Stoughton Wisconsin

CITY OF STOUGHTON
WORK RULES

As adopted by the Stoughton City Council
ENTER DATE ADOPTED

Revisions:

Amendments:

TABLE OF CONTENTS

I. Introduction, Mission Statement, Guiding Principles 4

II. Employment 5

At-Will Employment 5

Equal Employment Opportunity 5

Americans with Disabilities Policy Statement 6

Trial Period 6

Emergency Response Requirements 6

Demotion 7

Voluntary Transfer 7

Lateral Transfer 7

Job Posting Policy 7

Hiring Policy 7

Termination 7

Request for Reconsideration Process 7

III. Hours of Work/Break Periods 8

Hours of Work/Break Periods 8

Rest Periods 9

Overtime 10

Compensatory Time 10

Flex-Time 11

On-Call/Standby/Call Back 11

IV. Leaves of Absence 11

Funeral Leave 11

Jury Duty 12

Subpoena During Working Hours 12

Military Duty 12

Sick Leave 13

Accrued Sick Leave Credit for Retiring Employee 13

Accrued Sick Leave Credit for Surviving Spouse 13
Family and Medical Leave Act (FMLA) Leave 13
Other Medical Leave 13
V. Employee Benefits 14
Statement of Employee Benefits 14
Employee Unpaid Leave Benefits 14
Vacation 14
Holidays/Time Off 14
Continuing Education 16
Longevity Payment 16
Employee Eligibility 16
Dependent Health Eligibility 16
Dependent Dental Eligibility 17
Benefit Election Changes during the Year 17
Pre-Tax Elections 18
Health Insurance 18
Dental Insurance 18
Continuation of Health & Dental Insurance/COBRA 18
Retirement 18
Group Life Insurance 18
Income Continuation Insurance 18
Ancillary Insurance 18
VI. Pay Practices 19
Pay Days 19
Time Sheets 19
Direct Deposit 19
Traveling & Training Reimbursement 19
Employee Information 19

VII. Employee Conduct & Job Safety 19
Position Descriptions 19
Social Media/E-mail & Electronic Communications Policies 20
Employee Performance Appraisals 20
Dress Code/Identification 20
Job Safety 20
Personal Protective Equipment & Uniforms 20
Safety Glasses 20
Safety Belts 21
Worker's Compensation & Injury Reporting 21
Unsafe Activity Reporting 21
Vehicular/Property Damage Reporting 21
Employee Conduct 22
Alcohol Misuse Prevention & Anti-Drug Policy 22
Tobacco/Personal Vaporizer (Vape) Use 24
Driver's Licenses & Traffic Tickets 24
CDL Requirements 24
CDL Reimbursement 24
Workplace Violence 25
Health & Safety Program 25
Safety Data Sheet Document Management 25
Employee Assistance Program (EAP) 26
Disciplinary Action 26
VIII. Grievance Procedure 26
IX. Anti-Harassment & Retaliation 26
X. Code of Ethics 26
Acknowledgment and Receipt 27

Introduction

These Work Rules apply to all non-represented employees and, to the extent not contrary to or inconsistent with the terms for the represented (Police Union) employees. Volunteers, such as Fire, EMS, and other volunteers are not eligible for all benefits and rights afforded in this document.

City of Stoughton Mission Statement:

We are dedicated to providing quality services in a fiscally responsible manner.

City of Stoughton Vision:

The City of Stoughton is rooted in a proud Norwegian heritage, on the beautiful Yahara River, dedicated to grow as a unique city with a thriving business community, committed to becoming your Hometown.

City of Stoughton Guiding Principles:

We Will Be:

- **Citizen Focused** - We will be citizen and community focused providing exceptional service.
- **Responsive** – we will respond to citizens' requests equitably & fairly in a timely, informative & thorough manner.
- **Professional** - We will hold ourselves to the highest standards with a dedication to preserving the public trust.
- **Motivated -** We will be motivated to achieve excellence in our work.
- **Ethical** – We will be ethical, fair and act with integrity.
- **Forward Thinking –** we will learn from our past and look to the future.
- **Fiscally Responsible** - We will act in a fiscally responsible manner on behalf of our citizens.

II. Employment

Full-Time employees are those whose normally scheduled workweek is 32 or more hours (1664-2080 annually).

Part-Time employees are those whose normally scheduled workweek is between 20 and 30 hours (1,040 but less than 1,559 annually).

Part-time Non-Benefit Eligible employees are those whose normally scheduled workweek is between 11.54 and 20 hours (600 or more hours but less than 1,040 annually).

Seasonal/LTE employees are those whose normally scheduled workweek is less than 11.54 hours (less than 600 hours annually).

At-Will Employment

An at-will employee is defined as: Status of employment wherein the person appointed may be terminated from City employment at any time, with or without cause. An employee in an at-will status has no property right nor a right to continued employment with the City. Except as provided by an individual employment contract, an applicable collective bargaining agreement, or by state statute of specific application, all employment with the City is intended to be at-will.

