that they are maintained by the City of Wisconsin Rapids and that they follow the City of Wisconsin Rapids Communications Policy. The City logo or branding shall be used on all social media accounts to confirm authenticity of the site. City social media accounts will only join a group or become a fan of a page if it is related to official City business, services and events.
3. Wherever possible, City social media sites should link back to the official City of Wisconsin Rapids website for forms, documents, online services and other information necessary to conduct business with the City of Wisconsin Rapids.
4. The Director of Innovation & Technology or his/her designees will monitor content on City social media sites to ensure adherence to both the City of Wisconsin Rapids Information Systems Policy and the interest and goals of the City of Wisconsin Rapids.
5. Users of all City social media shall adhere to applicable federal, state and local laws, regulations and policies.
6. The City reserves the right to restrict or remove any content that is deemed in violation of the City of Wisconsin Rapids Information Systems Policy, other City policies, or any

applicable law. Any content removed based on these guidelines must be retained by the Director of Information & Technology or his/her designees for a reasonable period of time, including the time, date and identity of the poster, when available.

7. The City of Wisconsin Rapids' Facebook page at [www.facebook.com/wirapids](http://www.facebook.com/wirapids) will remain the City's primary and predominant social media presence.
8. Public records laws and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored and retrieved to comply with these laws.
9. City of Wisconsin Rapids social media sites are subject to State of Wisconsin public records laws. Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication, may be a public record. The Department maintaining the site, with the guidance of the City Attorney, is responsible for responding completely and accurately to any public records request for public records on social media. Content related to City business shall be maintained in an accessible format pursuant to City policy and practice so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.
10. Employees representing the City of Wisconsin Rapids via social media accounts must conduct themselves at all times as representative of the City of Wisconsin Rapids. Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary action outlined in the Human Resources Policy and Procedures manual.

## **PRIVACY POLICY AND DISCLAIMER**

Any individual accessing, browsing and using a City of Wisconsin Rapids social media site accepts, without limitation or qualification, the City's Social Media Policy (hereafter "Policy"). These terms and conditions apply only to the social media sites (defined here as third party hosted online technologies that facilitate social interaction and dialogue, such as Facebook, Twitter and YouTube) that are managed by the City of Wisconsin Rapids.

This policy is continually evaluated, and may be modified or terminated at any time. Modifications will be made in writing, and the Human Resources Committee and Common Council will approve any modification to the Policy.

All users of a City of Wisconsin Rapids social media site are also subject to the site's own privacy policy. The City of Wisconsin Rapids has no control over a third party site's privacy policy or their modifications to it. The City of Wisconsin Rapids also has no control over content, commercial advertisements or other postings produced by the social media site that appear on the City of Wisconsin Rapids social media site as part of the site's environment.

The City of Wisconsin Rapids operates and maintains its social media sites as a public service to provide information about City programs, services, projects, issues, events and activities. The

City of Wisconsin Rapids assumes no liability for any inaccuracies these social media sites may contain and does not guarantee that the social media sites will be uninterrupted, permanent or error-free.

## **POSTING AND COMMENT POLICY**

Although posts and comments are encouraged on the City of Wisconsin Rapids social media sites that allow posts, these sites are limited public forums and are moderated by City staff. All posted content including, but not limited to, comments, photos, links, etc. must be related to discussion of City programs, services, projects, issues, events and activities.

1. A comment posted by a member of the public on any City of Wisconsin Rapids social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the City of Wisconsin Rapids, nor do such comments necessarily reflect the opinions or policies of the City of Wisconsin Rapids.
2. Comments containing any of the following inappropriate forms of content shall not be permitted on City of Wisconsin Rapids social media sites and are subject to removal and/or restriction by the Director of Information & Technology or his/her designees:
  - a. Comments not related to the original topic;
  - b. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status or mental or physical disability;
  - c. Defamatory or personal attacks;
  - d. Threats to any person or organization;
  - e. Obscene or sexual content or links to obscene or sexual content;
  - f. Comments in support of, or in opposition to, any political campaigns or ballot measures;
  - g. Solicitation of commerce, including but not limited to advertising of any business or product for sale, except as stipulated in City marketing plans and determined by the City to be essential to economic development;
  - h. Conduct in violation of any federal, state or local law;
  - i. Encouragement of illegal activity;
  - j. Information that may tend to compromise the safety or security of the public or public systems; or
  - k. Content that violates a legal ownership interest, such as a copyright, of any party.
3. The City of Wisconsin Rapids reserves the right to deny access to City of Wisconsin Rapids social media sites for any individual who violates the City of Wisconsin Rapids Social Media Policy, at any time and without prior notice. The City reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.
4. The following verbiage can be used to warn individuals about their content: “Your recent post is in violation of the City of Wisconsin Rapids Social Media Policy. Please refrain

from posting inappropriate content in the future. If you do not refrain from posting such content, we will block you from this forum. Thank you for understanding.”

5. Department site administrators shall monitor their social media sites for comments requesting responses from the City and for usage in violation of this policy.
6. Department site administrators or their designees shall determine how employees must identify themselves when participating in the social media forum. These guidelines must be displayed to users or made available by hyperlink.

The City of Wisconsin Rapids reserves the right to remove posted content that does not comply with this policy. All posts and comments uploaded to City of Wisconsin Rapids social media sites that allow posts will be periodically reviewed. Posts and comments are public records, which may be subject to disclosure under public records laws.

Communications made through the City of Wisconsin Rapids social media sites in no way constitute a legal or official notice or comment to the City of Wisconsin Rapids. For example, a post or comment that asks for public records will not be considered a public records request under (Wis. Stat. §§ 19.31-19.39). To comment about a specific City project or program, please contact the appropriate department.

### **TERMS OF USE AGREEMENT FOR PUBLIC**

It shall be the policy of the City of Wisconsin Rapids that the following agreement must be conspicuously posted on each social site established and maintained by the City of Wisconsin Rapids, if such capability exists. The agreement will also be posted on the City’s website ([www.wirapids.org](http://www.wirapids.org)) for easy access:

#### Social Media Terms of Use Agreement

While this is an open forum, please keep your comments clean and appropriate. Inappropriate comments are subject to removal by the Director of Innovation & Technology of this account. If you do not comply with the terms of use outlined below, the Director of Innovation & Technology will contact you and your message will be removed. If you post inappropriate content a second time, the Director of Innovation & Technology will contact you and your profile will be blocked from posting any more information to the site.

This forum is not monitored at all times. Do NOT use this forum to report emergency situations or time-sensitive issues.

Please remember the following rules when posting:

1. All content may be subject to public records law.
2. Content should be related to the subject matter of the social media site where it is posted.
3. If your post violates any of the rules below, it will be removed:

- a. Content that is graphic, obscene or explicit;
  - b. Content that is abusive, threatening, hateful, or intended to defame anyone or any organization;
  - c. Content that suggests or encourages illegal activity;
  - d. Content that promotes, fosters, or perpetuates discrimination on the basis or race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, gender identity, or sexual orientation;
  - e. Content posted by persons whose profile picture or avatar, username or email address contains any of the aforementioned prohibited conduct;
  - f. Solicitations or advertisements, including but not limited to promotion or endorsement of any financial, commercial, or non-governmental agency.
  - g. Content that compromises the safety or security of the public or public systems.
4. You participate at your own risk and take personal responsibility for your comments, your username, and any information provided.
  5. The appearance of external links on this site does not constitute official endorsement by or on behalf of the City of Wisconsin Rapids.
  6. Any public records request for information found on City of Wisconsin Rapids social media sites shall be directed to the City Attorney's Office at 715-421-8217 or [sschill@wirapids.org](mailto:sschill@wirapids.org).
  7. All information and materials generated by the City of Wisconsin Rapids and provided on City of Wisconsin Rapids social media sites are the property of the City of Wisconsin Rapids. The City retains copyright in all text, graphic images and other content that was produced by the City of Wisconsin Rapids and found on the page.

## **COPYRIGHT POLICY**

All information and materials generated by the City of Wisconsin Rapids and provided on City of Wisconsin Rapids social media sites are the property of the City of Wisconsin Rapids. The City retains copyright in all text, graphic images and other content that was produced by the City of Wisconsin Rapids and found on the page.

Commercial use of text, City logos, photos and other graphics is prohibited without the express written permission of the City of Wisconsin Rapids. Any person reproducing or redistributing a third party copyright must adhere to the terms and conditions of the third party copyright holder. If you are a copyright holder and you feel that the City or Wisconsin Rapids did not use an appropriate credit line please notify the City Attorney with detailed information about the circumstances, so that the copyright information can be added or the material in question can be removed.

## **PROCEDURE & TRAINING FOR CITY EMPLOYEES**

The following steps outline the applications for various social media platforms and the functions

that each will serve. The City of Wisconsin Rapids will primarily use Facebook and Twitter, as direction permits.

## 1. FACEBOOK

**Facebook** is an online social networking service that allows users to *friend* individuals and *like* pages as a way of communicating and connecting online. Facebook will be used as the primary communication tool to build online presence of the City of Wisconsin Rapids.

Below are possible items to post about on the City of Wisconsin Rapids Facebook page:

- a. Links to videos/photos from events/programs
  - i. Use website <http://bit.ly> to shorten links
- b. Upcoming events (w/link to supporting webpage for more information)
- c. Current road conditions, trail closures, etc.
- d. Updates to the external website (include link)
  - i. Examples: announcements, programs, etc.
- e. Post facts about the background and initiatives of the City
  - i. Include link to appropriate webpage
  - ii. Examples: *Did you know...?* or *On this day in 1921...*
- f. Post outreach and volunteer opportunities with link to external website for more information
  - i. Include hashtag (*#volunteer*)
- g. Create a “Tip of the Week” campaign to promote the City recreation and visitation
- h. Important City news or information from Mayor’s Office

## 2. TWITTER

**Twitter** is a micro-blogging social networking site that allows users to send, receive and read *tweets*, which are short messages of up to 140 characters. Twitter will be used as the secondary communication tool to build online presence of the City of Wisconsin Rapids.

Below are possible items to tweet about:

- a. Links to videos/photos from events/programs
  - i. Use website <http://bit.ly> to shorten links and stay below the 140 character limit
- b. Upcoming events (w/link to supporting webpage for more information)
- c. Updates to the external website (include link)
  - i. Examples: information, publications, programs, etc.
- d. Post facts about the background and initiatives of the City
  - i. Include link to appropriate webpage
  - ii. Examples: *Did you know...?* or *On this day in 1921...*
- e. Post outreach and volunteer opportunities with link to external website for more information
  - i. Include hashtag (*#volunteer*)

- f. Create a “Tip of the Week” campaign to promote City recreation and visitation or other areas of City
- g. What’s the Mayor up to? Include tweets about daily happenings at the City Hall and outside of the City community

Department site administrators for the City of Wisconsin Rapids will create, manage and monitor accounts on social media platforms. The administrators will also post and edit the platform content, including:

- a. Facebook
- b. Twitter
- c. LinkedIn

The Director of Innovation and Technology for the City will:

- a. Aid in supplying information/content to the department site administrators for posting.
- b. Coordinate with River Cities Community Access to create videos and other media tools.
- c. Review proposals for new social media projects and grants formal approval.
- d. Provide counsel to departments as to the appropriate use of the social media tools and guidance as to the types of information that should be posted.
- e. Monitor content on department social media accounts to ensure adherence to the guidelines in this policy. Inappropriate use may result in the removal of the department page or account from these social media sites.
- f. Manage public records requests for information found on City social media sites in consultation with the City Attorney.
- g. Set operational policy.

The City Attorney’s Office will:

- a. Review and approve any changes or additions to the Terms of Use Agreement and this Policy, as requested.
- b. Render opinions on matters regarding disclaimers, terms of use, and privacy concerns as they arise.
- c. Provide opinions and assist in responses on matters of public records, in accordance with any applicable federal, state, and local laws.

Establishing a Social Media Account:

1. Contact the Director of Innovation & Technology to discuss objectives and desired outcomes for utilizing social media technologies and to help determine the sites’ effectiveness in reaching the department’s communication objectives. Departments must also clearly define the purpose, intent and posting strategy for site.
2. Obtain formal approval from the Director of Innovation and Technology Office to proceed with any proposed social media project.



3. The Department/Division Director shall specify all Authorized Administrators for the project prior to establishing any social media account.
4. Obtain a completed and signed Authorized Administrator Agreement Form for each employee responsible for managing social media accounts and return signed agreement(s) to the Director of Innovation and Technology.
5. Establish the social media account using a City of Wisconsin Rapids email address and provide the account username and password to the Director of Innovation & Technology, including all subsequent modifications to credentials.

#### Operating and Maintaining a Social Media Account:

1. Include an introductory statement that clearly specifies the work-related purpose and topical scope of the social media site. The City's website link should accompany the purpose statement.
2. Where possible, department social media accounts should link back to the City of Wisconsin Rapids website for the purpose of downloading any forms, documents, and other information.
3. Conspicuously post the approved Terms of Use Agreement for the public to view.
4. Enable features for public comments, if such capacity exists, and comply with and enforce the posted Terms of Use Agreement.
5. Any content removed based on a violation of the Terms of Use Agreement must be retained by staff, including the time, date, and identity of the poster when available.
6. Maintain compliance with all applicable federal, state, and local laws related to public records requests and records retention.
7. Obtain parental consent via the Video and Photo Release Form for Minors.
8. Make available to the Director of Innovation & Technology all content such as text, images, and video posted on social media sites for possible placement on the City's website, preferably before posting to the respective social media site.
9. Authorized department site administrators shall review their sites at least once each work day and update content (i.e. post and/or tweet) once each day during the five-day workweek.

#### **EMPLOYEE PROFESSIONAL SOCIAL MEDIA USE**

The City recognizes that technology is changing at a rapid pace and the City of Wisconsin Rapids and its employees must adjust to an ever-changing world. The City also recognizes that not all employees use social media. For employees who use social media, the City expects them to do so in a responsible and respectful manner.

The City of Wisconsin Rapids reserves the right to review employees' use of social media and determine if abuse is occurring. Under no circumstances should employees use social media to engage in or post communications or material that would violate any City policy, including, but not limited to, the Information Systems Policy or the Public Relations Policy. If you have a

question about whether a particular use of electronic communication or social media is appropriate, you should consult with your supervisor, the City's Human Resources Director or City Attorney before making such communication.

All City employees must agree to use City-approved social media sites for City business as appropriate and in compliance with the City of Wisconsin Rapids Social Media Policy. City employees must understand that prior approval is needed from the Director of Innovation and Technology Office to create a social media account on behalf of the City. Employees must also understand that he or she is responsible for all postings he or she may make on City social media sites, including those made in the comments sections. Employees must also agree to have parental consent via the Photo and Video Release Policy for placing photographs of children considered minors on the social media sites.

City employees must acknowledge that all City-approved social media accounts are considered to be City property and may be monitored. Employees must understand that they do not have privacy rights in the use of City social media sites and the postings, data, access to, or distribution of such materials is subject to public records laws. Employees must also agree to immediately forward all public records requests to the City Attorney for response.

City employees must understand that content on City social media sites shall be managed according to the Social Media Terms of Use Agreement, and agree to immediately remove all content in violation of the Social Media Terms of Use Agreement and retain the original content, time, date, and identity of the poster.

Authorized department site administrators or designees must agree to review and update the social media site at least once each work day for each day of the workweek.

Finally, employees must acknowledge that any abuse of any City social media account, including, but not limited to, violation of the rules and guidelines set forth in the Social Media Policy or in any current or future modified policy can be grounds for disciplinary action up to and including unpaid suspension and termination.

## **DEFINITIONS**

*Authorized Department Site Administrator* – shall mean any employee, or any person acting on their behalf, who has been authorized by their Department Director and registered with and approved by the Director of Innovation & Technology to establish, create, edit or maintain any social media account, and the posts it may contain, in the transaction of official business of the City of Wisconsin Rapids.

*Blog* – refers to a personal online journal that can be updated by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video.

Examples include, but are not limited to Blogger, LiveJournal and Twitter.

*Chat room* – is a website, part of a website, or part of an online service that provides a venue for communities of users with a common interest to communicate through text, video and/or audio transmissions real time.

*External Entity* – shall mean any persona or party not employed by, or an authorized representative of, the City of Wisconsin Rapids.

*External Information* – shall mean any social media post by any external entity, and the information or substance it contains.

*Online Forum* – is a discussion group where users can post comments, information, links, graphic media and thoughts, either anonymously or as themselves, usually not in real-time.

*Personal website* – is a site created or configured by an individual for business, social or entertainment purposes

*Post* – shall mean any email, message, picture, graphic, image, advertisement, notification, feed, stream, transmission, broadcast, podcast, video, instant message, text message, blog, micro blog, status update, wall post, comment, and any and all other forms, means, or attempts at collaboration or communication that is uploaded, posted to, or otherwise displayed on or transmitted by, any social media account or network.

*Social Media* – are various forms of user-created content tools such as social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include, but are not limited to: picture and video sharing, wall postings, email, instant messaging, and music sharing. Examples of social media applications include, but are not limited to: Google and Yahoo Groups (reference, social networking); Wikipedia (reference); Facebook and MySpace (social networking); YouTube (social networking and video sharing); Flickr (photo sharing); Twitter (social networking and microblogging); Skype (instant messaging and webcam chat); LinkedIn (business networking); and news media comment sharing/bloggging. This policy covers all social media tools, both current and future.

*Social Media Account* – shall mean any registration, login credential, tool, forum, website, or network that is created or maintained by a department for the purpose of establishing or perpetuating a social media presence.

*Social Networking* – is the practice of expanding one's business and /or social contacts by making connections using a range of social media tools including blogs, video, images, tagging, lists of friends, forums, and messaging that use the Internet to promote such connections through

Web-based groups established for that purpose.

*Website* – Any computerized document, file or menu accessible on the Internet

*Wiki* – Website that allows users to freely create and edit web pages using a web browser. Examples include, but are not limited to Wikipedia and Wikitravel.

**REVIEW AND REVISION**

The City of Wisconsin Rapids reserves the right to rescind and/or amend this and all City policies at anytime.

**POLICY DATE: June 17, 2014**

**SIGNATURE: Common Council**

**POLICY DATE**\_\_\_\_\_

**SIGNATURE**\_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: SOLICITATION AND DISTRIBUTION**

**PURPOSE:**

To provide employees with appropriate guidelines regarding solicitations and distributions in the workplace.

**POLICY:**

In an effort to assure a productive work environment, persons not employed by the City may not solicit or distribute literature in the workplace.

Although employees may have interests in events, fund raisers and organizations outside the workplace, literature and other information concerning these activities, other than the authorized annual United Way drive and MDA Boot Drive, may not be distributed or solicited during working time. The City's computer systems may not be used for the purpose of distributing information or advertising an event, fundraiser or other organization (other than the authorized annual United Way drive and MDA Boot Drive) that is not City sponsored, at any time. Information may be distributed during lunch periods, breaks or other periods during which employees are not working; however, this information may not be sent or distributed via the City's computer systems.

Any written solicitations for posting on City bulletin boards must be approved by the Department Head and/or Human Resources Department. (Please refer to the Bulletin Board Policy).

Failure to comply with this policy will result in discipline, up to and including unpaid suspension and/or termination.

**PROCEDURE:**

1. Report the presence of any non-employees engaging in any kind of solicitation or distribution in the workplace to the Department Head.

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

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**POLICY DATE: 2-01-05**

**SIGNATURE: Marion Hokamp**

**POLICY DATE: 7-15-14**

**SIGNATURE: Chad Wirf**

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**           **TELEPHONES**

**PURPOSE:**

To provide employees with appropriate guidelines regarding the use of all City-owned telephones, including cellular telephones, and personal cell and smartphones. Use of telephones includes placing and receiving calls, text messaging, surfing the internet, downloading or viewing data, responding to or receiving emails, and checking or listening to phone messages.

**POLICY:**

It is the policy of the City of Wisconsin Rapids that all City telephones, including cellular telephones, are for the express purpose of conducting City business.

The use of personal cell phones while on work time is a privilege for employees, and personal cell phone users shall abide by this policy.

The City recognizes that, on occasion, situations may arise necessitating personal use of telephones by employees. Such use of telephones is, however, to be brief and infrequent and may be monitored. It shall be the responsibility of each Department Head and each person in a supervisory capacity to monitor personal usage.

City employees will be responsible for respecting and adhering to local, State and Federal laws in conducting their work using the City's telephone equipment.

Telephone records and information regarding the use of the City's telephone system is subject to Open Records Law, including records, logs and other information related to personal use. Although employees need a password to access the voicemail system, they should not expect that voicemail messages are private. Voicemail messages may be considered public records and may be subject to public disclosure.

Failure to comply with this policy will lead to discipline up to and including unpaid suspension and/or termination.

**PROCEDURE:**

1. Personal calls of a less urgent nature are to be made during the employee's rest or lunch period.
2. The length of a personal call is to be limited to what is absolutely necessary to conduct the required personal matter.

3. Use of telephones for a prolonged period of time for personal social visiting or conducting personal business while on work time (i.e. for monetary gain, etc.) is prohibited.
4. If using a City telephone for personal long-distance calls, the call should be placed:
  - a. Collect
  - b. Charged to the employee's home telephone
  - c. Placed on the employee's personal telephone credit card
5. Should an employee be required to place an emergency long-distance personal telephone call on a City telephone, and the employee is not able to charge the call as described in number 4 above, the following procedure is to be followed:
  - a. Receive approval to place the call from the employee's immediate supervisor.
  - b. Complete a long-distance telephone slip, indicating it is a personal call, and submit the slip to the Finance Department.
  - c. Reimburse the City for the cost of the call.
6. Employees whose job responsibilities include driving or equipment operation shall refrain from using any telephone while driving or operating equipment. Safety must come before all other concerns. All employees are required to stop the vehicle in a safe location and park before using the cell phone. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment shall be provided to facilitate the provisions of this policy. Under no circumstances are employees required to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations, or who have accidents which result from the use of their phone while driving, will be solely responsible for all liabilities that result from such actions.
7. Use of picture technology or any other camera or device technology that may capture visual images, without prior permission of the Department Head or supervisor, is prohibited. No photographs should be taken where personal confidentiality or privacy may be violated. Absolutely no lewd or obscene photographs may be taken or displayed at work. Violations may result in confiscation of the device, in addition to discipline.
8. Violations of this policy may result in discipline, up to and including unpaid suspension and/or termination. Violations of this policy may also include revocation of the permission to carry a cell phone on City premises while working.



9. It shall be the responsibility of the Department Head to establish a monthly threshold of telephone usage (minutes), based on the requirements of the job. It shall be the responsibility of the Department Head and the Business and Finance Department to audit the amount of telephone usage and monthly telephone statements.
  
10. Department Heads, City Attorney, City Clerk, Mayor, and other non-union management personnel who have received cell phone budget approval through the budget process, who do not have a City-owned cell phone, will be granted a monthly stipend of fifty dollars (\$50) to be used toward the data and voice plan of a personally owned smartphone. Fire Captains and Police Lieutenants will be granted a monthly stipend of thirty five dollars (\$35). Alderpersons will be granted a monthly stipend of twenty dollars (\$20). These stipends will be paid monthly. It is expected that these employees will be available to respond to City business, communicated via email or telephone, while not at work, as needed. These personal cell phone numbers are to be provided to the City for internal distribution.

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

POLICY DATE: 8-9-02

SIGNATURE: Robert Nash

REVIEW DATE: 10-16-08

SIGNATURE: Robert Nash

REVIEW DATE: 12-18-12

SIGNATURE: Robert Nash

REVIEW DATE: 3-18-14

SIGNATURE: Robert Nash

REVIEW DATE: 3-20-16

SIGNATURE: Todd Ferkey

Revised: 01/16/18

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** AMERICANS WITH DISABILITIES ACT

**PURPOSE:**

To provide employees with appropriate guidelines regarding compliance with the Americans with Disabilities Act (ADA) of 1990, The Americans with Disabilities Act Amendments Act (ADAAA) of 2008, and Federal and State of Wisconsin law.

**POLICY:**

The City is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990, The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Federal and State of Wisconsin law. It is the City's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, or perceived disability, so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the City will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, ADAAA, and Federal and State of Wisconsin law who has made the City aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the City.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department so that the "interactive process" (process for the City and individual requesting the accommodation to engage in discussing physical or mental abilities and limitations as they relate to the job's essential functions and to determine possible job accommodations) may begin. The City encourages individuals with disabilities to come forward and request reasonable accommodation.

It is the policy of the City of Wisconsin Rapids to provide a review process to job applicants of the City who have a qualifying disability under ADA and to current employees who become disabled while in the employment of the City. If such disabled job applicant or employee is qualified for the position and has been rejected due to his/her disability, or a reasonable accommodation is refused, the job applicant/employee may appeal the decision to the ADA Advisory Subcommittee for review. The purpose of this review shall be to find a mutually acceptable solution to both parties.

**PROCEDURES:**

1. On receipt of an accommodation request, either verbally or in writing, the Human Resources Director and the employee's supervisor will meet and engage in the "interactive process" with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the

City might make to help overcome the limitations. An "Accommodation Request" form should be completed.

2. All requests for accommodation will be reviewed on a case-by-case basis and the City may provide a reasonable accommodation that allows the qualified individual with a disability to achieve the same level of job performance as other similarly skilled employees. The City is not obligated to provide an accommodation that causes an undue hardship on the City. The City will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to: the nature and cost of the accommodation, the City's overall financial resources and organization, the accommodation's impact on the operation of the City, the accommodation's impact on the ability of other employees to perform their duties, and the City's ability to conduct business. Types of accommodations that will be considered, but not limited to, are: Modifying a written exam or other test; adjusting work schedules; restructuring a job; reassignment to a vacant position; making facilities readily accessible; acquiring or modifying equipment or devices; training material or policies, and/or providing qualified readers or interpreters.
3. The City will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of his/her right to appeal the decision to the ADA Advisory Subcommittee for review.
4. The ADA Advisory Subcommittee will meet with the applicant/employee, and the Human Resources Director or City representative, to determine the facts and make a recommendation to the applicant/employee and the City Human Resources Committee.
5. The recommendation of the ADA Advisory Subcommittee shall not be binding on either party, and either party may pursue the matter through other legal courses.
6. The ADA does not require the City to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.)

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

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: 2-01-05**

**SIGNATURE: Marion Hokamp**

**REVIEW DATE: 7-15-14**

**SIGNATURE: Chad Wirl**

**CITY OF WISCONSIN RAPIDS  
EMPLOYEE/APPLICANT ACCOMMODATION REQUEST**

Protection is afforded under the ADA, ADAAA and Wisconsin law to a qualified individual with a disability, who can perform the essential functions of the position, with or without reasonable accommodation.

**“Disability” as defined under the Americans with Disabilities Act of 1990** (42 U.S.C. sec. 12101): A physical or mental impairment that substantially limits one or more major life activities; including a person who has a record of such impairment; a person who is regarded or perceived to have an impairment; or has a known association or relationship with an individual with a disability.

**“Disability” as defined under the Wisconsin Fair Employment Act** (Section 111.32): A physical or mental impairment which makes achievement unusually difficult or limits the capacity to work; has a record of such impairment; or is perceived as having such impairment.

**“Major Life Activities”**: Caring for one’s self, performing manual tasks, walking, sitting, standing, seeing, hearing, eating, breathing, speaking, sleeping reproducing, working, learning, thinking, concentrating and interacting with others.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Department (if applicable)** \_\_\_\_\_

**Position** \_\_\_\_\_

**Telephone Number (Work)** \_\_\_\_\_ **(Home/Cell)** \_\_\_\_\_

**Accommodation Request: Please list accommodation requested and reason for request:**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: DIRECT DEPOSIT OF PAYCHECKS**

**PURPOSE:**

To provide employees with guidelines regarding the direct deposit of their paychecks.

**POLICIES:**

It is the policy of the City of Wisconsin Rapids that all pay for employees, elected and appointed officials, committee members and commissioners be directly deposited into any financial institution of the employee's choice that offers this service.

**PROCEDURES:**

1. Employees can utilize up to four (4) accounts. If, in the future, fees are charged to the City, the numbers of accounts may be reduced and limited to one.
2. Employees must complete a Direct Deposit Authorization form and designate the account(s) for the direct deposit. Completed forms must be returned to the Finance Department and will be maintained by the Finance Department.
3. The direct deposit will continue to be sent to the designated account(s) until the employee provides Finance with a new Direct Deposit Authorization form. Employees who wish to change financial institutions for their direct deposit should do so two weeks prior to the date on which the change will be effective.
4. Waiver requests by individuals will be considered by the Finance Director. The Finance Director has discretion and authority to approve waiver requests with sufficient justification, such as the inability of the employee to obtain an account at an eligible financial institution or an extreme hardship.

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

POLICY DATE: 1/1/14 SIGNATURE: Bob Nash

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**

**PURPOSE:**

To provide employees with appropriate guidelines regarding the principles of equal employment opportunity.

**POLICY:**

It is the policy of the City of Wisconsin Rapids to afford equal opportunity for employment to all individuals regardless of race, color, religion, age, sex, marital status, disability, national origin or any other protected status. Employment decisions, including recruiting, hiring and promoting applicants, will be made based on merit, qualifications and abilities. The City will make reasonable accommodations for qualified individuals with actual or perceived disabilities unless doing so would result in an undue hardship.

Compensation, benefits, training and development, promotions, transfers and terminations will be administered without regard to race, color, religion, age, sex, marital status, disability, national origin or any other protected status.

Standards of conduct and performance are enforced without regard to race, color, religion, age, sex, marital status, disability, national origin or any other protected status.

This policy also applies to the services offered through the City of Wisconsin Rapids. It is the intention of this policy to prohibit discriminatory treatment of any person in services or opportunities offered by the City.

This policy is to receive the full cooperation of every employee of the City of Wisconsin Rapids. It is the responsibility of City management to accomplish the objectives of the equal employment opportunity statement. Management staff also has the responsibility to evaluate and make recommendations to help achieve equal employment opportunities. The Director of Human Resources has the authority for administration

of this policy. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including unpaid suspension and/or termination of employment.

**PROCEDURE:**

1. Report any concerns regarding equal employment opportunity to the Department Head or the Director of Human Resources.

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: EMPLOYMENT APPLICATIONS**

### **PURPOSE:**

To provide appropriate guidelines regarding the completion of applications for open positions within the City.

### **POLICY:**

The Human Resources Department will accept applications for employment **only** for those positions that are vacant. Employment applications will be accepted only after a "Personnel Requisition/Position Needs Analysis" has been completed and approved and the position has been posted internally. Once the application period begins, all individuals who request to complete an application will be allowed to do so.

Any misrepresentations, falsifications, or material omissions in any of the application material may result in the exclusion of the individual from further employment consideration or termination of employment.

### **PROCEDURE:**

1. All applications for employment will be distributed and received in the Human Resources Department or the Mayor's Office.
2. No applications for employment will be accepted after the application deadline.
3. An employment application is required for every employee interviewed for employment with the City.
4. Applications must be signed and dated by the applicant.
5. Employment applications will be maintained in the Human Resources Department for one year.
6. At the applicant's request, a current application, on file, may be copied for submission for another job opening.



POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**    HIRING OF RELATIVES

**PURPOSE:**

To provide employees with guidelines regarding the hiring of relatives.

**POLICY:**

Except where prohibited by law, relatives of persons currently employed by the City of Wisconsin Rapids may be initially hired by the City only if they will not be working directly for or supervising, a relative, or will not occupy a position in the same line of authority within the organization. This also applies to any situation where a relative may have the authority to review employment decisions. If a relative has, or may have, due to a transfer or promotion, the authority to review employment decisions for a current employee, the review will be deferred to another appropriate Manager, Department Head, the Human Resources Director, and/or Human Resources Committee.

If the relative relationship is established after employment, a job transfer may be required at the direction of the Human Resources Director.

For the purposes of this policy, relatives are defined to include spouses, domestic partners, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

In the event any City official or employee attempts to seek any unfair advantage, or attempts to unduly influence any person with hiring authority, in the selection for City employment, such person is to be immediately reported to the Chairperson of the Human Resources Committee.

**PROCEDURE:**

1. Employees should inform supervisors and Human Resources of any relationship that may be covered by this policy.
2. Alleged violations of this policy will be investigated by the Human Resources Director or Human Resources Committee.
1. Violations of this policy may result in discipline, up to and including unpaid suspension and/or termination, and/or the filing of charges with the Ethics Board.

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

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 12-18-12

SIGNATURE: Robert Nash

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**    **JOB POSTING**

**PURPOSE:**

To provide appropriate guidelines to inform current employees of other employment opportunities within the City of Wisconsin Rapids.

**POLICY:**

The City of Wisconsin Rapids will attempt to fill positions from within, by means of promotion or transfer of current qualified employees, whenever possible. The City will inform employees of available positions through job posting.

**PROCEDURE:**

1.     Once an approved "Personnel Requisition/Position Needs Analysis" has been received in the Human Resources Department, an Employment Announcement/Job Posting will be developed.
  2.     Postings will include the job title, salary grade, salary range, hours, a brief job description and the application deadline.
  3.     Postings will be distributed to all City departments and posted on various bulletin boards throughout the City.
  4.     Positions will be posted through the application deadline or until the position has been filled.
  5.     Employees, other than DPW employees, should be in their current position for a minimum of six (6) months to be eligible to apply for a posted position.
- 
1.     In general, the normal notice period for releasing an employee to a new position from the date the offer is accepted is two (2) weeks for non-exempt employees and four (4) weeks for exempt employees. Exceptions to this policy may be made with the mutual agreement of the involved supervisors.

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

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: 12-18-12**

**SIGNATURE: Robert Nash**

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: RECRUITMENT AND SELECTION**

### **PURPOSE:**

To provide procedures to be followed for recruiting and selecting well qualified individuals consistent with all applicable federal, state and local laws and regulations.

### **POLICY:**

The Human Resources Department is responsible for the coordination, recruitment, and selection of all employees of the City of Wisconsin Rapids. The Police and Fire Commission is responsible for establishing an eligibility list for entry-level Police Officers and Firefighters/EMTs, and also for recruiting the Chiefs of Police and Fire Departments. The Human Resources Department is responsible for assisting the Police and Fire Commission in their duties.

The City of Wisconsin Rapids' official policy is to provide Equal Employment Opportunity for all qualified persons without regard to race, color, age, sex, religion, disability, marital status, or natural origin. All employment practices relating to such matters as applications, recruiting, advertising, interviewing, and all personnel policies relating to all terms and conditions of employment must be in compliance with Title VII of the Civil Rights Act, Presidential Executive Order 11246, revised order Number 4, OFCC Affirmative Action Guidelines, and Title 29, Chapter 1607, of the Code of Federal Regulations.

All recruitment activities, including advertising, reviewing applications, interviewing, testing, and checking employment references shall be coordinated by the Human Resources Department with input and assistance from the respective hiring Department Head or designee. Recruitment shall be tailored to the position to be filled.

### **PROCEDURE:**

1. After the "Personnel Requisition/Position Needs Analysis" has been completed and approved by the Human Resources Committee and budget process for new positions or by the Mayor for vacant budgeted positions, and the job posting has been distributed to all City departments, a recruiting bulletin will be distributed for posting at local public buildings.
2. Human Resources will develop a job ad, in conjunction with the hiring Department Head, to be placed in the relevant local and weekly new media and other publications and websites as determined by the Human Resources

Director.

3. The job vacancy will be listed with the local Wisconsin Job Service Office, employment agencies, and local educational institutions.
4. The cost of recruiting activity shall be the responsibility of the Human Resources Department. The City of Wisconsin Rapids will pay for meal, mileage and lodging for candidates being considered for employment. Reimbursement of expenses of up to \$1,000 will be allowed, if the hiring department has funds available.

If approved, an Expense Reimbursement Form must be completed and forwarded to the Human Resources Director for processing. All reimbursement requests must be accompanied by receipts. Under normal circumstances, overnight lodging will not be permitted for candidates residing within 100 miles of the City.

5. The Human Resources Director will review all applications and resumes with the hiring supervisor/department head. The Human Resources Director will ensure that the applicants under consideration meet the minimum standards for the position.
6. The Human Resources Department will coordinate all employment interviews.
7. The Human Resources Department will conduct a background check including at least two reference checks on potential hires.
8. The Human Resources Director will make all offers of employment.
9. The Human Resources Department will coordinate all post-offer physicals.
10. The Human Resources Department will forward all letters of regret and employment status letters.
11. All inquiries regarding employment and references shall be referred to the Human Resources Department. Under no circumstances should anyone other than the Human Resources Director provide an employment reference.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 12-09-14

SIGNATURE: Chad Wirl



## Requesting Personnel

### 1. SCOPE

This policy applies to all City employees.

### 2. PURPOSE

To provide Department Heads and Managers with appropriate guidelines regarding requests for personnel for replacement or new positions.