Except as provided by an applicable collective bargaining agreement, or by state statute of specific application (positions covered by Statute and/or City Ordinance are the City Clerk, Treasurer, Utilities Director, Utilities Operations Superintendent, Chief of Police, Police Lieutenant, Fire Chief, and Librarian.

These Work Rules are for your information and guidance and do not create a contractof employment, either expressed or implied, nor a property right in continued employment.

It is the City's intention to attract and retain the most qualified individuals, consistent with its commitment to equal employment opportunity. Each employee's employment is subject to the City's operational requirements and its determination as to satisfactory individual performance.

Equal Employment Opportunity

The City of Stoughton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Equal Employment Opportunity applies to all terms and conditions of employment including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Americans with Disabilities Policy Statement

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

See Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) Policy.

Trial Period

All newly hired Police, Fire and EMS employees must serve an initial trial period: 18 months for Police Officers and 12 months for Fire and EMS volunteers. The Chief or Department Director, with approval of the Human Resources and Risk Management Director, may elect to extend the trial period in circumstances where more time is needed to evaluate the employee's job performance. The Employer may extend the trial period to cover any absence of thirty (30) calendar days or more.

If an employee's performance does not meet acceptable standards during the trial period, disciplinary action up to and including termination may occur.

- **Police:**
  An additional trial period of twelve months may be served when an employee is promoted to a position in a higher grade level.
  An additional trial period of six-months will be served for demotion and lateral transfer.

- **Police, Fire, and EMS:**
  Satisfactory completion of the trial period does not alter the employee's status as an at-will employee.

- **Utilities:**
  Apprenticeship positions include a 6-12 month trial period.

Emergency Response Requirements

Response time is defined as the time it takes an employee to arrive at their place of work.

See Emergency Response Requirements Policy.

Demotion
A demotion is defined as any movement of an employee from their existing position to another position having a lower grade level rating due to performance. When an employee is moved to a position with a lower grade level rating, their pay rate will be reduced to the pay grade for the lower position.

Voluntary Transfer
When an employee chooses to move to a position with a lower grade level rating, their pay rate will be reduced to the pay grade for the lower position.

Lateral Transfer
A lateral transfer is a movement of an employee from one position to another position having the same grade level and compensation.

Job Posting Policy
Open vacancies are posted on the City's website at minimum.
See Job Posting Policy.

Hiring Policy
Open leadership & non-leadership positions are posted internally and externally simultaneously.
See Hiring Policies.
See Reference & Background Check Policy.
See Nepotism Policy.

Termination
Voluntary termination is defined as an employee who, for reasons of their own choosing, elects not to continue employment with the City.
Involuntary termination is defined as the City, for its own reasons, ends the employment relationship. The City requests two weeks' notice for non-management positions and 4 weeks for management positions.
See Termination Policy.

Request for Reconsideration Process
Wage/Grade Level Placement.
See Request for Reconsideration Policy.

III. Hours of Work/Break Periods

Hours of Work/Break Periods

The workweek is a recurring period of 168 hours in the form of seven 24-hour periods beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m. Work time for full time employees is 32 or more hours in the workweek. Workday starting times and ending times are designated by the Department Director. The workday for full time employees usually consists of 8 hours. Exceptions are approved at the discretion of the Department Director, Human Resources & Risk Management Director, and Mayor.

Department Directors retain the right to schedule employee breaks and lunches to fulfill the operational needs of the work unit.

All employees will be at the designated work area at the established starting time, and will be able to perform the duties addressed in the appropriate position description. All employees will remain at the designated work area until the established ending time.

An employee scheduled to work 8 hours or more is required to take an unpaid lunch break of not less than one-half hour and not more than one hour. If work schedules dictate a different arrangement it must be pre-approved by the Department Director.

All employees scheduled for an 8-hour day or more may take two 15-minute paid breaks, one 30 minute paid lunch break, or one 30 minute paid break at the discretion of the Department Director. The Director retains the right to schedule employee breaks to fulfill the operational needs of the work unit. Part-time employees working less than 8 hours in a day, shall be entitled to take one fifteen (15) minute paid break to be scheduled with the approval of the employee's supervisor after working four (4) consecutive hours. Breaks may be delayed if necessary.

Breaks and/or lunch breaks are not to be taken at the end of the workday, taken on a subsequent workday, nor are they to be accumulated. Breaks may not be combined with lunch breaks.

The City of Stoughton Police Department scheduling requirements call for some department employees to work 6 days on and 3 days off or other identified work rotations. This scheduling requires officers or other employees to work up to 48 hours in a 7-day period. Because of this scheduling requirement, the City of Stoughton has declared the following:

- Work periods for sworn officers of the Stoughton Police Department consist of 27 consecutive days.

- Breaks are given at the discretion of the Chief, Lieutenant, Sergeant, or Officer in Charge, the workday is considered 8 hours with no 30-minute break, and the employee is subject to call during all breaks.
- Police department employees are entitled to overtime for hours work after the regular 8-hour workday has completed.

The City of Stoughton Police Dispatchers, Sergeants, Lieutenants, and Community Service Officer (CSO), shall be compensated at a rate of time and one-half (1-1/2) based on their current rate of pay for authorized hours worked in excess of the scheduled workday or on scheduled days off. The scheduled workday is eight (8) hours and the scheduled workweek is 37.46 hours for a pay period total of 74.92 hours. The work schedule shall consist of six (6) days of workfollowed by three (3) days of rest. When the need arises to change an employee's regular days off, the ratio of 2 days worked to 1 day off shall be maintained. Overtime shall be payable for the pay period in which it is earned, except that compensatory time may be accumulated and taken at a later date by the employee upon mutual agreement between the employee and the Chief of Police. There shall be a maximum accumulation of compensatory time of 80 hours (eighty hours) and if not taken by the last pay period of the year, they shall be paid for at the employee's regular hourly rate. Sufficient notice shall be given by the employee when requesting compensatory time off.The City of Stoughton Police Department Dispatchers, Sergeants, Lieutenants, Community Service Officer (CSO), and Chief are not included in the Union contract.

Rest Periods

The City recognizes that safe working conditions are of prime importance and will take reasonable precautions to protect the safety and health of all employees. If an employee works a total of four (4) or more overtime hours after midnight, the Department Director or their designee has the right to release the employee from all or part of their regularly scheduled shift.

If the employee is released from work, a minimum of six hours shall elapse, provided that the employee is not required for emergency work before they return to their regularly scheduled shift.

If an employee returns to their regularly scheduled shift after the six-hour rest period has concluded, they shall be paid for such regularly scheduled time at their regular rate. If an employee is called back for emergency work prior to the conclusion of the six-hour rest period, they shall be paid for such regularly scheduled time at 1½ times their regular rate.

Overtime

All overtime will be performed only with the approval of the Director prior to the commencement of the work.

Non-Exempt employees will be compensated at a rate of 1½ times their current hourly rate for authorized hours worked in excess of 40 hours, either in their hourly rate or compensatory time off, as approved by the Department Director.

The Children's Librarian and Public Services Librarian receive compensatory time at the rate of one hour of compensatory time for each hour actually worked beyond 40 hours in the workweek.

Leadership is expected to work the hours necessary to meet the job requirements. They may take time off or observe more flexible working hours at their discretion. Flexible time off is not intended to replace vacation leave or sick leave.

Leadership, as listed below, may schedule use of their own flexible time off:

- City Clerk
- EMS Director
- Finance Director
- Fire Chief
- Human Resources & Risk Management Director
- IT/Media Services Director
- Library Director
- Opera House Director
- Parks & Recreation Director
- Planning & Development Director
- Chief of Police
- Public Works Director
- Senior Center Director
- Utilities Director

Compensatory Time

When compensatory time credits have been earned by an employee, such credits shall be scheduled and used before the last full pay period of the year in which it is earned. All time earned between last full pay period of the year and January 1 of the next year will be paid to the employee as hours worked and hours cannot be added to the employees Comp time leave bank. Full pay period in this case refers to the pay period before a "split" pay period which includes 2 years. Compensatory time credits are scheduled by the employee and the supervisor with approval of the Department Director/Chief. A maximum of 60 hours of compensatory time credits may be earned in any calendar year. Exceptions beyond 60 hours must be requested by the Department Director and reviewed for approval or denial by the Director of Human Resources & Risk Management. The Children's Librarian and Public Services Librarian may earn in excess of 60 hours with the prior approval of the Department Director and Human Resources & Risk Management Director.

Compensatory time is not intended to be accumulated to supplement vacation time. The first pay period in December employees are required to have their comp time balance scheduled or noted on their time sheet for payout. Comp time earned the last pay period of the year will be paid out as overtime. Comp time does not carry over from year to year.

Flex Time

Flex time must be pre-approved by the Department Director. When possible, Flex time will be taken on the same day it is earned or during the same work week. Flex time shall be used on an hour for hour basis. Example: If an employee is required to attend an evening committee meeting for two hours, that employeemay leave two hours early that day or come in two hours late the next day, as long as the time is used within the same week it is earned and be preapproved by the Department Director.

On-Call/Standby/Call Back

In case of an emergency, an employee who is on-call is required to be within the response time/miles/distance according to the policy and be in close proximity of their phone throughout the workweek including the scheduled workday, and must respond without delay.

See On-Call/Standby/Call Back Policy.

IV. Leaves of Absence

Funeral Leave

Each full-time or regular part-time employee shall be entitled to up to three (3) days off with regular pay based on their regular workday for the death of an immediate family member. Example: An employee, who works a regular shift of 6 hours, receives 18 hours for funeral leave when there is a death in their immediate family. This time shall not be charged to sick, comp or vacation balances. For purposes of this provision, immediate family means the employee's:

- Spouse
- Children
- Mother
- Father
- Grandmother
- Uncle
- Foster Parent
- Grandfather
- Step Children
- Foster Children
- Grandchildren
- Aunt
- Brother & their Spouse & Children
- Sister & their Spouse & Children

Immediate family shall also include the following relatives of the employee's spouse:

- Mother
- Father
- Children
- Grandfather
- Grandmother
- Brothers
- Sisters

Additional time that may be necessary in certain instances must be approved by the director and may be taken by the employee. Those days will be charged to the employee's sick leave, comp or vacation time.