### 3. POLICY

Department Heads shall complete the "Personnel Requisition/Position Needs Analysis" to request and justify personnel needs for replacement, modified, and/or new positions. All replacement positions must be accounted for in the current budget. Modified or new positions must receive approval from the Mayor, HR Director, and Finance Director prior to HR Committee or Finance Committee approval.

Consideration for the personnel need must include current staffing needs, cost reduction, improved public service, employee relations, and new and innovative methods and techniques. Requests for new positions may be submitted beginning January 1 through June 1 for positions, which, if approved, will be considered in the subsequent budget cycle process. "Personnel Requisition/Position Needs Analysis" forms for new, unbudgeted positions are to be approved by the Finance Director, the Human Resources Director, and the Mayor. Upon that approval, a recommendation will be made to the Human Resources Committee by the July meeting. The request must then be approved by the Finance Committee and Common Council through the subsequent budget cycle process.

If a vacancy of an existing, budgeted position arises and the Department Head wishes to fill the position, the Department Head is required complete a "Personnel Requisition/Position Needs Analysis" and review restructuring opportunities with the HR Director and the Mayor. If there is a restructuring opportunity, a referral will be made to the Human Resources Committee. If after review, it appears that restructuring is not a viable option, the position will be posted within 10 working days of receiving the Requisition form. The Human Resources Committee approval is not necessary for replacement positions.

If the requisition and replacement process is not timely proceeding, the filling of the position will be addressed on the next HR Committee agenda.

POLICY



#### 4. PROCEDURES

1. The hiring Department Head will complete the “Personnel Requisition/Position Needs Analysis” and forward it to the Human Resources Director for review. Upon receipt of the “Personnel Requisition/Position Needs Analysis” for new (unbudgeted) positions, the Human Resources Director will review the form and consult with the Department Head to determine the position description, pay grade, salary range and starting rate of pay as described in the Compensation Policy. The HR Director may seek guidance for appropriate pay from a third party compensation vendor. These requests shall be made January 1 – June 1 for positions to be added in the upcoming budget year.
2. The “Personnel Requisition/Position Needs Analysis” for new (unbudgeted) positions will require approval from the Finance Director, Human Resources Director, and the Mayor. If approved, it will be referred to the Human Resources Committee Meeting by the July meeting. If approved by the Human Resources Committee, it will be forwarded to the Finance Committee and Common Council for approval in the subsequent budget cycle process.
3. A meeting with the Mayor, HR Director, and Department Head shall be arranged to discuss restructuring opportunities for replacement positions. The Mayor may approve the filling of the position, or refer it to the Human Resources Committee for a restructuring opportunity.
4. Approved “Personnel Requisitions/Position Needs Analysis” will be returned to the Human Resources Director and filled in accordance with the established Hiring Policy. “Personnel Requisitions/Position Needs Analysis” that have not been approved will be returned to the originator.
5. Positions may be posted prior to the Committee and Council approval; however, these positions may not be filled until approval is granted.

#### 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 5/22/02 and 11/18/14 former policies

#### 6. DOCUMENT PROPERTIES

Primary Author: Dawn Urban  
Approver(s): HR Committee – 2/1/19  
Common Council – 2/19/19

POLICY

[Document Status]



## Temporary Employees

### 1. SCOPE

This policy applies to all seasonal employees of the City of Wisconsin Rapids.

### 2. PURPOSE

To provide employees with appropriate guidelines regarding the hiring of temporary employees.

### 3. POLICY BODY

Temporary employees may be hired to perform work of a seasonal nature, to assist with special projects, or to serve as interim replacements. Temporary employees placed on the City of Wisconsin Rapids' payroll may not work beyond 180 calendar days. Temporaries may be hired through a Temporary Employment Service and are employees of the temporary service, not the City. In most cases, temporary employees are paid only for hours actually worked and usually are not eligible for any benefits or paid time off (vacation, holidays, etc.).

### 4 PROCEDURE

1. The following policies and respective procedures will be followed when hiring temporary employees:

"Requesting Personnel", "Job Posting", "Employment Applications".

2. Applications will be accepted through a period of at least two weeks after the date of advertising and/or posting.

3. The City will consider all qualified, applicants for Seasonal Laborers according to the following procedure:

a. Preference will be given to applicants worked for the City the previous season and had a satisfactory work record.

b. For Seasonal Laborers, the selection of all new applicants for interviews will be made through the picking of qualified applicants who have been prescreened by the Human Resources Department.

c. Where specific job requirements exist, such as Engineering Technicians, Ordinance Control Officers, and Park and Recreation positions, Human Resources will prescreen the applicants, and qualified candidates will be interviewed and afforded employment according to the hiring process for regular employees.

d. All applicants must be capable of performing the job duties, with or without reasonable accommodation, in order to obtain a job.

e. Job openings created after the initial hiring will be handled as stated above until the initial list of qualified applicants is exhausted.

g. Exception to the policy may be made for the recruitment of interns and any other position that requires specific formal training or is part of a college training program.

h. Any hiring of temporary employees through an employment agency will be coordinated through the Human Resources Department.



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

***DOCUMENT HISTORY***

Version No.	Revision Description
1.0	REVIEW DATE: 4-11-01 SIGNATURE: Robert Nash REVIEW DATE: 12/18/12 SIGNATURE: Robert Nash

***4. DOCUMENT PROPERTIES***

Primary Author: Ryan Hartman-

Approver(s): HR Committee – 3.4.21

Common Council –

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: GARNISHMENTS AND WAGE ATTACHMENTS**

**PURPOSE:**

To provide employees with information regarding the processing of garnishments and wage attachments.

**POLICY:**

The City of Wisconsin Rapids will honor and fulfill all garnishments and other wage attachment orders required by an official state, local or federal agency, as required by law.

**PROCEDURE:**

1. Garnishments and other wage attachment orders will be processed and administered in accordance with applicable state and federal regulations.
2. Garnishments and wage orders meeting all legal requirements will be accepted and processed by the Payroll Department.

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** IMMIGRATION LAW COMPLIANCE

**PURPOSE:**

To provide guidelines regarding the required verification of U.S. citizenship status of all job applicants.

**POLICY:**

The City of Wisconsin Rapids will employ only United States citizens and aliens authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

The Immigration Reform and Control Act of 1986 requires each new employee, as a condition of employment, to complete the "Employment Eligibility Verification Form I-9" and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City in the past three (3) years, or if their previous I-9 is no longer retained or valid.

**PROCEDURES:**

1. New employees must provide required employment authorization and identification within three (3) business days from the date of hire. All verification documents must be originals unless otherwise noted. Individuals without the necessary documentation may be granted up to twenty-one (21) days to obtain it, provided a receipt for application to obtain documents is provided to the City within 3 business days.
2. Acceptable documents are identified on the attached I-9 Form.
3. New employees will be required to complete the attached "Employment Eligibility Verification Form I-9".
4. Completed I-9 Forms will be maintained for three (3) years after the employee's date of hire or one (1) year after the employee's date of termination, whichever is later.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**     **NORMAL WORKDAY AND WORKWEEK**  
                  **(Meal and Rest Periods)**

**PURPOSE:**

To provide employees with information regarding work schedules.

**POLICY:**

Work schedules vary for employees throughout the various departments. Supervisors will advise employees of their individual work schedules according to the work requirements and operational needs. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in total hours that may be scheduled each day and week.

- A.     Captains' and Firefighters' normal work schedules are 24 hours on duty followed by 48 hours off duty. This cycle continuously repeats itself.
  
- B.     Police Lieutenants and Officers work a normal cycle of two (2) days (12 hour shifts) on duty followed by two (2) days off duty, then three (3) days on duty followed by two (2) days off duty, then two (2) days on duty followed by three (3) days off duty. This cycle of 2-2, 3-2, 2-3 repeats itself.

Employees may be permitted alternative work hours to the normal department hours provided the schedule requested does not affect service to the public, allows for effective and efficient operations, and receives approval of the Department Head.

The City will comply with all applicable state and federal laws and contracts pertaining to employee meal and rest periods. It is recommended that all non-union employees take a minimum of a 30-minute lunch break during a normal workday. The maximum time allowed for lunch is one hour. Lunch is to be taken near the middle of the work period and at normal meal periods. Lunch should not start before 11:00 a.m. and should not extend beyond 2:00 p.m.

All hourly and non-exempt employees shall be granted two (2) fifteen (15)-minute rest breaks in each workday. Rest break schedules are to be approved by the Department Head.

**PROCEDURE:**

1. Employees should direct any questions about work schedules to the immediate supervisor.
2. Employees should return to their work area promptly at the end of meal and rest periods.

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

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: 12-18-12**

**SIGNATURE: Robert Nash**

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: OUTSIDE EMPLOYMENT**

**PURPOSE:**

To provide employees with guidelines regarding joint employment and employment outside the organization.

**POLICY:**

Employees of the City of Wisconsin Rapids are prohibited from holding any outside employment that constitutes a conflict of interest with the City. As long as a conflict of interest does not exist, outside employment is permissible if the performance standards required of the City job are met. All employees are subject to the same scheduling demand, regardless of any existing outside work requirements. Regular full-time employees may be employed as City part-time employees on an occasional, or sporadic basis, if the Federal Wage and Hour Laws, section 7(p)(z) exemptions are met.

**PROCEDURES:**

1. Report any questions or concerns regarding outside or joint employment issues to immediate supervisor or Human Resources.

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**

**REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_**



# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** PAY DAYS AND PAYCHECKS

**PURPOSE:**

To establish payroll periods and pay dates.

**POLICY:**

Employees of the City receive an annual salary, which is paid on a biweekly basis, with payday every other Thursday. Salary is computed through the Sunday preceding each payday. In a normal year, there are 26 pay periods; however, some years have 27 paydays in the calendar year. In such a year, the biweekly salary is determined by dividing the annual salary by 27.

**PROCEDURES:**

1. Exempt Non-Union Salaried Employees

An exempt salaried employee's biweekly salary rate is computed by dividing the annual salary by the number of pay periods in the year.

2. Non-Exempt Non-Union Employees

A salaried non-exempt employee's hourly rate is determined by dividing the annual salary by the total number of paid hours in the normal work year. The normal hours per year are 2,080, except for Assistant Fire Chiefs, whose normal annual hours are 2,912, and Police Lieutenants whose annual hours are 2,043.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** PROBATIONARY EMPLOYEES

**PURPOSE:**

To provide new employees with guidelines regarding the initial evaluation period.

**POLICY:**

The City of Wisconsin Rapids employs probationary employees in all City Departments. The probationary period is to be used by supervisory staff and Department Heads to determine the suitability of an individual to be employed by the City and to determine whether an individual will be able to successfully perform the duties of the position for which he/she is employed.

Successful completion of the probationary period will not change the at-will employment relationship between the City of Wisconsin Rapids and the employee. During and after the probationary period, employment is not for any definite term and can be terminated at any time by the employer or the employee, with or without cause.

**PROCEDURE:**

1. The performance of probationary employees will be reviewed monthly during the probationary period to ensure that the employee is successfully and properly performing the duties of the position.
2. Probationary employees will be counseled regarding deficiencies in their performance and/or work attitude as a part of the employee performance evaluation during the probationary period.
3. Department Heads shall determine whether or not an employee has successfully completed the probationary period.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2-01-05

SIGNATURE: Marion Hokamp

## **HUMAN RESOURCES POLICIES AND PROCEDURES**

**SUBJECT:** REEMPLOYMENT OF RETIRED EMPLOYEES

**PURPOSE:**

To provide employees with appropriate guidelines regarding the reemployment of retired City workers.

**POLICY:**

The City of Wisconsin Rapids will consider reemployment of retired employees for specific projects and for limited periods of time. The retired employee will be classified as a project employee. Project employees are not covered under the employment policy of regular employees and are not entitled to benefits of regular employees. The initial term of employment for a rehired retired employee shall not exceed six calendar months. An extension of time beyond six months must be recommended by the Human Resources Committee and approved by the Common Council.

All terms of employment, to include wages, hours, length of term, benefits, and any special requirements, are to be placed in writing and will govern the term of employment.

**PROCEDURE:**

1. Reemployment of retired employees may be approved to fill a temporary vacancy for the following reasons:
  - a. The City is recruiting a replacement,
  - b. There is a reorganization of a department(s) and a temporary need exists during a transition period,
  - c. There is a seasonal peak workload,
  - d. There is a need for replacement of an employee on an extended leave of absence,
  - e. Training is needed for a replacement or new employee,
  - f. There is a special or specific project that needs to be completed.
2. The Common Council shall have final authority, upon a recommendation of the Human Resources Committee, for the reemployment of Department Head positions. The Human Resources Committee shall have final authority for employment of persons below the level of Department Head. Commissions and Boards with hiring authority delegated by Municipal code shall have final authority for reemployment of persons under their authority. Such reemployment

must be within the guidelines of this policy. The Police and Fire Commission has specific authority under State Statute in matters of hiring Chiefs and approval of subordinate employees in the two protective services. This policy does not supersede that authority, however, the City retains its right to establish the compensation and benefits for these positions.

3. Compensation for project employees is established on an hourly basis. The hourly wage shall be established at the equivalent salary grade and step for the position as determined for regular employees. This hourly rate will be paid for all actual hours worked up to a maximum authorization of 1,040 hours. Project employees are not entitled to any form of paid time off, or any additional City health, dental or life insurance contributions.

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE:** 2/1/03

**SIGNATURE:** Maurice Holcomb

**REVIEW DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

# **RESIDENCY**

**1. SCOPE:** This policy applies to all employees of the City of Wisconsin Rapids.

## **2. PURPOSE:**

To provide employees with the residency requirement as a condition of employment and as is stipulated in City Ordinance 3.08.

## **3. POLICY BODY:**

The following City of Wisconsin Rapids law enforcement, fire, and emergency personnel shall be required to reside within 30 miles of the boundaries of the City of Wisconsin Rapids within 12 months of their date of hire, or within the time limit set forth in said employee's employment agreement:

All Sworn Fire Department Personnel

All Sworn Police Department Personnel

The following Department of Public Works personnel:

Director of Public Works  
Public Works Superintendent  
Park & Buildings Supervisor

The following Water Works and Lighting Commission personnel:

Electrical Superintendent  
Linemen  
Water Superintendent  
Meter Service Techs  
Water Service Techs

All employees listed above shall be required, as a condition of their employment, to continue to reside within 30 miles of the boundaries of the City of Wisconsin Rapids as long as they remain employed by the City.

The City of Wisconsin Rapids employees shall abide by any state statutes that require residency within the jurisdictional limits of the City of Wisconsin Rapids or any provision of state or local law that requires residency in the State of Wisconsin.

## **PROCEDURES:**

1. New hires will be required to indicate their place of residency at the time of employment.

2. Residency is defined as a person's permanent home and principal establishment to which, when absent, the person has the intention of returning.
3. If questions arise regarding an employee's residency, an investigation may be conducted; and the employee will be required to complete a "Residency Affidavit."
4. Extensions or exceptions to the residency requirement may be requested through the Human Resources Committee. If an extension is granted, the Common Council must approve it.

Violation of this policy will result in discipline, up to and including unpaid suspension and/or discharge.

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

POLICY DATE:	5-22-02	SIGNATURE: Robert Nash
REVIEW DATE:	7-15-14	SIGNATURE: Chad Wirl
REVIEW DATE:	12-7-16	SIGNATURE: Todd Ferkey

#### 4. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 7/15/14 Memorials Policy

#### 5. DOCUMENT PROPERTIES

Primary Author: Ryan Hartman  
Approver(s): HR Committee – 6.2.21  
Common Council –

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: TIME CLOCK POLICY**

**PURPOSE:** To provide guidelines regarding the use of timeclocks.

## **POLICY:**

All employees, except elected officials, W.R.P.P.A. employees, department heads, unit supervisors, and other non-union employees, are requested to use the timeclock in their respective areas.

## **PROCEDURE:**

1. All Police Department employees who are requested to use the timeclock will utilize the machine located in the clerical area of the Police Department.
2. All employees in the Assessor's Office, Clerk's Office, Community Development, and Engineering Department, along with the maintenance personnel, are requested to use the timeclock that is located by the stairway at the north end of the second floor.
3. All employees in the Business & Finance Department and Treasurer's Office are requested to use the timeclock located in the Business & Finance Department.
4. Timecards are submitted with timesheets to Payroll every two weeks.
5. Employees leaving the building on personal business (doctor, lawyer, family matter, etc.) will punch out and in upon return.
6. Employees will punch in and out each workday, in at the beginning of the workday, out at the end.
7. Employees do not have to punch out and in for breaks; however, clerical employees will punch in and out over the noon lunch and whenever leaving the facility.
8. Questions relating the timeclock, replacement card requests, machine problems, etc. should be brought to the attention of the Payroll Department.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**           **TIMEKEEPING**

**PURPOSE:**

To provide employees with guidelines for maintaining accurate records of all hours worked and all paid and unpaid time off.

**POLICY:**

The City will abide by all federal and state laws pertaining to timekeeping. The laws require the City to keep an accurate record of time worked, so that pay and benefits are calculated appropriately.

Employees are required to accurately record time worked, including all time spent on the job, performing duties. All time off must be accurately recorded. Hourly and non-exempt employees must also record meal times, if the meal time is not paid. **OVERTIME WORK MUST ALWAYS BE APPROVED IN ADVANCE, BEFORE IT IS PERFORMED.** Hourly and non-exempt employees are not to begin working or punch in prior to ten (10) minutes of start time or punch out more than ten (10) minutes after ending time.

The employee is required to sign his/her timecard/timesheet and any Payroll Action form. Payroll Action forms are to be used to record any time off and any compensatory time earned and/or time off. The immediate supervisor is required to review the signed timecard/timesheet and approve it with his/her signature. The supervisor's signature indicates approval, and Payroll will process the time exactly as it is recorded. It is the supervisor's responsibility to verify that any time off is in accordance with the applicable policy and that the employee is entitled to the time off per policy and per available accrued balances. However, supervisors cannot designate time off, whether paid or unpaid, for leave under the Family Medical Leave Act (FMLA). FMLA may only be designated by the Human Resources Director or designee.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including unpaid suspension and/or termination of employment. Failure of employees to submit accurate and complete time records on a timely basis may delay the processing of the employee's paycheck as permitted by state law.

**PROCEDURE:**



# Remote Work Policy

## 1. SCOPE

This remote work policy applies to all permanent employees of the City of Wisconsin Rapids.

This policy does not apply to requests for, or management of, workplace accommodations under the Americans with Disabilities Act (ADA) or any other federal, state, or local law or regulation. Employees seeking workplace accommodations should contact the Human Resources Department.

## 2. PURPOSE

The City of Wisconsin Rapids recognizes the value of providing flexibility to its employees, as flexibility can increase job satisfaction and reduce turnover, increase the City's ability to attract and retain talent, and maintain or enhance productivity for some positions. Remote work arrangements are one tool for providing this flexibility.

This policy is intended to modernize remote work practices at the City by providing the framework for remote work options and reflect the evolving nature of the workplace. Because remote work has risks and liabilities, this policy also creates procedures and practices to mitigate these concerns.

Remote work arrangements are not appropriate for many positions at the City; however, there may be positions and circumstances where a remote work arrangement is beneficial to both the employee and the City. Also, this policy recognizes and embraces the dynamic, continually evolving nature of work at the City. The efficiency and effectiveness of remote work arrangements will be evaluated regularly.

Temporary approval for remote work outside of an established remote work arrangement may also be considered in the following limited situations, with approval of the employee's Department Head:

On a day or work period when severe or hazardous weather conditions exist which make travel to the worksite extremely difficult or hazardous (for those employees who commute from outside the area)

During a pandemic or other public health crisis

As a general rule, temporary remote work arrangements referenced in the above paragraph should not be used as an alternative for family medical leave or to allow an employee to stay at home for personal reasons such as the employee's own illness or a child's illness, or to provide childcare or to pursue other non-work-related obligations of the employee.

Because out-of-state remote work is complex and involves increased costs and legal risks to the City due to employment laws, taxation rules, data privacy and cybersecurity risks, and other compliance requirements in other states, and because the City's Worker's Compensation coverage and employee liability protections do not automatically extend to locations outside the State of Wisconsin, out-of-state remote work is not available to employees.

Remote work is not an entitlement or a benefit, and it in no way changes the at-will nature of the employment or the other terms and conditions of employment with the City.

Remote work may only be permitted in accordance with this policy.

### **3. POLICY BODY**

#### **I. Overview**

Remote work at the City of Wisconsin Rapids can only be on an intermittent, hybrid, temporary, or limited basis. No position at the City is eligible for full-time remote work.

Generally, employees should be onsite a minimum of two (2) full workdays per week; and cannot work remotely more than three (3) workdays per week.

Remote work is viewed as a cooperative arrangement based on the needs of a position, the employee's department, and the City. Remote work arrangements can be pursued in cases where the implementation of these arrangements advances the City's mission. A remote work arrangement should be based on operational needs and be in the best interest of the City and employee.

A remote work arrangement must be feasible, secure, reliable, effective, and meet the operational goals of the Department and City. An employee whose work cannot be performed at a location away from their assigned work location is not eligible to work remotely.

Remote work allows for flexibility in work options, but it does not change the terms and conditions of employment. An employee's salary and benefits do not change as a result of remote work.

#### **II. Criteria and Conditions for Remote Work**

- A. An employee, supervisor, or Department Head may recognize the benefits of a remote work agreement, and either can suggest remote work as a possible work arrangement. The option to work remotely is provided at the discretion of the Department Head. The option for Department Heads to work remotely is provided at the discretion of the Mayor. There may also be instances in which positions, at the point of advertisement/recruitment or during the hiring process, are determined to be eligible for remote work arrangements. New employees are generally not eligible to work remotely until all departmental onboarding and initial training is completed. This restriction may be in place for the entire introductory period and is at the discretion of the Department Head.
- B. Remote work arrangements are considered on a case-by-case basis by evaluating all of the following factors:
  1. Position responsibilities (e.g., positions that require physical presence for effective performance are not suitable for remote work);

2. The effective functioning of the overall Department (e.g., new employees may need in-person assistance; flow of information may be shared more quickly among those physically present; in-person service is needed for citizens and those having business with the City, etc.);
3. Requirement of an in-office presence and staff coverage for a Department office;
4. Potential cost savings to the City;
5. The needs and preferences of the employee;
6. Employee performance;
7. Equipment needs, workspace design considerations, office space, and scheduling issues; and
8. Adverse impact between employees with similar job responsibilities in the work unit (prevent inequities).

Additional factors that Department Heads wish to consider should be discussed with the Human Resources Department and the Mayor.

- C. To participate in a remote work arrangement, the arrangement must meet the Department and City's operational needs and other conditions of employment, and the employee must successfully perform their job responsibilities and performance expectations (same standard as employees working onsite).
- D. The Department Head should communicate in advance what assignments and tasks are appropriate to be performed remotely and what assessment techniques will be used to measure success in meeting performance standards. Performance standards must be consistent across similar roles, regardless of whether employees work remotely or onsite. Employees on a performance improvement plan are ineligible for remote work.
- E. An employee approved to work remotely must enter into a *Remote Work Agreement*. A copy of the agreement will be kept by the Department Head and the Human Resources Department, and will be in the employee's personnel file. Remote work agreements should be reviewed and updated at a minimum annually, or as warranted due to changes in work responsibilities, availability of equipment, or evolving workplace practices.

All remote work agreements should address expectations for when the employee shall be physically present on-site for onsite activities as deemed necessary by their supervisor or Department Head (e.g., meetings or tasks that may be more efficiently conducted onsite), with reasonable notice. These agreements must also designate the employee's onsite and remote work locations effective throughout the remote work period. Any changes in remote work location during a remote work agreement requires approval by the employee's Department Head and shall be reflected in the remote work

agreement. A remote work agreement may be modified or revoked by a Department Head at any time based on evaluating the factors described herein.

### **III. Employee Expectations, Work Schedule, and Overtime**

The work schedule of a remote work employee will be determined by the Department Head before the start of the remote work. This schedule will be documented in the *Remote Work Agreement*. The employee's schedule/calendar of remote work shall also be available to others via a shared calendar or other means as determined by the Department Head and Mayor.

An employee who works remotely is expected to follow the same expectations as employees performing similar duties onsite. An employee who works remotely must:

- A. Perform all job responsibilities in a manner that meets the identified expectations of the position and as identified in the Remote Work Agreement;
- B. Comply with standards of professionalism while working remotely;
- C. Maintain a safe and functional workspace that supports meeting job expectations;
- D. Maintain regularly scheduled and approved work hours (determined by the Department Head) and be accessible during those hours, including being accessible by phone, email, or instant messaging (Teams, etc.); the employee may be required to forward the employee's work phone number to the employee's remote location or to the employee's cell phone.
- E. Communicate with their supervisor and colleagues as necessary to meet operational needs and the requirements of the position;
- F. Comply with the City's employee policies and procedures including training and compliance; timekeeping, overtime, and paid time off; and maintain records of time worked in the manner directed by the Department Head; employees are expected to be at the employee's remote work location during all hours which the employee is designated as working remotely.
- G. Not accrue overtime hours while remotely working without approval in advance from their supervisor or Department Head;
- H. Attend meetings and functions onsite as articulated in the remote work agreement or as requested by a supervisor or Department Head, which may include days they would customarily work remotely;
- I. Comply with the City's Information and Technology policies and guidelines for securing a remote workstation; and
- J. Use safeguards to maintain the privacy, confidentiality, security, and integrity of all data, including written and spoken communications.

#### **IV. Equipment, Materials, and Supplies**

The needs for equipment, materials, and supplies for remote work employees will vary based on the position. In general, employees are provided with a single computer (e.g., laptop) for performance of their responsibilities, unless additional equipment is otherwise required by the nature of the work performed. Employees with remote work arrangements are generally expected to provide, at their own cost, internet connectivity at a quality necessary to support their work tasks, including the ability to use city-supported video conferencing tools. Employees are prohibited from using their own personal computer for work purposes. The City will generally not provide a fully equipped workspace at both locations (e.g., provide laptop for use in all work locations.)

Prior to final approval for remote work, an employee must ensure that their remote workspace has the privacy, physical and technical security, appropriate equipment, software, and internet access to adequately perform their work responsibilities. Employees should reach out to their Department Head or the IT Manager for assistance as needed.

It is the responsibility of the employee to maintain this workspace in a safe condition, free from hazards to the employee and equipment. Injuries sustained by the employee while working in the employee's remote location when conducting regular work duties may be covered by the City's workers' compensation policy and should be immediately reported to Human Resources. The City of Wisconsin Rapids assumes no responsibility for any activity, damage, or injury that is not directly associated with, or resulting from, the remotely working employee's performance of standard job duties.

Maintenance, repair, and installation of software on any City-owned equipment issued to a remote work employee will be performed only by a City-authorized technician. Maintenance and repair of employee-owned equipment is the responsibility of the employee.

Upon termination of the *Remote Work Agreement* or employment with the City, the employee must return all City-owned equipment, materials, and supplies to the City.

#### **V. Data Privacy and Security**

A Department Head with employees working remotely should adhere to information and requirements provided by the Information Technology Department to establish a plan for employees to remotely access needed resources and data in light of the type of information involved, type of computing environment required, and data privacy and security concerns identified as a result of the employees' job functions and remote work locations. Those with complex needs with respect to requirements, including travel to areas with restrictions, should consult with the Information Technology Manager in advance of travel.

Employees must maintain a heightened sense of security when working remotely so that the security and confidentiality of City of Wisconsin Rapids systems and network is never in a position to be compromised. Consistent with the City's Confidentiality Policy, remotely working employees must ensure the protection of all confidential City, personnel, client, and health information accessible from their remote work location. Remote employees are expected to ensure such protections including, but not limited to the use of locked file cabinets, regular password maintenance, and any other measures deemed appropriate. Confidential information must never leave the secure City of Wisconsin Rapids network because of remote work. It is the employee's responsibility to protect their user credentials to

prevent unauthorized users from accessing the City network or City property. Any user authorized with remote access bears responsibility for the consequences should the access be misused. At no time should any user provide their login or email password to anyone, including family members.

**VI. Non-Compliance**

Failure to comply with the requirements and provisions of this policy may result in the immediate termination of any remote work arrangement and may result in discipline up to and including unpaid suspension or termination of employment.

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

**4. DOCUMENT HISTORY**

Version No.	Revision Description
1.0	Revised from 3-20-18 Remote Work Policy

**5. DOCUMENT PROPERTIES**

Primary Author: R. Hartman  
Approved: HR Committee –  
Common Council –

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: COMPENSATORY TIME OFF**

### **PURPOSE:**

To establish guidelines governing compensatory time off.

### **POLICY:**

Hourly and salaried non-exempt employees may elect to receive compensatory time off instead of overtime pay. Compensatory time off will be credited at the same premium rate earned if paid. Although there is no limit on the amount of hours banked within a year, there is no guarantee that compensatory time banked can be granted as time off. A maximum of fifty (50) hours of compensatory time will be allowed to be carried from one calendar year to the next year. Any compensatory balance in excess of fifty (50) hours at year end will be paid. All compensatory time off must be approved by the employee's Department Head. Compensatory time banked and later requested in pay will be paid at the three years' pay rate average, as provided in Federal Law.

### **PROCEDURES:**

1. All compensatory time off earned and requested to be banked or taken off must be reported on a Payroll Action Form.
2. All compensatory time taken off must be arranged with the employee's immediate supervisor. Employees are required to provide forty-eight (48) hours' advance notice to utilize compensatory time. Time off will be granted when it does not unduly disrupt the operation of the department. Time off, in lieu of pay, is not guaranteed.
3. The compensatory time off policy will be monitored and administered by the Human Resources Department. Recordkeeping for compensatory time will be maintained in the Finance Department.

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

**POLICY DATE: 5-22-02**

**SIGNATURE: Robert Nash**

**REVIEW DATE: 12-18-12**

**SIGNATURE: Robert Nash**



# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** Elected Officers Pay

**PURPOSE:**

To establish guidelines governing compensation for elected officers.

**POLICY:**

Per Council action on December 18, 2012, the elected positions of City Attorney, City Clerk, City Treasurer, Mayor, and Municipal Court Judge will receive the same annual general increase as the non-union employees, if one is provided.

Additionally, the Human Resources Director shall conduct a review of compensation for above identified elected officers and make recommendations for any adjustments, beyond the annual general increase, if any, provided to the non-union employees, to the Human Resources Committee, prior to the next term of office. No changes may be made in compensation for the office during the term except for the annual general increase provided herein.

**PROCEDURES:**

1. The Human Resources Director or designee will conduct a market study for all elected officials prior to each term.
2. The Human Resources Director or designee will make a recommendation for any pay adjustments to the Human Resources Committee.
3. All pay adjustments must be confirmed by the Common Council.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## **HUMAN RESOURCES POLICIES AND PROCEDURES**

### **SUBJECT: EXEMPT EMPLOYEE PAY**

### **PURPOSE:**

To provide information to exempt employees regarding FLSA rules governing their pay.

### **POLICY:**

In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

### **Provisions Mandated by the Salary Basis Rules**

1. 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. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.
2. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by the City of Wisconsin Rapids regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.
  - a. Jury duty.
  - b. Attendance as a witness.
  - c. Temporary military leave.
  - d. Absences caused by the employer.
  - e. Absences caused by the operating requirements of the business.
  - f. Partial day amounts other than those specifically discussed below.
3. The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases deductions may be permissible as long as they are consistent with other City policies and practices.

- a. Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).
- b. Absences of one or more full days due to sickness or disability. If the employee is not yet eligible for the sick leave or has exhausted his or her other paid leave benefits.
- c. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
- d. Penalties imposed by infractions of safety rules of major significance.
- e. Unpaid disciplinary suspensions of one or more weeks in accordance with City of Wisconsin Rapids' disciplinary policy.
- f. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.
- g. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

### **Complaint Procedure**

1. Employees who believe their pay has been improperly reduced should contact Beth Bakunowicz, Human Resources Director, or Tim Desorcy, Business & Finance Manager, immediately to request an investigation.
2. The employee will be asked to specify in writing, using the guidance above, the circumstances of the pay deduction and whether it has occurred on other occasions.
3. The City of Wisconsin Rapids will review pay records and interview the appropriate supervisor or manager, as well as the payroll representatives handling the employee's pay, to determine if the allegation is correct.
4. If the deduction was in fact improper, the City will reimburse the employee as promptly as possible (but in no case longer than two pay periods from the identification of the problem).
5. The individual(s) responsible for the error will be investigated further to determine if this was an isolated incident or a pattern of conduct that requires

further action on the part of the City. If warranted, the responsible person(s) will be held accountable for the error(s) made consistent with City disciplinary policy.

6. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's pay records.
7. Following the identification of such a problem, the City will establish a practice to regularly audit employee pay records to ensure no further issues arise.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## Overtime and On-Call Pay

### 1. SCOPE

This policy applies City employees who are classified as hourly or salaried non-exempt. This policy does not apply to City employees who are classified as salaried.

### 2. PURPOSE

To establish guidelines governing overtime and on-call compensation and ensure compliance with the Federal and State Wage and Hour laws.

### 3. POLICY

3.1 **General Overtime.** Overtime compensation is paid to all hourly and salaried non-exempt employees. Overtime pay is based on actual hours worked. Time off for sick leave, vacation, personal time, holidays, compensatory time, or any leave of absence will not be considered hours worked for purposes of performing overtime calculation.

All hourly employees will receive pay at the rate of one and one-half (1.5) times their regular hourly rate for all hours actually worked in excess of forty (40) hours per week. Street Department employees and Relief Supervisors will receive overtime pay for over 40 hours per week or eight (8) hours per day. If normal work schedule is ten (10) hours per day, overtime will be paid for time worked in excess of ten (10) hours per day for Street Department employees and DPW Relief Supervisors.

All overtime must be pre-approved by a Supervisor. If an employee works overtime without approval, the employee will be paid for all hours worked but will be subject to disciplinary action.

Employees performing Zookeeper and Park bathroom duties on the weekend will receive overtime pay at 1.5 times their normal base rate of pay, regardless of the number of hours worked during the week. A Supervisor must pre-approve any time worked in excess of two (2) hours for zookeeper or bathroom duties.

3.2 **Straight Time for Fire Captains and Police Lieutenants.** Captains and Police Lieutenants may be paid at the equivalent straight-time rate (annual salary divided by annual hours normally worked - 2080 for Captains and 2046 for Police Lieutenants) for hours worked in excess of their normal scheduled hours (over 56 hours for Captains and over 12 hours per day for Police Lieutenants), if assigned by a higher level of management to directly supervise subordinate hourly employees, or if required to attend training along with hourly employees for the purpose of job

POLICY

certification. Employees in this group may elect to receive time off, on an hour-for-hour basis, instead of straight-time pay, for the additional hours worked. In addition, Captains will be compensated if they are required to render patient care during an ambulance call. The rate of pay is \$20.00 per day.

**3.3 Straight time for DPW front-line supervisors.** First-line DPW supervisors may be paid at the equivalent straight-time rate for hours worked in excess of 40 hours per week

**3.4 Comp Time in lieu of overtime pay.** Employees who qualify for overtime pay have the option of receiving payment for the time worked as cash, or banked as compensatory time for use as time off during the remainder of the calendar year. To bank hours, an employee must notify his/her Department Head when the timecard is submitted for review and approval. Refer to the "Compensatory Time Off" policy for further information.

**3.5 Work on Sundays.** All time worked on Sundays, except for work at the Wastewater Plant where Sunday is a regular workday, will be paid at two (2) times the regular hourly rate.

**3.6 Holidays.** Holidays will be paid at two (2) times the regular hourly rate of pay. Holiday pay is in addition to pay for time worked (when an employee works on a holiday).

**3.7 On-Call Pay for DPW Relief Supervisors.** On-Call Pay for DPW Relief Supervisors and Engineering Technicians. DPW Relief Supervisors and Engineering Technicians will receive \$30 per day when they are on call (in addition to their Relief Supervisor hourly rate when they work as Relief Supervisor).

**3.8 Call-Back Pay.** Engineering Technicians and DPW employees called to return to work outside of the regularly scheduled hours of work shall receive two (2) hours of call-back pay, in addition to the time for the hours actually worked. All call-backs will take place according to departmental policy.

DPW first-line supervisors shall be paid two (2) hours' pay at straight time if they are called in to work at any time other than his/her established work schedule (this does not include weekends when the first-line supervisor is scheduled to be on-call).

**3.9 On-Call Pay for Wastewater Operators.** Wastewater Operators will receive \$30 per day when they are on call. Wastewater Operators will use a city owned electronic device, that allows them to remotely assess and clear alarms. If a Wastewater employee needs to conduct follow up work remotely in response to an alert, he/she will be paid for all hours worked (in addition to \$30). Wastewater Operators are eligible for the two-hour minimum call-back pay (under 3.8) when they need to return to the Wastewater facility to conduct work.