Funeral or pallbearer (other than immediate family) – maximum of four (4) hours to attend. This leave must be approved by the Director or Mayor for the Director and either charged against accrued sick, comp or vacation leave or taken as leave without pay at the option of the employee.

Full and part-time employees shall be granted paid time off to attend the visitation or funeral of a current City employee if the visitation or funeral falls within normal work hours. The time will not be charged to sick, comp, or vacation balances. All time used must be approved by the Department Director.

Jury Duty

Any employee called to jury duty will be paid their current hourly rate, but *all* jury compensation is to be paid to the City. *Travel and meal allowances and parking will be retained by the employee.* Employees must notify their Director as soon as they are notified of duty, and at least one week prior to jury duty.

Subpoena During Working Hours

If any employee is subpoenaed for any case other than to appear on the behalf of the City, the employee must use vacation time and/or compensatory time. If all vacation and compensatory time is exhausted, with prior approval of the Human Resources & Risk Management Director and their Department Director as soon as they are subpoenaed and when they are scheduled to be absent from work.

Military Duty

Full time and Regular Part-time employees shall be granted a leave of absence for military service in accordance with applicable state and federal laws. Employees on military leave shall be paid their regular City pay for up to twenty (20) working days in any twelve (12) month period. The employee shall remit to the City the employee's military pay, but not to exceed the employee's regular wages, for the period of paid leave. Thereafter, the leave shall be unpaid, except to the extent the employee elects to use accrued vacation or compensatory time. An employee must return to work before qualifying for a new period of paid military leave.

Sick Leave

Sick leave is earned at the rate of one day per month worked and will be added to the sick leave bank following the first pay period of the month earned. All full-time and benefitted part-time employees will earn and will be granted sick leave with pay at the rate of twelve days per year. Regular part-time employees will earn hours as prorated to their normally scheduled hours. All sick leave shall be on an hours earned basis. There is no cap on sick leave accumulation.

Sick leave cannot be used until earned. Sick leave may be taken by eligible employees for personal illness, for medical appointments, for illness of immediate family members, to care for a person living in the employee's household, or for reasons which qualify under the Family Medical Leave Act (FMLA). Immediate family, for purposes of sick leave, includes parent, child, spouse or any person in the immediate household whose physical well-being is the responsibility of the employee.

See FMLA policy for additional information.

See Sick Leave Policy.

Accrued Sick Leave Credit for Retiring Employees

See Accrued Sick Leave Credit for Retiring Employees Policy.

Accrued Sick Leave Credit for Surviving Spouse

See Accrued Sick Leave Credit for Surviving Spouse Policy.

Family and Medical Leave Act (FMLA) Leave

The City complies with both the Wisconsin and Federal Family Medical Leave Acts (FMLA). Contact the Human Resources & Risk Management Department for further information.

See Family and Medical Leave Act (FMLA) Leave Policy.

Other Medical Leave

An employee requiring leave beyond that available as FMLA leave due to his or her own medical condition may request a medical leave of absence. All such requests are subject to the approval of the Department Director and the Human Resources & Risk Management Director. Such leaves shall generally not exceed ninety (90) calendar days.

V. Employee Benefits

For benefit purposes an employee must work at least 32 hours per week to receive full-time health benefits.

Statement of Employee Benefits

The City intends that the Work Rules, together with other written materials that have been prepared in connection with the various employee benefits discussed in this manual, constitute the means of notification to employees of the terms of such benefits. To the extent that the explanation contained in these Work Rules differs from the terms on any insurance contract or other document prepared in connection with a particular plan or benefits, such insurance contract or other document will govern. If you need copies of any plan documents, or have any questions concerning their terms, please contact the Human Resources & Risk Management Department.

The City reserves the right to modify, amend or terminate the benefits described in these Work Rules at any time, provided that with respect to group health and life insurance (and any other benefits, to the extent required by state or federal law) any modification, amendment or termination that reduces or eliminates a benefit will only apply to claims for such a benefit which arise after the date of such modification, amendment, or termination.

Employee Unpaid Leave/Benefits

Vacation leave, holiday leave, sick leave, longevity payment, and any other benefits shall not be earned during an ***unpaid*** leave of absence, except as provided by applicable state or federal law. The employee is responsible for the cost of the employee's portion of insurance premiums during any extended unpaid leave.

Vacation

All full-time and benefitted part-time employees shall be granted vacation with pay, which is credited to the employees leave bank on the first of January each year.

See Vacation Policy.

Holidays/Time Off

All full-time employees will be granted the following holidays off with pay:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Library only: New Year's Eve in lieu of the Day after Thanksgiving.

All benefitted part-time employees will be granted the same paid holidays and will receive holiday pay based on the employee's average scheduled weekly hours.

If holidays fall on Sunday, then Monday will be observed as the holiday. If holidays fall on Saturday, then Friday will be observed as the holiday. The Library Board will determine the schedule for Stoughton Public Library Personnel.

To receive holiday pay, an employee must have worked, must have had a regularly scheduled day off, or be on an authorized leave with pay, both the day preceding and following the holiday.