**3.10 Call-Back for Captains and Lieutenants.** Captains will be compensated for call-in time as follows: Three (3) hours at the Captain's rate, (as described in Section 3.2 above), for the first hour, and then the rate described in Section 3.2 above for each hour worked after the first hour. Lieutenants will be compensated for call-in time as follows: Two (2) hours at the Lieutenant's rate, (as described in Section 3.2 above), plus pay for the actual hours worked, as described in Section 3.2 above.

**4. ADDITIONAL RESOURCES**

4.1. References:

- DWD 272.12 Interpretation of Hours worked
- DWD 274 Hours of Work and Overtime
- Federal Fair Labor Standards Act

**5. DOCUMENT HISTORY**

Version No.	Revision Description
1.0	Revised from 5/22/02 former policy

**6. DOCUMENT PROPERTIES**

Primary Author: Dawn Urban  
Approver(s): HR Committee – 11/9/18  
Common Council – 11/20/18

[Document Status]

POLICY



## Pay Provisions/ Administration for Non-Union Positions

### 1. SCOPE

This policy applies to non-union City employees.

### 2. PURPOSE

To establish pay guidelines for new hires, promotions, lateral transfers, demotions, reclassifications, additional pay, temporary appointments, and shift differential.

### 3. POSITION STATEMENT

The administration of the pay provisions shall be the responsibility of the Human Resources Director. The Human Resources Director shall make an annual review of all salary adjustments to be effective on January 1 of each year. All recommendations for adjustments are to be made to the Human Resources Committee, the Finance Committee for adjustments not budgeted, and confirmed by the Common Council. The goal of the pay plan is to pay employees at the market rate. However, the total compensation program, including other benefits such as, but not limited to, vacation, sick leave, retiree and active health benefits, will be taken into consideration when determining pay levels. The Human Resources Director may resurvey the market rates of benchmark positions periodically (every 3-4 years) to realign the system.

### 4. POLICY

#### 1. Recruitment/Retention Salary Adjustments

There may be some instances where the City may experience difficulties in attracting and retaining quality employees because of market conditions.

- a. The Human Resources Director or designee will “market rate” these positions by conducting a salary survey, ensuring that appropriate position comparisons are being made.
- b. The grade placement of the position will not change (since job evaluation points reflect internal equity), but the salary may be adjusted to reflect the market rates until such time as “the market” is captured by the new structure.



## 2. Salary for New Hires into Existing Classifications

- a. All positions will be advertised using the minimum of the range to the midpoint of the range.
- b. A new employee shall be hired at the pay range minimum rate of the pay grade for his/her classification whenever possible.
- c. A new employee may be hired at a rate up to and including step 3 of the pay grade for his/her classification for such reasons as market conditions, or the employee's experience exceeds stated requirements, if approved by the Department Head.
- d. A new employee may be hired at a rate above step three if approved by the Human Resources Director.
- e. A new employee may be hired at a rate above Step 6 (midpoint) of the pay grade for his/her classification, for such reasons as market conditions, or the employee's experience exceeds stated requirements, only with advance approval of the Human Resources Committee.
- f. Employment begins with an introductory period. An introductory period is a try-out time for the employee. The introductory period shall be six months from the most recent date of hire. The employee will be eligible for a step increase after six months of successful performance.

## 3. Salary for New Positions

- a. In the event that an employee is to be assigned to a newly created classification, or the City creates a new position not falling within an established classification, a job description shall be developed and evaluated, using a standard job evaluation method, so the classification and appropriate pay grade can be determined.
- b. The suggested grade level will be considered by the Human Resources Committee for recommendation to the Common Council.

## 4. Promotional Increases

- a. An employee who is promoted from a classification in one pay grade to a classification in a higher grade shall receive at least the minimum of the range or a minimum of a five percent increase over current pay. The increase may be more than five percent, depending on qualifications and experience.
- b. The promoted employee will be eligible for a step increase after six months of successful performance.

5. Transfers

- a. An employee who transfers, or is transferred from one classification to another classification in the same pay grade, shall receive no salary adjustment.

6. Involuntary Demotion – Non Performance Related

- a. An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for non-performance reasons shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving when the demotion occurred.
- b. If the employee's salary at the time of demotion exceeds the new range maximum, the employee shall retain his/her present salary; and such employee shall not be eligible for further base-accumulating increases until his/her salary is again with the salary for the new position.

7. Involuntary Demotion Related to Performance

- a. An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for performance reasons shall be placed on a step in the new salary grade closest to, but not higher than, the rate the employee was receiving when the demotion occurred.
- b. If the employee's salary at the time of demotion exceeds the new pay range maximum, the employee's salary shall be adjusted to the new pay range maximum.

8. Voluntary Demotion

- a. An employee accepting a voluntary demotion from a classification in one salary grade to a classification in a lower salary grade shall be placed in the new salary grade on the step closest to his/her current pay, if the employee's salary at the time of demotion is below the new pay range maximum.
- b. If the employee's salary at the time of demotion exceeds the new range maximum, the employee's salary shall be adjusted to the new maximum.

9. Position Reclassification to a Higher Salary Grade

- a. An employee in a position which has been reclassified from one salary grade to a higher salary grade shall be placed in the new salary grade at the minimum rate.
- b. If the employee's salary is above the new range minimum, and is below the new range maximum, the employee shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification.
- c. If the employee's salary exceeds the new range maximum, the employee shall

retain his/her present salary.

#### 10. Position Reclassification to a Lower Salary Grade

- a. An employee in a position which has been reclassified from one salary grade to a lower salary grade shall be grandfathered in his/her current salary grade and step.
- b. If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee shall retain his/her present salary, and such employee shall not be eligible for further base-accumulating increases until his/her salary is again within the new salary range.

#### 11. Salary Increase Practice

- a. Non-union employees below the mid-point of their range (step 6) will receive a step increase on the annual anniversary of employment, provided performance is meeting expectations.
- b. When a Department Head position becomes vacant, the scope, job expectations, and primary added responsibilities must be addressed with the employee who will fill in for the Department Head. The scope and expectations must be approved by the HR Committee and Council. When the temporary assignment ends and a new Department Head is hired, the HR Committee will determine if the performance expectations have been met. If expectations have been successfully met, the employee will be awarded additional pay not to exceed \$50 per week for the number of weeks that he/she filled in during the vacancy (unless another amount was determined at the time of the interim appointment). The award of merit pay shall be at the discretion of the HR Committee and Council.

#### 12. Temporary Appointments

- a. Employees temporarily appointed to positions of a higher classification shall receive at least the minimum of the new salary grade range or be placed in the step of the new pay grade that provides a minimum of a five percent increase over current pay, whichever is greater, for the duration of the appointment, with prior approval of the Human Resources Director.
- b. The Human Resources Committee and Common Council must approve all temporary appointments at the Department Head level. Temporary appointments below the Department Head level must be approved by the Department Head, the Mayor, and the Human Resources Director.

#### 13. Shift Differential

- a. All full-time Police Lieutenants, whose work schedule regularly requires working after 2:30 p.m., shall be entitled to the same shift premium as those they

supervise. DPW and Clerical employees regularly assigned to a night shift schedule shall receive a night shift differential pay of 30 cents per hour for second shift and 40 cents per hour for third shift. Employees responding to call-in or emergency work shall not receive the nights shift differential pay.

5. ADDITIONAL RESOURCES

6. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 5/8/03; 2/13/06;10/15/07; 7/15/08; and 12/18/12

7. DOCUMENT PROPERTIES

Primary Author: Dawn Urban  
Approver(s): HR Committee 7/14/20  
Common Council – 7/14/20

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** PAY DAYS AND PAYCHECKS

**PURPOSE:**

To establish payroll periods and pay dates.

**POLICY:**

Employees of the City receive an annual salary, which is paid on a biweekly basis, with payday every other Thursday. Salary is computed through the Sunday preceding each payday. In a normal year, there are 26 pay periods; however, some years have 27 paydays in the calendar year. In such a year, the biweekly salary is determined by dividing the annual salary by 27.

**PROCEDURES:**

1. Exempt Non-Union Salaried Employees

An exempt salaried employee's biweekly salary rate is computed by dividing the annual salary by the number of pay periods in the year.

2. Non-Exempt Non-Union Employees

A salaried non-exempt employee's hourly rate is determined by dividing the annual salary by the total number of paid hours in the normal work year. The normal hours per year are 2,080, except for Assistant Fire Chiefs, whose normal annual hours are 2,912, and Police Lieutenants whose annual hours are 2,046.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2-01-05

SIGNATURE: Marion Hokamp

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: POSITION CLASSIFICATION**

### **PURPOSE:**

To establish a formal classification plan and pay structure which demonstrates both internal and external equity.

### **POLICY:**

All positions will be evaluated by use of a Point-Factor Job Evaluation System. The relative worth of every job will be determined by using the same set of criteria. The results of this methodology will then be integrated with the results of wage and salary survey data to establish a classification plan and pay structure.

### **PROCEDURES:**

1. Job descriptions will be developed for new positions and for positions which have experienced a change in responsibilities or duties.
  - a. Human Resources will provide Employee Position Questionnaires for the position incumbent(s) to complete.
  - b. Completed Employee Position Questionnaires will be forwarded to the incumbent(s)' immediate supervisor(s) for review.
  - c. The immediate supervisor(s) will review the Employee Position Questionnaire(s) and provide additional information and/or comments to the Questionnaire(s). The supervisor(s) will discuss this additional information with the job incumbent(s).
  - d. The completed Questionnaire(s), with the supervisor's comments and signature, will be forwarded to Human Resources.
  - e. The job incumbent(s) and/or supervisor may be interviewed by Human Resources or designated representatives, regarding the completed Employee Position Questionnaires.
  - f. A job description will be developed by Human Resources or designated representative.
2. The position will be evaluated using a point-factor rating system.
  - a. The current classification system includes three work requirement factors with each factor possessing nine degrees of difficulty. The three factors are: data utilization; human interaction; and machinery, equipment, and materials. The system also includes ten aptitude requirement factors. These ten factors are:

Verbal Development  
Mathematical Development  
Functional Reasoning Development  
Situational Reasoning Development  
Dexterity Development  
Physical Development  
Sensory Development  
Experience Related Vocational Development  
Educational Related Vocational Development  
Environmental Adaptability Development

Finally, the system includes three responsibility factors with appropriate degrees of difficulty. The three responsibility factors are:

Span of Control  
Time Span of Discretion  
Budgetary Accountability

- b. A grade level, based on the job evaluation and consistent with existing positions, will be recommended by the job evaluator. The suggested grade level will be considered by the Human Resources Committee for recommendation to the Common Council.
- c. A Position Classification Index listing all positions, grades and rankings with other positions will be maintained.

The Human Resources Director may review the Position Classification Plan or any single position or group of positions as often as may be necessary to insure the plan accurately reflects the current value of positions. The Human Resources Director may amend and/or update the Plan with the Human Resources Committee and the Common Council's approval.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2/01/05

SIGNATURE: Marion Hokamp

REVIEW DATE: \_\_\_\_\_

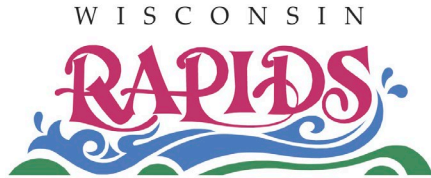
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REVIEW DATE: \_\_\_\_\_

SIGNATURE\_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE\_\_\_\_\_



## CLOTHING/SHOE ALLOWANCE

### 1. SCOPE

This policy applies to all permanent employees of Wisconsin Rapids within the specified departments as mentioned below.

### 2. PURPOSE

To provide guidelines to employees regarding payment for the purchase and maintenance of uniforms, safety glasses, safety shoes and other clothing expected to be worn while working for the City of Wisconsin Rapids.

### 3. POLICY BODY

The City will furnish uniforms, plus laundry/dry cleaning of uniforms, to the Police Chief, Deputy Police Chief, Police Lieutenants (except for Detective Lieutenant), Fire Chief, Deputy Fire Chief, Division Chiefs of Fire and EMS, Battalion Chiefs, Wastewater/Construction Supervisor, and all DPW employees listed below.

Custodians	Flareman	Garbage and Recycling
Mechanics	Night Maintenance	Pipe Layers
Sewage Plant Operator	Sewer Cleaning Crew	Sign Shop Employees
Street Semi-Skilled	Sweeper Operators	
Zoo Keeper		

Employees are responsible for maintaining and wearing the proper uniform.

School Crossing Guards will be provided uniforms on an as-needed basis, to include overcoats, snow pants, or snowsuits. In addition, School Crossing Guards who work the entire school year receive an annual allowance of \$50.00 for shoes/boots. Alternate School Crossing Guards who work the school year will receive \$15.00. Payments for School Crossing Guards will be made at the end of the school year.

The City will provide to all DPW employees who are not provided uniforms and Engineering Technicians a \$225.00 annual allowance for the purchase of clothing, safety footwear and safety glasses. The City will repair or replace on a 50-50 cost shared basis to the employee, not including any examination fees, a maximum of two (2) pairs of safety or safety prescription glasses per year that are broken during the performance of the employee's job. Employees are required to wear safety footwear that meets OSHA/ANSI 75 (American National Standard Institute) specifications. The City will provide work gloves at no cost to the employee, per department guidelines. Summer Laborers and Seasonal





Engineering Technicians will receive \$25.00 for safety shoes if they complete the season.

The Detective Lieutenant shall receive the same annual clothing allowance as Detectives receive.

Employees in the following classifications will receive an allowance of \$150.00 per year for the purchase of safety shoes that meet the OSHA/ANSI Standard 75. Those receiving the allowance are required to wear the above-mentioned items as a condition of employment.

Parks & Building Supervisor  
Public Works Superintendent  
Wastewater Superintendent  
City Engineer  
Assistant City Engineer  
Design Engineer  
Commercial Inspector

City Residential Inspector  
Street Supervisor  
Battalion Chiefs  
Police Lieutenants  
Deputy Fire Chief  
Division Chiefs of Fire and EMS

Any employee receiving any of the above benefits, who leaves their respective department during the year in which an above benefit was received, for any reason except death, shall allow the City to deduct from their final paycheck the amount due to the City on a prorated basis.

Per IRS regulations, all allowances are considered income and will be taxed accordingly.

#### **PROCEDURES:**

1. DPW employees will receive their uniforms from the Street Department, which will order and maintain the uniforms.
2. Police Department and Fire Department employees will receive their uniforms from their respective Departments, which will order and maintain the uniforms. The Police Department will distribute uniforms to all School Crossing Guards as needed. Additionally, the School Crossing Guards will receive a \$50.00 shoe allowance at the end of each year. The Alternate School Crossing Guards will receive a \$15.00 payment at the end of the year.
3. The Fire Chief and Construction Lead will order uniforms on an as-needed basis.
4. -
5. The laundering of uniforms will be paid for by the City.



6. DPW employees eligible for the \$225.00 allowance and those eligible for the \$150.00 allowance will be paid a lump-sum at the beginning of each year.
7. An employee whose safety or safety prescription glasses are broken during the performance of the employee's job must report the breakage prior to the close of the workday. The City will not cost share any repair or replacement when the breakage is the result of horseplay or any other activity not in the pursuit of the normal workday activity.
8. Any employee who has received an allowance who leaves his or her position during the year in which the benefit was received shall have a deduction made from their last paycheck on a prorated basis.
9. All allowances are considered income and will be taxed in compliance with the IRS regulations.

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

#### **4. DOCUMENT PROPERTIES**

Primary Author: Ryan Hartman 12/13/22  
Approver(s): HR Committee – 12/13/22  
Common Council –

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT  
(COBRA)**

**PURPOSE:**

To provide employees with appropriate guidelines regarding complying with the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA), which gives employees and their qualified dependents the opportunity to continue health and dental insurance coverage when circumstance would normally result in the loss of eligibility.

**POLICY:**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates, plus an administration fee.

The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

**PROCEDURES:**

1. Employees should notify Human Resources within sixty (60) days of a qualifying event such as:
  - a. Divorce or legal separation
  - b. Medicare eligibility
  - c. Dependent child exceeding the age limit
  - d. Disability at time of termination or reduction in hours
2. Employees will complete a Continuation of Coverage Election Form within sixty (60) days of notification or termination date.
3. Employees need to follow all instructions for making premium payments and receiving converted insurance coverage.

4. Human Resources will notify employees or eligible dependents effected by “qualifying events” within 14 days of the event and retain copies of the notification in the employee’s personnel record.
5. Human Resources will provide the employee with a Continuation of Coverage Election Form and a premium information sheet.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2/01/05

SIGNATURE: Marion Hokamp

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**            **Deferred Compensation 457(b) Plan**

**PURPOSE:**

To provide guidelines for the plan administration of the Deferred Compensation 457(b) Plans.

**POLICY:**

A Deferred Compensation Plan is a Section 457(b) supplemental deferred compensation plan that provides a tax-favored vehicle for participants to save for retirement. These plans allow employees to save and invest before-tax and after-tax dollars through voluntary paycheck contributions, supplementing any existing retirement/pension benefits. Participation is strictly voluntary.

The City's Plan investment objective is to make available a broad range of diversified investment options that have varying degrees of risk and return. Individual participants vary in their level of risk tolerance. Because participants direct their own investments, the plans will offer a wide spectrum of investment options, all with varying levels of risk and return. Risks associated with the investment options can vary significantly within each investment category and the relative risks of categories may change under certain economic conditions.

The City currently works with Nationwide Retirement Solutions to service the City's Deferred Compensation Plan. The State of Wisconsin also offers a Deferred Compensation Plan, the Wisconsin Deferred Compensation (WDC) Program, of which City employees may participate in. Great West Financial Services currently services the WDC program. The service providers will provide participant education and counseling to guide participants in their selection of investment options. Participants may design an investment plan from the options that best meet their individual needs.

Employees interested in participating in a Deferred Compensation Plan may only participate in one Plan, not both. Information regarding both plans and investment options can be found in the respective booklets provided to an employee at the time of hire or as requested, from Human Resources.

The City's Human Resources Committee will review service providers and fees for the City's Plan at least annually. Additionally, the City has entered into an Investment Fiduciary Service agreement with Morningstar Associates, LLC and Nationwide Life Insurance Company. As part of this agreement, Morningstar Associates, LLC acknowledges its role as a fiduciary, as defined in Section 3(21)(A)(ii) of the Employee Retirement Income Security Act of 1974 ("ERISA"), with respect to the selection and ongoing monitoring of the Plan's Fund Lineup.

The menu of investments under the State WDC program is selected and monitored by a governor-appointed Deferred Compensation Board, who ensures that the WDC program offers a well-diversified array of high quality investment opportunities over time. The Human Resources Committee acts solely for the exclusive benefit of City Plan participants and makes

recommendations to the Common Council when any changes in service providers are necessary.

**PROCEDURES:**

1. Employees who have a fixed annual salary are eligible to participate and may enroll in a plan at any time throughout the year.
2. Employees may contact the Human Resources Department for initial enrollment information and the Payroll Department for deferral amounts changes.
3. The Human Resources Department will coordinate periodic meetings between employees and the service providers so that employees may review investment options, fund performance and discuss any other questions or concerns they may have, regarding their account, directly with a service provider representative.
4. Employees may contact service provider or WDC representatives directly at any time.
5. Periodic statements for employee accounts will be sent directly to the employees' homes.
6. The IRS sets an annual maximum contribution limit and the employee is responsible to monitor his/her contributions to ensure that contributions do not exceed the annual limit.

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

POLICY DATE: 7-15-14 SIGNATURE: Chad Wirl

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## HUMAN RESOURCES POLICIES AND PROCEDURES

### **SUBJECT: EMPLOYEE ASSISTANCE PROGRAM (EAP)**

#### **PURPOSE:**

To provide employees and their family members professional, confidential resources to help solve personal problems while assisting employees in certain City sponsored health plans to maximize their reimbursable mental health benefits.

#### **POLICY:**

It is the policy of the City of Wisconsin Rapids to provide an Employee Assistance Program (EAP) to all employees and their family members at no cost to the employee, regardless of their participation in the City's Health Insurance Plan. The Employee Assistance Program is accessible 24 hours a day, 365 days a year through a phone number provided to all employees at the time of hire. All communication between the employee or family member and the EAP is strictly private and confidential. Confidentiality will be maintained unless the problem or issue, by law, must be referred to a public agency. Participation in the Employee Assistant Program is voluntary for resolution of personal problems that may have an impact on an employee's work or personal life (on either a self-referral or supervisor-referral basis).

#### **PROCEDURES:**

1. The Employee Assistance Program is administered by Associated Employee Assistance Services of Wisconsin, Ltd. Offices are located in Wisconsin Rapids and Stevens Point. Employees can meet with counselors at either location.
2. The EAP has a 24-hour telephone service with counselors available as needed: 1-800-540-3758. There are several counselors available, both male and female who specialize in different areas of counseling services. The employee or family member may contact the EAP directly at the above number.
3. If an employee is experiencing performance problems and the supervisor suspects that a personal problem may be a factor in the employee's poor performance, the supervisor should encourage and may require the employee to contact the EAP for assistance in identifying the source of the problem and supply the employee with the EAP's toll-free telephone number.
4. The EAP service is free of charge and continues on that basis with up to eight

meetings on a no-fee basis. Sometimes a person will be referred to other services, which may charge a fee, however, these services may be covered by the City's group health insurance.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2-01-05

SIGNATURE: Marion Hokamp

REVIEW DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_



# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: GROUP INSURANCE**

### **PURPOSE:**

To provide employees with general guidelines regarding the various insurance programs available to eligible employees.

### **POLICY:**

Eligible employees at the City of Wisconsin Rapids are provided with group life, health and dental insurance. The information contained in this policy is only intended to provide a summary of some of the benefits available to eligible employees. The controlling terms and conditions of all benefits are contained in actual benefit plan documents. In the event of discrepancies between other printed materials and formal plan documents describing benefit programs, the official plan document provisions govern.

#### A. LIFE INSURANCE

1. The City provides a group term life insurance policy in the amount of \$5,000.00 for all actively employed persons who work twenty (20) hours or more. There is no cost to the employee for this policy.
2. All Wisconsin Retirement System (WRS) benefit eligible employees may also participate in a group term life insurance, separate from the \$5,000 life insurance described above, through the Wisconsin Public Employees Group Life Insurance Plan offered by the Department of Employee Trust Funds.
  - A. Employees are eligible to participate after thirty (30) days' employment, unless they are currently covered under the program.
  - B. Life insurance coverage is in an amount equal to annual salary rounded to the next higher one thousand dollars.
  - C. Coverage is also available for the employee's spouse and children.

- D. The premium is based on age and salary, and the premium cost is shared by the employer and employee based on a formula established by the Plan.
- E. At their option and own cost, employees may subscribe to life insurance in amounts equal to annual salary up to four times their annual salary.

**B. HEALTH INSURANCE**

The City provides a comprehensive group health insurance plan to all active full-time and part-time employees who work 20 hours or more per week. The specific benefits of the plan are as described in the plan document. Health plan benefit levels and financial responsibility are governed by the Human Resources Committee and the Common Council and are subject to change at any time.

**C. DENTAL INSURANCE**

The City provides a dental plan to all active full-time and part-time employees who work twenty (20) hours or more per week. Benefits under this plan are as described in the plan document and cover preventive, basic, and major dental work. The dental plan is subject to change at any time.

**PROCEDURES:**

The health plan is a self-funded, high-deductible health plan and is administered by a third-party insurance company.

- A. The City pays 90% of the cost of the plan premium for all active non-union and AFSCME full-time employees (30-40 hours) and 50% for part-time employees (20-29 hours).
- B. Group health insurance coverage is effective on the first day of the month following 30 calendar days' of active employment, provided the employee has completed the enrollment forms and elected coverage.
- C. Coverage is available for the employee only, the employee plus one person (spouse or child), or family (three or more persons). No additional

compensation or claim against the City can be made for opting not to take coverage or for subscribing to a single- or two-person plan.

- D. Employees who do not elect to subscribe to health benefits during the initial enrollment period may subscribe during open enrollment or when they experience a qualifying event. An employee who experiences a qualifying event who wishes to make changes to insurance coverage must do so within thirty (30) days of the qualifying event and must provide proof to the Human Resources Department of the qualifying event, i.e. marriage license, birth certificate, etc.
- E. Continuation of group health insurance is available to employees and their eligible dependents as provided under the federal COBRA law. The maximum length of extended coverage is 18 months and 36 months for eligible dependents, depending on the qualifying event. Extended coverage is available for eligible dependents in the case of dependent children when they are otherwise no longer eligible due to age. See COBRA section of the Policies and Procedures.
- F. The City currently provides continuation of health benefit participation to retired employees. Benefits are described in the Retiree Insurance Benefit policy.
- G. Benefits under the City's dental plan are as described in the plan document and cover preventive, basic, and major dental work. The City contributes 50% of the premium cost for full-time non-union and AFSCME employees (30-40 hours) and 40% of the premium cost for non-union and AFSCME part-time employees (20-29 hours).

POLICY DATE: 6-04-02

SIGNATURE: Robert Nash

REVIEW DATE: 1-03-17

SIGNATURE: Todd Ferkey

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** Longevity

**PURPOSE:** To provide guidelines for longevity payments to DPW bargaining employees hired on or before January 1, 2014.

**POLICIES:** DPW employees hired on or before January 1, 2014, who make an election by June 1, 2020, to continue to receive longevity payments shall receive a longevity payment of one dollar and fifty cents (\$1.50) per month for each month of service with the City. The longevity payment shall begin after five (5) years of employment. The election to received longevity payments rather than increased personal days is irrevocable.

**PROCEDURES:**

1. The longevity payment shall be paid annually on or about the 15th day of December each year.
2. Each employee's longevity shall be computed from January 1 through December 31.
3. An employee who reaches his/her fifth-year anniversary during the year shall be considered a five-year employee as of the past January 1.
4. An employee's earned longevity shall be figured on a prorated basis, i.e. if an employee works through June, he/she shall receive 6/12 of the longevity he/she would have received if he/she has worked through December.
5. All employees who are subject to this benefit shall be required to give to their respective supervisor a two (2) weeks' notice before terminating employment with the City. An employee failing to give his/her supervisor such notice shall forfeit his/her rights to earned longevity pay for the year in which he/she terminates employment. This forfeiture provision shall not apply in case of death, or to the employees terminating employment following a period of extended illness during which time it has not been reasonably possible to give such advance notice.

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

POLICY DATE: 1-1-13

SIGNATURE: Robert Nash

REVIEW DATE: 1-5-16

SIGNATURE: Todd Ferkey

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## HUMAN RESOURCES POLICIES AND PROCEDURES

### **SUBJECT: RETIRED PUBLIC SAFETY OFFICER INSURANCE PREMIUM DEDUCTION PROGRAM**

### **PURPOSE:**

To define the City's role in processing requests by retired Public Safety Officers (Police Officers, Detectives, Police Lieutenants, Firefighters, Captains, Chiefs) who wish to participate in the ETF Retired Public Safety Officer Insurance Premium Deduction Program.

### **POLICY:**

Eligible, retired public safety officers (Police Officers, Detectives, Police Lieutenants, Firefighters, Captains, Chiefs) receiving a Wisconsin Retirement System (WRS) annuity may elect to have health and dental insurance premiums deducted from their monthly WRS annuities and forwarded directly to the City.

The Federal Pension Protection Act of 2006 created a federal income tax exclusion for eligible, retired public safety officers. Officers can exclude up to \$3,000 annually from their gross taxable income on their income tax returns to cover qualified insurance premiums if they elect retirement annuity deductions as the premium payment method. The State of Wisconsin adopted the retired public safety officer income tax exclusion provision and therefore, the tax exclusion is also applicable for Wisconsin income tax purposes.

Beginning in 2009, the Department of Employee Trust Funds (ETF) will deduct the premium amount authorized by both the retired officer and the City and remit the amount directly to the City. The retired officer can change or stop the deduction at any time. After the close of the calendar year, ETF, not the City, will provide the retired officer with the total amount of premiums paid for tax reporting purposes.

**If at any time the officer's annuity is not sufficient to cover the health and dental insurance premium amount, the officer shall make premium payments directly to the City.**

### **PROCEDURE:**

1. The officer must have separated from service as a Public Safety Officer with the City by reason of disability or after attainment of normal retirement age under the retirement plan. Officers that have taken an early retirement benefit are not eligible. Officers receiving a duty disability without a retirement benefit are not eligible because a duty disability benefit does not qualify as a retirement benefit. Surviving spouses and dependents are not eligible to participate in this program.

2. Eligible retired public safety officers must complete and sign form ET-4330, "Public Safety Officer Authorization for Insurance Premium Deduction," available in the Human Resources Department. Separate forms must be completed for health and dental insurance premiums.
3. Once completed, the Human Resources Department will verify the information and premium amount, and forward the completed form to the City Treasurer. The City Treasurer will complete the City's bank account information and forward the form to ETF. A copy will be retained in the retired employee's confidential medical file.
4. ETF will begin taking the requested deduction amount from the monthly gross annuity payment of the retired officer after receipt and processing of a properly completed authorization form. The retired officer receives notification from ETF when the deduction begins.
5. Deductions are remitted electronically to the City on the first business day of each month. Once a premium deduction begins, it will continue as long as the annuity is sufficient to cover the premium, until changed by the retired officer or stopped by either the retired officer or the City.
6. Any deduction taken from an annuity payment that the retired officer was not eligible to receive must be returned to ETF by the City, the retired officer, or the retired officer's heirs or estate.
7. **As insurance premiums change, it is the retired officer's responsibility to complete a new "Public Safety Officer Authorization for Insurance Premium Deduction" form and forward it to ETF. The retired officer is responsible for the health insurance premiums being paid to the City and will be responsible for any premium amount not paid to the City by the fifth (5<sup>th</sup>) of every month.**
8. The City will not provide any tax information to the employee. The retired officer must contact the ETF for any tax related information.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

## SUBJECT: RETIREE INSURANCE BENEFIT

### PURPOSE:

To provide guidelines regarding eligibility for retiree insurance benefits.

### POLICY:

The City will contribute to the group health insurance premium for retired management and other non-represented employees, as follows:

- A. For those employees who were hired or promoted into a non-union position by March 1, 2004, the City will contribute a monthly amount equal to two percent (2%) times the employee's total years of service with the City (single or two person) to the City's group health plan. This contribution shall start upon retirement under the Wisconsin Retirement System. The contribution shall continue for a period of one year for each two years' employment-until age 65. Once the employee turns age 65, the spouse may continue to receive the premium contribution until the spouse attains the age of 65.

In the case of the employee's death after retirement, the employee's spouse will be eligible to receive the remaining premium contribution benefits of the employee, to be applied toward the spouse's City health insurance premiums, until age 65.

In the case of the employee's death while still employed, the employee's spouse will be eligible to receive the above benefits until age 65, calculated as if the employee had retired on the date of death.

- B. New City employees hired into non-union positions on March 2, 2004, through May 4, 2010, or an employee promoted into a non-union position on or after March 2, 2004, will receive the described benefit, in A above, limited to a maximum of 50% City contribution to age 65.
- C. All Clerical and DPW employees, as well as new City employees hired into non-union positions on or after May 5, 2010 who retire from the City pursuant to the rules of the Wisconsin Retirement System, or who qualify for WRS disability benefits pursuant to the rules of the Wisconsin Retirement System, shall be entitled to the following:
1. Those employees who are covered by the Wisconsin Rapids Health Plan for at least twenty-four (24) months immediately preceding their retirement shall have one hundred percent (100%) of their earned/unused sick leave converted to a monetary value, which shall be applied toward the payment of City health insurance premiums. The maximum amount of such conversions shall be one hundred fifty (150) days from the primary sick leave

bank.

2. Employees who are not covered by the Wisconsin Rapids Health Plan for the twenty-four (24) months immediately preceding their retirement shall have fifty five percent (55%) of their earned/unused sick leave converted to a monetary value and paid to the employee as income, in cash, less appropriate taxes. Employees should be off of the plan for a minimum of ten (10) days.
  3. Should an employee die while still employed by the City, the spouse and/or children shall be entitled to the sick leave premium contribution benefits above. If an employee dies after retiring, the remaining value of sick leave credits shall be paid to the spouse or children. If there is no spouse or children entitled to the benefit, or if the employee did not have health insurance coverage for the twenty-four (24) months immediately preceding the employee's death, the sick leave conversion cash benefit shall be paid to the employee's beneficiary, as designated on the employee's "Retirement Designation of Beneficiary" form, or to the same beneficiary as determined in the Wisconsin Retirement Fund line of progression for payment of survivor benefits.
  4. Employees who are covered under the City's health plan through a spouse shall be entitled to the sick leave premium contribution payments. If the spouse is not retired at the time of the employee's retirement, the benefit will be held until the time of the spouse's retirement.
- D. ASCET and DPW employees who retire from the City pursuant to the rules of the Wisconsin Retirement System, or who qualify for WRS disability benefits pursuant to the rules of the Wisconsin Retirement System, shall receive a 50% contribution from the City toward the City of Wisconsin Rapids retiree health insurance premiums beginning at age 57 until age 65. If an employee dies at or after age 57, and before he/she is age 65, this benefit will continue for the surviving spouse/child(ren) until that time the employee would have attained age 65.
- E. Employees hired by the City after December 31, 2012, are not eligible for retiree health insurance through the City of Wisconsin Rapids.
- F. There will be no continuation of City health insurance after age 65.

#### **PROCEDURES:**

1. **CONTRIBUTION LIMITATIONS** - The City contribution under this plan shall apply only toward the City's health plan and does not include dental insurance, life insurance or any other group insurance which the City may acquire at some later date. The contribution is further limited to the type of coverage that the employee was enrolled in at the time of retirement (single, two-person, or family coverage paid at the two-person level.)



- 2. NO CLAIM AGAINST THE CITY - Employees who are not enrolled in the group health insurance at the time of retirement, or who are otherwise not eligible, or who lose eligibility to participate, or who elect not to participate, shall have no claim against the City.
- 3. EMPLOYEE RESPONSIBILITY FOR PREMIUM - Retired employees who participate under this plan are responsible for paying their portion of the monthly premium to the City by the 5<sup>th</sup> of each month for any month in which they desire coverage. Failure to pay premiums on time will be cause to cancel the health coverage. There is no grace period. Once canceled, health insurance may not be reinstated. If a retiree intends to cancel insurance coverage, the City must receive a completed "Waiver and Cancellation of Coverage" form no later than the 15<sup>th</sup> of the month; or the retiree will be charged for the entire month in which the retiree wished to cancel coverage.
- 4. CONTINUATION OF HEALTH BENEFITS AFTER CITY CONTRIBUTION ENDS - Group health insurance coverage through the City of Wisconsin Rapids will not be available after age 65.
- 5. DENTAL INSURANCE - Employees who retire under the Wisconsin Retirement System may continue to participate in the group dental plan through the month in which they turn age 65. If the employee elects to continue dental coverage, the employee will be responsible for the full cost of the dental premium. Premium payments are to be made as described under Item 3.

POLICY DATE: 5-22-03

SIGNATURE: Robert Nash

REVIEW DATE: 2-25-04

SIGNATURE: Robert Nash

REVIEW DATE: 12-21-10

SIGNATURE: Robert Nash

REVIEW  
DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW  
DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** Retirement and Wisconsin Retirement System

**PURPOSE:**

To provide employees with information regarding retirement under the Wisconsin Retirement System.

**POLICIES:**

The City participates in the Wisconsin Retirement System (WRS). The City contributes the employer share of the WRS, as determined each year by the WRS. Employees contribute the general municipal employee share, as determined each year by the WRS. This amount is deducted from the employee's paycheck and paid directly to the WRS by the City. The employee share is deducted from the employee's pay on a pre-taxed basis. The legal provisions governing the benefits are contained in the Wisconsin Statutes and the Wisconsin Administrative Code. The retirement fund is administered by the Wisconsin Department of Employee Trust Funds. It is established as a trust, and is controlled and directed under the statutes by a Board of Trustees.

**PROCEDURES:**

1. The employee share of the WRS will be deducted from the employee's pay and paid directly to the WRS by the City.
2. When approaching retirement age, employees should consult the Wisconsin Department of Employee Trust Funds to obtain details on the application process and method of withdrawal.
3. Employees contemplating retirement may contact the Finance Department to obtain payout information for accrued sick leave and vacation balances.
4. It is expected that employees provide the City with a minimum of two weeks' written notice prior to retirement. Notices of retirement shall not be rescinded.

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

POLICY DATE: 1-1-13

SIGNATURE: Robert Nash

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

## SUBJECT: TUITION REIMBURSEMENT

### PURPOSE:

To provide employees with guidelines regarding tuition reimbursement.

### POLICY:

Employees may be eligible for tuition reimbursement, depending on available funds budgeted within individual departments. Consideration will be given to courses which will further the growth and advancement of the employee within the City. Prior approval from the employee's Department Head and the Human Resources Director are required for tuition reimbursement. **For each course taken, the employee will owe the City the same amount of work time, post education. For example, a normal school semester course normally takes about 6 months duration. Thus, an employee who has completed one course will owe the City 6 months of employment. If the employee leaves the City's employment before the 6 month time period, then the employee shall repay a prorated amount of the amount paid for tuition reimbursement.** Additionally, employees may be authorized to attend events for educational-related purposes, provided funds are established in the annual budget.

Per City Ordinance 3.03(1), Alderpersons of the City of Wisconsin Rapids shall be allowed expenses in an amount of not more than \$500.00 (plus mileage) in any calendar year for City-related educational purposes.

### PROCEDURE:

1. All requests for tuition reimbursement are to be made prior to the start of the course.
2. Tuition Reimbursement Request Forms may be obtained from the Human Resources Department.
3. The Tuition Reimbursement Request Form should be completed by the employee and forwarded to the Department Head for approval.
4. The Department Head is responsible for making sure the amount of requested reimbursement is available within the Department Budget, before approving the request.

5. The Department Head will forward the approved Tuition Reimbursement Request Form to the Human Resources Director.
6. Once approved by the Human Resources Director, the Human Resources Department will maintain the Tuition Reimbursement Request Form until the employee has completed the course.
7. Once the employee has successfully completed the course, (grade "C" or better), the employee must submit the grade report to Human Resources so that the original request may be processed for payment.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

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REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** WORKERS' COMPENSATION

**PURPOSE:**

To provide employees with appropriate guidelines regarding the City's intent to comply with all state and federal regulations pertaining to Workers' Compensation and guidelines regarding the reporting of work-related illnesses/injuries.

**POLICY:**

The City of Wisconsin Rapids provides a comprehensive workers' compensation insurance program at no cost to the employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment that are approved by the City's Workers' Compensation carrier.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. In the event of a serious accident requiring immediate medical attention, 911 shall be called for transportation to the nearest emergency room.

**PROCEDURES:**

1. Report any work-related injury or illness to your supervisor immediately.
2. The supervisor will complete an "Accident Investigation Form" with the injured/ill employee.
3. The supervisor will interview the employee to obtain a complete understanding of the injury/illness circumstances.
  - a. The employee should explain to the supervisor what took place to cause the injury/illness.
  - b. The supervisor should observe the area, equipment, and process that were involved in the incident that created the illness/injury.
4. The supervisor will forward the completed and signed "Accident Investigation Form" to the Human Resources Department immediately.

5. The Human Resources Department may contact the supervisor and/or the employee for further clarification of the incident. Human Resources will administer and process all workers' compensation claims and reports of employee injuries according to appropriate procedures.
6. If the employee needs medical treatment due to a work-related illness/injury, the employee should take an "Authorization for Medical Treatment/Medical Release to Work" form to the doctor or Emergency Room. This form should be completed by the doctor and forwarded to the Human Resources Department promptly.
7. The Workers' Compensation representative may contact the supervisor and/or the employee for further clarification of the incident.
8. Employees will receive the difference between Workers' Compensation and the employee's regular pay, less any other governmental subsidy he/she may receive, for the duration of temporary total disability due to a work-related injury/illness. The maximum amount of compensation shall not exceed the employee's normal net pay.
9. Summer/seasonal employees will receive payment as described in #8.
10. Employees and/or supervisors failing to report a work-related illness or injury in a timely manner will be subject to discipline, up to and including termination.
11. Employees exhibiting repeated carelessness that results in work-related illnesses or injuries will be subject to discipline, up to and including unpaid suspension and/or termination.
12. Employees should refer to and follow "Reporting of Work-Related Illness/Injury Policy".

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

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 12-18-12

SIGNATURE: Robert Nash

## FAMILY AND MEDICAL LEAVE POLICY

Child rearing, family illness/injury, employee medical leave, military covered active duty or call-to-covered active-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.

### I. Eligibility.

Federal--To be eligible for the federal leave discussed below, the employee must have worked for the City for any twelve (12) months during the past seven (7) years and has actually worked at least one thousand two hundred fifty (1,250) hours in the last twelve (12) month period.

Wisconsin--Employees who have been employed by the City for one (1) year (52 consecutive weeks at any time during employment) and who have been paid for one thousand (1,000) hours (including paid time not worked such as holidays, vacation or sick leave) 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. (An employee is eligible for military caregiver leave for up to twenty-six (26) weeks, but it is limited by any FMLA leave taken for other qualifying reasons).

Wisconsin law provides six (6) weeks of child-rearing leave, two (2) weeks of family illness/injury 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 Human Resources Director or designee, 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.

#### IV. Employee FMLA Leave Obligations

##### A. Notice of the Need for Leave.

Employees who take FMLA leave must timely notify the City Human Resources Director or designee 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 Human Resources Director or designee 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 Human Resources Director or designee 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 servicemember 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 covered active duty or called to covered active duty.

Calling in "sick," without providing the reasons for the needed leave, will NOT be considered sufficient notice for Federal FMLA leave. Employees must respond to the City's Human Resources Director or designee'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 Human Resources Director or designee 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 Human Resources Director or designee 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 twelve (12) month period. 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 Human Resources Director, 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. Rather, any remaining child-rearing leave must be taken in a single block and would not be eligible for sick leave substitution.

- 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 to the Human Resources Director or designee as soon as practicable.

#### VI. Family Illness Leave.

- A. Purpose: Unpaid family illness/injury leave may be used to care for the employee's spouse, child, parents, or spouse's parent (i.e., parent-in-law) and domestic partner who have a serious health condition.
- B. Length of Family Illness Leave: No employee may take more than twelve (12) weeks of federal family illness leave for the employee's spouse, child, or parents in a twelve (12) month period. The federal leave generally runs concurrently with the two (2) weeks of family illness leave provided under state law in a calendar year. Under state law a maximum of two (2) weeks of family illness leave may be taken for a spouse's parent (i.e., a parent-in-law) and domestic partner in a calendar year, in addition to the twelve (12) weeks of federal FMLA leave.

#### 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 twelve (12) month period. 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 Regular Armed Forces, National Guard or Reserves.

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. The twelve (12) weeks provided for this purpose do not add to the employee's normal twelve (12) weeks of FMLA entitlement in a twelve (12) month period. In essence, they provide another reason for FMLA.

IX. Injured/Ill Servicemember Caregiver Leave.

- A. Purpose: An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up 26 weeks of military caregiver leave during a single 12-month period to care for the servicemember with a serious injury or illness incurred in the line of duty, or for a veteran with a serious injury or illness, including conditions that do not arise until after the veteran has left the military. The veteran must have been discharged within the five year period before the eligible employee first takes FMLA military caregiver leave to care for the veteran.

A "covered servicemember" means a member of the Armed Forces, including a member of the Regular Armed Forces, 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 servicemember medically unfit to perform duties of the member's office, grade, rank or rating. Additionally included are serious injuries or illnesses that result from a condition that existed before the service member's active duty service and was aggravated by service in the line of duty on active duty.

"Next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember 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 servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- B. Length of Leave: Leave to care for a servicemember 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 servicemember. A separate caregiver leave can be taken for each covered servicemember and/or for each new injury/illness.

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

A. Medical Necessity: An employee may schedule family illness/injury, 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 Human Resources Director or designee, 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 Human Resources Director or designee 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 Human Resources Director or designee 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 Human Resources Director or designee 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 Human Resources Director 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 Human Resources Director (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 Human Resources Director may deny FMLA leave if the certification is unclear and a serious health condition cannot be verified.

Whenever the City Human Resources Director or designee 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 within fifteen (15) days. 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:

1. Inpatient care in a hospital, nursing home, hospice, or residential medical facility; or
2. 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 Human Resources Director has reason to doubt an initial medical certification, he/she 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 Human Resources Director or designee 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 Human Resources Director or designee 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 covered active duty or call to covered 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 currently 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, an employee may elect, or the City require, an employee to utilize certain accrued City provided paid leave while on FMLA leave. For example, an employee may elect, or the City may require, the use of accrued paid vacation while on any type of FMLA leave. The employee may elect, or the City may require, the use of accrued sick leave while the employee is on FMLA employee medical leave. However, an employee's use of City provided paid leave must comply with the terms and conditions of the City's paid leave policy.

The employee should notify the City Human Resources Director or designee if and what type of paid accrued leave the employee intends to substitute as provided under the law. 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 Human Resources Director or designee 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 Human Resources Director or designee 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.

XVI. Workers Compensation: Absences due to work-related injuries are subject to the Federal FMLA if the FMLA requirements are met, even if state worker's compensation leaves also apply. In other words, Federal FMLA and worker's compensation leave will run concurrently.

XVII. Holiday Pay: For purposes of determining the amount of leave used by an employee, the fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. If an employee is using intermittent FMLA leave, the holiday will count as FMLA leave only if the employee was otherwise scheduled to work on the holiday.

Employees should contact Beth Bakunowicz at (715) 421-8245 if they have any questions regarding this policy.

All FMLA leave is subject to the approval of the Human Resources Director, or his/her designee.



## Flexibility in Work Schedule

### 1. SCOPE

This policy applies to all salaried employees of the City of Wisconsin Rapids.

### 2. PURPOSE

To provide salaried employees with guidelines when flexing their work schedules.

### 3. POLICY BODY

Salaried employees are permitted alternative work hours to the normal department hours, provided the schedule requested does not affect service to the public, allows for effective and efficient operations, and receives approval of the department head.

Salaried employees who are regularly required to attend meetings outside of their normal workday may adjust their work schedule to accommodate such meetings, provided it does not interfere with normal service to the public or operations. "Flex- Time" absences must be reported to the manager.

Procedure:

3.1 Employees flexing work schedules must notify their supervisors of any change from their normal work schedule.

3.2 Every effort should be made to utilize flex time within the pay period that the meeting outside the normal work schedule took place.

3.3 Flex time has no value and may not be carried over from one year to another.

### 4. ADDITIONAL RESOURCES

### 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 2005 City policy

POLICY

**6. DOCUMENT PROPERTIES**

Primary Author: Urban, Dawn  
Approver(s): HR Committee – 3/6/18  
Common Council – 3/20/18

[Document Status]

POLICY

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** FUNERAL LEAVE

**PURPOSE:**

To provide employees with guidelines regarding funeral leave.

**POLICY:**

In the event of a death in the immediate family of a regular full-time or regular part-time employee, the employee may request funeral leave from the department head of up to three (3) working days, with pay, for the purpose of arranging for and attending the funeral. School Crossing Guards shall receive up to one (1) working day with pay.

Immediate family for the purposes of this section shall include: the employee's spouse, children, parents, brother, sister, mother-in-law, father-in-law, stepfather, stepmother, stepchild, grandparents, grandchildren or any person who has resided with the employee immediately preceding the person's death.

In the event of a death in the extended family of a regular full-time or regular part-time employee, the employee may request funeral leave from the department head of up to one (1) working day, with pay, for attending the funeral.

Extended family includes: the employee's aunt, uncle, niece, nephew, brother-in-law, sister-in-law, and spouse of the employee's brother-in-law and sister-in-law.

Employees may be allowed paid time off to attend the funeral of a deceased or retired employee. The department head shall determine how many personnel will be needed to staff the department. The Human Resources Department and department head shall jointly determine the feasibility of full department attendance.

An employee serving as a pallbearer may be granted up to four (4) hours' leave without loss of pay, as approved by the Human Resources Director.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 8-4-04

SIGNATURE: Common Council

REVIEW DATE: January 1, 2017

SIGNATURE: Todd Ferkey

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: HOLIDAYS**

### **PURPOSE:**

To identify paid holidays designated by the City.

### **POLICY:**

Regular full-time non-union employees shall receive the following paid holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	December 24
Labor Day	December 25

In addition to the above holidays, each full-time employee shall receive two (2) floating holidays per calendar year. Floating holidays do not accumulate and must be used by the date of notification of termination or retirement. Non-union employees who work between 20-32 hours per week shall receive the above named holidays and floating holidays on a pro-rated basis.

### **PROCEDURES:**

1. If the holiday falls on a Sunday, the following Monday shall be considered a holiday. Generally, if a holiday falls on a Saturday, the proceeding Friday will be the holiday.
2. Employees required to work on a holiday shall be entitled to equal time off at the mutual convenience of the employee and the department head.
3. New employees shall not receive the floating holidays during the calendar year in which they commence employment, unless the six (6)-month probationary period has been completed, or unless the employment agreement stipulates a different arrangement.
4. Police Lieutenants and Assistant Chiefs shall receive holiday pay, per the respective labor agreement under their supervision.

POLICY DATE: 5-22-03

SIGNATURE: Robert Nash

REVIEW DATE: 2-25-04

SIGNATURE: Robert Nash

REVIEW DATE: 2-01-05

SIGNATURE: Marion Hokamp

REVIEW DATE: 12-04-08

SIGNATURE: Robert Nash

**SUBJECT: JURY DUTY**

**PURPOSE:**

To provide employees with appropriate guidelines regarding leaves of absence for Jury Duty.

**POLICY:**

The City recognizes that employees have an obligation to serve on Jury Duty. Employees who serve on a jury, or who are subpoenaed to appear as a witness before a court or administrative tribunal, shall be paid the difference between the jury or witness duty fees and their regular earnings. Employees shall immediately return to their jobs when released from jury or witness duties and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.

**PROCEDURES:**

1. Evidence of jury duty or witness duty must be presented to the employee's supervisor.
2. Employees should continue to report for work on those days or parts of days when excused from jury or witness duty or whenever time spent on jury or witness duty does not match the time regularly scheduled for work.
3. All employee benefit accruals and other benefits will continue while the employee is on jury or witness duty leave. The employee will be required to continue payment of any required contributions for employee benefits during the jury or witness duty leave.
4. Employees on jury or witness duty will receive their normal paycheck. The check received by the employee for the jury or witness duty service needs to be signed over and turned in to the Finance Office.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2-1-05

SIGNATURE: Marion Hokamp



## Military and National Disaster Leave

### 1. SCOPE

This policy applies to all City employees.

### 2. PURPOSE/ DEFINITIONS

The purpose of this policy is to provide guidelines and procedures for employees who receive notice of military or other types of required training related to national disasters. This includes Disaster Medical Assistance Teams (DMAT), State All Hazards Incident Management Training (IMT), or other training organized under National Disaster Medical System (NDMS).

This policy also covers employees who are called to active military duty or deployed due to a national disaster or declared state of emergency.

It is the intent of the City to be in compliance with USERRA, VBIA, and all other Federal and State laws. It is the City's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact Human Resources.

### 3. POLICY

The City recognizes that employees may be required to participate in military, DMAT, or IMT training on an annual basis. The City also recognizes that certain employees may be called to active military duty or actively deployed as a result of a national disaster or declared state of emergency.

The City provides unpaid leave time for all required training or active deployments addressed in this policy.

**3.1 Reserve, National Guard, DMAT, or IMT Training.** Employees who receive notice of military or any other type of required training must notify their manager and Human Resources as soon as possible. Employees must also complete the Military and National Disaster Leave form and return the completed form to Human Resources. Upon notice, Human Resources will grant an unpaid leave of absence during the training period. Leave will not be granted without a completed form.

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Employees may choose to be paid the difference between military (or DNR or DMAT) pay for the training period and their regular City base pay (not to exceed 14 days in a calendar year.) If employees choose to be paid the difference, it is their responsibility to notify Payroll and provide Payroll with a copy of their check stub for the training period within 30 days of the employee's return to work after training.

**3.2 Active Duty or Deployment.** Employees who receive a call to active duty or are notified of deployment due to a national disaster must notify their manager and Human Resources as soon as possible. Employees who are called to active duty or deployed must also complete the Military and National Disaster Leave form and return the completed form to Human Resources. Upon notice, Human Resources will grant an unpaid leave of absence to cover the period of deployment.

**3.3 Paid Vacation and Personal Time.** Employees who are deployed may use vacation, personal, or sick time during their leave. It is the employee's responsibility to notify Human Resources of the intent to use paid time prior to the employee's deployment date.

**3.4 Benefits during deployment.** Health and dental insurance will end at the end of the month in which the employee's last day is worked. Employees who are deployed have the option of electing COBRA continuation coverage for health and dental; however, they may wish to first verify eligibility through the military or other Federal agency. Health and dental insurance will be reinstated when the employee returns to work without any waiting periods. The City will maintain the employee's standard life insurance during the leave. If the employee has optional life insurance, he/she may maintain the optional life insurance if premiums are paid prior to deployment.

**3.5 Pay Increases.** An employee on active duty will be eligible for any pay increases during his/her absence provided that the employee is otherwise eligible for the wage increase.

**3.6 Return to Work.** The City will promptly reinstate employees returning from active duty to their same position or one of comparable status and pay. In order to be eligible for re-employment, the employee must provide written verification of honorable discharge (including the dates served) and must apply for his/her position within the required timeframes:

- If service is less than 31 days, the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- If service is for 31 days or more but less than 181 days, the employee must submit an application for reemployment with Human Resources no later than 14 days following the completion of service.
- If service is over 180 days, the employee must submit an application for reemployment with Human Resources no later than 90 days following the completion of service.
- If the employee is hospitalized or convalescing from a service-connected injury, the employee must submit an application for reemployment with Human Resources no later than two years following completion of service.

**3.7 Employee with a service-connected disability.** If after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for

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employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the City; or if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

**3.8 Exceptions to re-employment with the City.** In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- The City's circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon the City.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

#### 4. ADDITIONAL RESOURCES

##### 4.1. References:

- Military and National Disaster Leave form
- Your Rights Under USERRA:  
[https://www.dol.gov/vets/programs/userra/USERRA\\_Private.pdf](https://www.dol.gov/vets/programs/userra/USERRA_Private.pdf)

#### 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 5/22/02 former Military Leave policy

#### 6. DOCUMENT PROPERTIES

Primary Author: Dawn Urban  
Approver(s): HR Committee – 6/1/18  
Common Council – 6/19/18

POLICY

[Document Status]

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** PERSONAL TIME

**PURPOSE:**

To provide employees with guidelines regarding personal time.

**POLICY:**

Except as specifically provided herein, Non-Union employees are entitled to one week of personal time, based on their normal schedule of hours, each year. Those DPW employees who receive longevity payments are entitled to three (3) days of personal time, based on their normal schedule of hours, each year. The time will be available to use on January 1 of each year and must be used by year-end. There is no accumulation of personal time.

New hires will receive the personal time after six (6) months of employment. Personal time will be pro-rated from the date of employment and will be credited on the employee's 6-month anniversary. New hires who do not receive their pro-rated credit until December and are unable to use the time will be allowed to carry over the unused time into the next year only or receive a payout.

Employees promoted from a Union position to a Non-Union position will receive pro-rated Non-Union personal time credit on their promotion effective date, based on the amount of time they will be Non-Union for the remainder of the year in which they are promoted. The total amount of personal time credits for the year shall not exceed the five days (three days for Fire Department employees) allotted to Non-Union personnel in a year.

**PROCEDURES:**

1. 1. When utilizing personal time, employees must provide their supervisor with advance notice, preferably a minimum of 24 hours.
2. 2. DPW employees may use personal time in 1-hour increments and ¼ hour increments for purposes of FMLA. For all other employees, personal time may be used in no less than one-quarter (1/4)-hour increments.
3. 3. Unused personal time will be paid out at year end. Employees must be employed through December 31 to receive a payout.

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

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

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2-1-05

SIGNATURE: Marion Hokamp

REVIEW DATE: 12-18-12

SIGNATURE: Robert Nash

REVIEW DATE: 12-7-16

SIGNATURE: Todd Ferkey

**VOLUNTARY ACCRUED VACATION/SICK LEAVE DONATION AUTHORIZATION**

**Vacation Leave**

I hereby authorize the transfer of up to:

\_\_\_ hours (must be in 8-hour increments) from my 2012 vacation balance to be made available to fellow employee \_\_\_\_\_ as needed.

**Primary Sick Leave Bank**

I hereby authorize the transfer of up to:

\_\_\_ hours (must be in 8-hour increments) from my primary sick leave bank to be made available to fellow employee \_\_\_\_\_ as needed.

I understand that I am donating accrued vacation and/or accrued sick leave from my primary sick leave bank to be transferred from my accruals to the above-named employee. I understand that my decision to transfer leave is not revocable. I have reviewed the "Voluntary Accrued Vacation/Sick Leave Donation" policy and agree to comply with the requirements as outlined within the policy.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Note: Approval is provided once vacation balances and primary sick leave banks are reviewed.



## Sick and Paid Leave

### 1. SCOPE

This policy applies to all employees of the City of Wisconsin Rapids except Crossing Guards, LTEs, Relief Clerical, or interns. This policy also does not apply to employees who receive sick leave benefits pursuant to a collective bargaining agreement.

### 2. PURPOSE

To provide employees with guidelines regarding the use of sick leave and eligibility for paid leave.

### 3. POLICY BODY

3.1 Annual Sick Leave. Non-Union and DPW employees shall be granted a total of two weeks of paid sick days per calendar year, based on their regular hours worked per week, for the employee's own minor illnesses, such as cold and flu. See the schedule below:

Full-time employees (40 hours/ week) 80 Hours

Full-time employees (32 hours/ week) 64 Hours

Part-time employees (20 hours/week) 40 Hours

PD Management (12-hour shifts) 84 Hours

Fire Management (24-hour shifts) 144 Hours

Fire and Police employees covered under collective bargaining agreements will receive sick leave benefits according to the agreements.

Sick days may also be used to care for a sick child, parent, parent-in-law, or spouse; for family medical leave (FMLA) (as substitution for unpaid family medical leave); and for family medical and dental appointments. There will be no accumulation or carryover of this leave.

Salaried employees must take sick and paid leave in increments of partial or full days (4 or 8 hours or 12 or 24 hours for Fire Department). Hourly employees may use sick and paid leave in increments of 15 minutes (.25 hours) or greater.

3.1a New Hires. New hires shall be provided sick leave after six (6) months of employment on a prorated basis. Sick leave earned from the date of hire will be credited on the employee's six-month anniversary.

3.1b Transfers and Promotions. Employees promoted from a Police or Fire Union position to a Non-Union management position will receive prorated Non-Union sick leave credit



on their promotion effective date, based on the amount of time they will be Non-Union for the remainder of the year in which they are promoted.

3.1c Payout. Each year, the City will pay \$75 for each eight-hour increment of sick leave not used during the calendar year for those employees working 40 hours per week. (\$107 for each 12-hour increment for Police management who work 12-hour shifts, and \$125 for each 24-hour increment for Fire management who work 24-hour shifts). Employees must be employed with the City on December 31 to receive this payment. This payment will be made in February of the year following the year that the sick leave was not used. For example: A payment will be made in February, for sick leave not used during the preceding year.

3.2 Extended Sick Leave. Employees will be provided up to 8 weeks of paid extended leave per calendar year for his/her own serious health condition, if an employee qualifies for FMLA. The employee must have a completed medical provider's certification and a completed Request for FMLA application. The 8 weeks of paid leave will run concurrently with FMLA.

3.3 Leave of Absence. If additional time is needed after FMLA, the employee may be placed on a leave of absence. All types of paid leave must be exhausted before an employee can take the time unpaid. A leave of absence will be granted for a maximum of 8 weeks. If the employee is not able to return to work immediately following the unpaid leave of absence, the City may terminate employment. Additional information can be found in our Leave of Absence policy.

3.4 Sick Leave for Family Members. An employee will be granted up to one week of paid leave per calendar year for a family member who has a serious health condition, as defined by the Family Medical Leave Act, or for the birth of an employee's child. In order to receive this paid sick leave, the employee must complete all required FMLA paperwork. The one week of paid leave has no accrued value and will not carry over from year to year.

3.5 Required Reporting. An employee absent for three (3) or more days, due to personal illness or the illness of a family member, is required to notify the Human Resources Department on the third day of absence. The employee's supervisor should also notify the Human Resources Department.

3.6 Monitoring. Human Resources reserves the right to monitor use of sick and paid leave. Abuse of sick leave may be grounds for discipline, up to and including unpaid suspension and/or termination.

3.7 Alternate Employment. An employee will not receive paid or sick leave under this policy while working for another employer or performing side work as a self-employed individual.



#### 4. PROCEDURES

**4.1 Unplanned Absences:** For unplanned absences, employees must notify their manager of the need to use sick time, according to their department policy, as soon as possible. The notice should be given prior to the beginning of the employee's work day.

**4.2 Manager Responsibilities:** It is the manager's responsibility to ensure that the time away from work is recorded correctly for payroll purposes. If the employee needs to use benefits under this policy, it is the manager's responsibility to direct the employee to Human Resources.

**4.3 Employee Responsibilities:** If an employee is aware of the need to use sick leave for his/her own illness or the illness of a family member, it is the employee's responsibility to notify his/her manager in advance of the absence and contact Human Resources for the appropriate paperwork. (Human Resources will determine which paperwork is appropriate.) The employee must return completed paperwork to Human Resources before use of sick leave will be approved. The employee is also required to provide a signed return to work form to Human Resources prior to returning to his/her position (if it is the employee's own illness.)

**4.4 FMLA:** If the leave qualifies as FMLA, Human Resources will provide the required FMLA notices to the employee within the required timeframes. FMLA will run concurrently with paid leave. The employee will be required to follow all FMLA guidelines as outlined in the Family Medical Leave policy.

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

POLICY DATE: 5-22-02 SIGNATURE: Robert Nash

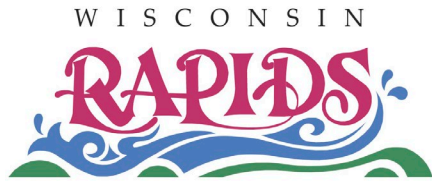
REVIEW DATE: 7-15-14 SIGNATURE: Chad Wirl

REVIEW DATE: 12-7-16 SIGNATURE: Todd Ferkey

#### 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 12-7-16 Sick and Paid Leave Policy





**6. DOCUMENT PROPERTIES**

Primary Author: Ryan Hartman- 7.13.21

Approver(s): HR Committee –

Common Council –



## UNPAID LEAVE

### 1. SCOPE

This policy applies to all non-seasonal employees of the City of Wisconsin Rapids.

### 2. PURPOSE

The purpose of this policy is to provide guidelines for unpaid leaves. This policy only applies to non-medical leaves of absence. If an employee needs to be away from work in connection with a medical issue, he or she should refer to the Leave of Absence policy.

### 3. POLICY BODY

An employee with at least six (6) months of service who has exhausted all paid leave (except sick) may, at the discretion of the Department Head and HR Director be granted an unpaid leave of absence. The unpaid leave may not exceed thirty (30) calendar days, and must be requested in writing at least two weeks prior to the leave. An employee who wishes to take unpaid leave is required to deliver a written request to his/her Department Head.

Unpaid leaves for longer periods of time and extensions of unpaid leaves may be granted upon the approval of the Human Resources Committee. In no case shall a leave of absence be granted for the purpose of accepting employment with another employer.

3.1 An unpaid leave may be requested for the following purposes:

- a) An employee wishes to participate in missionary or charitable volunteer work.
- b) An employee wishes to take sabbatical.
- c) An employee has a need to plant or harvest crops.
- d) An employee has an emergency not related to FMLA (such as a house fire or basement flooding).

3.2 Unless federal or state laws, or applicable collective bargaining agreements require a departure from this policy, all leaves of absence are administered by the City under the following guidelines:

- a) All paid leave (with the exception of sick) must be exhausted before unpaid leave is allowed.
- b) Only one unpaid leave may be requested per calendar year.
- c) During an unpaid leave, no benefits shall accrue to the employee.
- d) Requests for unpaid leaves will be considered on the basis of the employee's length of service, responsibility level, reason, and the City's ability to obtain a satisfactory replacement during the time the employee will be absent from work.
- e) An employee who accepts other employment or who fails to return to work on the next scheduled workday following the expiration of the unpaid leave, will be considered to have voluntarily resigned his/her employment with the City.

### 4. DOCUMENT HISTORY

Version No.	Revision Description
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1.0

Revised from 5/22/02 Unpaid Time Off former policy

**5. DOCUMENT PROPERTIES**

Primary Author: Dawn Urban

Approver(s): HR Committee – 10/5/18

Common Council – 10/16/18



## VACATION

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### 1. SCOPE

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This policy applies to all permanent employees of Wisconsin Rapids.

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### 2. PURPOSE

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To provide employees with guidelines regarding usage of earned vacation

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### 3. POLICY BODY

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All regular full-time employees shall receive vacation benefits, as indicated in the following table, unless otherwise stipulated in an employment agreement or in a collective bargaining agreement. All regular part-time employees, excluding crossing guards, shall receive vacation benefits on a prorated basis according to their normal work schedule.

#### TABLE OF VACATION BENEFITS:

<u>Years of Service</u>	<u>Annual Paid Vacation</u>
Date of Hire-6	2 weeks
7-13	3 weeks
14-19	4 weeks
20-23	5 weeks
24 or more	6 weeks

\*New hires will receive a pro-rated amount of vacation on their day of hire. Employees who terminate their employment within the first year will have the vacation given to them on their date of hire prorated, based upon their last day of employment.

For vacation purposes, all employees will have a common anniversary date of January 1 of each year. Employees who have an actual anniversary date of hire which qualifies them for an additional week's vacation will receive that week effective on January 1 of the anniversary year.

For those employees who negotiated an immediate vacation benefit upon date of hire, or are new hires who receive an immediate date of hire pro-rated vacation benefit, these vacation benefits are earned in the year they are credited. For those employees who were credited vacation based upon work performed in the previous year, upon termination of employment they will receive a prorated vacation entitlement for the year of termination in addition to any accrued (earned) vacation time to date. Only earned unused vacation will be paid out at the time of termination. Vacation may be taken at any time in the year in which it is earned.



## **PROCEDURES:**

1. Employees must provide their supervisor with advance notice, according to departmental policy, when utilizing vacation time. A minimum of 24 hours' advance notice is preferred.
2. Vacation may be used in no less than one-quarter (1/4)-hour increments for all employees.
3. Each department head shall determine the number and classification of employees on vacation at any one time. Employees shall make their vacation request to their immediate supervisor; and, if necessary, the choice of vacation time within a classification shall be made on the basis of seniority. Vacation scheduling will be according to Departmental policy, and all vacations are subject to the approval of the Department Head.
4. No employee shall earn vacation credit during a month when the employee is absent without pay or suspended without pay.
5. All unused vacation and accrued vacation will be paid upon termination with the employee's final pay.
6. If, due to the common anniversary date of January 1, a terminating employee has taken more than the prorated vacation credit in the year of termination, any excess vacation taken will be deducted from final pay due to the employee.
7. Vacation is to be used in the year credited, with the exception that a maximum of two weeks' unused vacation may be carried to the next calendar year. Any amount in excess of two weeks will be lost.
8. For Battalion Chiefs, a week's vacation shall be three scheduled workdays.

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

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## ***4. DOCUMENT PROPERTIES***

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Primary Author: Ryan Hartman 10/11/21

Approver(s): HR Committee- 11/15/21

Common Council - 11/16/21

# **HUMAN RESOURCES POLICIES AND PROCEDURES**

**SUBJECT:** Voluntary Accrued Vacation/Sick Leave Donations

**PURPOSE:**

To allow employees to donate some of their accrued vacation and/or sick leave to a fellow employee who has a serious health condition, or to a fellow employee who has a spouse, child, or parent who has a serious health condition, and who has exhausted all of his or her paid time off.

**POLICY:**

Employees may donate accrued vacation time and/or sick leave from their annual ten (10) day (or two (2) week equivalent, per the sick leave policy) sick leave to a fellow employee who has a serious health condition, or to an employee who has a spouse, child, or parent who has a serious health condition, as defined by the FMLA, and who has exhausted all of his or her paid time off. Each employee will be allowed to donate up to a maximum of ten (10) days (or two (2) week work time equivalent, as per the employee's labor contract or city policy) in a two year period. This policy may be continued or discontinued at any time, and without recourse by the participants in the program.

**PROCEDURES:**

1. The employee in need of donated time must have exhausted all available floating holidays, vacation, sick leave, personal leave, and compensatory time. In addition, any employee who has exhausted FMLA leave must apply for a leave of absence in accordance with his or her labor contract or City policy.
2. The employee in need of donated time must have a serious health condition, or must have a spouse, child, or parent with a serious health condition, as defined by the FMLA. The employee may remain anonymous, or may allow the City to release a statement that indicates that the employee or his/her spouse, child, or parent has a serious health condition which qualifies under this policy, if necessary, for purposes of executing the policy's intent. No specific health information will be shared with any other employee or staff.
3. The employee in need of donated time must notify the Human Resources Director, or designee, of his or her need and provide a completed Family and Medical Leave Health Care Provider Certification form. The Human Resources Director, or designee, reserves the right to request additional information regarding the employee's need for sick leave, as well as reserves the right to request additional information or recertification throughout the duration of the health condition to assess the need for sick leave.

4. The employee(s) willing to donate accrued vacation and/or sick leave must complete a "Voluntary Accrued Vacation/Sick Leave Donation" form (see attached) and forward it to the Human Resources Director, or designee. A list of those wishing to donate will then be established in the order that the completed "Voluntary Accrued Vacation/Sick Leave Donation" forms are received. Donating employees' donation forms and the donation list shall remain confidential
5. The donated accrued vacation/sick leave will be deducted from the donating employees' vacation accrual and/or sick leave.
6. Employee(s) will be allowed to donate a maximum of ten (10) days (or two week work time equivalent,) of accrued vacation and/or sick leave in a two (2) year period.
7. The donated vacation will be deducted from the donating employees' vacation accrual in a minimum of eight (8)-hour increments, or whatever the minimum increment is that the vacation leave can be taken by the donating employee if greater than eight (8) hours; and the donated sick leave will be deducted from the donating employees' sick leave in eight (8)-hour increments, or whatever the minimum increment is that the vacation leave can be taken by the donating employee, if greater than eight (8) hours. These donated increments will be deducted in the order that the completed "Voluntary Accrued Vacation/Sick Leave Donation" forms are received by the Human Resources Director. Donating employees will be required to sign a "Payroll Action Form" each time a sick or vacation increment is going to be deducted from their accruals.
8. Once eight (8) hours, or the minimum increment for each respective leave, if greater than eight (8) hours, has been deducted from each of the donating employees on the list, another minimum leave increment will be deducted from the donating employees' vacation or sick leave, if needed, in the same order, to a maximum of eighty (80) hours per employee (or a two (2) week work time equivalent of hours), on the list.
9. Once a "Voluntary Accrued Vacation/Sick Leave Donation" form has been submitted for donation for a specified employee, the donor may not withdraw the donation.

POLICY APPROVED BY COUNCIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**VOLUNTARY ACCRUED VACATION/SICK LEAVE DONATION AUTHORIZATION**

**Vacation Leave**

I hereby authorize the transfer of up to:

\_\_\_ hours (must be in a minimum of 8-hour increments) from my 20\_\_\_ (year) vacation balance to be made available to fellow employee \_\_\_\_\_ for that employee to use as substituted paid FMLA leave, as needed.

**Sick Leave**

I hereby authorize the transfer of up to:

\_\_\_ hours (must be in a minimum of 8-hour increments) from my sick leave to be made available to fellow employee \_\_\_\_\_ for that employee to use as substituted paid FMLA leave, as needed.

I understand that I am donating accrued vacation and/or sick leave to be transferred from my accruals to the above-named employee. I understand that my decision to transfer leave is not revocable. I have reviewed the "Voluntary Accrued Vacation/Sick Leave Donation" policy and agree to comply with the requirements as outlined within the policy.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

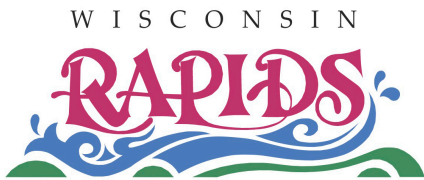
Approved By:

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Note: Approval is provided once vacation balances and primary sick leave banks are reviewed.





## Leave of Absence

### 1. SCOPE

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This policy applies to all non-seasonal employees of the City of Wisconsin Rapids.

### 2. PURPOSE

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This policy is being developed to ensure consistency is applied for leaves of absence. This policy is not intended to cover leaves under Family and Medical Leave. If an employee is eligible for family medical leave, he/she is required to use protected time under FMLA prior to using leave time under this policy.

### 3. POLICY BODY

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The City recognizes that there are times when an employee may need to be away from work and is not covered under Family and Medical Leave or Military Leave laws. An employee who takes a leave of absence under this policy must use all paid time available to her/him prior to taking the leave unpaid. This includes the use of frozen sick banks.

3.1 A leave of absence may be requested for the following purposes:

- a) If an employee has a serious health condition resulting in an inability to work and the employee is not eligible for FMLA, he/she may request a leave of absence.
- b) In addition, an employee who has exhausted his/her FMLA and who is unable to return to work due to a serious health condition may request an additional leave of absence.
- c) If an employee's immediate family member has a serious health condition and the employee needs to provide care to the family member, he/she may request a leave of absence.
- d) Intermittent leave under this policy is generally not permitted. It may be allowed as a reasonable accommodation pursuant to ADAAA laws or under certain limited circumstances.