If an employee takes vacation time during a week that there is a City recognized Holiday, the employee is not charged vacation time for the Holiday.

Employees working on named holidays will also receive compensation time off equal to the amount of time worked.

All full-time employees will also be granted the following time off with pay:

3 Floating Days Off	8 hours each

All benefitted part-time employees shall be granted the following time off with pay as follows:

3 Floating Days Off	100% of normally scheduled hours

All time off shall be credited to the employee's vacation leave bank on the first of January each year.

Employees called in for an emergency or otherwise required to work on a named holiday shall receive double-time for all hours worked, in addition to any applicable holiday pay. For purposes of this provision, the holiday shall be the calendar day on which it actually falls, and not the observed day if it falls on a weekend. Example: Work performed on a Christmas Day that falls on a Sunday would be compensated at double time, even though Christmas Day will be observed on Monday for purposes of time off. Work performed on the observed Monday would not be compensated at double-time.

Police Department employees have the option to receive comp holiday in lieu of pay.

Continuing Education

All continuing education requests for attendance at courses, seminars, and workshops must be coordinated with and approved by the Department Director as far in advance as possible. To qualify for reimbursement or payment, the employee must successfully complete the course or seminar with a grade of "C" or better; or where applicable, obtain a completion certificate.

All employees will be granted time without loss of pay, for the purpose of taking examinations required for their appropriate State Certification, if the possession of such license or certification becomes a condition of employment. The employee shall provide the results of the examination to the Department Director upon receipt. An employee may be compensated for more than two testing attempts with prior approval of the Department Director.

All employees will be reimbursed for the examination and licensing fee where the possession of such license is a condition of employment.

Continuing education must be strongly related to the employee's current position requirements.

See Traveling & Training Reimbursement Policy.

Longevity Payment

To reward employees for their years of service with the City of Stoughton, a longevity payment is made following three full years of continuous City employment prior to December 1 of the calendar year in which the payment is made. Continuous employment will include full time or benefitted part-time status, sick leave status, approved military service, and periods of Worker's Compensation status while a City employee. The amount of the longevity payment will be based upon date of hire.

See Longevity Payment Policy.

Employee Eligibility

All regular employees actively working 20 hours or more per week are eligible for benefits following their first day of employment (day two).

Dependent Health Eligibility

- Spouse must have met all requirements of a valid marriage contract of the State in which the marriage of such parties was performed.
- Dependent children up to age 26 including natural born, step- children, legally adopted, or children placed with you for adoption.
- Children of the employee who are required to be covered by reason of a Qualified Medical Child Support Order (QMCSO), as defined in ERISA §609(a).

- Disabled children age 26 and over if all of the following apply:
    1. Is a child as defined above
    2. Is unmarried
    3. Became handicapped prior to reaching age 26
    4. Is dependent upon the Employee/Employee's spouse for support and maintenance
    5. Is incapable of self-sustaining employment because of physical and/or mental disability

Dependent Dental Eligibility

- Spouse must have met all requirements of a valid marriage contract of the State in which the marriage of such parties was performed.
- Your unmarried children (including any children of your unmarried child until your child is 18 years old); including step and adopted children and children placed for adoption with you.
- Unmarried dependent children who are full-time students at an accredited school, college or university are eligible to the end of the year in which they turn 25.
- Unmarried dependent children age 19 and over who are incapable of supporting themselves because of physical and/or mental disability that began prior to their 19th birthday or the date you became eligible for this dental Plan.

Dependents in military service are not covered by this dental Plan.

Benefit election changes during the year may be made for the following reasons:

- Changes in the employee's legal marital status such as marriage, divorce, separation, or the death of a spouse.
- A change in the number of dependents such as birth, death, or adoption. Spouse or dependents. This includes the beginning or ending of employment, new or different work hours, change from full- time to part- time status or vice versa.
- A dependent becomes eligible or ceases to be eligible for coverage due to age or full-time student status (dental).
- Employee, spouse or dependent becoming, or ceasing to be, or at age 65 when eligible for Medicare or Medicaid.
- A judgment, decree, or order that results from a divorce or legal separation.
- An election change must be made within 30 days of the qualifying event.

Pretax Elections:
Employee medical premiums will be deducted on a pre-tax basis throughpayroll deduction. Due to IRS rules, contributions cannot be revoked or changed during the plan year, unless you experience a qualifying "Status Change" as described above.

- **Health Insurance**
  For information regarding Health Benefits, please contact the Human Resources & Risk Management Department.

- **Dental Insurance**
  For information regarding Dental Benefits, please contact the Human Resources & Risk Management Department.

- **Continuation of Health & Dental/COBRA**
  Upon termination from the City for any reason other than gross misconduct, an employee may elect to continue group medical coverage at group rates to the extent and number of months allowed by applicable state and federal continuation laws (COBRA). An employee who elects continuation coverage shall be responsible for the entire required monthly premiums. It is also possible to convert other group plans to individual plans. Employees may also request information on this subject at any time prior to actual termination. Please contact the Human Resources & Risk Management Department regarding COBRA/Retiree rates.