3.2 Benefits will be impacted as follows:

- a) Benefits will end as follows: At the end of the month in which FMLA is exhausted. Or, if the employee is not eligible for FMLA, at the end of the month in which the leave of absence ends.
- b) If applicable, COBRA continuation will be offered once the employer contributions end, and the employee is no longer eligible for the group health plan. COBRA continuation will be offered for all applicable benefit plans.
- c) Employees continue to be responsible for payment of their portion of insurance premiums during an approved leave. While receiving pay, the employer will continue to make payroll deductions to collect the employee's share of the premium. During periods of unpaid leave, the employee may choose to pre-pay, pay each pay period, or make catch payments for his/her portion of the premiums. If the employee does not pre-pay or make periodic payments, the employer reserves the right to collect any and all past due

employee contributions for benefits.

d) WRS benefits will be administered according to WRS plan documents.

e) Flexible Spending Accounts. If an employee misses flex deductions for one or more pay periods, the employee will have the option to pay the missed deductions when he/she returns to work or lower the annual election amount by the total amount of missed deductions.

3.3 An employee who accepts other employment for remuneration or profit while on a leave of absence will be considered, at that time, to have voluntarily terminated his/her employment with the City.

#### 4. Procedures

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4.1 If circumstances should arise that require a need for a leave of absence, an employee should request a leave of absence. The employee must complete a leave of absence form. The leave must be approved by the manager, Department Head, and HR. The decision to approve a leave of absence depends on the nature for the request and the impact the leave has on the department. A leave of absence that places a significant hardship on the department may be denied.

4.2 During a leave of absence, it is the employee's responsibility to provide his/her manager with frequent updates and an anticipated date of return to work.

4.3 Prior to returning to work, an employee must deliver a signed physician form to HR indicating that the employee has been released to return to work (if the leave is for the employee's own serious health condition.) If there are physician restrictions, the manager will need to determine if the City is able to accommodate the restrictions.

4.4 If an employee is unable to return after an eight-week leave of absence, his/her employment may be terminated. Extensions beyond eight (8) weeks may be available under limited circumstances and will require approval from the HR Committee.

5.

#### ***DOCUMENT HISTORY***

Version No.	Revision Description
1.0	New Document

6.

#### ***DOCUMENT PROPERTIES***

Primary Author: Dawn Urban

Approver(s): HR Committee – 8/10/18

Common Council – 8/21/18

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: EXPENSE ADVANCES**

**PURPOSE:**

To provide employees with guidelines for expense advances.

**POLICY:**

A cash advance will not be issued if a previous advance is outstanding and/or has not been properly expensed.

**PROCEDURES:**

1. All requests for expense advances must be submitted on the "Request for Cash Advance" form through the Department Head, to the Finance and Business Office at least one week prior to the date needed.
2. All cash advanced expenses must be documented by receipts and a "Travel Expense Claim" form must be completed and submitted through the Department Head to the Finance and Business Office not later than two weeks after the travel/event.
3. Failure to submit receipts and/or properly completed expense form will result in the cash advance being reported to the I.R.S. as income. Payroll taxes will be withheld on the employee's next payroll check and the employee will be responsible for justifying the expense to the I.R.S.

POLICY DATE: 5/22/02 SIGNATURE: [Handwritten Signature]  
REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: LODGING**

**PURPOSE:**

To provide employees with guidelines regarding lodging for overnight stays while on City business.

**POLICY:**

The City will reimburse employees for the actual cost of lodging when the employee is required to be out of town overnight for City business. Reimbursement will be for the single room rate only. Reimbursement will not be made for personal telephone charges, movie rental, etc. Employees should attempt to receive the government rate or to stay in motels that offer the government rate. The City is exempt from the payment of State and Federal Taxes.

**PROCEDURES:**

1. All requests for reimbursement must be made on the standard "Travel Expense Claim" form and supported by a receipt. Documentation of the reason that necessitated the travel or expense must be indicated on the form.
2. The department secretary should notify the motel of the City's exemption from the payment of State and Federal Taxes when making room reservations for an employee. The tax-exempt number is 39-600-5663. A copy of a form letter indicating the tax-exempt number can be obtained from Human Resources and should be presented to the motel by the employee upon arrival.
3. Travel Expense Claim forms must be submitted through the Department Head to the Finance and Business Office.

POLICY DATE: 5/22/02

SIGNATURE: [Handwritten Signature]

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: MEAL ALLOWANCE**

**PURPOSE:**

To provide employees with guidelines regarding expense reimbursement for meals.

**POLICY:**

The meal allowance policy approved by the Common Council provides reimbursement for an amount up to \$40.00 per day for overnight travel and \$25.00 per day, if no overnight travel. Receipts are required. In addition to the cost of the meal, reimbursement will be made for a gratuity, not to exceed 15 percent of the cost of the meal. Reimbursement will not be made for alcoholic beverages.

**PROCEDURES:**

1. To be eligible for meal expenses an employee must be out of town on City business during or through a meal period.
2. Meals will not be approved if an employee leaves the City or returns from out-of-town business within a reasonable time of a normal meal period.
3. All requests for reimbursement must be made on the standard "Travel Expense Claim" form and supported by a receipt(s). Documentation of the reason that necessitated the expense must be indicated on the form. Completed Travel Expense Claim forms must be submitted through the Department Head to the Finance and Business Office.
4. The request for the meal reimbursement amount should be reasonable and consideration to grant the reimbursement will include the meal period (breakfast, lunch and/or dinner), and the location (city or town) of the meal.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2/1/05

SIGNATURE: Masine Hokamp

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: TRANSPORTATION FOR CITY BUSINESS**

### **PURPOSE:**

To provide employees with guidelines regarding transportation usage while on City business.

### **POLICY:**

Assigned Vehicles: The following employees may be assigned a specific vehicle for use in their job:

Police Chief	Street Supervisor
Fire Chief	Wastewater/Construction Supervisor
Fire Captain of Operations	Park & Buildings Supervisor
Public Works Superintendent	Deputy Police Chief

Employees who are assigned a vehicle may use the vehicle to commute between home and work. Except for protective service employees, the value of the use of the vehicle to commute will be added to the employee's earnings statement in accordance with applicable IRS rules. With the exception of protective service employees, no employee may use a City vehicle for personal use. Protective service employees may not use a City vehicle for personal out-of-town (outside the City of Wisconsin Rapids School District) use. Under no condition is a City employee allowed to use a City vehicle to transport family members or any other person not on official City business.

Pooled Vehicles - Some departments are assigned City vehicles that are shared by department employees and/or other City employees. These vehicles are garaged/parked at City facilities and are assigned daily on an as-needed basis. Daily assignment of these vehicles is at the discretion of the department head. Pooled vehicles are not to be used for employee personal use or to be taken home by employees.

Mileage Allowance - Employees required to use their personal vehicle for City business will be reimbursed on a per-mile rate. The rate of reimbursement is the IRS allowable rate. This rate is used for both in-town and out-of-town mileage.

### **PROCEDURES:**

1. When traveling for City business, the use of a City vehicle must be requested through the employee's department. If a City-owned vehicle is not available and the travel is necessary, the department head or a designee will authorize reimbursement of personal auto expense.

2. Travel in all situations is to be by the most direct route. Employees who take side trips, stop for personal business, etc., are considered to be on personal business and are not covered for expense reimbursement or covered by workers' compensation when pursuing personal activities.
3. All requests for reimbursement of travel/mileage must be made on the standard "Travel Expense Claim" form and supported as to the reason for travel. Employees using their own personal vehicle for City business need to record accurate mileage traveled. Travel Expense Claims must be submitted through the Department Head to the Finance and Business Office.
4. Employees who use their personal vehicle for City business are responsible for maintaining automobile insurance on their vehicle. The City's insurance provides coverage above the employee's to the maximum limits of liability allowed by state statute.
5. Travel outside of Wisconsin, other than Illinois or Minnesota, must be approved through the Department Head and Mayor. Upon approval of the Department Head and Mayor, employees will be reimbursed for out-of-town travel. Reimbursement will be actual fare at coach or economy rates for the most direct route.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE:12-09-14

SIGNATURE: Chad Wirl

REVIEW DATE:\_\_\_\_\_

SIGNATURE:\_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: ACCIDENT/PROPERTY DAMAGE REPORT**

**PURPOSE:**

To provide employees with appropriate guidelines for reporting accidents or property damage.

**POLICY:**

It is the policy of the City of Wisconsin Rapids that all accidents or damage involving City-owned property or damage to private property by City employees be reported by the employee(s) involved. Such a report is to be made by completing the appropriate "Accident/Property Damage Report" form and submitting the form by the end of the workday, on the date of the accident.

This policy shall apply to damage to all buildings and structures, all capital equipment, and all City improvements. The policy does not apply to expendable items and/or supplies or normal wear. Equipment and machinery that is damaged or excessively worn through operator abuse is covered by this policy.

**PROCEDURES:**

1. Employees are to immediately report an accident or property damage to their supervisor.
2. All Supervisors and Department Heads are responsible for conducting a complete and comprehensive investigation into the cause of the accident or damage and making provisions to avoid future damage.
3. The completed "Accident/Property Damage Report" form, with signatures, is to be immediately submitted to the City Clerk and the Human Resources Department.
4. Failure to follow this policy may result in discipline, up to and including termination of employment.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

POLICY REVIEW: 2/1/05

SIGNATURE: Marcia Hokamp

POLICY REVIEW: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** AMMONIA LEAK (STORA ENSO)

**PURPOSE:**

To provide employees with appropriate safety guidelines in the event of an ammonia leak from Stora Enso.

**POLICY:**

The Building Maintenance Technician, City Hall Custodian, Police Lieutenants and Sergeants shall be trained and familiar with the controls for the heating, air conditioning, and ventilation system. They shall receive annual familiarization with the system and will be responsible for turning the system off in case of an ammonia or chlorine emergency.

**PROCEDURES:**

1. Police Dispatch will notify the first available representative, listed above, to turn-off the air intake system.
2. The air intake system for City Hall shall be immediately turned off to prevent drawing ammonia or chlorine-contaminated air into the building.
3. All air conditioners, furnace, and other ventilation systems, which draw in outside air, shall be immediately turned off.
4. All employees and citizens inside the building shall be kept inside until the ammonia or chlorine has dispersed.
5. The Fire Chief or his representative shall be responsible for communicating when the outside air is safe and when the "in-building" restrictions may be lifted.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2/1/05

SIGNATURE: Marcin Hohans

REVIEW DATE: 5/10/06

SIGNATURE: Marcin Hohans

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## **HUMAN RESOURCES POLICIES AND PROCEDURES**

**SUBJECT:**            **BIO-CHEMICAL TERRORISM - MAIL/PACKAGES**

### **PURPOSE:**

To provide employees with appropriate guidelines regarding the identifying and handling of suspicious packages and letters.

### **POLICY:**

The City of Wisconsin Rapids will follow the guidelines set forth by the Wisconsin Department of Health and Family Services and the Wisconsin Department of Military Affairs Emergency Management regarding the identification and handling of suspicious packages and letters. The Police Department should be contacted immediately upon the receipt of a suspicious looking letter and package.

### **PROCEDURES:**

Some characteristics of suspicious packages and letters include the following:

Excessive postage, handwritten or poorly typed addresses, incorrect titles, titles with no names, misspellings of common words, oily stains, discoloration's or odor, no return address, excessive weight, lopsided or uneven envelope, protruding wires or aluminum foil, excessive security material such as masking tape, string, etc., visual distractions, ticking sound, marked with endorsements such as "Personal" or "Confidential", shows a city or state in the postmark that does not match the return address, envelopes that feel "squishy", filled with air or a liquid such as that in a plastic bag.

1.    Do not open a letter or package if you find the above characteristics.
2.    Notify the Police Department immediately for further instructions.
4.    Notify your supervisor and the person to whom the letter/package is addressed.
5.    Wash hands and exposed skin thoroughly with soap and water.

**6. If the letter or package is opened:**

- a. Do not attempt to clean up any powder or liquid.
- b. Cover the spilled contents immediately with anything (i.e., clothing, paper, trashcan, etc.) and do not remove this cover.
- c. If the envelope or package is suspicious and is partially opened, cover with anything as stated above, and do not remove this cover.
- d. Shut off fans and ventilation system.
- e. Evacuate the room, and close the door.
- f. Prevent anyone else from entering.
- g. Contact the Police Department.
- h. Wash hands and exposed skin thoroughly with soap and water.
- i. Wait for Fire or Police personnel to arrive.
- j. Provide them with all the information you have regarding the incident.

POLICY DATE: 5/22/02 SIGNATURE: *[Handwritten Signature]*

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**SUBJECT:**        **BOMB THREATS**

**PURPOSE:**

To provide employees with appropriate guidelines to follow if a bomb threat is received.

**POLICY:**

All City department offices that normally receive outside calls will be provided with the appropriate forms to be used in reporting bomb threats. This form should be used by the person receiving the call. Once the call is complete, the Police Department should be contacted immediately. The Mayor, Human Resources Director, Police Chief, Fire Chief or their designee may order the evacuation of City employees and citizens from the target building.

**PROCEDURES:**

**I.    REPORTING**

**A.    TELEPHONE THREATS**

1.    The person receiving the call should attempt to:
  - a.    Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the caller.
  - b.    If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
  - c.    Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
  - d.    Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
  - e.    Listen closely to the voice (male, female) voice quality (calm, excited), accents, and speech impediments.
  - f.    Immediately after the caller hangs up (or sooner, if possible) report the incident to the Police Department Dispatcher via 911.



unauthorized persons enter the building during an evacuation.

- d. City employees having the responsibility to assist in a search, if required, shall report to the Police Department Command Post (where established) or to any Police Officer for assignment. Do not enter the scene unescorted or without authorization.
- e. Those persons evacuated will be advised when the order to evacuate is rescinded and they will be allowed to return.

### III. SEARCH

#### A. COMMUNICATIONS

1. NO RADIO COMMUNICATIONS WILL BE USED DURING A SEARCH.
  - a. All portable radios will be turned off.
  - b. Verbal communications and telephones will be used.
2. Personnel - Search Teams
  - a. Predetermined, volunteer, City employees will be used to search for possible explosive or incendiary device within their normally assigned work areas. They will be familiar with existing conditions and will be better able to determine what is normal or what is unusual.
  - b. Teams of one Police Officer and one volunteer employee will conduct the search of the assigned area.
  - c. Training of personnel will be provided to learn search techniques used for this purpose.
  - d. After a room has been searched, a marker, similar to colored tape, will be used to indicate it has been searched.

#### B. SUSPICIOUS OBJECT LOCATED

1. It is the purpose to SEARCH FOR, LOCATE, AND REPORT SUSPICIOUS OBJECTS. Under no circumstances should anyone move, jar, or touch a suspicious object or anything attached to it.
  - a. Information regarding the discovery of a suspicious object should be reported to the Command Center.
  - b. Police personnel will go to the scene and attempt to identify

the object. Officers should not attempt to touch or move the object. Sandbags should be placed around the object, if possible, to isolate the object.

- c. If the object is deemed to be a possible explosive or incendiary device, Police Officers shall:
  - i. Identify and block off a clear zone of at least 300 feet including floors above and below the object.
  - ii. Open all doors and windows to minimize primary blast effects and secondary damage from fragmentation.
  - iii. Evacuate the building.
  - iv. Do not permit reentry into the building until the device has been removed or disarmed.
  - v. Contact the available bomb disposal unit for assistance.

#### IV. MEDIA

- A. The Mayor, the Police Chief, or their designee shall be the official spokesperson for the incident. All other persons shall be restricted from discussing the situation with outsiders, especially the media. The purpose of this provision is to furnish the media with accurate information and to see that additional bomb threat calls are not precipitated by irresponsible statements from uninformed sources.

#### V. CRITIQUE

- A. A critique of the incident should be scheduled within 48 hours of its conclusion.
  - 1. The Mayor, Department Heads, key participants, and selected representatives from the affected building should participate in the critique.
  - 2. The results of the critique should be made available to City employees in order to better prepare for possible future incidents.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 2/1/05

SIGNATURE: Marcin Holcman

REVIEW DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

## HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** Chemical Leak – Centralia Center

**PURPOSE:**

To provide employees at the Lowell Senior Center with appropriate safety guidelines in the event of an chemical leak.

**POLICY:**

The Lowell Center Program Assistants and Park Superintendent shall be trained and familiar with the controls for the heating, air conditioning, and ventilation system. They shall receive annual familiarization with the system and will be responsible for turning the system off in case of an ammonia or chlorine emergency.


**PROCEDURES:**

1. Police Dispatch will notify the first available representative, listed above, to turn-off the air intake system.
2. The air intake system for Centralia Center shall be immediately turned off to prevent drawing ammonia or chlorine-contaminated air into the building.
3. All air conditioners, furnace, and other ventilation systems, which draw in outside air, shall be immediately turned off.
4. All employees and citizens inside the building shall be kept inside until the ammonia or chlorine has dispersed. All employees and citizens should be moved to the Health and Wellness Room, "Shelter in Place" and all doors should be closed and sealed off. An emergency kit should be kept in the room at all times.
5. The Fire Chief or his representative shall be responsible for communicating when the outside air is safe and when the "in-building" restrictions may be lifted.

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 1/16/06

SIGNATURE: 



City of Wisconsin Rapids

# Controlled Substances and Alcohol Policy

10/01/2010

## **I. STATEMENT OF POLICY**

### **A. General Provisions**

The **City of Wisconsin Rapids** recognizes that the use and abuse of drugs and alcohol in today's society is a very serious problem which has also found its way into the workplace. The **City of Wisconsin Rapids** also recognizes the significant threat that a drug or alcohol-impaired employee can pose to the safety of himself/herself, his/her co-workers and the general public.

In order to address the safety threat presented by the problem of drug and alcohol abuse in the transportation industry, the Department of Transportation (DOT) has established extensive regulations requiring drug and alcohol testing under certain circumstances.

The Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued Federal Regulations (49 CFR Parts 40 and 382) implementing the provisions of the Federal Omnibus Transportation Employee Testing Act of 1991 which requires alcohol and controlled substances testing of drivers who are required to have commercial driver's license.

The City expresses its intent through this policy, to comply with federal and state rules, regulations, or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol. It is the City's intention to comply fully with DOT regulations.

In light of the above, the **City of Wisconsin Rapids** has adopted this Anti-Drug Plan to specify the circumstances under which drug and alcohol testing may be required, the procedures for conducting such testing, and the methods and procedures for complying with the requirements of the regulations.

The **City of Wisconsin Rapids'** drug-testing program is incorporated in an overall Anti-Drug Plan that is designed to create a drug-free workplace and provide help to those employees who may be suffering from problems with chemical dependency. The goal of the City's policy and the testing of employees is to ensure a drug and alcohol-free transportation and work environment, and to reduce and eliminate drug and alcohol-related accidents, injuries, fatalities, and damage to City property. Public Law 100 - 690, Title V, Subtitle D, makes it unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. The Plan has been developed in compliance with existing federal regulations in a manner which ensures accurate and reliable test results, and thereby eliminates the possibility of any "false positives." It also contains procedures designed to recognize and respect the dignity and privacy of all of our employees. More importantly, we recognize that our employees are our most valuable resource, and we want to assist any employee who feels that he or she may have a problem with chemical dependency or alcoholism. We, therefore, have available information on and access to appropriate employee assistance programs designed to help those individuals desirous of treating such problems.

### **B. Employment Terms**

Neither the implementation of this policy nor any of the terms of this policy is intended to modify the at-will nature of the employment relationship with the **City of Wisconsin Rapids**, the various labor agreements, or to otherwise create any contract, express or implied, with any employee. Employment with the **City of Wisconsin Rapids** is considered "at-will," meaning that it is for no set duration and can be terminated by the **City of Wisconsin Rapids** or the employee at any time, for any reason, unless prohibited by statute, public policy, or terms of the employee's current labor agreement.

## C. Non-Discrimination

In accordance with the requirements of the Americans with Disability Act, **City of Wisconsin Rapids** does not discriminate against employees or applicants who are qualified individuals with a disability who are not currently engaged in the use of illegal drugs, and who do not otherwise violate the provisions of this policy, including, but not limited to, individuals who 1) have successfully completed or who are currently participating in a supervised rehabilitation program, and are no longer engaging in such use, or 2) have otherwise been rehabilitated successfully and are no longer engaging in such use.

## II. SCOPE

### A. Employees Subject To Testing

The provisions of this Anti-Drug Plan will specifically apply to any employee who is performing, ready to perform, or ceasing to perform the following safety-sensitive job functions:

- a. Regular operation of a commercial motor vehicle;
- b. Occasional, casual, or intermittent operation of a commercial motor vehicle;
- c. Mechanics who work in safety-sensitive positions in the repair and/or operation of commercial motor vehicles;
- d. Managers and supervisors who are required to hold a CDL and are on stand-by to perform a safety-sensitive job.

For the purposes of the Regulations, a CMV is defined as a vehicle:

- a. Operating in intra or inter state commerce; and
- b. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating (GVWR) of more than 10,000 pounds; or
- c. Has a gross vehicle weight rating of 26,001 or more pounds; or
- d. Is designed to transport 16 or more passengers, including the driver; or
- e. Is any size transporting hazardous materials requiring placards.

In addition to the above-mentioned "Regulated" employees, portions of this Anti-Drug Plan will also apply to all other **City of Wisconsin Rapids'** employees.

All employees who are or may be subject to the provisions of this policy will be provided with a copy of the policy prior to its implementation and/or at the time they are hired. The **City of Wisconsin Rapids** will also make additional copies of the policy available to its employees upon request.

### B. Prohibited Drugs

Although this policy prohibits the use of any unlawful controlled substance, the following substances will be specifically tested for under the terms of this AntiDrug Plan:

1. **Marijuana**
2. **Cocaine**
3. **Opiates**
4. **Amphetamines**
5. **Phencyclidine**
6. **MDA-Analogues**
7. **6-Monoacetyl Morphine**

## C. Prescribed Medication

Before performing safety-sensitive work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug, or any non-prescription drug which contains any measurable amount of alcohol, or which carries a warning label that indicates the employee's mental functioning, motor skills, or judgment may be adversely affected by the use of this medication. A written report of this notification is to be filed by the supervisor with the Human Resources Department. It is the responsibility of the employee to inform his/her physician of the type of safety-sensitive function that the employee performs in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of the employee's duties or operation of **City of Wisconsin Rapids'** equipment. In the event it is determined that an employee is taking or is under the influence of a prescribed medication that will pose a direct threat of harm to the safety and health of the employee, his or her co-workers and/or the general public, the employee may be placed on a medical leave of absence until the condition requiring the taking of the medication is resolved or the employee is no longer taking the medication, or the employee may be placed in a non-safety sensitive alternate duty. As required by the Federal Regulations, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol will be removed from his/her position, and subject to the provisions of this policy, even though the reason for the positive alcohol test is the fact that the employee's prescription medical contains alcohol.

A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing **City of Wisconsin Rapids'** business is prohibited by the **City of Wisconsin Rapids'** policy.

The individual may be required to identify the physician prescribing medication and to authorize the **City of Wisconsin Rapids'** Medical Review Officer (MRO) to communicate with that physician about the medication, its possible side effects, the condition requiring the taking of the medication and their relationship to the individual's ability to safely perform his/her job. The employee will have the opportunity to discuss the use of the medication with the **City of Wisconsin Rapids'** Medical Review Officer.

## III. QUALIFICATIONS FOR EMPLOYMENT AND PROHIBITED CONDUCT

### A. Prohibited Conduct

The Department of Transportation (DOT) safety regulations prohibit the **City of Wisconsin Rapids** from allowing any employee to perform safety-sensitive functions if the employee fails a drug or alcohol test required under this Plan which is confirmed as positive by the Medical Review Officer, or allowing any employee to perform a safety-sensitive function if the employee refused to take a drug or alcohol test required under this policy.

In addition, the **City of Wisconsin Rapids** strictly prohibits the manufacturing, use, sale, possession, or distribution of controlled substances or alcohol by its employees at the workplace **at any time.**

The Department of Transportation stipulates that the City of Wisconsin Rapids prohibits employees from engaging in the following conduct and prohibits the City of Wisconsin from permitting employees to perform safety-sensitive functions:

1. Using alcohol while on duty;
2. Using alcohol within four (4) hours of reporting to work to perform any safety-sensitive function;

3. Using alcohol within eight (8) hours of an accident, unless the employee has already undergone post-accident drug and alcohol testing or is not required to undergo post-accident drug or alcohol testing;
4. Reporting to work with an alcohol concentration of 0.02 or more;
5. Possessing alcohol while on duty or while operating a commercial vehicle;
6. Using a controlled substance while on duty, unless prescribed by a physician and that physician determines that the medication will not adversely affect the employee's ability to perform safety-sensitive functions;
7. Refusing to submit to or cooperate in any drug or alcohol testing.

**B. Disqualification**

Any employee who tests positive to any drug or alcohol test required under this policy may be disqualified from further employment with the **City of Wisconsin Rapids** until:

1. The employee has been evaluated by a Substance Abuse Professional (SAP) or Medical Review Officer (MRO); and
2. Has complied with any recommended treatment; and
3. Has taken and received a negative result for a return-to-duty drug and alcohol tests; and
4. Is subject to follow-up unannounced testing for up to 60 months, including a minimum of 6 tests in the first 12 months.

A positive result in a return-to-work or any subsequent follow-up or other drug or alcohol test will result in discharge and will permanently disqualify the employee from further employment with the **City of Wisconsin Rapids**.

Refusal to submit, or tampering with a drug or alcohol test will result in immediate discipline, up to and including discharge.

**IV. DRUG TESTS REQUIRED**

**A. Pre-Employment** – Test should be scheduled within 24-48 hours of notification.

No "regulated" applicant will be hired unless he/she passes a drug and/or alcohol test or is covered by an anti-drug program which conforms to Department of Transportation Rule 49 CFR Part 199. All applicants will be notified, at the time they complete a job application, that they will be required to submit to a drug and/or alcohol test if they are considered otherwise qualified for employment, and that they will be subject to the terms and conditions of this policy if they are ultimately hired. All other applicants must pass a drug test prior to being employed.

Any employee who is not currently subject to regulated testing but seeks transfer to or is being transferred to any position subject to regulated testing will be required to submit to a pre-employment drug test prior to his/her transfer to the position. Any such individual will also be subject to all of the other provisions of this Anti-Drug Plan.

**B. Post-Accident**

The **City of Wisconsin Rapids** will post-accident test regulated and non-regulated employees for controlled substances and alcohol if the employee is involved in a moving traffic accident which:

1. Involves the loss of human life;
2. The employee receives a citation under state or local law for a moving traffic violation arising from the accident; or

3. If there are personal injuries that require medical treatment away from the scene or if a vehicle is towed away, unless the employee can be completely discounted as a contributing factor.

The **City of Wisconsin Rapids** will direct the employee to report to a collection site immediately, but in no case more than 32 hours after the time of the accident for a drug test and no more than 2 hours after the time of the accident for an alcohol test in accordance with applicable regulations and/or the **City of Wisconsin Rapids'** policy. The driver must refrain from consuming alcohol for eight (8) hours after an accident and/or until the initial testing has been completed. If the test is not administered within the aforementioned time frame, the supervisor must complete a report explaining why the tests were not conducted. An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing.

In the rare event the employee cannot participate in the above-mentioned collection process, following an accident, the City may accept the results of a test performed by Federal, State, or Local officials if results are released.

In the event an employee is seriously injured in an accident and is unable to be tested at the time of the accident, the employee must provide the necessary authorization for the **City of Wisconsin Rapids** to obtain hospital reports or any other pertinent documents that would indicate whether there were controlled stances or alcohol in the employee's system.

### C. Random

The **City of Wisconsin Rapids** will reasonably distribute, over the calendar year, a number of unannounced, random drug tests at a rate equal to 50% of its regulated employees. The **City of Wisconsin Rapids** will also conduct random alcohol tests at a rate equal to 10% of its regulated employees, over a 12-month period. Employees will be selected for random testing by an anonymous, objective selection criteria (e.g., a computer-based random number generator or random number table matched with an employee's social security or payroll identification number) and all employees will have an equal chance of being selected. Any employee selected for a random test will be subject to additional random tests in the future if he/she is again selected.

The **City of Wisconsin Rapids** will conduct any random drug or alcohol tests required under this policy over a reasonable period of time throughout the course of the year. For purposes of complying with this section, random test will be performed on a quarterly basis. For purposes of selecting any employee to submit to a random drug test, the **City of Wisconsin Rapids** will utilize a computer-generated random number program developed and implemented by Saints Health Services. Any employee selected to undergo a random drug test will be required to submit to the test immediately after receiving notification of his/her selection for the test. If a driver is on temporary lay off or medical leave for the entire testing quarter, the City will select another regulated employee from the alternate list. If an alternate is selected, the employer must document the reasons for the alternate selection.

### D. Reasonable Cause

The **City of Wisconsin Rapids** will require a drug and/or alcohol test for a regulated employee or non-regulated employee when there is reasonable cause to believe that the employee is using a prohibited drug or alcohol. However, the decision to test must be based on a reasonable and articulable belief that the employee is using a prohibited drug or alcohol on the basis of specific, contemporaneous physical, behavioral, or performance indicators of probable drug or alcohol use. At least two of the **City of Wisconsin Rapids'** supervisors, one of whom is trained in detection of the possible symptoms of drug or alcohol use, shall substantiate and concur in the decision to test an employee. The concurrence between the two supervisors may be by telephone. **Only one trained**

**supervisor will be required to substantiate the decision to test.** A written report describing the employee's condition will be completed, dated and signed by the observer(s), and copies made available to the employee and the Union. In such cases the employee's immediate supervisor(s) may, in a confidential manner, order the employee to submit to a drug and/or alcohol test.

Third party reports that an employee is impaired in his duties due to the use of prohibited drugs or alcohol shall not constitute reasonable cause for the observation of the employee.

In any reasonable cause circumstance, a representative of the **City of Wisconsin Rapids** will transport the employee to an appropriate collection facility and await the completion of the collection procedure. The **City of Wisconsin Rapids'** representative will then transport the employee back to the **City of Wisconsin Rapids'** premises, where a spouse, family member, or other individual will be contacted to transport the employee to his/her home. In the event no such individual is available, the **City of Wisconsin Rapids** will contact a taxi to transport the employee home. If the reasonable cause test result is negative, the **City of Wisconsin Rapids will** reimburse the employee for the cost of the taxi. If the employee refuses to agree to any of these procedures and attempts to operate his/her own vehicle, the **City of Wisconsin Rapids** will take appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the procedures described above will be subject to discipline, up to and including discharge.

#### **E. Return To Duty/Follow-Up**

An employee who refuses to take or does not pass a drug or alcohol test may not return to duty until the employee passes a drug or alcohol test and is recommended for return to work by the Substance Abuse Professional (SAP). A driver who tests positive must be evaluated by an SAP and follow the prescribed rehabilitation/treatment program. An employee who returns to duty shall be subject to a reasonable program of follow-up and/or alcohol testing without prior notice for not more than 60 months after his or her return to duty. Post-rehabilitation testing must include a minimum of 6 tests in the first 12 months. Employees subject to follow-up testing are also included in the random testing pool.

#### **F. 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.

## **G. Consequences of Positive Drug Tests**

An individual who refuses to submit to a test or has a verified positive drug test will be removed immediately from the safety sensitive function, referred to an Substance Abuse Professional (SAP) and provided educational materials. An individual that has a verified positive drug test or refuses to submit to a test must be referred to and evaluated by a SAP regardless of whether they will be discharged or given a second chance.

## **V. SPECIMEN COLLECTION PROCEDURES FOR DRUG TESTS**

### **A. Collection Site Personnel**

All non-medical collection site personnel have received written procedures, instructions, and training to conduct collections in a professional and proficient manner. Refer to Appendix E for a more detailed outline of collection instructions.

### **B. Urine Specimen Collection**

Any person requested to undergo a drug test will be required to provide a urine sample at a designated collection site. In order to ensure integrity of the specimen collection procedure, a standard Urine Custody and Control Form with a unique identification number will be used, with an appropriate form for split sample procedures. This form shall be completed by the employee and the **City of Wisconsin Rapids** or the collection site personnel. The form will be completed by the person responsible for collecting the urine sample and will then be forwarded along with the urine sample to a designated laboratory, which will conduct the actual analysis. The laboratory will then forward a copy of the results to the Medical Review Officer, who will review it. The **City of Wisconsin Rapids** will retain a copy of the Urine Custody and Control Form for each drug test it conducts.

All urine specimens will be collected in a clean, single-use specimen bottle that is securely wrapped until filled with the specimen. A clean, single-use collection container (e.g., disposable cup or sterile urinal) that is securely wrapped until used may also be employed. If urination is directly into the specimen bottle, the specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided.

Any person requested to undergo a drug test will be provided with a copy of written "Employee Specimen Collection Procedures," which must be followed by the individual and the collection site personnel. Copies of the procedures will also be provided to all designated collection sites.

### **C. Collection Procedures**

#### **1. Designated Collection Sites**

**The City of Wisconsin Rapids** will utilize an approved collection site which will have the personnel, materials, equipment, facilities and supervision necessary to provide for the collection, security, temporary storage and shipping of urine specimens to a DHHS-certified laboratory for testing, in a manner consistent with the requirements of the Department of Transportation, 49 CFR Part 40.

#### **2. Supervisory Collections**

Unless it is impracticable for any other individual to perform this function, a direct supervisor of an employee shall not serve as the collection site person for a test of the employee.



### 3. Alternative Collection Sites

If one of the **City of Wisconsin Rapids'** designated facilities cannot be used to collect a specimen (for example, a post-accident test in a distant location), the **City of Wisconsin Rapids** and/or the employee will attempt to use another collection facility which is familiar with collection procedures under 49 CFR Part 40. In the event an alternative collection site familiar with the requirements of 49 CFR Part 40 is not available, the urine sample must still be collected in a secure manner, described below:

- a. Procedures shall provide for the collection site to be secure. If a collection site facility is dedicated solely to urine collection, it shall be secure at all times. If a facility cannot be dedicated solely to drug-testing, the portion of the facility used for testing shall be secured during drug testing.
- b. A facility normally used for other purposes, such as a public rest room or hospital examining room, may be secured by visual inspection to ensure other persons are not present and undetected access (e.g., through a rear door not in the view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. In the case of a public rest room, the facility must be posted against access during the entire collection procedure to avoid embarrassment to the employee or distraction of the collection site person.
- c. If it is impractical to maintain continuous security of a collection site from the time the specimen is presented until the sealed mailer is transferred for shipment, the following minimum procedures shall apply: The specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer. The mailer shall be immediately mailed, maintained in secure storage, or remain until mailed under the personal control of the collection site person.

### 4. Individual Privacy

Collection procedures allow urine specimens to be provided by the individual in private, unless there is reason to believe that the individual may alter or substitute the specimen, as set forth below:

- a. The temperature of the original specimen was out of range, the specimen is diluted, or the specimen appeared to be tampered with.
- b. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.).
- c. The employee has previously been determined to have used a controlled substance without medical authorization and the particular test is being conducted as a part of a rehabilitation program, on return to service after any required rehabilitation or under a DOT regulation providing for follow-up testing after return to service.

The assigned Drug Program Coordinator for the **City of Wisconsin Rapids** is responsible to review and concur in the decision to test an employee under direct observation upon the circumstances described in the paragraph above.

5. Split Sample Procedures

See Appendix A for complete split sample procedures.

6. Specimen Integrity and Identity

The **City of Wisconsin Rapids**, the employee, and the collection site shall take appropriate precautions to preserve the integrity and identity of the urine specimen by ensuring that it is not adulterated or diluted during the collection procedure and the urine specimen tested is that of the person from whom it was collected. Collection site personnel will be responsible for maintaining the integrity of the specimen collection and transfer process, but the employees are expected to cooperate with collection site personnel and to exercise good faith in conjunction with the written specimen collection procedures.

7. Collection Control

To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be checked for proper temperature range within 4 minutes and shall be properly sealed and labeled. The urine custody and control form shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen. The date and purpose shall be documented on an approved Chain-of-Custody (COC) Form each time a specimen is handled or transferred and every individual in the chain shall be identified. Every effort shall be made to minimize the number of persons handling specimens.

8. Transportation to Laboratory

Collection site personnel shall arrange to ship the collected specimens to the drug-testing laboratory. The specimens shall be placed in a container designed to minimize the possibility of damage during shipment (e.g., specimen boxes and/or padded mailers), and those containers shall be securely sealed to eliminate the possibility of undetected tampering. On the tape sealing the container, the collection site person shall sign and enter the date the specimens were sealed in the containers for shipments. The collection site person shall ensure that the chain-of-custody documentation is attached to each container sealed for shipment to the drug-testing laboratory.