- **Retirement**
  The City is covered under the Wisconsin Retirement System (WRS). The City contributes a percentage of the full-time and benefitted part-time employee's and employer's WRS contribution. WRS rates are set annually by the State of Wisconsin

- **Group Life Insurance**
  The City pays 100% of the premium cost of basic life insurance for full-time employees and benefitted part-time employees. Any employee requesting extra units will pay the difference.

- **Income Continuation Insurance (ICI)**
  The City provides the Wisconsin Public Employer's Group Income Continuation Insurance Program to all full-time benefitted part-time employees. This program provides income continuation during periods of serious illness resulting in total disability. The City's share of the premium shall be based on the 90-day waiting period. Any employee requesting the 30-day or 60-day waiting period will pay the difference between the 90-day waiting period and the 30 or 60-day waiting period, whichever they choose.

- **Ancillary Insurance**
  For information regarding current available ancillary insurance, please contact the Human Resources & Risk Management Department.

VI. Pay Practices

Pay Days

The regular City payday is bi-weekly on Friday. Should this day occur on a holiday, the payday will be on the day prior to the holiday.

Time Sheets

All employees are required to turn in or electronically enter their time sheets in accordance with department rules.

Direct Deposit

The City provides direct deposit of paychecks. This is a service which saves time and provides added security. Each paycheck will be automatically deposited to the employee's checking or savings account (or divided between two accounts) as the employee directs.

Traveling & Training Reimbursement

All expenses must have prior authorization from the Department Director.
See Traveling & Training Reimbursement Policy.

Employee Information

It is important that the personnel records of the City be accurate at all times. In order to avoid issues, compromising benefit eligibility or having W2's returned, the City expects that employees maintain their current information with the Human Resources & Risk Management Department. All employee records must be forwarded to the Human Resources & Risk Management Department to be added to the appropriate personnel file.

VII. Employee Conduct & Job Safety

Position Descriptions

Within one week of employment, job change, or promotion, each full time and Part-time employee will be given a copy of their position description detailing the requirements and expectations of the position for which the employee was hired or reassigned. The employee will sign a statement indicating agreement with and understanding of the position description. This position description may be reviewed and updated periodically as needed. When changes are made, the employee will be given an updated copy and will sign a statement indicating agreement with and understanding of the position description.

Social Media/E-mail & Electronic Communications Policies

Social Media/E-mail & Electronic Communication is used by the City as a means to communicate.

See Social Media Policy.

See E-mail & Electronic Communications Policy.

Employee Performance Appraisals

Performance appraisals are normally conducted annually. Management will review and discuss the review with each employee.

See Employee Performance Appraisals Policies.

Dress Code/Identification

The City of Stoughton Employees contribute to the City's culture and reputation in the way they present themselves. A consistent professional appearance is essential to a favorable impression with citizens and elected officials. Therefore, we follow a business appropriate casual dress code.

All City staff are required to wear a City ID badge and/or City identifying clothing depending on department requirement.

See Dress Code/Identification Policy.

Job Safety

The City recognizes that safe working conditions are of prime importance and will continue to take every reasonable precaution to protect the safety and health of the employees at work. Employees shall keep their work place neat, clean and orderly. Safety equipment provided by the City must be used whenever appropriate. No employee-owned personal safety equipment should be used without prior approval of the Supervisor and/or Department Director. It is the employee's responsibility to use all safety equipment/devices applicable to the duties they are performing and learn the locations of all safety and emergency equipment. All required safety equipment will be provided by the City and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to the employee's supervisor or Department Director.

Personal Protective Equipment & Uniforms

See Personal Protection Equipment (PPE) Policies.

Safety Glasses

The City will provide the appropriate type of safety glasses for the duties performed. The employee is responsible for the cost of any non-essential feature. When safety glasses are required and safety glasses other than the safety glasses provided by the City are used, the employee must provide and pay for their own.

The Supervisor or Department Director must approve the safety glasses. If an employee requires prescription safety glasses, the employee will need to go to an Optician of the City's choosing. The employee must choose from a select number of frames that would be no charge to the employee. The City will also cover single vision, lined bifocals. If the employee wants to upgrade the frame or would like additional features such as progressive lenses or tinting, this would be at the employees cost.

Safety Belts

All employees operating or riding in a motor vehicle while engaged in City business are mandated to use safety belts, if so equipped. It is the responsibility of the person operating the vehicle to ensure that all passengers and themselves are wearing safety belts.

Worker's Compensation and Injury Reporting

The City of Stoughton will follow all laws and regulations regarding worker's compensation insurance and benefits. All injuries shall be reported to the employee's supervisor immediately and to the Human Resources & Risk Management Department within 24 hours.

See Worker's Compensation and Injury Reporting Policy.

Unsafe Activity Reporting

Unsafe activity or inappropriate use of City property in the work place will not be tolerated and must be reported to the Department Director for action. Each employee has a duty to comply with the safety rules of the City, to assist in maintaining a hazard-free environment, to report any accidents or injuries including any breaches of safety, and to report any unsafe equipment, working condition, process or procedure at once to a supervisor. No employee will be punished or reprimanded for reporting safety violations or hazards.