9. Failure to Cooperate

If the employee refuses to cooperate during the collection process (e.g., refusal to provide a complete specimen, complete required paperwork, initial specimen), the collection site person shall inform the **City of Wisconsin Rapids** and shall document the non-cooperation on the urine custody and control form. Employees are expected to exercise good faith and cooperate during the collection process and failure to do so will subject the employee to discipline, up to and including discharge, independent and regardless of the results of any subsequent drug test.

Any employee required to provide a urine sample will be expected to complete any necessary forms required by the collection site or the **City of Wisconsin Rapids**, including those authorizing the disclosure of test results to the **City of Wisconsin Rapids**. Failure or refusal to do so will result in discharge, as set forth in Section VIII.

10. Employee Requiring Medical Attention

If the sample is being collected from an employee in need of medical attention (e.g., as part of post-accident test given in an emergency medical facility), necessary medical attention shall not be delayed in order to collect the specimen.

11. Refer to Appendix A for a more detailed outline of collection procedures.

**D. Alcohol Test Procedures**

1. All alcohol tests conducted under this Policy require that the driver must provide a breath specimen for any test conducted by, or on behalf of, the **City of Wisconsin Rapids**. In the case of an alcohol test conducted by a federal, state or local law enforcement officer following an accident, the driver must provide either a breath or blood specimen, as directed by the law enforcement officer.
2. Alcohol tests will be administered using a breath specimen, taken by a Breath Alcohol Technician (BAT) using an approved breath testing device (EBT), except in cases of on-scene, post-accident testing conducted by federal, state, or local officials. The EBT is approved by the National Traffic Safety Administration (NHTSA) listed on the Conforming Products List (CPL). Inspection, maintenance, and calibration will be performed by the manufacturer's authorized representative or appropriate state agency.
3. Before being tested by the **City of Wisconsin Rapids**, each driver will be required to: (a) present his/her personal identification, and (b) execute a DOT "Breath Alcohol Test Form" provided by the BAT. A driver who refuses to provide his/her identification, provides a false identification, refuses to execute the DOT "Breath Alcohol Test Form", or who otherwise refuses or fails to cooperate will be treated as though he/she had tested positive and will be subject to disciplinary action, up to and including discharge, in addition to the penalties imposed by DOT.
4. Prior to each alcohol breath test conducted by the **City of Wisconsin Rapids**, the BAT will instruct the driver on how the test will be performed.
5. To protect each driver, the BAT will open and attach to the testing device an individually-sealed mouthpiece in the driver's view. The driver will then be directed to blow forcefully into the breath-testing device until an adequate amount of breath has been maintained.
6. The EBT will provide printed results in triplicate with a unique, sequential number, time, and unit identifier printed on each copy.
7. In the event that a driver is unable to provide an adequate amount of breath for the initial or confirmatory test after several attempts to do so, the driver will be required to submit to an evaluation by a licensed medical physician to determine whether a valid medical condition exists. If the physician determines that a valid medical condition does exist, the test result will be reported to the **City of**

**Wisconsin Rapids** as cancelled. If the physician determines that a valid medical condition does not exist, the test result will be reported to the **City of Wisconsin Rapids** as a "confirmed positive".

8. In the event that the driver provides an adequate breath specimen and the initial test registers an alcohol concentration level that is less than 0.02, the test result will be reported as a "negative" and no additional test will be required at that time.
9. In the event that the driver provides an adequate breath specimen and the initial test registers an alcohol concentration level of 0.02 or greater, a second, confirmatory test will be performed within 15-30 minutes. In the event that the driver provides an adequate breath specimen and the confirmatory test registers less than 0.02, the test result will be reported to the **City of Wisconsin Rapids** as "negative".
10. DOT prohibits any driver whose confirmatory test registers 0.02 or more but less than 0.04 from performing or from continuing to perform any safety-sensitive function until the driver's next regularly-scheduled duty period, but for no less than 24 hours. A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.02 or more but less than 0.04 will, at a minimum, be suspended without pay until his/her next regularly-scheduled duty period, but for no less than 24 hours, and may be subject to additional disciplinary action by the **City of Wisconsin Rapids**, up to and including discharge. Additionally, the employee will be referred to a Substance Abuse Professional.
11. A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will, at a minimum, be suspended without pay, and will be subject to additional disciplinary action by the **City of Wisconsin Rapids** up to and including discharge. An individual must be referred to a Substance Abuse Professional, regardless of discipline.

## **VI. DRUG-TESTING METHODOLOGY**

### **A. Appropriate Laboratory**

All urine specimens to be tested for the presence of controlled substances must be analyzed by a laboratory certified by under the DHHS mandatory Guidelines for Federal Workplace Drug Testing Programs. All drug tests required by the **City of Wisconsin Rapids** will, therefore, be shipped for analysis to a DHHS certified laboratory.

### **B. Initial Screen**

All urine specimens will be initially tested for the use of controlled substances by an immunoassay screen, which will eliminate negative urine specimens from further consideration. Any positive test results in an initial test will be subject to confirmation through an additional, more precise and accurate testing methodology.

The cut-off levels set forth below will be used for the initial screening of specimens to determine whether they are negative for the following drugs:

1. Marijuana metabolites – 50 ng/ml
2. Cocaine metabolites – 150 ng/ml

3. Opiate metabolites – 2000 ng/ml\*  
(\*25 ng/ml if immunoassay specific for free morphine)
4. Phencyclidine – 25 ng/ml
5. Amphetamines – 500 ng/ml
6. MDA – Analogues 500 ng/ml
7. 6 – Monacetylmorphine 10 ng/ml

### **C. Confirmatory Tests**

Any urine specimen identified as positive on the initial test screen will be confirmed by a second analytical procedure independent from the initial test and which uses a different chemical technique and procedure. The **City of Wisconsin Rapids** will use gas chromatography/mass spectrometry to confirm initial positive test results.

The cut-off levels set forth by the DHHS industry standard will be used to establish the existence of a “confirmed positive” test result.

Any initial positive result which is not confirmed as positive under the Fire DHHS industry standard will be deemed negative.

### **D. Reporting Procedures**

Before the laboratory reports any test result, it will first review the results of the initial test, confirmatory test, or any relevant quality control data to certify that the test result is accurate. The laboratory will then report the test results to the **City of Wisconsin Rapids’** Medical Review Officer within five (5) working days after the receipt of the specimen, and will also forward the original urine custody and control forms to the MRO. Any specimen which was negative on an initial or confirmatory test will be reported as negative. The only specimens reported as positive will be those which have been confirmed as positive through gas chromatography/mass spectrometry. Test results may not be reported verbally, by telephone and the laboratory will not report any test results to the **City of Wisconsin Rapids**, but only to its Medical Review Officer. The laboratory and the **City of Wisconsin Rapids** will ensure that the data transmission is confidential and will secure and limit access to its data transmission storage and retrieval system.

The Medical Review Officer may request from the laboratory and the laboratory will provide quantitation of test results. The MRO will then report to the **City of Wisconsin Rapids** whether the test is positive or negative and may also report the identity of the drug(s) for which there was a positive result. The MRO will not, however, disclose the quantitation of test results to the **City of Wisconsin Rapids** unless disclosure of the same to the **City of Wisconsin Rapids**, employee, or decision-maker is necessary in a lawsuit, grievance or other proceeding initiated by or on behalf of the employee arising from a verified positive drug test.

### **E. Specimen Retention**

Samples that yield positive results on confirmation must be retained by the laboratory in properly secured, long-term, frozen storage for at least 365 days as required by the DOT Procedures. Within this 365-day period, the employee or his representative, the **City of Wisconsin Rapids**, the Administrator, or, if the **City of Wisconsin Rapids** is subject to the jurisdiction of a state agency, the state agency may request that the laboratory retain the sample for an additional period. If, within the

365-day period, the laboratory has not received a proper written request to retain the sample for a further reasonable period specified in the request, the sample may be discarded following the end of the 365-day period.

#### **F. Retest Procedures**

If the MRO determines there is no legitimate medical explanation for a confirmed positive test result other than the unauthorized use of a prohibited drug, the original split sample must be retested if the employee or job applicant makes a written request for retesting within 72 hours of receipt of the final test result from the MRO. The employee or job applicant may specify retesting by the original laboratory or by a second laboratory certified by the Department of Health and Human Services. The retest will be at the employee's or job applicant's expense, unless the retest is negative, at which time the employee or job applicant will be reimbursed for his/her cost.

If the employee or job applicant specifies retesting by a second laboratory, the original laboratory must follow approved chain-of-custody procedures in transferring a portion of the sample.

Since some analytes may deteriorate during storage, detected levels of the drug below the detection limits established in the DOT Procedures, but equal to or greater than the established sensitivity of the assay, must, as technically appropriate, be reported and considered corroborative of the original positive results.

### **VII. REVIEW OF DRUG TEST RESULTS**

#### **A. Medical Review Officer Qualifications**

All confirmed positive test results will be reported by the laboratory to a Medical Review Officer (MRO) prior to any decision regarding an employee's qualification for continued employment due to the results of a drug test. The MRO will be a licensed physician with knowledge of substance abuse disorders. The MRO will review and consider possible alternative medical explanations for the positive test result, as well as the chain-of-custody to ensure that it is complete and sufficient on its face.

#### **B. MRO Duties**

The MRO will perform the following functions for the **City of Wisconsin Rapids**:

1. Review the results of drug testing before they are reported to the **City of Wisconsin Rapids**.
2. Review and interpret each confirmed positive test result to determine if there is an alternative medical explanation for the confirmed positive test result by:
  - a. Conducting a medical interview with the individual tested;
  - b. Reviewing the individual's medical history and any relevant biomedical factors;
  - c. Reviewing all medical records made available by the individual tested to determine if a confirmed positive test resulted from legally prescribed medication;
  - d. Requiring, if necessary, that the original split specimen be re-analyzed to determine the accuracy of the reported test result; and
  - e. Verifying that the laboratory report and assessment are correct.

### **C. Action on Positive Test Results**

Prior to making a final decision to verify a positive test result for an individual, the MRO will give the individual an opportunity to discuss the test result. The MRO will, therefore, contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. A staff person under the MRO's supervision may make the initial contact and a medically licensed or certified staff person may gather information from the individual. Except as provided below, the MRO will talk directly with the individual before verifying a test as positive.

If, after making and documenting all reasonable efforts to contact the individual, the MRO is unable to reach the individual directly, the MRO will contact a designated management official who will direct the individual to contact the MRO as soon as possible. If it becomes necessary to reach the individual through a management official, the official will utilize procedures to ensure, to the maximum extent practicable, the requirement that the individual contact the MRO is held in confidence.

If, after making all reasonable efforts, the **City of Wisconsin Rapids** is unable to contact the employee, the **City of Wisconsin Rapids** will place the employee on temporary medically unqualified status or on a medical leave of absence.

The MRO may verify a test as positive without having communicated directly with an individual about the results in three circumstances:

1. If the individual expressly declines the opportunity to discuss the test;
2. If the designated **City of Wisconsin Rapids** representative has successfully made and documented a contact with the individual and instructed him/her to contact the MRO, and more than seventy-two (72) hours have passed since the individual was successfully contacted; or
3. If employer or MRO cannot contact employee within ten (10) days, then test will be documented as a positive.

If a test is verified as positive because of an individual's failure to contact the MRO (No. 2 Above), the individual will have the opportunity to provide the MRO with evidence documenting that serious illness, injury or other circumstances unavoidably prevented him/her from timely contacting the MRO. The MRO, on the basis of such information, may reopen the verification and allow the individual to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO will declare the test to be negative.

### **D. MRO Determinations**

If the MRO determines, after appropriate review, that there is a legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the MRO will not take further action.

If the MRO determines, after appropriate review, that there is no legitimate medical explanation for the confirmed positive test result other than the unauthorized use of a prohibited drug, the MRO shall refer the individual tested to the **City of Wisconsin Rapids** for further proceedings in accordance with its anti-drug program and/or the City would refer the employee to the City's SAP.

## **E. Disclosure of Information**

The MRO will not disclose, to any third party, medical information provided by the individual to the MRO as a part of the testing verification process, except as provided hereinafter:

1. The MRO may disclose such information to the **City of Wisconsin Rapids**, Federal agency or a physician responsible for determining the medical qualification of the employee under an applicable DOT regulation, as applicable, only if:
  - a. An applicable DOT regulation permits or requires such disclosure;
  - b. In the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under a DOT rule; or
  - c. In the MRO's reasonable medical judgment, in a situation in which there is no DOT rule establishing physical qualification standards applicable to the employee, the information indicates that continued performance by the employee of his or her safety sensitive function could pose a significant safety risk.
2. Before obtaining medical information from the employee as part of the verification process, the MRO will advise the employee that the information may be disclosed to third parties as provided above and of the identity of any parties to whom the information may be disclosed.

## **VIII. DISCIPLINE**

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

### **A. 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.**

### **B. 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.**

### **C. 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.**

### **D. 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.**



## **E. 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**.

## **IX. EMPLOYEE ASSISTANCE, TRAINING, AND EDUCATION**

### **A. Education**

The **City of Wisconsin Rapids** will provide an education program for its employees, which will include the following:

1. Display and distribution of informational material;
2. Display and distribution of a community service hot-line telephone number for employee assistance; and
3. Display and distribution of the **City of Wisconsin Rapids'** policy regarding the use of prohibited drugs or alcohol.
4. Provide information on the signs and symptoms of a drug-alcohol problem. (See Appendix F.)

### **B. Training**

The **City of Wisconsin Rapids** will provide at least one 60-minute period of training on drugs for all safety-sensitive employees.

Any supervisory personnel responsible for determining whether an employee must be drug or alcohol tested based on reasonable cause will be required to complete at least one 60-minute period of training on the specific, contemporaneous physical, behavioral, and performance indicators of probable drug use and at least one 60-minute period of training on the specific, contemporaneous, physical, behavioral performance indicators of probable alcohol abuse.

### **C. Employee Assistance Program**

In addition to the education and training program described above, the **City of Wisconsin Rapids** also has available an employee assistance program to which employees may refer for additional consultation and referral. The EAP provides confidential assessment, referral, and short-term counseling for employees who need or request it at no cost to the employee. Costs associated with this benefit, such as a referral to another provider, may be covered by the employee's medical insurance plan; however, any costs not covered by the employee's medical insurance plan are entirely the employee's sole responsibility.

## D. Insurance Benefits

Treatment for drug and alcohol abuse may be a covered benefit under **City of Wisconsin Rapids'** health insurance policy. Please refer to plan documents for further information about eligibility, coverage and benefits.

## E. Rehabilitation

### 1. Alcoholism and Chemical Dependency

Consistent with the **City of Wisconsin Rapids'** philosophy that its employees are its most valuable resource, the **City of Wisconsin Rapids** is willing to recognize and provide assistance to those employees whose use of alcohol or controlled substances may be the result of a problem such as alcoholism or chemical dependency. Accordingly, the **City of Wisconsin Rapids** encourages all employees who may have a problem with substance abuse or alcoholism to come forward and work with the **City of Wisconsin Rapids** in resolving the problem.

If it is clinically established that an employee's drug or alcohol use, revealed in a random, post-accident or reasonable cause drug screen, is the result of alcoholism or chemical dependency, the employee will be afforded the opportunity to participate in a rehabilitation program.

Before any employee will be allowed to participate in a rehabilitation program and be later reinstated to his or her job upon the successful completion of that program, the employee must be evaluated by a Substance Abuse Professional (SAP). A Substance Abuse Professional can be a licensed physician (Medical Doctor, or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or an addiction counselor certified by the national Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and Other Drug Abuse. Normal procedures for requesting a medical leave of absence must then be followed. The employee will also be required to admit himself into any prescribed program and actively participate in the same. Accordingly, proof of admission into the program, regular attendance, and "drug/alcohol-free" participation will be required. The **City of Wisconsin Rapids** will also require participation in any recommended or prescribed aftercare or similar follow-up treatment. Failure to participate in any such prescribed program or failure to attend any scheduled after-care or follow-up sessions will disqualify the individual from further employment. In addition, the employee will be required to notify the **City of Wisconsin Rapids** of the identity of the SAP and authorize that the SAP communicate with the **City of Wisconsin Rapids** regarding the employee's progress and to release to the **City of Wisconsin Rapids** any and all information relating to that treatment.

### 2. Return-to-Work and Follow-Up Testing

Upon the successful completion of the program, the employee will be reinstated to his former position as if returning to work from a medical leave of absence, if he/she is qualified to return to work under applicable **City of Wisconsin Rapids'** rules. Before returning, however, the employee will be required to undergo an additional drug or alcohol test. If the test results are negative, the employee will be returned to work, if work is available. If the drug or alcohol test results are positive, the employee will be disqualified from further employment.

Any employee who has passed a return-to-work drug or alcohol screen after having successfully completed an assistance program will be required to submit to additional testing, without notice, at any time within 60 months from the date the employee returns to work. If the employee subsequently tests positive, the **City of Wisconsin Rapids** will conclude that the employee has made himself unfit for continued employment, resulting in the termination of the employment relationship.

## **X. CONFIDENTIALITY**

Information regarding an individual's drug or alcohol test results or rehabilitation will only be released upon the written consent of the employee, except that such information must be released to the Department or the representative of a State agency upon request as part of an accident investigation. Statistical data related to drug and alcohol testing and rehabilitation that is not name-specific and training records will be made available to the Administrator or the representative of a State agency upon request.

The **City of Wisconsin Rapids'** contract with its laboratory requires it to maintain all employee test records in confidence. However, the laboratory will disclose information related to a positive drug test of an individual to the individual, the **City of Wisconsin Rapids**, or the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the individual and arising from a certified positive drug test.

Any employee who is the subject of a drug or alcohol test conducted under this plan shall, upon written request, have access to any records relating to his or her drug test and any records relating to the results of any relevant certification, review or revocation-of-certification proceedings.

To maintain confidentiality, written records will be stored in locked files. These files are separate from and not made part of the employees' personnel file.

## **XI. BLIND PERFORMANCE TEST PROCEDURES**

In order to further ensure the accuracy of test results and test procedures, the **City of Wisconsin Rapids** will utilize blind testing quality control procedures. Under these procedures, the **City of Wisconsin Rapids** will submit three blind performance test specimens for each 100 employee specimens it submits, up to a maximum of 100 blind performance test specimens to be submitted per quarter.

Approximately 80 percent of the blind samples submitted by the **City of Wisconsin Rapids** will be blank and the remaining samples will be positive for one or more drugs per sample in a distribution such that all the drugs to be tested are included in approximately equal frequencies of challenge. The positive samples will be spiked only with those drugs for which the employer is testing.

In the event of a false positive error on a blind test which is determined to be due to an administrative error (e.g., clerical, sample mix-up, etc.), the **City of Wisconsin Rapids** will promptly notify the Department of Transportation (DOT). The DOT and the **City of Wisconsin Rapids** will then require the laboratory to take corrective action to minimize the occurrence of the particular error in the future, and, if there is reason to believe the error could have been systemic, the DOT may also require review and re-analysis of previously run specimens.

In the event of a false positive error on a blind test which is determined to be due to a technical or methodological error, the **City of Wisconsin Rapids** will instruct the laboratory to submit all quality control data from the batch of specimens which included the false positive specimen to the DOT. In addition, the laboratory will be required to retest all specimens analyzed positive for that drug or metabolite from the time of final resolution of the error back to the time of the last satisfactory

performance test cycle. This retesting must be documented by a statement signed by the individual responsible for day-to-day management of the laboratory's urine drug-testing.

## **XII. RECORDKEEPING AND ACCESS TO RECORDS**

- A. Records that demonstrate the collection process conforms to the part will be kept for at least 3 years.
- B. Records of employee drug test results that show that employees failed a drug test, and the type failed (e.g., post-accident), and records that demonstrate rehabilitation, if any, will be kept for at least 5 years, and will include the following information:
  - 1. The functions performed by employees who failed the drug test;
  - 2. The prohibited drugs which were used by employees who failed the drug test;
  - 3. The disposition of employees who failed the drug test (e.g., termination, rehabilitation, leave without pay);
  - 4. The age of each employee who failed the drug test.
- C. Records of employee drug test results that show employees passed a drug test will be kept for at least 1 year.
- D. A record of the number of employees tested, by type of test (e.g., post-accident), will be kept for at least 5 years.
- E. Records confirming that supervisors and employees have been trained as required under this plan will be kept for at least 3 years.

The **City of Wisconsin Rapids** will also designate the Human Resources Director for ensuring compliance with the above record-keeping requirements.

Human Resources Director  
(715) 421-8245  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495-2780

## **APPENDIX A**

### **EMPLOYEE SPECIMEN COLLECTION PROCEDURES – Subject to DOT Regulations**

1. To deter the dilution of specimens at the collection site, toilet-bluing agents will be placed in toilet tanks wherever possible, so the reservoir of water in the toilet bowl always remains blue. Where practicable, there shall be no other source of water (e.g., no shower or sink) in the enclosure where urination occurs. If there is another source of water in the enclosure, it shall be effectively secured or monitored to ensure it is not used (undetected) as a source of diluting the specimen.
2. Employees subject to drug-testing will be directed to provide a urine specimen at a company-designated facility. Upon arriving at the collection site, the individual to be tested shall present the collection site person with proper identification to ensure that he/she is positively identified as the person selected for testing (e.g., by presenting a Driver's License or other photo ID, or by identification by DESIGNATED MANAGEMENT OFFICIAL. If the individual's identity cannot be established, the collection site person shall not proceed with the collection and COMPANY shall be notified. If the employee requests, the collection site person shall show his/her identification to the employee.
3. If the individual to be tested fails to arrive at the collection site at the assigned time, the collection site person shall contact the **City of Wisconsin Rapids** to obtain guidance on the action to be taken. Failure to report for a urine test at the assigned time may result in termination of employment.
4. The individual to be tested will be required to remove any unnecessary outer garments (e.g., a coat or jacket) that might conceal items or substances that could be used to tamper with or adulterate the urine specimen. The collection site person will ensure that all personal belongings such as purses or briefcases remain with the outer garments. The individual may retain his/her wallet. If the employee requests it, the collection site person shall provide the employee with a receipt for any personal belongings.
5. Before the collection process begins, the individual shall provide the collection site person with a Urine Custody and Control Form, if it has not been previously forwarded to the collection site by PTC on behalf of the **City of Wisconsin Rapids**. To protect themselves, employees should ensure that the entries on the form are accurate, that their collected urine specimens have been sealed, and that their specimens are labeled with the same numbers as appear on the COC form and are placed in a container with copies of the correct COC form.
6. The individual shall be instructed to wash, with water only, and dry his/her hands prior to urination.
7. After washing his/her hands, the individual shall remain in the presence of the collection site person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any other materials which could be used to adulterate the specimen.
8. The individual may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The collection site person shall provide the individual with a specimen bottle or container, if applicable, for this purpose.
9. The collection site person shall note any unusual behavior or appearance on the Urine Custody and Control Form.
10. In the exceptional event that a **City of Wisconsin Rapids** designated collection site is not accessible and there is an immediate requirement for specimen collection (e.g., an accident

investigation), a public rest room, or monitored collection room, may be used according to the following procedures: A collection site person of the same gender as the individual shall accompany the individual into the public rest room, which shall be made secure during the collection procedure. If possible, a toilet-bluing agent shall be placed in the bowl and any accessible toilet tank. The collection site person shall remain in the rest room, but outside the stall, until the specimen is collected. If no bluing agent is available to deter specimen dilution, the collection site person shall instruct the individual not to flush the toilet until the specimen is delivered to the collection site person. After the collection site person has possession of the specimen, the individual will be instructed to flush the toilet and to participate with the collection site person in completing the chain-of-custody procedures.

11. Upon receiving the specimen from the individual, the collection site person shall determine if it has at least 30 milliliters of urine for the primary or single specimen bottle and, where the split specimen collection method is used, an additional 15-ml of urine for the split specimen bottle. If the individual is unable to provide such a quantity the collection site person shall instruct the individual to drink not more than 40 ounces of fluids and, after a period of up to three hours, again attempt to provide a complete sample using a fresh collection container. The original insufficient specimen shall be discarded. If an employee refuses to drink those fluids or provide another specimen, the collector shall notify the City of the employee's refusal to cooperate. If the employee cooperates, but still does not provide adequate specimen, testing will stop and the employee will be removed from duty, suspended, and sent to a doctor acceptable to the City. If the employee is unable to provide a complete specimen, the following rules apply:

a. In the case of a post-accident test or test for reasonable cause (as defined by the DOT regulations), the employee shall remain at the collection site and continue to consume reasonable quantities of fluids until the specimen has been provided or until the expiration of a period up to three (3) hours from the beginning of the collection procedure.

b. In the case of a pre-employment test, random test, follow-up test or any other test not for cause (as defined by the DOT regulations), the **City of Wisconsin Rapids** may elect to proceed as specified in paragraph (1) (consistent with any applicable restrictions on hours of service).

c. If the employee cannot provide a complete specimen within the up to three-hour period, or as applicable, then the MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to provide a specimen. (In pre-employment testing, if the **City of Wisconsin Rapids** does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his/her conclusions to the **City of Wisconsin Rapids** in writing. If the MRO states in writing that it is highly probable that a medical condition prevented the employee from providing adequate specimen, the employee will not be disciplined on ground for refusing to provide a specimen.

12. Specimen collection procedures for mandated "split specimens" is as follows:

The collection site person shall instruct the employee to provide at least 45 ml of urine.

(i) a. Employers with employees subject to drug testing under the drug testing rules of the Federal Highway Administration, Federal Railroad Administration, Federal Transit Administration, or Federal Aviation Administration shall use the "split sample" method of collection for those employees.

- (ii) Employees using the split sample method of collection shall follow the procedures in this paragraph:
- a. The donor shall urinate into a collection container or a specimen bottle capable of holding at least 45 ml.
  - b. If a collection container is used, the collection site person, in the presence of the donor, will measure the temperature, and pour the urine into two specimen bottles. Thirty (30) ml shall be poured into one bottle, to be used as the primary specimen. At least 15 ml shall be poured into the other bottle, to be used as the split specimen.
  - c. If a single bottle is used as a collection container, the collection site person shall pour 30 ml or urine from the specimen bottle into a second specimen bottle (to be used as the primary specimen) and retain the remainder (at least 15 ml) in the collection bottle (to be used as the split specimen).
  - d. Both bottles shall be shipped in a single shipping container, together with copies 1, 2, and the split specimen copy of the chain-of-custody form, to a federally certified laboratory. The lab will review the COC forms and check the specimens for apparent tampering. Any apparent tampering or COC form problems will be reported to the **City of Wisconsin Rapids**.
  - e. If the test result of the primary specimen is positive, the lab will analyze the specimen using Gas Chromatography/Mass Spectrometry (GC/MS). The employee may request that the MRO direct that the split specimen be tested in a different DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the primary specimen. The MRO shall honor such a request.
  - f. When the MRO informs the laboratory in writing that the employee has requested a test of the split specimen, the laboratory shall forward, to a different DHHS-approved laboratory, the split specimen bottle, with seal intact, a copy of the MRO request, and the split specimen copy of the chain-of-custody form with appropriate chain-of-custody entries.
  - g. The result of the test of the split specimen is transmitted by the second laboratory to the MRO.
  - h. Action required by DOT agency regulations as the result of a positive drug test (e.g., removal from performing a safety-sensitive function) is not stayed pending the result of the test of the split specimen.
  - i. If the result of the test of the split specimen fails to reconfirm the presence of the drug(s), or drug metabolite(s) found in the primary section, the MRO will follow DOT guidelines.
  - j. All requirements of 49 CFR Part 40 shall be followed with respect to both specimen samples, including the requirement that a copy of the chain-of-custody form accompany each bottle processed under "split sample" procedures.
13. Except for split samples collected under paragraph 12, no portion of any specimen collected under these procedures may be used for any purpose other than drug testing required under DOT regulations.

14. After the specimen has been provided and submitted to the collection site person, the individual shall be allowed to wash his/her hands.
15. Immediately after the specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature-measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measurement is critical and in no case shall exceed 4 minutes.
16. If the temperature of a specimen is outside the range of 32.5 degrees – 37.7 degrees C/90-5 degrees – 99.8 degrees F, there will be reason to believe that the individual may have altered or substituted the specimen, and another specimen shall be collected under direct observation of a collection site person of the same gender and both specimens shall be forwarded to the laboratory for testing.
17. Immediately after the specimen is collected, the collection site person shall also inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the Urine Custody and Control Form.
18. All specimens suspected for being adulterated shall be forwarded to the laboratory for testing.
19. Whenever there is reason to believe that a particular individual has altered or substituted the specimen, a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.
20. Collection site person may require any individual to provide another urine specimen under direct observation because of circumstances constituting reason to believe the specimen may have been altered or substituted.
21. After the urine specimen is provided, both the individual being tested and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The specimen shall be sealed (by placement of a bottle) and labeled in the presence of the employee. If the specimen is transferred to a second bottle, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamperproof seal over the bottle cap and down the sides of the bottle.
22. The collection site person, in the presence of the individual, shall place securely on the bottle an identification label which contains the date, the individual's specimen number and any other identifying information provided or required by the **City of Wisconsin Rapids**. If separate from the label, the tamperproof seal shall also be applied.
23. The individual shall, in the presence of the collection site person, initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from him/her.
24. The collection site person shall, in the presence of the individual, enter on the Urine Custody and Control Form all information identifying the specimen. The collection site person shall sign the Urine Custody and Control Form certifying that the collection was accomplished according to the instructions provided.
25. The individual shall be asked to read and sign a statement on the Urine Custody and Control Form certifying that the specimen identified as having been collected from him/her is in fact that specimen he/she provided. He/she will also have the opportunity to set forth, on the Employee Donor Copy of the Urine Custody and Control Form only, information concerning medication recently taken or administered.



26. After signing the Urine Custody and Control Form the collection site may also require the individual to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for prohibited drugs and release of the test results to the **City of Wisconsin Rapids** and its Medical Review Officer. The individual will not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.
27. After a proper specimen has been provided, labeled and sealed, the collection site person shall complete the chain-of-custody portion of the Urine Custody and Control Form to indicate receipt from the employee and shall certify proper completion of the collection process.
28. The urine specimen and Chain-of-Custody Form will then be shipped to an appropriate laboratory for analysis. If the specimen is not immediately prepared for shipment, it shall be appropriately safeguarded during temporary storage.
29. While any part of the above chain-of-custody and donor procedures is being performed, the urine specimen and custody documents must remain under the control of the involved collection site person. If the involved collection site person leaves his/her workstation momentarily, the specimen and Urine Custody and Control Form shall be taken with him/her or shall be secured. After the collection site person returns to the workstation, the custody process will continue. If the collection site person is leaving for an extended period of time, the specimen shall be packaged for mailing before he/she leaves the site.
30. The collection site person shall not leave the collection site in the interval between presentation of the specimen by the employee and securement of the specimen with an identifying label bearing the employee's specimen identification number (shown on the Urine Custody and Control Form) and seal initialed by the employee. If it becomes necessary for the collection site person to leave the site during this interval, the collection shall be modified and (at the election of the **City of Wisconsin Rapids**) a new collection begun.

**APPENDIX B**

***ACKNOWLEDGEMENT OF RECEIPT OF COMPANY  
DRUG-FREE WORKPLACE POLICY  
AND CONSENT TO TESTING***

I CERTIFY I HAVE RECEIVED A COPY OF THE **CITY OF WISCONSIN RAPIDS** POLICY ON CONTROLLED SUBSTANCES (DRUGS) AND/OR ALCOHOL, AND I HAVE READ IT AND UNDERSTAND IT.

I AGREE TO COMPLY WITH THE **CITY OF WISCONSIN RAPIDS** POLICY ON DRUGS AND/OR ALCOHOL AND UNDERSTAND FAILURE TO COMPLY IS GROUNDS FOR TERMINATION OF MY EMPLOYMENT.

I CONSENT TO SUBMIT TO DRUG AND/OR ALCOHOL TESTING AS OUTLINED IN THE **CITY OF WISCONSIN RAPIDS'** POLICY.

I CONSENT TO PROVIDE SPECIMENS AT COLLECTION SITES ASSIGNED BY THE **CITY OF WISCONSIN RAPIDS** AND FURTHER CONSENT TO HAVING THESE SPECIMENS TESTED FOR DRUGS AND/OR ALCOHOL AT A NIDA-CERTIFIED LABORATORY SELECTED BY THE **CITY OF WISCONSIN RAPIDS**.

I CONSENT TO THE RELEASE OF LABORATORY DRUG AND/OR ALCOHOL TEST RESULTS TO A MEDICAL REVIEW OFFICER (MRO) SELECTED BY THE **CITY OF WISCONSIN RAPIDS**, AND AFTER REVIEW BY SAID MRO, VERIFIED RESULTS WILL BE PROVIDED TO THE **CITY OF WISCONSIN RAPIDS**. IN THE EVENT OF A POST-ACCIDENT TEST RESULT, THE TEST RESULT WILL ALSO BE GIVEN TO MY WORKER'S COMPENSATION INSURANCE CARRIER. I WILL BE GIVEN AN OPPORTUNITY TO EXPLAIN A POSITIVE TEST RESULT TO THE MRO BEFORE THE TEST RESULT IS REPORTED THE **CITY OF WISCONSIN RAPIDS** OR SAID INSURANCE CARRIER AS A VERIFIED POSITIVE.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Social Security Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

**NOTE:** *This Certification should be kept in a secured file and/or driver's DOT qualification file (if appropriate).*

**APPENDIX C**

***CERTIFICATION OF COMPLETION OF  
CONTROLLED SUBSTANCES  
SUPERVISOR'S TRAINING PROGRAM***

I, \_\_\_\_\_, certify I have completed the City of Wisconsin  
(Print Supervisor's Name)

Rapids' Controlled Substances Supervisor's Training Program, and I understand the  
information and materials presented during the program.

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(Signature)

Company: \_\_\_\_\_

Date: \_\_\_\_\_ Company Coordinator: \_\_\_\_\_  
(Signature)

***NOTE:*** *This Certification should be kept in a secured file and/or  
driver's DOT qualification file (if appropriate).*

**APPENDIX D**

***CERTIFICATION OF COMPLETION OF  
CONTROLLED SUBSTANCES  
EMPLOYEE EDUCATION PROGRAM***

I, \_\_\_\_\_, certify I have completed the City of Wisconsin  
(Print Supervisor's Name)

Rapids' Controlled Substances Employee Education Program, and I understand the  
information and materials presented during the program.

Date: \_\_\_\_\_ Employee: \_\_\_\_\_  
(Signature)

Supervisor: \_\_\_\_\_  
(Print Name)

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(Signature)

Company: \_\_\_\_\_

***NOTE:*** *This Certification should be kept in a secured file and/or  
driver's DOT qualification file (if appropriate).*

## APPENDIX E

### Signs and Symptoms of a Drug-Alcohol Problem

Drugs and alcohol can result in such work-related problems as absenteeism and tardiness, lower productivity, missed deadlines, poor work quality, unsafe driving, and increased injuries and accidents. Problems relating to or communicating with supervisors, co-workers or customers, following directions, concentrating or remembering things may also indicate a drug or alcohol problem.

Drugs and alcohol slow reaction times, cause confusion, harm coordination and motor skills and can impair decision-making and memory. People misusing alcohol and using illegal drugs may be withdrawn, lethargic, depressed, erratic, "hyper" or unusually anxious, hostile or paranoid.

Drugs and alcohol misuse can also result in health problems like chronic gastritis, headaches, chronic respiratory infections, and liver problems. They may also show up as poor hygiene, a sloppy appearance, financial problems, DUIs or family problems.

Evidence of use can include paraphernalia such as pipes, syringes, foil packets, pills, powders, and empty alcohol containers. Physical symptoms of use can include:

- ⇒ Marijuana and alcohol odors
- ⇒ Puffy or droopy eyelids, bloodshot eyes, dilated or pinpoint pupils
- ⇒ Nosebleeds, excessive sniffing, chronic sinus problems, nasal sores
- ⇒ Needle tracks or blood spots on clothing
- ⇒ Tremors, racing or irregular heartbeats
- ⇒ Slurred or incoherent speech
- ⇒ Confusion, anxiety, paranoia
- ⇒ Coordination problems
- ⇒ Lethargy and sleepiness

### Effects of Alcohol and Drugs

Drugs and alcohol can harm health and the workplace in a variety of ways.

#### Alcohol

Alcohol is a central nervous system depressant that acts like a poison if used in large quantities. Each year the lives of tens of thousands of Americans are shortened or ended by alcohol misuse.

Alcohol quickly reaches the brain after drinking. It impairs self-control and other learned behaviors. This loss of self-control can lead to aggressive driving (or overly cautious driving), as well as the other kinds of aggressive behaviors associated with drinking. Even small doses of alcohol - i.e., a single drink - can harm driving performance. In large doses, alcohol significantly impairs coordination, memory, and judgment.

Over time, alcohol misuse damages the liver, the heart, the digestive system and can cause permanent brain damage. On average, alcoholics shorten their life span by about 10 years.