Vehicular/Property Damage Reporting

Employees shall immediately contact their supervisor and/or Director in the event of a vehicular or property damage accident or occurrence. The Supervisor and/or Director shall insure that the Police Department and the Human Resources & Risk Management Department are contacted. The Director/Supervisor will follow up in writing as appropriate, secure the area and evidence, and provide all appropriate documentation to the Human Resources & Risk Management Department.

See Vehicular-Property Damage Reporting Policy.

Employee Conduct

The City of Stoughton is committed to a professional method of approaching workplace conflicts and concerns. We advocate solving any problem at the earliest opportunity with the lowest level of administrative oversight possible. Many problems are matters of miscommunication or misinformation easily solved through direct and honest discussion between the affected parties, often without the intervention of anyone else. It is every employee's responsibility to develop and maintain the job skills necessary to conduct successful conflict management and resolution.

See Employee Conduct Policy.

Personal activities must not interfere with or delay the performance of assigned duties nor the work of others. Personal activities must be limited to approved break times. Family members and friends of City employees may not interfere with or delay the performance of assigned duties nor the work of others.

The use of City owned tools, materials, or equipment for personal activities or for activities not performed in the best interest of the City are prohibited. Privately owned materials and equipment are not to be stored on City owned property. This includes the private use of City owned vehicles during the rest period or unpaid break unless such use is authorized by the Department Director. All employees who have access to computers will be required to read and sign off on the City's Electronic Communication & Information Systems Policy.

See City Electronic Communication & Information Systems Policy.

Alcohol Misuse Prevention & Anti-Drug Policy

In compliance with the Drug-Free Workplace Act of 1988, The City of Stoughton has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the City operates. Additionally, if an employee is taking a prescribed controlled substance which may adversely affect or limit the employee's ability to perform their duties, the employee must notify their Supervisor and/or Department Director of such known side effects prior to the performance of any such duties.

Department Directors are responsible for communicating to every employee that the City's position applies to all alcohol or controlled substances. As a condition of employment, all City employees must abide by the policy.

See Non-DOT Regulated Employee Alcohol Misuse Prevention & Anti-Drug Use Policy.

The use, possession, sale, manufacture or transfer of controlled substances is prohibited at all times with an exemption for Police Personnel acting in their official capacity for possession only in handling of police cases.

The consumption of alcoholic beverages or controlled substances during the workday or while on standby is prohibited, as is reporting for work or being at work, while under the influence of alcohol or a controlled substance. Possession of alcoholic beverages while on City premises and/or in any City work environment is prohibited, except for Police acting in official capacity. Disciplinary action will be taken in cases where violations occur.

All employees should report evidence of alcohol or controlled substance abuse to a supervisor or Department Director immediately. If the employee in question is a department Director or Chief, the report should be made to the Mayor and/or the Human Resources & Risk Management Director. In cases where the use of alcohol or controlled substances pose an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Department Directors have the authority to require "reasonable suspicion" drug and alcohol testing and to send employees home, on sick leave, for the remaining work hours who have apparently consumed controlled substances or manifest behavior during the workday that appears to impair the performance of their job. Department Directors are responsible for providing safe transportation for the employee to the testing facility and home from the testing facility after testing is completed. Investigatory conference(s) will be scheduled as soon as possible after the employee returns to work. Participants for this conference will be the employee, the Department Director, and the Human Resources & Risk Management Director.

See Reasonable Suspicion Policy.

Random drug testing will occur for CDL License holders, as mandated by the Federal Government order. Employees in positions which are identified as safety sensitive will be required to undergo annual random controlled substance/alcohol screening according to the Commercial Driver's License (CDL) policy. Department Directors or Management Designee are responsible for providing safe transportation for the employee to the testing facility and back to work once testing is completed.

See DOT Regulated Employee Alcohol Misuse Prevention & Anti-Drug Use Policy.

Controlled substance/alcohol tests for all other employees will be limited to post-incident, situations exhibiting reasonable suspicion, or related to safety sensitive

employment positions. Department Directors or Management Designee are responsible for providing safe transportation for the employee to the testing facility and back to work once testing is completed.

Pursuant to the Drug Free Work Place Act of 1988, employees must report to their Department Director any conviction under a criminal drug statute for violations occurring on the job or during working hours, whether on or off City premises, within 5 days after conviction. Violations of any provisions of this substance abuse policy will be considered grounds for disciplinary action, up to and including, discharge, even for the first offense.

Tobacco/Personal Vaporizer (Vape) Use

The City strives to provide a healthy environment and therefore prohibits any form of tobacco/personal vaporizer (Vape) use or consumption in city buildings or vehicles.

Driver's Licenses & Traffic Tickets

An employee whose job requires driving, on behalf of the City, City vehicles or a personal vehicle, must immediately notify their supervisor if their driver's license is revoked, suspended, or restricted in any way. Employees are expected to abide by traffic rules and regulations while on duty. An employee who receives a traffic or parking ticket while on the job must pay the fine. Upon revocation, loss or suspension of their driver's license, the employee shall not operate any vehicle of the City. The City may in its sole discretion, temporarily reclassify an employee who loses their license.