Alcohol misuse harms the ability to think clearly, harms judgment and can affect the ability to get along with and work constructively with co-workers and customers. Alcoholics often have attendance and work performance problems and get fired because of the consequences of alcohol misuse. Because of its adverse effects on coordination, reflex time, vision, driving ability, judgment and

the ability to evaluate and quickly process information, alcohol is especially dangerous for drivers of commercial motor vehicles.

A small glass of wine, a can of beer and a one and one-half ounce shot of liquor all contain about the same amount of alcohol. It takes the body about one hour to metabolize and eliminate each "drink" of alcohol. Coffee, exercise and cold showers do not speed up this process or magically produce sobriety. While individuals differ greatly, each drink on an empty stomach by an average-sized adult male may lead to an alcohol concentration of about .02. Thus, drinking more than two drinks raises a serious risk of having an alcohol concentration in excess of DOT rules, especially for people with low body weights. Any drinking while on duty or during the 4 hours before working violates DOT rules.

## **Cocaine**

Cocaine is a powerful stimulant that can be inhaled up the nose, injected, or smoked. It greatly increases heart rate and blood pressure. Partly because of its effects on the circulatory system, cocaine use can lead to seizures. Every time cocaine is used, there is some unquantifiable risk of a fatal stroke or heart attack. Cocaine can also cause tremors, convulsions, vomiting and raises body temperature to dangerous levels. Repeated snorting damages nasal tissues, sometimes permanently. Needle use carries risks of infection and overdose.

Initially, cocaine use brings a rush of euphoria and exaggerated over-confidence. Sometimes these effects are so strong that safe driving is impossible. Cocaine wears off in about an hour after it is snorted and in just a few minutes after it is smoked. When it wears off, the user may become depressed, anxious, paranoid, and exhausted.

Cocaine users may exhibit rapid mood swings and changes in activity level. They may grind their teeth, repeatedly wash their hands or engage in other compulsive behaviors.

## **Amphetamines**

Amphetamines, also known as "speed," are powerful stimulants that are often abused by truck drivers because they make it easy to stay awake. Amphetamines, however, are dangerous drugs with a high potential for abuse. Amphetamines may also be known as uppers, black beauties, white crosses, or dexies.

Use brings feelings of alertness and a loss in appetite. The user may also become very talkative, or physically active, or feel very strong after ingesting amphetamines. In a few hours however, the amphetamines wear off and restlessness, anxiety, paranoia, and headaches set in.

In large doses, amphetamines can produce serious toxic effects. The user's blood pressure can rise to the point where strokes or heart attacks occur. Long-term users often have acne, tooth problems and may exhibit symptoms of permanent brain damage.

One specific type of amphetamine is Ecstasy (3,4-methylenedioxymethamphetamine, or MDMA). MDMA is a drug predominately used at dance parties that are commonly referred to as "raves". Yet research has shown that Ecstasy is moving beyond the club scene and into everyday life. MDMA comes in a variety of forms. It can be a white odorless crystalline powder, or tablets in various colors and stamped with various patterns.

The adverse effects of MDMA include visual hallucinations, confusion, depression, anxiety, sleeplessness, nausea, sweating, chills, dry mouth, increased blood pressure and heart rate, memory loss, muscle tension, tremors, and blurred vision.

## **Marijuana**

Marijuana is a hallucinogen that alters the user's sense of time and reduces the user's ability to perform tasks requiring coordination, swift reactions, and concentration. Taken in large quantities, marijuana can act like a depressant.

While some people may regard marijuana as harmless, there is evidence its use is unhealthy and dangerous for the driver. Marijuana causes significant increases in blood pressure and pulse rate and, thus, can aggravate or cause heart disease. Marijuana smoke also contains a number of known carcinogens. Many experts believe that marijuana is actually more unhealthy to smoke than tobacco.

Studies have shown that smoking marijuana affects the ability to perform tasks like driving, which require both thinking and motor skills, for at least 24 hours. Users, however, often believe that all the impairing effects of smoking have worn off after 4 to 6 hours. Marijuana significantly impairs short-term memory and can harm the user's ability to concentrate or plan for and achieve long-term goals. There is also significant evidence that marijuana harms the reproductive systems of men and women and is dangerous for children and nonsmokers who live with the user.

## **Opiates**

Opiates are a class of narcotics and sedatives derived from the opium poppy plant. Heroin is the strongest opiate. Heroin use has been increasing in recent years because of the availability of cheap, strong heroin from Asia. This new stronger heroin can be smoked or snorted. Heroin can also be injected using needles.

Morphine and codeine are opiates that are often used to relieve pain or induce sleep. However, they can be stolen from hospitals or pharmacies and abused.

Opiate misuse causes a number of health problems. Because of variations in dosages and strength, heroin use carries a risk of overdose and death. Addicts who use needles also risk contracting AIDS or hepatitis. Heroin is often contaminated with other drugs or toxins or combined with other narcotics.

Opiate use slows down and depresses a number of body functions, including brain functioning. Heroin users may act sleepy or euphoric for a while and then become anxious or irritated after the heroin wears off. Heroin users tend to have a number of related health problems and to also abuse alcohol and tobacco. Together, these drugs and the unhealthy lifestyles of heroin users result in decreased life expectancy.

## **PCP**

Phencyclidine, or PCP, is also called angel dust, or dust. PCP is an extremely dangerous hallucinogen that has unusual and unpredictable side effects. It was developed as an anesthetic in the late 1950's and used for a while as a tranquilizer both for humans and animals. Because of its dangers, it now has no legal uses and is no longer legally manufactured. Rather, PCP is manufactured in underground laboratories. It often contains dangerous adulterants but is very dangerous all by itself.

PCP can produce violence and bizarre behavior in anyone who uses it. Occasionally, PCP users attack nurses and policemen or jump out of windows because they believe they can fly. PCP somehow scrambles the brain's internal stimuli and seriously changes how users feel, see and deal with their environment.

In low doses, PCP produces a feeling of numbness. Increased doses produce excitement, confusion and delirium. The user's body may become rigid or go into convulsions. Routine activities like driving become dangerous and unpredictable.

Users may walk with strange uncoordinated steps. PCP users may have a blank stare, sweat heavily, have thick slurred speech or engage in some of the violent and bizarre behaviors mentioned above.



**APPENDIX F**  
**SAMPLE FORM**

**INSTRUCTIONS FOR COLLECTION USING THE 7-PART  
NISAT CHAIN-OF-CUSTODY AND CONTROL FORM**

Checklist

- \_\_\_\_\_ 1. Secure the restroom by adding bluing agent to the toilet, seal off the water faucet for the sign and remove any waste baskets.
  - \_\_\_\_\_ 2. Ask donor for photo ID. If donor asks to see ID of collector, the collector should cooperate.
  - \_\_\_\_\_ 3. Have donor remove all outer garments and leave purses, briefcases, etc., in a secure location. If donor asks for a receipt for personal belongings, the collector must comply.
  - \_\_\_\_\_ 4. Let donor choose a sealed collection kit and Chain-of-Custody form.
  - \_\_\_\_\_ 5. Have donor wash hands prior to collection.
  - \_\_\_\_\_ 6. Ask donor to fill specimen bottle with urine. Provide disposable shield to female donors. There must be at least 60 ml of urine for the specimen to be tested. If there is not enough specimen to test, the laboratory will reject the sample.
  - \_\_\_\_\_ 7. Stand outside restroom while donor voids.
  - \_\_\_\_\_ 8. In the presence of the donor, check temperature on temperature strip on the right side of bottle and record on Chain-of-Custody form.
  - \_\_\_\_\_ 9. Visually check specimen for signs of contamination (discoloration, precipitation, etc.) If you suspect that the specimen has been substituted, call the MRO for instructions.
- \*\* PLEASE NOTE!** If a **SPLIT SAMPLE** is to be collected, please proceed as follows: From the original collection container, pour at least 15 ml of the urine specimen into another sample bottle. Be sure to leave at least 30 ml of urine in the original container for the initial test!) Seal the original specimen and the split specimen with the tamper-evident seals as instructed in Step 10.
- \_\_\_\_\_ 10. After **TIGHTLY** closing the cap on the specimen bottle, SEAL THE SPECIMEN by placing the tamper-evident seal (provided on the side of the Chain-of-Custody form) over the lid of the bottle with the ends of seal coming down the sides of the bottle.
  - \_\_\_\_\_ 11. Have donor enter his/her initials, date and social security number in the space provided on the specimen seal.
  - \_\_\_\_\_ 12. Collector must sign in the space provided on the specimen seal(s).
  - \_\_\_\_\_ 13. Peel off a small ID label and put in log book for courier to sign (optional).
  - \_\_\_\_\_ 14. Using a ball point ink pen, complete the Chain-of-Custody form as shown in the enclosed example.

**All areas must be completed, with  
the exception of Steps IX and X.**

- \_\_\_\_\_ 15. Step VI is to be printed, dated and signed by the collector in two (2) locations. The donor does **NOT** sign. The word "donor" is printed on the form to indicate the donor's release of the specimen to the collector without revealing the donor's name to the laboratory. Failure to complete Step VI as shown on the following page may result in specimen rejection.

**Step VI to be completed exactly as follows  
or cause for REJECTION may occur!**

1. Do not write anything in Area (1).
2. Do not write anything in Area (2).
3. The person doing the collection must print name AND sign on this line (3).
4. Write the current date in Area (4).
5. Do not write anything in Area (5).
6. The person doing the collection must print name AND sign on this line (6).
7. Write in the mode of transportation: i.e. Airborne, Federal Express, Nichols Courier, etc., in Area (7) (mode only: NO COURIER SIGNS HERE DIRECTLY)
8. Write the current date in Area (8).

- \_\_\_\_\_ 16. Donor must complete Step VII by turning to Copy 4 of the form.

- \_\_\_\_\_ 17. Collector must complete and sign Step VIII. If collection site information has not been pre-printed on the form, please indicate collection site name and telephone number in the area provided. **OMISSION OF THE COLLECTOR'S SIGNATURE IN STEP VIII WILL INVALIDATE THE CHAIN-OF-CUSTODY AND MAY RESULT IN THE REJECTION OF THE SPECIMEN!**

- \_\_\_\_\_ 18. Place the sealed specimen in the bag with the absorbent. Seal the bag and place in the collection on kit box.

- \_\_\_\_\_ 19. Tear off copies 1 and 2 of Chain-of-Custody form, fold and place **both copies** in the box with the specimens. The remaining copies of the Custody and Control form should be distributed as indicated at the bottom of each copy. The collector and donor each retain a copy. The collector is responsible for sending the designated copies to the employer and the Medical Review Officer.

- \_\_\_\_\_ 20. Close box and seal with the Box Security Seal provided. **Collector must sign and record date on the Box Security Seal.**

- \_\_\_\_\_ 21. **WRITE** client number and location on the side of the box.

- \_\_\_\_\_ 22. Call 1(800)-LAB-TEST (800-522-8378) for courier pickup. If Nichols Courier service is not available in your area, please contact NISAT Client Services at 1-800-647-2827 for assistance.

- \_\_\_\_\_ 23. DO NOT MAIL SPECIMENS!

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

**SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE**

Date: \_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Print Name (First, MI, Last)

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 my  
potential employer, \_\_\_\_\_.

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**

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

If YES to any of the above questions, please give the SAP's (Substance Abuse Professional) name, address, and phone number for further reference:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

**SECTION 3: TO BE COMPLETED BY PROSPECTIVE EMPLOYER**

**RELEASE OF INFORMATION**

Person interviewed from previous employer: \_\_\_\_\_

Interviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Date received back: \_\_\_\_\_

**CONSENT FORM**

\_\_\_\_\_ Faxed to previous employer, or

\_\_\_\_\_ Mailed to previous employer

**INTERVIEW METHOD**

\_\_\_\_\_ Mail \_\_\_\_\_ Phone \_\_\_\_\_ Personal Interview

# **HUMAN RESOURCES POLICIES AND PROCEDURES**

## **SUBJECT: FIRE ALARM PROCEDURES**

### **PURPOSE:**

The purpose of these procedures is to ensure that City employees are familiar with the fire alarm procedures and the steps to be taken to ensure that fellow employees, and the general public using facilities under the control of the City, are provided maximum protection within the limits of personnel and facilities available. The goal is to provide advance notice and to train personnel so that hazards, damage and injury can be minimized should a fire occur.

### **POLICY:**

Each City employee is responsible to become familiar with the areas of the building they occupy and the evacuation routes that should be followed in the event of a fire alarm. Evacuation routes will be posted on all department bulletin boards and near doorways in conference rooms.

Each year all employees will be briefed on fire alarm procedures and safety precautions. This training may take the form of a short training session or by written communication. Fire drills will take place at least once per year. Additionally, the Fire Department will train employees each year in the use of fire extinguishers. A record of all such training received will be kept by each department and forwarded to Human Resources.

### **SCOPE:**

These procedures shall apply to all City employees and to all places of employment, City work sites, and recreation sites within the City. They shall also apply, should the employees and/or the general public be using facilities under the control of another agency, but under contract to the City, as is the case with school facilities.

### **PROCEDURES:**

1. **NOTIFICATION PROCEDURES AND RESPONSIBILITY**
  - a. Any employee detecting the smell of smoke or sighting a fire is responsible for pulling the nearest fire alarm and notifying co-workers.
  - b. The individual should call 911 or designate one person to call and give the location of fire and involvement, if known.
  - c. If possible, the nearest fire extinguisher should be used to eliminate the fire.
  - d. If it is not reasonable to attempt to extinguish a fire, the individual should close the door and evacuate the facility immediately.
  - e. The individual should meet fire personnel to give directions to the fire.

## 2. SAFETY PRECAUTIONS AND PROCEDURES:

- a. In the event the fire alarm is sounded, employees and citizens should close all doors.
- b. Leave lights as they are.
- c. Move outside the building using the nearest exit and/or stairway as is indicated on the relevant evacuation route. (See attached map.)
- d. Elevators shall not be used.
- e. If smoke is present, employees and citizens should move to the outside-designated area by crawling on their hands and knees.
- f. If the nearest exits and/or stairways are not passable due to fire/smoke, employees and citizens should move to the nearest "evacuation room" as indicated on the relevant evacuation route where they should wait for the Fire Department's rescue.
- g. The first person out should hold the door open for others.
- h. Supervisors should account for all personnel at the designated outside meeting place.
- i. Employees and citizens should remain outside until a clear signal is given.

### City Hall:

Employees and citizens should move outside to the front of City Hall, and cross the street to the parking lot. If it is not possible to exit the building using the stairway exits, employees and citizens should move to the "evacuation room" located on second and third floors. Please refer to map for designated evacuation rooms.

### City Garage:

Employees and citizens in the City Garage should move outside to the employee parking lot, at least 100 feet away from the building.

### Fire Stations:

Citizens in the Fire Station should move outside to the Visitor's Parking lot, at least 100 feet away from the building.

### Lowell Center:

Citizens and employees in the Lowell Center should move outside to the parking lot at least 100 feet away from the building.

### Parks Administration Building:

Employees and citizens in the Parks Administration Building should move outside to the front of the building and cross the street.

### Waste Water Treatment Plant:

Employees and citizens in the Waste Water Treatment Plant should move outside to the front of the building, at least 100 feet away from the building.

3. ALL-CLEAR PROCESS:

The Fire Department will provide notification that it is clear to enter the affected facility.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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## **Guidelines Regarding the Spread of Influenza**

Employees have an important role in protecting themselves, their families and their coworkers from the spread of influenza (flu). Influenza illnesses can result in associated extended time off, hospitalizations and possible deaths. In order to preserve the health of our employees, the City has adopted these guidelines, which are intended to minimize the spread of the flu.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective and will be available in your department.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people, preferably by staying 6 feet or more away from an obviously ill person.
- If you are sick, you may be ill for a week or longer. You should stay home and keep away from others as much as possible, including not going to work or travel for at least 24 hours after your fever is gone. Your fever should be gone without the use of fever-reducing medicine. If you leave the house to seek medical care, wear a facemask, if available and tolerable.
- Stay informed. Health officials will provide additional information as it becomes available.
- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.



# **HUMAN RESOURCES POLICIES AND PROCEDURES**

**SUBJECT:** Influenza Pandemic – Continuity of Operations

**PURPOSE:** To safeguard the health of City personnel, citizens, vendors and others during an influenza pandemic, minimize the disruption to the workplace, and continue needed public services.

**POLICIES:** Upon the declaration of a H1N1 or other influenza pandemic emergency or a public health emergency as designated by the Wood County Public Health Officer or by order of the Mayor, Department Heads will take prudent, necessary and lawful measures needed to minimize the disruption to the workplace, preserve the public health, and continue needed public services by following their department's Continuity of Operations Plan. Every City department is required to have a Continuity of Operations Plan, which will include plans and procedures, essential functions, minimum staffing levels, order of succession, interoperable communications and alternate facilities. (The attached NEWMAC form can be utilized to assist with this planning).

**PROCEDURES:**

1. Each Department Head is charged with identifying essential job functions and adequate staffing required to maintain operations during a pandemic.

It is projected that under pandemic conditions, absenteeism could exceed 50%. It is vital that adequate staffing is available so that City operations and public services can go on. Each Department Head must determine the critical staff numbers and the skills required to keep essential sectors of the City operations running and at what level certain operations stop.

2. Each Department Head must determine the staff reassignments that will be needed for expanded or diminished demand of services. Department heads will assess skill requirements needed to identify core and alternate staff (retirees, volunteers, etc) to fill essential job functions.
3. Department Heads shall ensure that personnel contact information, including after hours and emergency numbers are up to date.
4. If the number of employees absent due to illness make the continuation of certain city services impossible, or local health conditions indicate the need for heightened precautions, the Mayor may order city facilities to close or suspend services.
5. Police and Fire Chiefs should advise Police and Fire personnel that because of their obligation to report to work during a pandemic, employees are encouraged to develop a personal/family disaster plan to

ensure that home and family obligations are attended to and do not require their presence.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**           **Influenza Pandemic – Employment Considerations Due to Influenza Illness**

**PURPOSE:**        To safeguard the health of City personnel, citizens, vendors and others during an influenza pandemic.

**POLICY:**           In order to maintain a safe work environment, the City of Wisconsin Rapids will take appropriate action to prevent, suppress and control H1N1 and other influenza (flu) illnesses. General guidelines regarding the prevention or slowing the spread of H1N1 and other influenza illnesses are attached to this policy. This policy addresses employment considerations in relationship to the exclusion of City employees from work locations or employment based on possible H1N1 or other influenza (flu) illnesses.

The City of Wisconsin Rapids will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease, including H1N1 or another influenza illness. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

**PROCEDURES:**    People with the flu virus are contagious while they have symptoms; therefore, it is important that employees with symptoms consistent with the flu minimize their exposure to others.

1.     Employees who are sick with an influenza-like illness (fever plus at least cough or sore throat and possibly other symptoms like runny nose, body aches, headaches, chills, fatigue, vomiting and diarrhea) should stay home and minimize contact with others, including avoiding travel, for at least 24 hours after the fever is gone. Fever should be gone without the use of fever-reducing medicine.
2.     In order to maintain a safe work environment, the City may exclude certain employees from coming to their work location or employment if they are experiencing flu symptoms. Department Heads must consult with the Human Resources Department before they exclude any employee from coming to his/her work location or from employment.

Individuals who are excluded from employment under this protocol will be given an Exclusion from Employment Notification Form (EENF) and will be directed to go home until:

- A. At least 24 hours after the fever is gone (the fever should be gone without the use of fever-reducing medicine) OR
- B. A CDC-approved test for the flu demonstrates a negative result.

Telework (working from home) may be an option, depending on job duties, and may be approved by the Department Head. A Work Agreement will be established for an employee working from home.

3. Employees who are required to stay home from employment will be eligible for applicable paid sick leave benefits.

Employees with insufficient sick leave hours accrued will be allowed to use other accrued leave.

If all other leave is exhausted, the employee will be allowed to take unpaid leave during the period of their illness, or may borrow up to one (1) week of sick leave during the period of exclusion. Upon return from exclusion, these employees will not be eligible to receive sick leave with pay until the sick leave balance is restored. An employee will be expected to pay back any balance to the City and an employee who leaves City employment will have the compensation for the paid sick leave owed the City deducted from the final paycheck. In order to borrow the sick leave time, the employee will be required to sign an agreement to that effect.

4. Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends, or to care for family members with influenza, must follow regular time off request procedures, which may include up to ten (10) days leave without pay, if no other applicable benefits are available.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**           **Influenza Pandemic – Social Distancing**

**PURPOSE:**        To safeguard the health of City personnel, citizens, vendors and others during an influenza pandemic by attempting to minimize the spread of influenza and other communicable diseases among the staff and the public.

**POLICY:**            In order to maintain a safe work environment, the City of Wisconsin Rapids will take appropriate action to prevent, suppress and control H1N1 and other influenza (flu) illnesses. General guidelines regarding the prevention or slowing the spread of H1N1 and other influenza illnesses are attached to the "Influenza Pandemic – Employment Considerations Due to Influenza Illness" policy. In the event of an influenza pandemic or other communicable disease situation, the City may implement these social-distancing guidelines to minimize the spread of the communicable disease.

**PROCEDURES:**    During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, videoconferencing, email and the Internet to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room, and sit at least 1 yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Cancel or postpone nonessential meetings, gatherings, workshops and training sessions. Department Heads will determine if and when to cancel or postpone work-related City events.
4. Do not congregate in workrooms, offices, copier rooms, or other areas where people socialize.
5. Eat away from others (avoid lunchrooms and crowded restaurants).
6. Encourage the public and others to request information and orders via phone and email in order to minimize person-to-person contact. Have information ready for fast pickup or delivery.

Managers will consult with Human Resources and determine which, if any, employees may work from home or another location. Please refer to the "Influenza Pandemic – Telework" policy.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:**            **Influenza Pandemic – Telework (Work from Home)**

**PURPOSE:**        To safeguard the health of City personnel, citizens, vendors and others during an influenza pandemic by attempting to minimize the spread of influenza and other communicable diseases among the staff and the public by allowing some employees to work from home or from an alternate work location.

**POLICY:**            In order to maintain a safe work environment, the City of Wisconsin Rapids will take appropriate action to prevent, suppress and control H1N1 and other influenza (flu) illnesses. General guidelines regarding the prevention or slowing the spread of H1N1 and other influenza illnesses are attached to the "Influenza Pandemic – Employment Considerations Due to Influenza Illness" policy. In the event of an influenza pandemic or other communicable disease situation, the City may allow some employees (depending on job responsibilities) to work from home, or an alternative work location.

## **PROCEDURES:**

1. Department Heads will determine which, if any, employees may work from home, or from another work location. Department Heads should thoroughly analyze the duties of positions and how the work is performed. Generally, the following types of positions may be appropriate for Telework:
  - Require independent work
  - Require little face-to-face interaction
  - Require concentration
  - Result in specific measurable work products
  - Can be monitored by output, not time spent doing the job
2. Department Heads will consult with the Human Resources Director before any Telework Agreement is entered into. All Telework will require a completed Telework Agreement (see attached) and will be signed by the Department Head, Human Resources Director, Employee and Union Representative. **Under no circumstances are employees permitted to work at home without prior permission from the Department Head.** Any attempt to do so, with or without reporting such time, will result in disciplinary action, up to and including suspension and/or termination.
3. Department Heads will consult with the Finance Director and Systems/Network Administrator to determine equipment needs and the coordination of the installation/maintenance of equipment.

4. Telework does not change the conditions of employment or required compliance with policies.
5. An employee's compensation and benefits will not change as a result of telework.
6. The total number of hours that employees are expected to work will not change, regardless of work location. Employees agree to apply themselves to their work during work hours and agree to be available during normal work hours to communicate with supervisors, coworkers and public.
7. Employees will continue to complete a timesheet indicating actual hours work each day.
8. Telework is not intended to serve as a substitute for child or adult care.
8. Telework is not intended to be used in place of sick leave, FMLA, worker's compensation, or other types of leave.
9. Department Heads must grant permission according to department procedures for employees to work on restricted-access information or materials at alternate work locations. Employees must agree to follow department-approved security procedures in order to ensure confidentiality and security of data.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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2. Employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor.
3. Employee agrees to limit performance of his/her officially-assigned duties to the normal workplace or City-approved alternate work location. Failure to comply with this provision may result in loss of pay, termination of the work agreement, and/or appropriate disciplinary action.
4. Routine communication between the supervisor, co-employees, and public will be determined. (Specify when, how often, during what time frames, how – phone, fax, email, face-to-face. Include back-up and emergency contacts.)
5. Employee will comply with all City, department, and Human Resources policies and procedures, and instructions. Employee understands that all obligations, responsibilities, terms and conditions of employment with the City remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
6. Employee will notify supervisor immediately of any situation which interferes with his/her ability to do his/her job.

### **Compensation/Benefits**

1. All salary rates, leave accrual rates, and travel entitlements will remain as if the employee performed all work at the normal workplace.
2. Employee will be compensated in accordance with applicable law and state policy for overtime work that has been requested by his/her supervisor and approved in advance.
3. Employee understands that overtime work must be approved in advance by the supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from telework and/or disciplinary action.
4. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

### **Equipment/Expenses**

1. Employee who uses City equipment agrees to protect such equipment in accordance with City guidelines. City-owned equipment will be serviced and maintained by the City.
2. If employee provides equipment, he/she is responsible for servicing and maintaining it.
3. The City will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using City equipment in the employee's residence.
4. The City will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence as an alternate work location.

### **Safety**

1. Employee is covered by the appropriate provisions of the Workers' Compensation Program, as appropriate, if injured while performing official duties at the normal workplace or alternate work location.
2. Employee agrees to certify that the work location is safe and free from hazards and that he/she will maintain safe work conditions and practice appropriate safety habits.
3. Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury occurring at the alternate work location while working.
4. Supervisor will investigate all accident and injury reports immediately following notification, and will be allowed to visit the alternative work location immediately after any accident or injury has occurred.

**Confidentiality/Security**

Employee will apply approved safeguards to protect City records from unauthorized disclosure or damage, and will comply with the privacy requirements set forth in the state law, the department, Human Resources Policies and Procedures, and City policies and procedures. Employee will not take restricted-access material home without the written consent of the Department Head.

**Initiation and Termination of Agreement**

1. Employee agrees to adhere to applicable guidelines and policies.
2. City concurs with employee participation and agrees to adhere to applicable policies and procedures.
3. Employee may terminate participation in telework at any time unless it was a condition of employment.
4. City may terminate employee’s participation in telework at any time. (Employees may be withdrawn for reasons to include, but not limited to, declining performance and organizational benefit.)

City-owned or leased equipment has been issued to the employee and has been documented by the City.

	Issued	Date	Documented	Date
Computer				
Modem				
Fax Machine				
Telephone				
Desk				
Chair				
File Cabinet				
Printer				
Scanner				
Other (list)				

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Union Representative or Designated Representative  
who has the authority to act on behalf of the Union

\_\_\_\_\_  
Date

\_\_\_\_\_  
IS Administrator (or designee)

\_\_\_\_\_  
Date

# HUMAN RESOURCES POLICIES AND PROCEDURES

## SUBJECT: LIFE THREATENING ILLNESS

### PURPOSE:

To provide employees with guidelines regarding life threatening illnesses, such as AIDS and HIV infection.

### POLICY:

The City of Wisconsin Rapids treats AIDS and HIV infection as disabilities, in accordance with our Equal Employment Opportunity Policy and the requirements of the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973. In addition to the provisions of the City's EEO policy on non-discrimination and reasonable accommodation for disability, the following guidelines are intended to assist in maintaining a work environment that is responsive to the workplace issue created by AIDS and HIV infection and the concerns of employees who may request management assistance.

AIDS does not present a risk to the health or safety of coworkers. On the basis of current medical and scientific evidence, the City recognizes that AIDS is a life-threatening illness that is not transmitted through casual personal contact under normal working conditions.

### PROCEDURES:

1. Co-workers will be expected to continue working relationships with any employee who has AIDS or HIV infection.
2. Managers are encouraged to contact the Human Resources Department for assistance in providing employees with general information and information about AIDS and HIV infection.
3. Any employee who is unduly concerned about contracting AIDS may be further assisted through individual counseling.
4. An employee's health condition is private and confidential. An employee with AIDS or HIV infection is under no obligation to disclose his or her condition to a manager or any other employee of the City.
5. An employee with AIDS or HIV infection is expected to meet the same performance requirements applicable to other employees, with reasonable accommodation if necessary.

6. If an employee becomes disabled, the City will make reasonable accommodation, as with any other employee with a disability, to enable the employee to meet established performance criteria. Reasonable accommodation may include, but is not limited to, flexible or part-time work schedules, leave of absence, work restructuring or job reassignment.

If any significant developments occur in the medical research on AIDS and HIV infection, these guidelines will be modified accordingly. Any questions concerning AIDS-related issues should be directed to the Director of Human Resources.

**POLICY DATE:** 5-22-02

**SIGNATURE:** Robert Nash

**REVIEW DATE:** 2/1/05 **SIGNATURE:** Marcus Hokamp

**REVIEW DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**REVIEW DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** Physical Activity Policy

**PURPOSE:** The City of Wisconsin Rapids is concerned about the health of its employees. People have become more and more interested in moving more. Obesity is on the rise and is the cause of many preventable diseases such as Cardiovascular Disease. Obesity can be the cause of what we eat and how physically active we are. Regular physical activity provides for increased quality of life through improved endurance, strength, flexibility and balance, as well as reduced risk of chronic diseases, injury and perception of stress. The City of Wisconsin Rapids will encourage physical activity through the Health & Wellness Program, and throughout the work day.

**POLICIES:** Activities and events sponsored or supported by the City of Wisconsin Rapids will include opportunities for physical activity.

**PROCEDURES:**

1. The City encourages employees who sit during the day to move for at least 3 minutes every 60 minutes they are sitting.
2. The City will build physical activity breaks into meetings.
3. The Health & Wellness Team will assist in identifying physical activity opportunities, such as local walks/runs, discounts at recreational and exercise facilities, and organization of walking groups, step challenges and other group activities.
4. The City will support schedules to allow physical activity such as flexible work schedules where possible, programs during work hours, and scheduled breaks during meetings.
5. The City will provide encouragement from group leadership to engage in physical activity.

POLICY DATE: March 20, 2012 SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## Injury Reporting/Workers' Compensation

### 1. SCOPE

This policy applies to all City employees.

### 2. PURPOSE

To provide employees with appropriate guidelines for reporting work-related injuries or illnesses. It is the City's intent to comply with all state and federal regulations pertaining to Workers' Compensation.

### 3. POLICY

The City of Wisconsin Rapids provides workers' compensation coverage to all City employees. This benefit covers injuries or illnesses sustained during the course of employment that require medical or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. In the event of a serious accident requiring immediate medical attention, co-workers or a manager should call 911 for transportation to the nearest emergency room.

### 4. PROCEDURES

1. Employees are required to report any work-related injury or illness that occurs during the course of employment to their supervisor immediately (even if the employee is not seeking medical attention).
2. The supervisor will complete an injury report with the injured/ill employee.
3. The supervisor will interview the employee and any witnesses to obtain a complete understanding of the injury/illness circumstances.
  - a. The employee should explain to the supervisor what took place to cause the injury/illness.
  - b. The supervisor should observe the area, equipment, and process that were

POLICY

involved in the incident that created the illness/injury.

4. The supervisor will forward the completed and signed injury report to Human Resources immediately – prior to the supervisor's shift end. The injury report can be found at this link:  
[https://www.wirapids.org/uploads/1/0/3/3/103347874/injury\\_report\\_2019.pdf](https://www.wirapids.org/uploads/1/0/3/3/103347874/injury_report_2019.pdf)
5. Human Resources may contact the supervisor and/or the employee for further clarification of the incident. Human Resources will administer and process all workers' compensation claims and reports of employee injuries according to appropriate procedures.
6. The Workers' Compensation representative may contact the supervisor and/or the employee for further clarification of the incident.
7. Employees will continue to receive their regular pay during the time they are required to be away from work due to a workers' compensation injury. The workers' compensation carrier will reimburse the City directly. The maximum amount of compensation during a temporary period of disability shall not exceed the employee's regular net pay.
8. Summer/seasonal employees will receive payment as described in #8.
9. Employees must follow the Return to Work policy and present a return to work medical form (signed by the employee's physician) to HR prior to returning to work in any capacity. HR will review the form, seek clarification if necessary, and authorize the return to work in writing. Employees are not allowed to return to work prior to being cleared in writing by HR.
10. Employees and/or supervisors failing to report a work-related illness or injury in a timely manner will be subject to discipline, including unpaid suspension, and/or termination.
11. Employees who return to work without being authorized by HR will be subject to discipline, including unpaid suspension and/or termination.
12. Employees exhibiting repeated carelessness that results in work-related illnesses or injuries will be subject to discipline, up to and including unpaid suspension and/or termination.

POLICY

## 5. HISTORY

Version No.	Revision Description
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1.0	Revised from 5/22/02 and 12/18/12 former policies
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**DOCUMENT PROPERTIES**

Primary Author: Dawn Urban  
Approver(s): HR Committee – 5/5/19  
Common Council – 5/21/19

[Document Status]

POLICY

# **HUMAN RESOURCES POLICIES AND PROCEDURES**

## **SUBJECT: RETURN-TO-WORK PROGRAM**

### **PURPOSE:**

To return employees to work after suffering an illness or injury when the employee is medically able to work. Transitional work may be necessary and will be assessed to determine what is available for an employee.

### **POLICY:**

1. Employees will be required to bring a medical status report to the Human Resources Department. The Human Resources Department will clarify any restrictions with the medical provider if necessary.
2. The City will attempt to accommodate the employee's medical restrictions within his/her current job.
3. If accommodations can't be made, the City will look at other available transitional jobs or develop further accommodations. The City will look for other job tasks within the work unit, then section, division, or City that fall within the prescribed restrictions.

### **PROCEDURES:**

1. The employee may be offered temporary, modified work. The employee will be notified of the work location, date and time to report for work, name, and phone number of the supervisor; number of days or weeks that work will be available, and wage rate. The offer of modified work may be made by telephone, in person, and/or by certified mail. Return-to-work dates will be coordinated with the treating practitioner.
2. Once the employee returns to modified work, the supervisor will monitor his/her progress, medical status reports will be reviewed by the Human Resources Department after each visit to the treating practitioner. As the employee's restrictions change, the return-to-work scheduling and type of work being performed will be updated.
3. Modified duty status will be reviewed every two weeks.
4. An employee will stay on modified work until released for regular work, or until a pre-set timeframe has elapsed, or if permanent restrictions become evident. At this time, additional resources may be needed to accommodate the employee.

When modified or transitional work is available within the employee's medical restrictions, the employee does not have the option of refusing work.

If the employee is not released for work, or modified work is not available, the employee must maintain regular contact with Human Resources at least weekly. Status reports are required from the doctor at least monthly until released for work or permanent limits are declared.

POLICY DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: SAFETY PROGRAM ORGANIZATION**

### **PURPOSE:**

To provide employees with appropriate guidelines regarding the City's Safety Program.

### **POLICY:**

- I. OVERALL POLICY STATEMENT - The Common Council of the City of Wisconsin Rapids recognizes its responsibility in providing the safest working conditions possible for its employees. To do this, the City must be aware of conditions in all work areas that can produce injuries. Thus, employee cooperation in detecting and reporting hazards is necessary. Employees should inform supervisors immediately of any situation beyond the employee's ability or authority to correct. The Common Council establishes the following overall policy statement:
  - A. That the City intends to comply with all safety laws.
  - B. That the safety of employees and the public are paramount.
  - C. That safety will take precedence over expediency or shortcuts.
  - D. That every attempt will be made to reduce the possibility of accident occurrence.
  - E. That all Department Heads and Supervisors recognize the need for maximum safety and carry out the policy of the Common Council.
  - F. That all employees follow established rules of safety and use safety equipment and PPE which has been provided.
  - G. That the City's goal is to establish a no-lost-time injury record.
- II. RESPONSIBILITY FOR ACHIEVEMENT OF SAFE WORKING CONDITIONS
  - A. SAFETY DIRECTOR - The Safety Director, who shall also be the Human Resources Director, is responsible for the development and implementation of policy and procedures, maintaining compliance with established policy and procedures, providing technical support to Department Heads and Supervisors, and stimulating active participation in safety awareness and achievement of goals.
  - B. DEPARTMENT HEADS - It shall be the responsibility of each Department Head to actively support and carry out the policy of the Common Council.