CDL Requirements

Any employee whose current position requires the employee to have a valid Commercial Driver's License (CDL) shall immediately inform their Department Director and the Human Resources & Risk Management Director of any revocation, loss or suspension of their CDL privileges. An employee who receives a traffic or parking ticket while on the job must pay the fine. Upon revocation, loss or suspension of the CDL, the employee shall not operate any vehicle of the City which requires such licensure. The City may in its sole discretion, temporarily reclassify an employee who loses their CDL to the status of CDL exempt.

See CDL Requirements Policy.

CDL Reimbursement

Employee's that are required, for their position with the City of Stoughton, to have a valid CDL shall be reimbursed for the additional cost of the endorsements for their CDL.

See CDL Reimbursement Policy.

Workplace Violence

The City of Stoughton is committed to providing a safe and healthy work environment that is free from any threats or acts of violence.

The City will not tolerate any threats or acts of violence perpetrated by employees or people from outside the workplace. Violence is defined to include, but is not limited to: physical assault, aggressive behavior directed at an individual, purposeful destruction of another person's or the City's property, intimidation through verbalized or implied threats, and threatening or harassing telephone calls. Any reported act or threat will be investigated as a criminal act and/or a serious violation of City policy. Any confirmed act or threat by an employee will be grounds for disciplinary action, up to and including termination of employment. Patrons and employees are prohibited from bringing authorized, concealed and/or unconcealed weapons, as defined by state statute to the worksite, including the storage of weapons with their personal belongings in the workplace. This prohibition does not include firearms stored in an employee's personal vehicle, even while on city business, and does not apply if the firearm is in a vehicle driven or parked in a parking facility, or to any part of the building, grounds or lands used as a parking facility, as well as city parks (this restriction does not apply to employees who use city provided vehicles). Law enforcement officers employed by the City Police Department or other agencies may bring firearms to the worksite if authorized by the Chief of Police.

Any employee who has been a recipient of a threat of violence or victim of an act of violence is to make a report to the Department Director and/or the Human Resources & Risk Management Director who will forward the information to the Police Chief. Such reports will be kept confidential to the extent possible. We ask each employee's cooperation and commitment to the prevention of violence in the workplace.

Health & Safety Program

Upon hire, employees shall participate in annual training regarding basic health and safety requirements. Contact your Department Director/Supervisor for more information.

Safety Data Sheet Document Management

The City's Safety Data Sheet system enables employees to know health and safety information about hazardous chemicals they work with and/or are exposed to in their individual work area(s). Contact your Department Director/Supervisor for specifics.

All employees shall participate in the Health & Safety training sessions and remain

familiar with the SDS management system and their Departments binder location.
See Safety Data Sheet Information Policy

Employee Assistance Program (EAP)

EAP information is given to all volunteers and all full-time and part-time employees upon hire. If additional information is needed, please contact your Department Supervisor or the Human Resources & Risk Management Department.

Disciplinary Action

Discipline may result when an employee's actions do not meet acceptable standards.
See Disciplinary Action Policy.

VIII. Grievance Procedure

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure.
See Grievance Procedure Policy.

IX. Anti-Harassment and Retaliation

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment and discrimination.
See Anti-Harassment and Retaliation Policy.

X. Code of Ethics

As defined in Municipal Code 2-2, the proper operation of democratic government requires that public officials and employees be independent, impartial, and responsible to the people; that government decisions and policy be made in proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, a code of ethics was established for all City officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees, and commissions of the City. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City and by directing disclosure by such officials and employees of private financial or other interests in matters affecting the City. The provisions and purpose of the code and such rules and regulations as may be established are hereby declared to be in the best interest of the City.
See Code of Ethics Policy.

Acknowledgment and Receipt

I have received my copy of the City of Stoughton Work Rules and Policy Manual. The Work Rules and Policy Manual describes important information about the City of Stoughton Employment, and I understand that I should consult my Department Director or Human Resources/Risk Management regarding any questions not answered in the Work Rules or Policies.

By distributing the Work Rules and Policy Manual, the City of Stoughton expressly revokes any and all previous Work Rules and Policies which are inconsistent with those contained herein. I understand that, except for employment at-will status, any and all Work Rules and Policies may be changed at any time by the City of Stoughton, unless contained within a contractually bound Union Agreement.

The City reserves the right to change my work hours, wages and working conditions at any time. Union contract provision would prevail for union employees. All such changes will be communicated through written notification, andI understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Work Rules and Policy Manual creates, or is intended to create, a promise or representation of continued employment and that employment at the City of Stoughton is employment at-will, which may be terminated at the will of either the City of Stoughton or myself.

Furthermore, I acknowledge that the Work Rules and Policy Manual are neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the City of Stoughton or myself.

I have received the Work Rules and Policy Manual and I understand that it is my responsibility to read and comply with the City of Stoughton Work Rules and Policies and any revisions made to it. I fully understand that non-compliance with the Work Rules and Policies may result in disciplinary action up to and including termination.

_____Employee's Signature

_____Employee's Name (Print)

_____Date