C. SUPERVISORS - It shall be the responsibility of all Supervisors to:

- 1) Inform employees of hazards they may encounter on their job and how to avoid such hazards and resulting accidents.
- 2) Ensure all employees under their supervision are properly trained in the use of PPE and safety equipment required for the job and issued required personal protective safety equipment.
- 3) Enforce all safety regulations.
- 4) Promptly report and investigate all accidents and see that all injuries are properly treated.
- 5) Conduct hazard assessments and inspect workplaces and equipment on a regular basis, taking action to correct unsafe conditions and unsafe acts.
- 6) Check compliance of new equipment, machines, processes, etc., with existing safety codes and OSHA and N.F.P.A. standards.
- 7) Take the necessary initiative to promote safety within their department.

**PROCEDURES:**

EMPLOYEES

- 1) It shall be the responsibility of all employees to follow established safety rules, wear required personal protective equipment, use safety equipment which is provided, and work in a safe manner.
- 2) Immediately report all injuries regardless of how minor.
- 3) Report defective equipment, machinery and safety devices, or other unsafe conditions.

SAFETY DEPARTMENT

- A. A Safety Department shall be established within the City Human Resources Department. The Human Resources Director shall assume the duties and responsibilities of the Safety Director.
- B. The Safety Director shall:
  - 1) Collect and analyze data on accidents to determine patterns and trends. Recommend corrective action which could prevent accidents.

- 2) Provide assistance and technical support to Department Heads and Supervisors in:
  - a) Accident prevention programs.
  - b) Implementing new rules, directives or OSHA standards.
  - c) Conducting inspections of the workplace, equipment, machinery, etc.
- 3) Investigate fatal and serious accidents.
- 4) Maintain records required by the State, individual employee accident/injury records, inspection records, accident prevention records, etc.
- 5) Act as Coordinator of the Safety Committee.
- 6) Keep abreast of new safety developments.
- 7) Develop, formulate and implement general safety policy, procedures and rules.
- 8) Develop programs to promote safety.
- 9) Accompany State OSHA inspectors and insurance company inspectors on all tours of City facilities.
- 10) Keep the Human Resources Committee and the Common Council informed of accident trends, new safety developments and laws, and make recommendations on accident-prevention programs.

#### SAFETY COMMITTEE

- A. PURPOSE AND RESPONSIBILITY - It shall be the purpose and responsibility of the Safety Committee to:
- 1) Create and maintain an interest in safety.
  - 2) Make recommendations to administration on accident programs.
  - 3) Assist administration in execution of accident-prevention programs.
  - 4) Conduct research on special safety problems and projects.
  - 5) Keep abreast of new safety developments.
  - 6) Conduct regular workplace safety inspections. Make a record of all unsafe conditions and acts, and recommend corrective action to the Department Head.
  - 7) Investigate losses and accidents to determine corrective action which can be

- taken to prevent further accidents.
- 8) Assist in the development of safety standards and rules.
  - 9) Conduct safety promotion campaigns, make recommendations on safety awards, and conduct the safety suggestion program.
  - 10) Assist new employees in becoming familiar with rules, practices and regulations regarding safety.

## B. MEMBERSHIP AND ORGANIZATION

- 1) CHAIRPERSON - The Safety Director shall act as Chairperson of the Committee or designate a Chairperson from the Committee.
- 2) COMMON COUNCIL REPRESENTATIVE - The Chairman of the Common Council's Personnel Committee or designated representative.
- 3) UNION REPRESENTATIVES - One member of each of the City's Labor Unions to be appointed by the Union.
  - a) Local 1075 - Street
  - b) Local 1075 - Wastewater/Park/Sign Shop
  - c) Local 1075 - Clerical
  - d) Local 425 - Fire
  - e) WRPPA - Police
  - f) ASCET - Engineering
- 4) MANAGEMENT REPRESENTATIVES - One representative appointed by the Department Head from each of the following:
  - a) Library
  - b) Operations
- 5) The Public Safety Officer and Fire Marshal shall serve as ex-officio members of the Committee.
- 6) Members of the City's Common Council and Department Heads shall serve as ex-officio members of the Committee.

## C. MEETINGS

- 1) The Safety Committee shall meet monthly, except for the month of July. The second Wednesday of the month at 1:30 p.m. shall be the normal meeting time.
- 2) The members of the Committee shall elect a secretary who shall be responsible

for keeping minutes of all business conducted and giving notice of meetings. Copies of minutes shall be furnished to:

- a) Mayor
  - b) Department Heads
  - c) Members of Safety Committee
  - d) All Department Bulletin Boards
  - e) Common Council
- 3) Attendance - It shall be the responsibility of all appointed members to attend meetings on a regular basis. Members who are absent from three meetings during a calendar year will be asked to be replaced by the appropriate authority.
- 4) Authority of Committee - The Committee shall have the authority to recommend policy and corrective action. Where recommendations are not acted upon, the Chairman of the Human Resources Committee shall refer the matter to the Personnel Committee for action.
- 5) Agenda of Meetings - In addition to other items referred to the Safety Committee, the following items shall be a regular part of the Committee's Agenda:
- a) Review of the previous month's accidents, along with recommendations for further investigation and recommendations for corrective action.
  - b) Review of safety suggestions and action required.
  - c) Review referrals of past meetings and action taken. Make referrals to the Human Resources Committee as required.
  - d) Conduct workplace safety inspections.
  - e) Review safety promotion programs, to include awards, poster programs, training, etc.
  - f) Review referrals from Department Heads, employees, Alderpersons, etc.

RETURN TO WORK POLICY - It is the policy of the City of Wisconsin Rapids to attempt to provide modified employment to employees off work due to a work-related injury or illness until they can return to their regular duties, or it is determined they will not be able to perform their normal job. Please refer to attached policy.

MOTOR VEHICLE RECORDS CHECK - A motor vehicle records check will be conducted of all employees required to operate City-owned or private vehicles as part of their job and



prospective employees who will operate motor vehicles. Any person who has been convicted of a traffic crime (hit and run, fleeing an officer, reckless use of a vehicle, second OWI, etc.) will be disqualified from any job which requires operation of vehicles. Employees and prospective employees with other traffic violations will be evaluated on an individual basis and considered on their overall driving record and length of experience.

The City will subscribe to the Wisconsin Department of Transportation - DMV automatic driving record abstract reporting service.

POLICY DATE: August 1995, 1997,2000 SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CITY OF WISCONSIN RAPIDS**  
**SAFETY RULES**  
August 2000

It is City of Wisconsin Rapids' policy that everything possible will be done to protect employees and the public from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for discipline. Supervisors shall insist that employees observe all applicable State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To comply with this policy:

1. Employees shall report all unsafe conditions and equipment to their supervisor or Safety Director.
2. Employees shall report all accidents, injuries, and illnesses to their supervisor or the Human Resources Department immediately.
3. Certain types of medication taken for physical illness can adversely affect your judgement, alertness, vision, or sense of balance. If you are taking medication which may affect you in any of these areas, you should report this to your supervisor who will take the appropriate action.
4. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
6. Means of egress shall be kept unblocked, well lighted, and unlocked during work hours.
7. In the event of fire, sound alarm, and evacuate. (See Evacuation Maps located in all City departments.)
8. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Assemble at the designated location. (See Fire Alarm Policy.)
9. Only trained workers may attempt to respond to a fire or other emergency.
10. Exit doors must comply with fire safety regulations during business hours.
11. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
12. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
13. Aisles must be kept clear at all times.
14. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
15. All spills shall be wiped up promptly. (See Infection Control Policy.)

16. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
17. Never stack material precariously on top of lockers, file cabinets, or other relatively high places.
18. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
19. Do not stack material in an unstable manner.
20. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
21. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
22. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
23. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
24. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
25. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
26. Inspect motorized vehicles and other mechanized equipment daily or before use.
27. Operate only the machinery or equipment you have been authorized and trained to operate safely.
28. Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles.
29. Never reach over moving parts, machinery, or equipment, and never operate machinery or equipment with guards removed.
30. Inspect pallets and their loads for integrity and stability before loading or moving.
31. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
32. Do not use compressed air for cleaning unless the pressure is less than 30 psi.
33. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
34. Wear hearing protection in all areas identified as having high noise exposure. Protective equipment should be worn when necessary. Hardhats shall be worn in areas where there is a danger of falling objects or where there are bumping hazards.

35. Goggles or face shields must be worn when grinding.
36. Do not use any faulty or worn hand tools.
37. Guard floor openings by a cover, guardrail, or equivalent.
38. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
39. Always keep flammable or toxic chemicals in closed containers when not in use.
40. Do not eat in areas where hazardous chemicals are present.
41. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
42. Cleaning supplies must be stored away from edible items on kitchen shelves.
43. Cleaning solvents and flammable liquids must be stored in appropriate containers.
44. Solutions that may be poisonous or not intended for consumption should be kept in well labeled containers.
45. When working with a VDT, have all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body.
46. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
47. Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
48. Appliances such as coffeepots and microwaves must be kept in working order and inspected for signs of wear, heat, or fraying of cords.
49. Fans used in work areas must be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: SEVERE WEATHER WARNING PROCEDURES**

### **PURPOSE:**

The purpose of these procedures is to ensure that City employees are familiar with the severe weather warning system and the steps to be taken to ensure that fellow employees, and the general public using facilities under the control of the City, are provided maximum protection within the limits of personnel and facilities available. The goal is to provide advance notice and to train personnel so that hazards, damage and injury can be minimized should severe weather and/or a tornado occur.

### **POLICY:**

Each City employee is responsible to become familiar with areas of the building they occupy that will afford the best protection from severe weather or, if not located in a building, the nearest public building that is within reach that can be used for protection. Access points and times the buildings are open to the public should be checked out in advance as well as the time needed to reach the building should advance warning be received. The Department Managers will obtain and ensure a copy of "Emergency Warning Signals" is posted in each building under their control.

These procedures shall apply to all City employees and to all places of employment, City worksites, and recreation sites within the City. They shall also apply, should the employees and/or the general public be using facilities under the control of another agency, but under contract to the City, as is the case with school facilities.

### **DEFINITIONS**

- a. **Severe Weather Watch:** Conditions are favorable for severe thunderstorms or tornado formation – be watchful for deterioration of weather.
- b. **Severe Weather Warning:** Severe thunderstorms or tornado(s) have been sighted or indicated by radar. Persons close to the storm should take shelter immediately; others should be prepared to take cover if threatening conditions are sighted.
- c. **All Clear:** Immediate threatening conditions have been determined to no longer exist. Be alert for possible further deterioration of weather.

### **PROCEDURES:**

#### **WARNINGS**

There may be two types of warnings depending on weather service information, sighting, etc., and the types are as follows:

- a. Advance Warning: Advance warning will be received by telephone or radio when the weather service determines conditions are such that severe weather could develop. Such information will be relayed by telephone during working hours (normally 8:00 a.m. to 4:45 p.m.) from Wood County Emergency Management through the Wisconsin Rapids Police Department to all City Departments.
- b. Warning Sirens: After normal duty hours and on weekends the warning for severe weather and/or tornado will be received through the Emergency Warning System (sirens). Such warning or alert will be in the form of a steady sound on the siren for a period of 3 to 5 minutes.
- c. Air Horn: Air horns may be sounded for warning notification on the Second and Third Floors of City Hall by the Engineering Department Administrative Engineering Technician or Manager and the Human Resources Department Human Resources Assistant or Manager.

**NOTIFICATION PROCEDURES AND RESPONSIBILITY**

- a. The Wood County 911 Dispatchers will notify the following via Severe Weather Fan Out Procedure on all Public Safety frequencies:
  - 1. Police Department (On-duty Shift Commander and Officers)
  - 2. Fire Department (On-duty Officer In Charge and Fire/EMS personnel) 423-1150 (During non-business hours the Shift Commander will notify the Fire Department at 421-6277)

The Police Department Shift Commander will notify Police Department personnel in Records. Records personnel will call the following:

- 1. Engineering** (City Engineer or Administrative Engineering Technician) 421-8205 or 421-8210 or 421-8251
- 2. Clerk's Office** (City Clerk or Department Administrative Assistant) 421-8203 or 421-8211
- 3. Human Resources** 421-8214 or 421-8215

- b. The Department Administrative Assistant and/or Manager will relay information to all department employees by the following means:
  - 1. Telephone – Please do not leave a message on a voicemail – contact a person directly.
  - 2. Air Horn

3. Mobile Radio
4. Person to Person Notification by contacting employees directly and employees with vehicle-equipped mobile radios to assist in getting the information to all employees.

**Fire Department:**

Fire Station #1                   423-1150  
 Fire Station #2                   423-6860

**Street Department:**

Mechanic's Shop               421-8267  
 City Sign Shop                 421-8236  
 Storeroom                   421-8266 or 421-8299  
 City Hall Maintenance       421-8247 or  
    213-3853  
 Work Sites

**Waste Water:**

Waste Water Facilities       421-8237  
 Work Sites

**Park Department:**

Robinson Park                 421-6293  
 Mead Pool                     421-6298  
 City Zoo                       421-6294  
 Work Sites  
 Lowell Center                 421-1051  
 Information Systems         421-8222

**Engineering:**

Waste Water                   421-8237  
 Street Administration       421-8218  
 Park Administration         421-8240  
 Planning & Econ Dev       421-8228  
 Assessor's Office           421-8230  
 Conference Room – 2<sup>nd</sup> Floor (no telephone)

**Clerk's Office:**

Clerk's Office                 421-8203  
 Conference Room – 1<sup>st</sup> Floor 421-8248  
 Council Chambers           421-8249

**Human Resources:**

Mayor's Office               421-8216  
 City Attorney's Office      421-8217  
 Treasurer's Office          421-8233  
 Conference Room – 3<sup>rd</sup> Floor (no telephone)  
 Finance                       421-8242  
    421-8213  
    421-8204  
 RCCA                           423-0441

**SAFETY PRECAUTIONS AND PROCEDURES**

- a. City Hall: In the event notice is received or the siren is sounded, employees and citizens in City Hall should move to the basement of City Hall using the nearest stairway. **The elevator should not be used.** Main offices should be locked by the department managers. Employees should bring their ID/Access Card with them if possible.
- b. Other Work Sites: In the event notice is received or the siren is sounded, City employees working outside are to take shelter at the nearest public building that affords the most protection. Such buildings are City Hall, Water & Light Building, Waste Water Treatment Plant, Schools, Wood County Courthouse, Library, Fire Stations, State Office Building, and Armory. The best protection is located in basements near walls on the side the storm is approaching from. Do not locate yourself near windows or doors, but go to a place that is relatively free from stored or loose materials that could injure you if blown about. Protect your face and head as much as possible from flying debris.

c. Swimming Pool:

1. Sufficient Advance Warning: If sufficient advance warning is received, the pool should be closed and swimmers advised to return to their homes immediately. If the swimmer lives a distance beyond reach before the storm arrives, they are encouraged to call their parents for advice or directions. All swimmers remaining at the pool must be moved inside the bathhouse away from doors and windows.
2. Immediate Danger: If sufficient time is not available for swimmers to return to their homes, the pool should be closed immediately, everyone notified to leave the water, and swimmers directed to enter the bathhouse and congregate near interior walls away from doors or windows. Swimmers should also be protected by walls, partitions, etc., so they are not in the path of possible flying glass. Closets, bath or toilet rooms, locker rooms usually afford the most protection. Do not allow swimmers near electrical panels or switch boxes. Have swimmers protect head and face by placing clothing, towels, etc., over these parts of the body.

d. Playgrounds and Other Outside Activities:

1. Sufficient Advance Warning: If sufficient advance warning is received to allow participants to reach home, the activity should be cancelled and everyone directed to proceed immediately to their home.
2. Immediate Danger: If sufficient time is not available for participants to reach their home, they should be directed to the nearest public facility that affords the maximum amount of protection. In the parks, such buildings are the toilet facilities, the warming house at Robinson Park, and the warming houses at Witter and Mead Field. Other buildings are the Armory, State Office Building, Schools, Churches, Lowell Center, City Hall, Wood County Courthouse, Water & Light Building, Fire Stations, Waste Water Treatment Plant and Library. Basements afford the best protection; however, if there is no basement, protection can be obtained from interior walls, closets, toilet rooms, etc. Care should be used not to be near windows, electric panels or loose debris that could blow about.

e. Street Department (City Garage): Employees and citizens in the City Garage should go to the Bulk Oil Storage Room or the Lead Mechanic's Office, whichever location is closest. Administration offices should be locked.

f. Waste Water Treatment Plant: Employees and citizens in the Waste Water Treatment Plant should go to the Headworks Room or the basement of the Blower or Digester Buildings – whichever location is closest. Administration offices should be locked.

g. Fire Department: Employees and citizens in the Fire Stations should move to the basement of the facility. Administration offices should be locked.



- h. Conference Rooms/Meetings: (tornado warning) Meetings should be adjourned to the basement of City Hall, using the closest stairway, or adjourned to another date. **The elevator should not be used.**

### ALL-CLEAR PROCESS

The Police Department will call the lunchroom (421-8246), to notify City Hall employees that the warning is over and it is clear to return to their offices. Each department will then contact other departments indicated on the notification procedures.

### TRAINING

- a. Each year prior to the severe weather season all employees will be briefed on the warning signals, notification procedures and safety precautions. This training may take the form of a short training session or assistance may be obtained from Wood County Emergency Management in the form of slides, film or lecture. A record of all such training received will be kept by each department and forwarded to Human Resources.
- b. Each year prior to the start of the Recreation Department summer activities program, a training and briefing session will be held which covers all aspects of the program. Severe Weather Procedures will be a part of this training process. Copies of these procedures will be furnished each instructor or staff member. The Recreation Supervisor will ensure that at least one test is conducted each year at the beginning of the season to ensure the staff are aware of the procedures to follow and is familiar with the meaning of the sirens should they be sounded.
- c. The Department Administrative Assistant should ensure that telephone numbers to all locations mentioned in Section 5-a and 5-b above are current at all times.

POLICY DATE: April 20, 2000 SIGNATURE: Robert Nash

REVIEW DATE: April 1, 2007 SIGNATURE: Robert Nash

REVIEW DATE: June 3, 2014 SIGNATURE: Chad Wirl

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## Workplace Harassment

### 1. SCOPE

This policy applies to all employees of the City of Wisconsin Rapids.

### 2. PURPOSE

To establish awareness of and prevent harassing behavior in the workplace and develop procedures for reporting incidents of workplace harassment.

### 3. POLICY BODY

Policy Statement:

It is the policy of the City to provide a work environment free from all types of harassment. The City has a zero tolerance policy for acts of workplace or sexual harassment or related retaliation.

Employees and managers are required to report all alleged incidents of harassment or discrimination to Human Resources. Any individual who witnesses harassment or inappropriate behavior also has a duty to report the incident.

Any employee who engages in harassment; who allows employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and will be subject to immediate remedial action that may include discipline or termination of employment.

#### 3.1. Definitions

- a. Workplace harassment consists of any unwelcome verbal, written, visual or physical conduct that shows hostility or aversion towards a person on the basis of race, sex, sexual orientation, national origin, religion, age, marital status, or disability and that: (a) has the purpose of creating an intimidating, hostile or offensive work environment; (b) has the effect of unreasonably interfering with an employee's work performance; or (c) affects an employee's employment opportunities.
- b. A hostile work environment may be defined as a type of sexual or other harassment wherein the victim is subject to unwelcome, severe, and pervasive repeated comments, innuendos, or other conduct which creates an intimidating or offensive place for employees to work.

POLICY

- c. Sexual harassment consists of interaction between two individuals that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (a) submission to such conduct is made a term or condition of an individual's employment; (b) submission to or rejection of such conduct by an individual is used as the basis for tangible employment action affecting such individual; or (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
  - d. Quid pro quo is defined as a type of sexual harassment in instances where the harasser is the victim's supervisor or agent in a position of authority.
  - e. Virtual or textual harassment means the sending of offensive, inappropriate and/or explicit messages. This includes but is not limited to: email, Internet, instant messaging, cell phone text messaging, and/or any type of messaging or posting via social media. (All textual or virtual harassment will be evaluated and handled in the same manner as work place harassment.)
  - f. Bullying may rise to the level of harassment or may be a predecessor to workplace harassment, The City will not tolerate any bullying behaviors or conduct.
- 3.2. Examples of workplace harassment include, but are not limited to, the following:
- a. Unwelcome conduct or offensive language
  - b. Unwelcome sexual advances
  - c. Offering employment benefits in exchange for sexual favors
  - d. Displaying sexually suggestive objects, pictures, cartoons or posters
  - e. Unwelcome physical contact, including touching, impeding or blocking movements, or threatening behavior
  - f. Posting offensive remarks about an employee on Facebook or any other type of social media
  - g. Racial slurs or stereo-typing
  - h. Sexual-oriented jokes or comments about clothing
  - i. Religious or gender-related jokes that are offensive
  - j. Sexually-degrading language or obscene gestures
  - k. Sexting or other inappropriate uses of social network websites
  - l. Cyberstalking or texting offense or threatening comments to another employee
  - m. Any other type of conduct that the victim perceives to be harassment or creates a hostile work environment

3.3. Procedures for addressing conduct:

- a. Employees who believe they have experienced or witnessed sexual or other unlawful harassment in the workplace should take the following steps:
    - Take immediate action rather than ignoring the problem;
    - Inform the offending person that his/her actions or comments are unwelcome and that the behavior is offensive and must stop;
    - Report the incident(s) to a Manager or Human Resources; and
    - Remember that the City will not tolerate any retaliation against you for reporting concerns about inappropriate behavior.
  - b. Employees who are witness to harassment or inappropriate behavior should:
    - Take the incident seriously;
    - Refuse to condone or participate in the behavior;
    - Encourage the victim to speak with a Manager or Human Resources; and
    - Express concerns to the appropriate manager or Human Resources.
  - c. Employees who may be engaging in harassment or inappropriate behavior must:
    - Stop the behavior immediately;
    - Listen to the person complaining about the behavior; and
    - Refrain from inappropriate behaviors in the future.
- 3.4. Any manager who becomes aware of possible sexual or other harassment must immediately report the harassment to Human Resources so it can be investigated in a timely manner. Managers who allow workplace harassment to continue and/or fail to take appropriate action may be considered a party to the offense. Managers who fail to respond or interact will be subject to disciplinary action.
- 3.5. All reports of harassment will be promptly investigated by Human Resources. All complaints will be handled as discreetly as possible, although the City cannot guarantee absolute confidentiality. Reasonable efforts will be made to respect the confidentiality of the individuals involved. Corrective action will be taken consistent with the results of the investigation. All parties (victim and alleged harasser) will be informed of the conclusion from Human Resources.
- 3.6. All employees are expected to cooperate with harassment investigations. An employee who refuses to participate in the investigation, provides untruthful statements, or otherwise obstructs the investigation process is subject to discipline, up to and including termination.
- 3.7. The City will not tolerate any form of retaliation against an employee who complains about harassment or participates in any investigation concerning harassment. Behaviors which may be considered retaliatory include threats, reprimands, demotions or denials of promotions, suspensions, and terminations.
- Any employee who experiences retaliatory behavior or conduct should immediately report the incident to their manager or Human Resources. Retaliation

will be grounds for immediate dismissal.

### 3.8. Off-Site Events

On occasion, employees may have the opportunity to participate in off-site events such as work related social gatherings, planning sessions, retreats, meetings, or conferences. These settings, which may be more informal than our workplace, can facilitate new learning, creative thinking and camaraderie among employees and business or community colleagues. We expect that employees will demonstrate the same professional standards of behavior at these events as they would in the workplace. The following specific guidelines shall apply:

- If alcoholic beverages are served, they must be consumed in moderation
- Harassment in any form will not be tolerated
- You are a representative of the City of Wisconsin Rapids at all times during the event

### 3.9. Liability for Harassment

Any employee who is found to have violated this policy is subject to disciplinary action, up to and including termination from employment. Employees may also be subject to personal legal liability for violation of this policy.

### 3.10. Responsibility of Implementation

- a. Human Resources
- b. Department Heads and Managers

## 4. ADDITIONAL RESOURCES

### 4.1. Key Words

- Harassment, Sexual Harassment, Virtual Harassment

### 4.2. Sources of Law

- 29 CFR 1604
- Wis. Stats. 111.32, Wisconsin Fair Employment Act

## 5. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 12/15/05 City policy

## 6. DOCUMENT PROPERTIES

Primary Author: Urban, Dawn  
Approver(s): HR Committee – 3/6/18  
Common Council – 3/20/18

# HUMAN RESOURCES POLICIES AND PROCEDURES

## **SUBJECT: TOBACCO PRODUCTS**

### **PURPOSE:**

To provide employees with appropriate guidelines regarding the use of tobacco products in City buildings and vehicles.

### **POLICY:**

To protect the health and comfort of the public and City employees, the City of Wisconsin Rapids restricts employees' use of tobacco products in all City-owned buildings, in the aquatics and splash pad facilities, within 15 feet of public and employee entryways to City buildings, and in all City-owned vehicles. Employees are prohibited from using tobacco products during working hours, except during a break or lunch period, and then only in areas where tobacco use is not prohibited as described above.

The term "vehicle" is defined as all licensed and unlicensed, on-road and off-road vehicles, including automobiles, pickup trucks, dump trucks, ambulances, police squads, vans, construction equipment, and other motorized and driven equipment, such as lawn mowers, carts, etc.

Tobacco products include cigarettes; e-cigarettes – including vaporizers, vape pens, hookahs and hookah pens; cigars; pipes – including e-pipes; cheroots; stogies; periques; smoking tobacco; Cavendish; shorts; refuse scraps; clippings; cuttings and sweepings of tobacco; or other kinds and forms of tobacco prepared in such a manner as to be suitable for smoking in a pipe or otherwise. Chewing tobacco is exempt and may be used outside.

A one-time reimbursement of up to \$65.00 for completion of a smoking cessation program is available to employees, in addition to the insurance benefits available under the City of Wisconsin Rapids' Health Plan.

### **PROCEDURES:**

1. Employees wishing to stop smoking may contact the City's EAP directly or contact the Human Resources Department.

2. Violations of this policy may lead to discipline, up to and including unpaid suspension and/or termination.

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

POLICY DATE: 5-22-02

SIGNATURE: Robert Nash

REVIEW DATE: 12-18-12

SIGNATURE: Robert Nash

REVIEW DATE: 5-17-17

SIGNATURE: Todd Ferkey

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT: WEAPONS, AND WORKPLACE VIOLENCE AND THREATS PREVENTION POLICY**

**PURPOSE:**

To provide employees with guidelines regarding zero tolerance of weapons possession, use, or threat of use of weapons, workplace violence and workplace threats.

**POLICY:**

The City of Wisconsin Rapids is committed to providing a safe and secure working environment for employees and the general public. Therefore, the City **will not** tolerate any harassment, intimidation, violent act, or threat of violence, or the possession, use, or threat of use of a weapon against any employee, Public Official, visitor or the general public. This includes any direct, conditional or implied threat, intentional act, or other conduct, which reasonably arouses fear, hostility, intimidation, or the apprehension of harm. The City will take steps to prevent and respond to all instances of weapons possession, violence and threats of violence, which occur on City premises or in the performance of official business outside of the premises.

All employees have a responsibility for fostering and maintaining a safe and secure workplace. All employees are also expected to adhere to specific security and safety procedures as prescribed by their supervisors. All employees have a duty to report any knowledge of such acts or threats to their supervisors.

When notified that an employee has been assaulted, threatened with bodily harm or has threatened to harm themselves, supervisors have a responsibility to respond in a timely and appropriate manner.

Conduct prohibited by this policy includes, but is not limited to: physical attacks; any unwanted contact such as hitting, fighting, pushing, or throwing objects; verbal or non-verbal threats; any veiled, direct, or conditional suggestion of physical harm; verbal abuse or harassment acts or language intended to scare, menace or intimidate. Sexual harassment is not covered under this policy unless such harassment also involves acts or threats of violence.

Weapons

No employee may carry any weapon or firearm during the course of performing duties for the City, nor shall an employee bring a weapon into the workplace. Workplace includes all City-owned buildings, vehicles and mobile equipment where work is being performed by City employees in an official capacity for the City.



Banned weapons include firearms, bombs, fake bombs, and electric weapons, as defined in Section 941.295(1c)(a) of the Wisconsin Statutes, and other objects intended to cause harm to oneself or others, or any other device which the City, in its sole discretion, shall deem dangerous. Use of any object, as an actual or intended weapon, shall be considered a violation of this policy. The weapons that employees or others legally have in their personal vehicles while on City property, conducting business with or for the City, or attending a City-sponsored event must remain in the vehicle and in their proper carrying case, regardless of whether the motor vehicle is used in the course of employment or whether the motor vehicle is driven or parked in property used by the employer. Only law enforcement or security personnel who are required to carry a weapon as part of their official job duties are exempted.

### Consequences

Appropriate disciplinary, administrative or criminal action shall be taken against any person who violates the provisions of this policy. Disciplinary action against an employee can take many forms depending on the circumstances, up to and including suspension and/or termination of employment.

Any person who engages in an act of violence or alleged act of violence, or who is in possession of a weapon during the course of his/her work in a City facility, may be removed from the workplace as quickly as safety permits and may be banned from entering City facilities until an investigation is completed.

## **PROCEDURES:**

### INCIDENT REPORTING AND INVESTIGATING

#### **Employee Responsibilities:**

- Remove yourself from the threat as soon as possible.
- Obtain emergency police intervention or medical response if required.
- Notify immediately the manager/supervisor if you are a victim of, or a witness to, an act of violence or other violation of this policy.
- Document the assault/threat (in writing) as soon as possible after the incident occurs.
- Assist management in the completion of the attached Assault/Threat Report.
- Complete and forward to your supervisor (within 24 hours) an Employee Occupational Injury and Illness Report upon sustaining any injury related to workplace violence.  
**Note:** The supervisor should complete the form if the employee cannot do so for medical reasons.
- Cooperate with any subsequent investigation of workplace violence incidents.

#### **Management Responsibilities:**

- Obtain emergency police intervention or medical response if required.
- Notify immediately the Director of Human Resources.
- Obtain written statements from witnesses once the situation has been brought under control.

- Complete the attached Assault/Threat Report and forward the completed form and witness statements to the Human Resources Director within 24 hours of the occurrence.
- Forward the completed Employee Occupational Injury and Illness Report to the Human Resources Director within 24 hours of the occurrence.
- Assist in, or cooperate with, subsequent investigations of workplace violence incidents.
- Assist in identifying potentially dangerous situations and the development of procedures to address those situations.
- Ensure that employees are aware of this policy on workplace violence.

### **Human Resources Responsibilities:**

- Assess reported incidents to determine the need to involve the Employee Assistance Program.
- Conduct or assist in the investigation of workplace violence incidents.
- Review the accident report and injury report promptly.
- Advise employee of assistance available.
- Advise managers/supervisors on disciplinary actions and procedures.
- Conduct workplace violence training.

### **Legal Counsel Responsibilities:**

- Determine and initiate appropriate administrative/legal action, if necessary.

### **Employee Assistance Program**

When information about intimidating, threatening or violent behavior is made known to the Human Resources Director, the Director will take appropriate steps to refer the employee to the EAP to initially assess the level of risk and try to prevent harm from occurring or reoccurring. The EAP Counselor will consult with the appropriate employee(s), supervisor(s), and manager(s) and may need to release confidential information as defined in the statement of confidentiality of the EAP policy. The EAP Counselor will offer assistance in finding aftercare services for employees involved in an incident of workplace violence. This may include one-on-one counseling, critical incident stress debriefings and/or other forms of assistance as deemed necessary and requested by the employee.

### **Training**

Training and education will be provided for employees and supervisors to increase awareness about workplace violence. This training will include information to help current employees understand what workplace violence is and how injuries can be prevented.

### **Orders of Protection or Restraint**

If an employee obtains court-ordered protection that extends to the workplace from any other individual, the employee is strongly encouraged to notify his/her supervisor.

Communications

Copies of this policy and the attached Assault/Threat Report shall be distributed to all current and future employees.

Public information regarding any incident or alleged incident of workplace violence involving an employee, or occurring in a City facility, shall be released only by, or in consultation with, the City's Legal Counsel.

POLICY DATE: August 2000 SIGNATURE: \_\_\_\_\_

REVIEW DATE: October 2011 SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

## **ASSAULT/THREAT REPORT**

### **EMPLOYEE**

Employee Name	Telephone #: Work: _____ Home: _____
Work Office Address (street, city, state, zip code)	Employee Classification
Manager's Name	Telephone #

### **INCIDENT**

Name of Assaulter/Threatener	Is she/he an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Assault/Threat	Location of Assault/Threat
Assault/Threat was from: <input type="checkbox"/> Personal Confrontation <input type="checkbox"/> Telephone Conversation <input type="checkbox"/> Other Please Explain:	
Were there witnesses? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, how many? _____ Provide information below and attach their statements. (Determine if witnesses prefer to remain anonymous due to the concern of retaliation by the aggressor.)	

### **WITNESSES** (If additional witnesses, provide information on attached sheet of paper.)

<b>Witness 1</b> -Name	Telephone: Work: _____ Home: _____
Address (street, city, state, zip)	Witness Role (i.e. employee, customer, etc.)
<b>Witness 2</b> -Name	Telephone: Work: _____ Home: _____
Address (street, city, state, zip)	Witness Role (i.e. employee, customer, etc.)

### **IF ASSAULTED**, answer next 6 questions. **If threatened**, go to reverse side of this report.

1. What started the assault?
2. What did the person say when you were assaulted?
3. What was used to hit/strike/injure you?
4. What injuries did you sustain? Was medical treatment necessary?

5. How did the assault end?

6. How did you leave the assault site?

**IF THREATENED**, answer the next 3 questions.

1. As closely as possible, what were the exact words used?

2. Was the person in a position to carry out the threat immediately?

3. How serious do you believe the threat was and why?

4. Have you been threatened by this person before?

**EMPLOYEE RELATED ACTIONS** (Employee must complete next two questions whether a threat or assault)

1. What actions did the employee take? (e.g. filed workers compensation, obtained medical treatment, used sick leave/vacation, etc.)

2. What specific actions does the employee request from the employer related to the assault/threat? If none, so indicate.

**LAW ENFORCEMENT INFORMATION** (Attach copy of police report when possible)

Law Enforcement Agency Contacted  
Name of Person/Officer

Date Contacted

Telephone Number  
( )

Was a written report completed?  **Yes**  **No** What action was taken/promised?

**MANAGER ACTIONS**

Directions given to the employee (i.e. go home, go to hospital, etc.)

Manager recommendations:  Prosecution  Restraining Order  Letter to Threatener  
 Other, please specify:

**NOTIFICATION DATES**

Date report was received:  
/ /

Was employee notified of chosen action?  
 **Yes**  **No**

Was the Safety Officer notified of the incident?  
 **Yes**  **No**

Was management notified?  
 **Yes**  **No**

Was the EAP Officer notified?  
 **Yes**  **No**

Was the employee/management notified of other options that can be pursued personally?  
 **Yes**  **No**

# HUMAN RESOURCES POLICIES AND PROCEDURES

**SUBJECT:** Worksite Food Policy

**PURPOSE:** The City of Wisconsin Rapids is committed to the health and well-being of our employees. The strong relationship between diet and health and the increasing rates of overweight and obesity make supporting nutritious choices at work part of our commitment to health. The purpose of this policy is to make the healthy food and beverage choice the easy choice, while being supportive of the individual's right to choose.

By following this policy, the City of Wisconsin Rapids can promote better health and help reduce risks for chronic diseases. It is not the intention of these guidelines to dictate what individual staff members eat, drink, or bring into the worksite for special occasions. Instead, the City of Wisconsin Rapids wants to ensure that healthy options are available for purchase at our facilities. The City of Wisconsin Rapids wants this policy to encourage staff in purchasing healthy food and beverage choices for all meetings, trainings, and events.

**POLICIES:** When providing food at the City of Wisconsin Rapids catered meetings or sponsored events, employees are to assure that healthy food and beverage choices are provided.

## **PROCEDURES:**

1. City of Wisconsin Rapids employees responsible for ordering food and beverages for meetings, and others who influence decisions on food served at meetings, are encouraged to consult food guidelines on how to select healthy foods.
2. Human Resources will maintain a list of caterers who have demonstrated the ability to provide healthy foods and beverages at meetings. Use of caterers on the list is not required, but preferred.
3. The City of Wisconsin Rapids will supply beverages such as tap or bottled water, coffee, and/or tea when necessary. If it is decided to provide food, fruits, vegetables or other healthy options will be available.
4. The City of Wisconsin Rapids will not offer food at meetings that do not take place during usual meal times, are less than 2 hours long, or where food is not an incentive for meeting attendance.
5. The City of Wisconsin Rapids encourages employees to consider healthier alternatives when making food available to colleagues. Suggestions include: nuts, dried fruits, garden produce (i.e. carrots, celery, cherry tomatoes), fresh fruit, etc.

6. The City of Wisconsin Rapids vending machines and snack boxes will offer employees the option of purchasing 50% of healthier options and the program will be labeled to educate employees on healthy choices.
7. The City of Wisconsin Rapids will annually allow a CSA program to deliver employee shares on-site, if such a program can be established.

POLICY DATE: March 20, 2012 SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

REVIEW DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_